



Regional Arts & Culture Council

Make | Learn | Build A Community Arts & Culture Grant

The **Make|Learn|Build** grant program supports artists, creatives, organizations, and businesses in making work, gaining skills, or building up a business as we continue to respond to community needs. This grant program is designed to address the various ways the arts community in the tri-county region need support. Awards in each focus area are at the \$1,500 or \$3,000 level, or a \$5,000 level in Make when additional eligibility requirements are met.

FY22 Application Due Dates:

- Round Three: 5 p.m., Wednesday, October 6, 2021
- Round Four: 5 p.m., Wednesday, January 26, 2022

Apply online in the [RACC Opportunity Portal](https://racc.org/apply) at racc.org/apply.

Grants Team Assistance:

- Ingrid Carlson – icarlson@racc.org – *Primary MLB contact*
- Helen Daltoso – hdaltoso@racc.org
- Molly Gray – mgray@racc.org

Accessibility: We are committed to making our programs and services accessible to everyone. Please contact us directly or at grants@racc.org to request any accommodations, translation, interpretation, or other assistance you need in completing this process.

Interpretation services available, email info@racc.org

Servicio de interpretación disponible

Предоставляются услуги переводчика

Có dịch vụ thông dịch

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INTRODUCTION

The Regional Arts & Culture Council (RACC) grant programs provide resources to increase the community's access to a wide range of arts and culture, and promote RACC's core values:

- Accessibility – Inclusion, simplicity, and ease
- Advocacy – Visibility, resources, and impact
- Equity – Racial justice and representation in services and investments
- Diversity – Of art forms and artistic traditions
- Community – For belonging, support, and connection
- Innovation – Testing and adapting; finding new ways to deliver value

The Make|Learn|Build grant program provides opportunity for Multnomah, Washington, and Clackamas County artists and arts-based businesses/organizations to apply for funding to support activities and operations during this time of adaptation, transformation, and creative innovation. The program offers funding in three categories:

- **MAKE:** the creation of work in any artistic discipline.
- **LEARN:** artistic or administrative learning, skill building, or professional development that improve your art practice or business.
- **BUILD:** a transition or pivot for an arts business or operations, including purchase of equipment or staffing costs.

When applying to the Make|Learn|Build grant program, you may submit only one application in a cycle. You will need to choose your category and either the \$1,500 or \$3,000 level. If your proposal involves more than one primary artist collaborator *and* requires space rental for a live event in an ADA Accessible venue, you can choose to apply at the \$5,000 level in the Make category.

ELIGIBILITY

WHO IS ELIGIBLE TO APPLY?

To be eligible for the Make|Learn|Build grant program, you must:

1. Physically reside or be headquartered within the RACC service area, which includes Multnomah, Washington, and Clackamas counties. Legal address as shown on W-9 form/income tax return must be within RACC's service area.
2. Be an **individual** or a **business/organization** and provide RACC with a W-9 form upon notification that you have been awarded a grant. The W-9 form must have a Social Security Number (SSN), Taxpayer

Identification Number (TIN), or an Employer Identification Number (EIN) with your legal address in the tri-county region. RACC makes grant awards to individuals, nonprofits, Limited Liability Companies (LLC), partnerships, and other legally organized entities. Note that grant awards are income, and you will receive a 1099-NEC for the amount of the grant award paid in the calendar year. Make sure that your Applicant Eligibility Profile in the RACC Opportunity Portal reflects how you are legally organized and prepared to receive grant income.

3. Complete all final report requirements for current RACC grant awards within the focus area in which you are applying, as well as past grants for which you have outstanding reports. For example, if you have an open Project Grant, you should not apply to MAKE. If you have an open Professional Development Grant, you should not apply to LEARN. You **can** apply to support your work in an area not currently funded by RACC.
4. Applicants who are not selected in a cycle of Make|Learn|Build may re-apply in another cycle for the same or different opportunity. You may have only one Make|Learn|Build grant open at a time.

