



# Arts3C Grant Guidelines

## *Creation, Cultivation & Community in the tri-county region*

The **RACC Arts3C Grant** program is available to support the making and sharing of artistic work and the development of the arts community in the Portland, Oregon tri-county region. Awards are up to \$5,000.

Next Grant Application Due Date:

**Wednesday, September 28, 2022 by 5:00pm** with grant awards in this cycle announced by December 30th.

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

Grants Team Assistance:

Ingrid Carlson – [icarlson@racc.org](mailto:icarlson@racc.org)

Helen Daltoso – [hdaltoso@racc.org](mailto:hdaltoso@racc.org)

Molly Gray – [mgray@racc.org](mailto: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](mailto: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](mailto:info@racc.org)

Servicio de interpretación disponible

Предоставляются услуги переводчика

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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 **RACC Arts3C Grant** program is for Multnomah, Washington, and Clackamas County applicants creating and sharing arts and culture programming in all disciplines.

You can apply to support your artistic output, such as projects, programming, or presentations, or apply to support your internal capacity, such as operations, personal or professional development, or business investment. You will need to clearly explain what you need grant funding to support, and then make the case for how the public investment of the grant will impact both you and the community.

When applying for a RACC Arts3C Grant, you may submit only one application in a grant cycle and receive only one grant within 12 months.

**You will select the grant request amount of up to \$5,000.** A smaller grant request (\$1,000 or \$2,000) will have a more streamlined and simple application. A larger request amount (\$3,000 to \$5,000) requires more information and budget details. Our intention is to make grant awards at the level requested. However, in rare instances, the award amount may be less than requested based on panel review and recommendations.

## ELIGIBILITY

RACC makes grant awards to individuals, nonprofits, arts-based businesses, Limited Liability Companies (LLC), partnerships, and other legally organized entities. To be eligible for the RACC Arts3C Grant, you must:

1. Physically reside or be headquartered, with your legal address shown on your W-9 form/income tax return, within the RACC service area of Multnomah, Washington, and Clackamas counties. Applicants with a PO Box will need to provide additional proof of residence or physical location.

2. Be an artist, arts organization, arts business, or other organization applying for an arts activity.
3. Complete all final report requirements for current RACC grant awards. You may have only one RACC grant open at a time.

### **FUNDING & ELIGIBILITY RESTRICTIONS**

1. Applicants with open grants, including Project Grants, Professional Development Grants, or Make|Learn|Build grants, are not eligible until your activity and reporting on past grants is complete.
2. Applicants that have already received an Arts3C Grant within the year (previous consecutive grant cycles) are not eligible to apply.
3. One eligible applicant should apply on behalf of a collaboration. Proposals from more than one applicant for the same project or activity will not be considered.
4. Individuals enrolled as a student in a degree or certificate program in the arts at the time of application are not eligible.
5. Organizations receiving RACC General Operating Support Grant funding are not eligible to apply, but may act as fiscal agents or partner on an activity.
6. The proposal End Date must be set after grant award announcements are scheduled and the grant cycle begins.
7. All programming supported with RACC grant funding must take place in ADA-accessible spaces. If you have questions about ADA-accessibility, please contact the RACC Grants Team.
8. Available funding from Multnomah, Washington, and Clackamas Counties may impact awards to applicants headquartered/residing in those counties.
9. Grant awards are taxable income, and all non-exempt grantees will receive a 1099-NEC for the total amount paid to them by RACC in a calendar year.
10. Members of the RACC Team, Board of Directors, or current RACC contractors are not eligible to apply.

## **APPLICATION PROCESS & REVIEW**

You must submit the required application and supplementary material through the [RACC Opportunity Portal](https://www.racc.org/apply) at [www.racc.org/apply](https://www.racc.org/apply) by the stated deadline. The Grants Team will review your material for eligibility and categories (see page 8). Applications will be grouped based on categories you select, discipline, applicant type, and funding request amount. The applications are evaluated by panels made up of Community Reviewers and RACC Team members.

The review panels will use the following criteria and award up to 7 points for each measure. The individual Community Reviewer scores on a panel are averaged for a panel score, which determines the ranking of the applications on the panel. Funding is then awarded based on that ranking of the average scores.

## REVIEW CRITERIA

1. **Strength of concept** - *including evidence of planning and proposal clarity.*
2. **Quality of artmaking and experience** - *including demonstrated ability of the artists and professionals involved as evidenced by resume/bio and work samples.*
3. **Impact on the applicant** – *including evidence of benefit, advancement, or growth to the artist or organization.*
4. **Engagement with an audience and/or community** – *including thoughtful and effective sharing of the project, program, product, or outcome within the tri-county region.*
5. **Financial Readiness** - *including budget detail and cost documentation clearly supporting the activity and request amount.*
6. *[For requests of \$5,000]* **Alignment with one or more of RACC's core values:**  
Accessibility, Advocacy, Equity, Diversity, Community, Innovation.

