INTRODUCTION

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 General Operating Support grant program invests unrestricted funds in nonprofit arts organizations in the tri-county region to build an ongoing partnership.

**Due Date and Time:**
- Wednesday, May 17, 2023 by 5:00pm

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

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

- Helen Daltoso – [hdaltoso@racc.org](mailto:hdaltoso@racc.org) – Primary GOS contact
- Ingrid Carlson – [icarlson@racc.org](mailto:icarlson@racc.org)

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

Si tiene preguntas acerca de la aplicación para una beca de RACC, contacte a grants@racc.org. Podemos crear y proporcionar materiales en otros idiomas y formatos.
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, and operational health. The General Operating Support Grant Program seeks to support a wide range of quality arts programming made available to the public.

At this time, 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.

### ELIGIBILITY

**WHO IS ELIGIBLE TO APPLY?**

To be eligible for General Operating Support, an organization must:

1. Be an arts organization providing services in Multnomah, Washington, and/or Clackamas Counties. *If your organization is headquartered in Washington or Clackamas counties, please contact the Helen Daltoso.*

   **Definition:** 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 status.

3. Have headquarters, with a physical address, within the RACC service area.

4. Have been in existence for a minimum of three years or be the result of merging organizations with at least a three-year history each.

5. Have minimum eligible income of $75,000 for each of the past three years. To determine eligible income, see “RACC Eligible Income Computation” in the General Operating Support application.

6. Have at least one paid professional administrative staff on payroll as an employee of the organization for at least one year prior to the application deadline.

7. Have continuous programming and administration throughout the year.

Applicants are encouraged to schedule time to consult with a RACC Team member regarding eligibility and criteria at least one week prior to the application deadline (no later than May 12, 2023).

### INELIGIBLE APPLICANTS

1. Organizations composed exclusively for re-granting.

2. Fiscal agents or umbrella organizations.

3. Accredited institutions of higher learning, television and radio broadcast organizations.

4. Churches or church-affiliated programs receiving a significant portion of their base support from a church or religious organization.

5. Governmental institutions or affiliate programs, i.e. public libraries, park and recreational facilities, public schools, etc.
6. Organizations whose most recent completed fiscal year financial statements show negative liquid unrestricted net assets. Applicants with questions about this requirement are encouraged to contact Helen Daltoso.

**FUNDING RESTRICTIONS**

1. The minimum General Operating Support Grant award in the first year has been $15,000.
2. Available funding from Multnomah, Washington, and Clackamas Counties will influence awards to organizations headquartered in those counties.
3. To be eligible for funding from the Arts Education & Access Fund as part of a General Operating Support award, an organization must be headquartered, with a physical address and principal place of business, within the city limits of the City of Portland.
4. Organizations that apply for and receive General Operating Support funding are not eligible to apply for funding through any other RACC grant programs not specifically designed for GOS partner organizations.

**APPLICATION PROCESS**

- **Preparing to apply:** All application materials must be submitted online. Applicants should log into their organization’s existing account, or create an account, in the RACC Opportunity Portal at racc.org/apply. You are encouraged to consult with the RACC Grants Team in advance of applying.

- **Application Timeline:** You must submit a completed application, including the upload of all required supplemental materials by 5pm on Wednesday, May 17, 2023. Late applications will not be accepted. Please make sure to click the green submit button. You will receive a confirmation email when the Full Application has been successfully submitted.

- **Application Review:** A panel made up of community representatives, RACC Board and/or team members will review and rate proposals according to review criteria listed in these guidelines. Panel reviews will not be open to the public. However, applicants may contact the Grants Team to schedule a one-on-one feedback session once funding decisions have been announced.

**SUPPLEMENTAL MATERIAL**

You are required to provide financial documentation and will have the opportunity to provide additional supplemental materials that support the review of your GOS application. Please provide links to websites, videos, or upload documents as PDFs.

**Required**

1. Links to online material in support of recent programming.
2. Current Non-Discrimination Policy.
4. Complete financial documentation from the last three completed fiscal years.
• Applicants may submit an audit, CPA reviewed, or internally produced financial statements for each year which show expenses by major programs and support services and include an Income & Expense Statement and Balance Sheet. *Internally produced financial statements must be accompanied by a signed letter of approval from the applicant’s Board Chair and/or Treasurer.* Please make sure to label all the files clearly. All three years of financial statements should be presented in a consistent format.

Optional
5. Recent publicity materials, recent reviews, publications.
6. Strategic or scenario plan or framework.
7. Board adopted and up to date plan to address any/all of the following: Equity, Diversity, Inclusion, and Access.

**APPLICATION REVIEW**

**REVIEW CRITERIA**

When crafting your responses to the narrative items, please keep the General Operating Support Grant Review Criteria in mind. A panel will apply the following criteria in the review of applications:

**Artistic Work (15 points maximum)**

In the review of Artistic Work, panelists will be looking at:
- Dedicated artistic leadership
- Innovation within the artistic discipline
- Willingness to take risks and adapt programming when necessary
- Under-represented art form in the tri-county region
- Evidence of Equity, Diversity, Inclusion and Access in programming and artistic agenda
- Commitment to cultivating and showcasing local artistic talent.