FUNDING RESTRICTIONS

1. Projects or activities that have already received RACC support are not eligible, including past Project Grants, Public Art Murals, Support Beam, Make|Learn|Build, or ongoing Cultural Leadership Program or Capacity Building support.
2. Proposals from more than one applicant for the same project or activity will not be considered. One eligible applicant should apply on behalf of the collaboration.
3. Make|Learn|Build grant is not a scholarship. Tuition for a degree or certificate program or costs for projects related to degree course work (including your thesis) are not eligible.
4. Organizations receiving RACC General Operating Support funding are not eligible to apply.
5. Schools, school districts, and fundraising organizations (such as PTAs or Booster Clubs) on behalf of K-12 schools are not eligible to apply. However, artists and organizations may apply directly for arts education work taking place with K-12 schools.
6. Applicants with past due or outstanding grant obligations should contact RACC Grants Team members before applying.
7. Available funding from Washington and Clackamas counties may impact awards to applicants headquartered/residing in those counties.
8. Members of RACC staff or Board of Directors are not eligible to apply.
9. Applications submitted after the stated cycle deadline will not be considered for funding until a future cycle, if available.
10. To apply at the \$5,000 level in Make, the proposal must pay more than one artist collaborator and pay space rental for an ADA Accessible venue for a public presentation. This requirement acknowledges the increased costs for larger budget activities that support multiple artists and venues, as the community opens up to in-person and indoor events. The venue must be specified and COVID-19 protocols in place.

APPLICATION PROCESS & REVIEW

You must submit the required application and supplementary material through the [RACC Opportunity Portal](#) by the stated deadline. The Grants Team will review your material for eligibility and category before your application goes to our Community Panel Reviewers for scoring.

Please keep the following in mind:

- When choosing your category and grant level, consider your most immediate needs and what would have the greatest impact at this time.
- Materials will be reviewed online. Make sure file names clearly reflect the contents of the file, all website links are correct, and access codes/passwords are provided when necessary. Do not upload more materials than requested.
- Review panels will be made up of a cross-section of individuals from the arts, cultural, and creative community within the greater tri-county region. The panels will review and score applications according to review criteria listed below and alignment with RACC's core values listed in the introduction.
- Reviewers with a [conflict of interest](#) will not be permitted to offer an opinion or score on the application in question.
- Panel meetings will not be open to the public. You may contact the RACC Grants Team to schedule a one-on-one feedback session once award notifications are sent out via email.
- Grant awards will be based on funds available, panel rankings, and RACC's work to increase investment in under-represented communities, including people who identify as Black, Indigenous, Latinx, Asian, Pacific Islander or Multiracial, immigrants and refugees, people with disabilities, homeless or houseless communities, and LGBTQIA+ people.
- Final grant award recommendations will be reported to the RACC Board of Directors.
- All grant applicants will be notified of funding decisions via email and within their account at the [RACC Opportunity Portal](#). Round Three awards announced by November 30, 2021 and Round Four awards announced by March 31, 2022.

REVIEW CRITERIA

The Community Review Panels will apply the following criteria, as well as alignment to core values, in the review of applications:

1. Strength of concept, including evidence of planning and proposal clarity.
2. Demonstrated capacity of the applicant and others involved to meet proposal goals.
3. Impact on the applicant.
4. Impact on an audience and/or community.
5. Budget clearly supports the requested activity and amount.

Is this M|L|B application important to support as part of RACC's core values (Accessibility, Advocacy, Equity, Diversity, Community, Innovation)? (No/-Maybe+/Yes)

GRANT AWARDS & ADMINISTRATION

As a grantee, you will receive the full grant award after submitting the Grant Agreement and W-9 form via the [RACC Opportunity Portal](https://racc.org/apply) at racc.org/apply. You will be required to submit a Final Report after your activity is complete. Awardees will receive a detailed Grant Administration Guide with more detail upon notification of the grant.

ACKNOWLEDGMENT (CREDIT TO RACC)

Please acknowledge support by RACC in all printed materials such as programs, newsletters, press releases, and related online promotion of your activity. We ask that you use [the RACC logo](#) when space and format permit. If space is limited the text “This project was funded in part by the Regional Arts & Culture Council” should be used to credit RACC.

For social media posts, we encourage you to @mention RACC.

- On Facebook: @Regional Arts & Culture Council
- On Twitter: @R_A_C_C
- On Instagram: @regionalarts

FINAL REPORT REQUIREMENTS

At the conclusion of the funded project or activity, you will submit a final report via the RACC Opportunity Portal at racc.org/apply, along with applicable documentation. Submission of a final report may be required in order to be eligible for future grant cycles.

Final reports will include:

- Information on successes, challenges, and feedback on the grant process.
- Final itemized budget with actual costs and contributions where revenues are equal to or greater than total expenses.
- Materials that show acknowledgement of RACC through credit or use of the logo on websites, social media, and in other material such as brochures, programs, press, or publicity.
- Documentation of the completed art work or activity, such as photos, videos, or articles.

It is your responsibility to notify RACC by email and in advance of any changes in the grant status or project completion.

All grant recipients must uphold the commitment to accessibility, and all programming supported by RACC funding should take place in ADA accessible spaces, provide captioning and/or ASL interpretation, and be open to anyone.