## THINGS TO CONSIDER BEFORE YOU APPLY

- When choosing your grant level and proposal focus, consider your most immediate needs and what would have the greatest impact at this time.
- Materials are 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 above.
- 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.
- The number of review panels are determined by the number of applications submitted in a grant cycle. The percent of funded applications in each panel is the same.
- 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/or LGBTQIA+ people.

- Review panels will make grant award recommendations, and in rare instances, the award amount may be less than requested.
- 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](#).

## 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 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 upon notification of the grant.

Grant awards that are **not claimed** within 12 months of the award date will be **forfeit**.

### 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 ([racc.org/logos](#)) when space and format permit. If space is limited, the text “This project was funded in part by the Regional Arts & Culture Council.” can be used to credit RACC.

For social media posts, we encourage you to @mention RACC. This helps meet your requirements for acknowledging the grant support and allows RACC to re-share your posts.

- On Instagram: @regionalarts
- On Twitter: @R\_A\_C\_C
- On Facebook: @Regional Arts & Culture Council

### 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 the Final Report will affect eligibility 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 should be 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 artwork or activity, such as photos, videos, articles, receipts, etc.

It is your responsibility to notify RACC by email and in advance of any changes in the grant status or activity 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 when appropriate, and be open to anyone in the community.

## APPLICATION ASSISTANCE

The RACC Grants Team is available to answer questions and support applicants throughout the process. Contact us at [grants@racc.org](mailto:grants@racc.org) with your questions or to request the following support:

- **Technical Support** for the RACC Opportunity Portal
- **Translations Services** and Language Support
- Accessibility and **ADA accommodation requests**
- **Grant Info Sessions** - Dates, times, and location for these sessions will be posted online at <https://racc.org/grants/> and recorded Info Sessions will be posted to YouTube.
- **Grant Draft Review** - The RACC Grants Team is 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](mailto: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 and the draft request email, **must be received no later than the TUESDAY of the week PRIOR to the deadline** to allow time to prepare and schedule feedback. Late requests cannot be accommodated due to the volume.



# Arts3C Grant Application Questions

Submit your application at [racc.org/apply](http://racc.org/apply)

## Applicant Information from Eligibility Profile

How are you organized to apply for and receive grant income? This should not change between submission and the receipt of any grant funding. If you would prefer a different option, be sure to update your Applicant Eligibility Profile or contact [grants@racc.org](mailto:grants@racc.org) now.

- *Individual Artist*
  - *Social Security Number*
  - *Single Member LLC with an Employer Identification Number*
  - *Sole Proprietorship with an Employer Identification Number*
  - *Other (specify):*
- *Organization or Business with an Employer Identification Number*
  - *501c3 nonprofit*
  - *Limited Liability Company*
  - *C corporation, S corporation, Partnership*
  - *Sole Proprietorship*
  - *Fiscally Sponsored (upload an MOU)*
  - *Other (specify):*

**Primary Artistic Discipline** (Choose your primary discipline for aiding panel assignments. You have the option to add a secondary discipline in text, for clarity.):

- Dance/Movement
- Folk Arts
- Literature
- Media Arts (Film/Video)
- Media Arts (Audio)
- Media Arts (Computer/technology based)
- Multi-Discipline
- Music
- Social Practice
- Theatre/Musical Theatre
- Visual Arts
- Other Primary (specify):
- Optional Secondary discipline (specify):

**Request Categories** (choose all that apply, for panel assignment classification):

- Art Project
- Ongoing Program
- Organization/Business Development (*orgs*)
- Professional Development (*individuals*)
- Operating Expenses (*organizations*)
- Personal Expenses (*individuals*)
- Art or Cultural Event
- Exhibition
- Installation
- Mural
- Live Performance or Concert
- Fair or Festival
- Publication & Distribution
- Studio Recording & Distribution
- Live Screening
- Digital Distribution
- Workshop Presentation or Reading
- Teaching a Community Workshop/Class
- Arts in K-12 Schools
- Arts in Higher Education
- Conference
- Artist Residency
- Other (specify):

**Working Title** of your proposed Project or Activity (optional):

**Grant Request Amount** (choose one):

- \$1,000
- \$2,000
- \$3,000
- \$4,000
- \$5,000

**Grant Request Timeframe:**

What is the Start Date? *When did or does planning begin for the proposed work or activity?*

What is the End Date? *When do you anticipate all related work be complete?*

**Grant Application Questions:**

1. What do you need RACC grant funding to support? *(Provide as much detail and information as you can. Up to 1,200 characters including spaces.)*

Does your request involve other artists, admin support, staff or board, community groups, vendors, service providers, etc? Yes/No

2. If Yes, who is involved, what are they doing as part of this activity, and why did you select them?

If No, as the only artist involved, please outline what you are doing as part of this activity? *(Up to 1,000 characters including spaces.)*

3. How does this request impact you and move your artistic work forward? *(Up to 1,000 characters including spaces.)*

4. Will you engage with the public in the Portland tri-county area in a presentation or activity as part of this proposal? Yes/No



If yes, what is the anticipated venue name and address with zipcode for any public involvement? If digital engagement, what are your platforms for reaching tri-county residents? *(Up to 400 characters including spaces.)*

