General Operating Support

Reporting Guidelines
for partners based in Washington and Clackamas Counties
FY2021-22

Grants Team Assistance: Have questions about the reporting process? Need assistance with the application portal? Contact the Grants team!

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

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

INTRODUCTION

The RACC General Operating Support Grant Program provides financial support to arts organizations in Multnomah, Washington, and Clackamas Counties, based on impact in the community, strong artistic programming, operational health, and compliance with reporting requirements. The General Operating Support Grant Program seeks to fund arts organizations and help provide a wide range of quality arts programming made available to the public.

RACC’s partnerships with organizations receiving General Operating Support are ongoing. As long as partner organizations continue to meet eligibility and annual reporting requirements, they will remain in the program and receive funding.
Partner organizations based in Washington and Clackamas Counties will receive an annual award amount based on funding allocated by their county governments and Metro.

**TIMELINE**

GOS partner organizations submit reports to RACC once annually in one of three cycles, depending on the availability of complete financial data. Organizations are welcome to submit in any cycle as long as they have finalized their FY2021 financial documentation at the time of submission.

**Timeline for Washington County and Clackamas County organizations:**

- **Cycle 1**
  - Reports due **Wednesday, December 8, 2021**, by 5:00pm
  - Awards announced in late January 2022
- **Cycle 2**
  - Reports due **Wednesday, February 9, 2022**, by 5:00pm
  - Awards announced in late March 2022
- **Cycle 3**
  - Reports due **Wednesday, May 4, 2022**, by 5:00pm
  - Awards announced in late June 2022

**ELIGIBILITY**

To be eligible for an annual General Operating Support Base Award an organization must:

1. Be an arts organization headquartered, with a physical address, and providing services in Multnomah, Washington and Clackamas Counties. For the purpose of the General Operating Support Grant Program, the definition of “arts organization” is an organization whose primary mission and goals articulate its commitment to developing and providing ongoing arts programs made available to the public.
2. Have IRS 501(c)3 tax status.
3. Have minimum eligible income of $75,000.
4. Have at least one paid professional administrative staff member on payroll as an employee of the organization.
5. Have continuous administration throughout the year.
REPORT SUBMISSION PROCESS

- **Preparing to submit:** All report materials must be submitted online in the RACC Opportunity Portal. Please log into your organization’s existing account to complete the Partner Report forms and upload your materials. If you have trouble accessing your organization’s account, or navigating the system, please email grants@racc.org.

- **Complete SMU DataArts Profile:** Along with other arts grantmakers in Oregon, RACC collects financial and programmatic data through the SMU DataArts platform. A complete Cultural Data Profile (CPD) is a necessary part of your GOS Partner Report and should reflect your completed FY21 financials. See below for more information.

- **Submit your Report:** All GOS material is due no later than 5:00 pm on one of the three reporting due dates: **Wednesdays December 8, 2021, February 9, 2022, or May 4, 2022.** Be sure to click the “Submit” button once you have completed your report. RACC will send a confirmation email to the address associated with your organization’s account to confirm the report has been received. Incomplete or late submissions will delay review of your application to the next cycle.

REQUIRED ATTACHMENTS

All documentation listed below is required as part of this General Operating Support report. Financial documentation must be finalized and approved. **Draft financials will not be accepted.**

Organizations must upload the following financial documentation:

1. **FY2021 Financial Statements.** Organizations must provide one of the following:
   - Audited Financial Statements
   - CPA Reviewed Financial Statements
   - Internally produced financial statements, including **Income & Expense Statement and a Balance Sheet. Internally produced statements must be accompanied by a letter of approval from the organization's Board of Directors.** The letter should come from a board member and state the date on which the financials were reviewed and formally approved by the Board.

2. **RACC’s SMU DataArts Funder Report for FY2021.**
   - Organizations must enter information from their most recently completed fiscal year into an SMU DataArts Cultural Data Profile. **Be sure to enter or update your data using your board approved audit, reviewed financials, or completed and approved year-end financial statement so that it matches the other financial**
The Cultural Data Profile must be in Complete status, meaning that your data has cleared the error check. Once the profile is complete, you will need to generate your Funder Report, save it as a PDF, and upload it in the RACC Opportunity Portal. Please refer to How do I run or produce a Funder Report for more information. If you have questions about the SMU DataArts platform or need assistance entering data and generating a funder report, please contact the SMU DataArts Support Center at 1-877-707-3282 or help@culturaldata.org.

3. The organization’s most recent monthly financial statements including an income & expense statement and a balance sheet.
4. The organization’s budget for FY2022.

REPORT REVIEW

Partner organizations who maintain eligibility, and who submit a complete report will receive a GOS Award.

REVIEW PROCESS

1. The RACC Grants team will review GOS reports to see how you are doing as well as confirm eligibility, clarity, and accuracy of financial data.
2. Organizations will be contacted if there are questions regarding submitted data.
3. If necessary, a member of the RACC Grants team will follow-up on areas of interest or concern.

GRANT AWARDS & ADMINISTRATION

Organizations receiving General Operating Support Grants must sign a Grant Agreement in order to receive award funds. The agreement states the partner’s responsibilities, the amount of funding, and the approved use of the funds.

Organizations are required to comply with Oregon Revised Statues, Chapter 656 regarding Workers’ Compensation insurance and maintain Directors and Officers liability insurance (D&O). The organization shall also maintain General Liability insurance that protects the organization and RACC from any claims, demands, actions, and suits for damage to property or personal injury arising from their work under the contract. Partner organizations must also comply with all applicable provisions of the Americans with Disabilities Act of 1990.
Throughout the grant period, organizations receiving General Operating Support Grants may be required to provide RACC with information about their current financial condition and program activities.

ACKNOWLEDGMENT (CREDIT TO RACC)

It is vital that RACC grant recipients display RACC’s logo as a demonstration of how public funds support arts and culture in our region. Organizations that receive General Operating Support Grants are required to use the RACC logo in printed and electronic materials associated with all performances, exhibitions, or other public events. Current logos are available for download in a variety of formats at racc.org/logos.