APPLICATION ASSISTANCE

The RACC Grants team is available to answer questions and support you throughout the process. Contact us at grants@racc.org to request the following support:

- **Technical Assistance with the RACC Opportunity Portal**

Contact us if you have any difficulty logging into or submitting your application through the online system.

- **Translations Services and Language Support**

We are happy to provide translation services for applicants who would like to receive information about this grant or submit an application in a language other than English.

- **Accessibility**

We are happy to provide documents or information in alternate formats to make this process as accessible as possible. Please contact us with any ADA accommodation requests.

- **Grant Info Sessions**

Grants Team members will offer orientation info sessions for potential applicants to learn more about the process and answer questions. Dates, times, and location for these sessions will be posted online at racc.org/grants. Please RSVP online to let us know you are coming!

- **Grant Draft Review**

The RACC Grants Team are happy to read a draft of your application and provide feedback. This service is provided on a first-come/first-served basis and applicants who have not received RACC funding in the past will be prioritized. Please prepare your narrative and budget in the RACC Opportunity Portal, save a draft, and then email grants@racc.org to request a time. We will review the draft you have saved online and schedule a time to provide feedback over the phone. Your draft application, including the budget, **must be ready no later than one-week prior to the deadline** to allow time to prepare and schedule feedback.



Regional Arts & Culture Council

Make | Learn | Build Grant Application Information

Submit your application at racc.org/apply

Application

Applicant Type: *Individual Artist or Arts Organization/Arts Business*

Applicant Name:

Contact Info:

Grant Type: *Make, Learn, Build*

Does your proposal involve paying more than one artist? *Yes or No*

If yes, how many? Be sure to list them and how much in your budget.

Does your proposal involve space rental costs at an ADA Accessible venue for a public presentation? *Yes or No*

If yes, what is the venue? Be sure to list it and the rates in your budget.

Funding Level: *\$1,500 or \$3,000; or \$5,000 for MAKE proposals involving multiple artists and space rental*

Artistic Discipline: *Dance/Movement, Folk Arts, Literature, Media Arts, Multi-Discipline, Music, Social Practice, Theatre, Visual Arts, Other*

Start Date:

End Date:

1. Describe your project, activity, or opportunity. Include who or what is involved, when and where it will take place, timeline, and any other information including scope or details that you feel is appropriate. (*Up to 1,000 characters including spaces.*)
2. Who are the key artists, collaborators, community partners, or service providers? What are their roles and why did you select them? (*For individual artists with solo proposals, use the space to describe the connection to your own practice as the key artist. Up to 1,000 characters including spaces.*)
3. How would this opportunity help transition or move you forward at this time? (*Up to 1,000 characters including spaces.*)
4. What is the intended impact of this project, activity, or opportunity on an audience and/or the community? (*Up to 1,000 characters including spaces.*)

BUDGET FORM QUESTIONS

Proposal Costs

List all expenses directly related to the total cost of what you are proposing. (Examples: artist fees, supplies/materials, registration fees, marketing costs, ASL interpretation and Access services, other purchases, etc.).

| | Item | Amount |
|----|--------|--------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |
| | Total: | |

Proposal Contributions

List all cash or donated (in-kind) contribution sources you will put toward your total cost listed above. Indicate whether the contribution is confirmed or projected. (Examples: applicant cash, other grants, fundraisers, event ticket sales, work or merchandise sold, etc.) In your first line, include the amount of funding you are requesting from RACC (either the \$1,500, \$3,000 or \$5,000 level) and mark it as Projected.

| | Item | Projected or Confirmed? | Amount |
|----|--------------------|-------------------------|--------|
| 1 | RACC Grant Request | Projected | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| | | Total: | |

Make sure that your Total Proposed Costs equal your Total Proposed Contributions so your budget is balanced!

SUPPLEMENTARY MATERIALS

Supplementary materials must be uploaded through the [RACC Opportunity Portal](#) to complete your application. Preferred format and file types are weblinks, PDFs, and JPEGs. Additional information is available in the application form at racc.org/apply.

- Individual applicants should upload your artistic resume or bio.
- Include resumes or bios for main collaborating artist(s), contractors, consultants, and/or project lead staff, if applicable.
- Provide work samples showcasing your previous work/programming and that of other key artists or contractors involved and supporting the proposal.
- Optional opportunity to Include information relevant to the activity or event outlined in the proposal, such as COVID-19 safety protocols for venues, letters of invitation, brochures, links to websites, proposals from consultants, and/or any other materials that provide detail about the opportunity.
- Optional opportunity to provide price lists, quotes, estimates, or documentation of cost research to support the proposed budget for key expenses or purchases, if critical to your proposal.