If yes, is this location ADA-Accessible? Yes/No/Unknown, please explain:

**[\$3,000 Request Level & Above]**

5. *If yes to public engagement, who is the audience or participants for the public engagement, how many people will it reach, and what is your promotion, marketing, outreach, or distribution plan? (Up to 1,000 characters including spaces.)*

*If no to public engagement, how does this grant investment make a difference for your audiences or your local community in the tri-county region? (Up to 1,000 characters including spaces.)*

**[\$4,000 Request Level & Above]**

6. Please describe the overall proposed timeline for your proposal between your start and end dates, including the expected timeline with estimated dates for development, execution, promotion, and any final presentations. *(Up to 1,000 characters including spaces.)*

7. *If yes to public engagement, what accessibility considerations are you making to support your audience or participants? (This could be physical such as ASL, closed-captioning, CART, or financial such as scholarships, subsidized tickets, etc. Up to 500 characters including spaces.)*

*If no to public engagement, how does this grant investment have long-term impact for your artistic business? (Up to 500 characters including spaces.)*

**[\$5,000 Request Level]**

8. Select all the RACC Core Values that apply to your proposal and explain: *(Up to 1,000 characters including spaces.)*

- Accessibility
- Advocacy
- Equity
- Diversity
- Community
- Innovation

**Closing Statement**

What else would you like the Community Reviewers to know in support of your grant request? *(Up to 1,000 characters including spaces.)*

# BUDGET

List all expenses directly related to the total cost of your proposed activity. Your expenses total may be higher than your RACC grant request. You will detail other contributions or fundraising to make up the difference.

Provide detail as estimated calculations in the **Description** with who/what and how much for each item and then the total in the Amount (example: "Three artists at \$18/hr for 50 hours each" Amount: "\$2,700" or "Five 2'x3' canvas at \$27 each, Two 3'x4' canvas at \$65 each" Amount: \$265".

Consider expenses such as artist fees, supplies/materials, space rental, registration fees, travel costs, design or consultant fees, marketing or promotion costs, ASL interpretation and Access services, other purchases, etc. Expenses should line up with Cost Documentation required for larger grant requests.

**Proposal Costs or Expenses: -**

Budget Item Description:	Amount
<i>Example: artist fees (3) at \$18/hr for 50 hours each</i>	\$2,700
<i>Example: Theatre Venue, load in, 4 nights performances, load out</i>	\$950
<i>Example: 200 postcards and stamps; 3 social media ads</i>	\$350
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

**TOTAL COSTS:                    \$TOTAL CALC**

**Proposal Contributions or Revenue:**

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. In the first line, include the amount of funding you are requesting from RACC and mark it as Projected.

Provide detail on estimated revenue in the **Description** with who/what and how much for each item and then the total in the Amount (example: " *Approx. 150 tickets; \$15 (student tix) to \$25 each, avg. of \$22*" Amount: "\$3,300" or "*Anticipate 10 enrolled workshop students, \$25 each*" Amount: "\$250").

Consider **Sources** such as applicant cash, specific grants, fundraiser events, online campaigns (ie. GoFundMe or Patreon), ticket sales, anticipated work or merchandise sold, class or workshop fees, or in-kind donation of goods or services etc. In-kind donations should be clearly indicated with a specific source and what cost line item it covers above.

Contribution Source Description	Confirmed Projected?	or	Amount
<i>Example: RACC Grant</i>	<i>Projected</i>		<i>\$2,000</i>
<i>Example: Applicant Cash</i>	<i>Confirmed</i>		<i>\$500</i>
<i>Example: Approx. 150 tickets, \$10 each</i>	<i>Projected</i>		<i>\$1,500</i>
			\$
			\$
			\$
			\$
			\$
			\$

**TOTAL CONTRIBUTIONS:**

**TOTAL CALC**

Verify that your request amounts match. Yes/No

Verify that your budget is balanced. Yes/No

# SUPPLEMENTAL MATERIAL REQUIREMENTS

Supplementary materials must be uploaded through the [RACC Opportunity Portal](#) to complete your application. Preferred format and file types are website links, PDFs, and JPEGs. Keep in mind that reviewers will spend an average of 15 minutes reading, watching, and reviewing supplementary materials, so curating appropriate material is important. Additional information is available in the application form at [racc.org/apply](#).

- Individual applicants should upload your artistic resume or bio.
- All applicants should upload resumes or bios for main collaborating artist(s), contractors, consultants, and/or 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.
- **[Required at \$3,000 level and above, otherwise optional]** Provide price lists, quotes, estimates, or documentation of cost research to support the proposed budget for key expenses or purchases related to your proposal.
- Optional opportunity for **all applicants** 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.

Other:

- Organization applicants **with a Fiscal Sponsor** will upload a Memorandum of Understanding (MOU) to confirm the relationship.
- Organization applicants for **Operating Expenses** category will upload their summary budget for the current fiscal year and a one-page summary of their organization’s mission, history, and programs.
- Individual applicants for **Personal Expenses** category will upload a one-page summary of your artistic practice, recent accomplishments, and artistic plans and goals going forward.