**Community and Audience Impact (15 points maximum)**

In the review of Community and Audience Impact, panelists will be looking at:
- Engagement of community in the design of programming and program evaluation
- Diversity of audience/participant engagement
- Communities served through programs, including efforts to ensure programs are accessible to people with disabilities
- Artistic or administrative partnerships, collaborations, and other regular engagement activities with other arts organizations
- Under-represented community focus as specifically identified in the mission, leadership, and artists.

**Operations (20 points maximum)**

In the review of Operations, panelists will be looking at:
- Financial systems and practices
- Financial health and resilience
• A governing board with demonstrated active leadership
• Planning for future leadership needs
• Diversity of staff/board and other volunteers

**REVIEW PROCESS**

1. The RACC Grants Team will review proposals to determine eligibility and clarity as well as accuracy of financial information in accordance GAAP or nonprofit accounting standards. Applicants will be notified by email if their proposal is deemed ineligible.
2. The General Operating Support review panel, will include community members and RACC Board and/or team members, who will review and rate proposals according to established criteria.
3. The GOS Panel will abide by the **RACC Conflict of Interest Policy**.
4. Grant awards will be reported to the RACC Board of Directors and publically announced by June 30, 2023.

**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 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](http://racc.org/logos).

**FUTURE REPORTING REQUIREMENTS**

General Operating Support Grant partners will be required to submit an annual report based on the end of their fiscal year in order to receive subsequent years of General Operating Support funding. This report will address actual financial information, demographics, geographic distribution of services, and other information based on the criteria in the General Operating Support Report Guidelines. Organizations will also be required to submit a DataArts profile. The Base Award report may be submitted at any one of three available deadlines per year to align with the availability of complete and accurate financial data, and partner organizations can choose to apply for Investment Awards when available.
General Operating Support – New Partner Application

Submit your application at racc.org/apply

Applicant Information

The contact information we have for your organization is shown below. If you need to make any changes, please update your Applicant Profile.

Organization Name ______________________
FEIN Number ______________________
Contact ______________________

Organization Overview

Provide an organization summary. Include your mission statement, a synopsis of your organization’s history, and a brief description of key programs offered by your organization, including outreach programming, with venues and space (live or virtual), and attendance.

(2500 characters)

Using the spaces below and keeping the review criteria in mind, please provide your reflection on your organization’s last two years. We are very interested to know your key successes and challenges, knowing that it has not been business as usual for most organizations. Topics to think about include response to COVID-19, pivots in artistic work, impacts of racial justice movements, etc.

Artistic Programming
Describe your organization’s recent artistic programming, including key accomplishments, current challenges, and plans going forward.
(4000 characters)

Community & Audience Impact
Describe your organization’s work in engaging community and impacting audiences/participants, including key accomplishments, current challenges, and plans going forward.
(4000 characters)

Operations
Describe your organization’s operations, including key accomplishments, current challenges, and plans going forward.
(4000 characters)
### Leadership

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Lead – Who makes the business decisions?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Artistic Lead – Who makes the artistic decisions?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Lead - Who handles the organization’s finances?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Development Lead - Who is responsible for fundraising efforts?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arts Education Lead - If your organization provides education programming for K-12 students, who is the primary contact?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant Contact – Who should we contact with questions about the proposal?</td>
<td></td>
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</tbody>
</table>

### Brief Biography of the Artistic Lead(s)

(1500 characters)

### Staffing

Please put "N/A" or "0" in the boxes, if not applicable.

<table>
<thead>
<tr>
<th></th>
<th>FY2022 - # of people</th>
<th>FY2022 - FTEs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time permanent employees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part-time permanent employees</td>
<td></td>
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</tr>
<tr>
<td>Full-time seasonal employees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part-time seasonal employees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Independent contractors that are Artists</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other independent contractors</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Has your staffing changed since the end of FY22? ○ Yes ○ No
If yes, please briefly describe the change in numbers from those presented above.

### Board of Directors

Please provide a list of members of the organization’s current Board of Directors including terms and officers.

(1500 characters)

### Board & Volunteers

<table>
<thead>
<tr>
<th></th>
<th>FY2022 - # of people</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of board members</td>
<td></td>
</tr>
<tr>
<td>Other part-time volunteers</td>
<td></td>
</tr>
</tbody>
</table>
Demographic Information for FY2022

**IMPORTANT:** Information for Artists, Staff, and the Board of Directors should be entered as **actual numbers of individuals**.

<table>
<thead>
<tr>
<th>Racial Demographics</th>
<th>Artists (both contractors &amp; employees)</th>
<th>Administrative Staff</th>
<th>Board of Directors</th>
</tr>
</thead>
<tbody>
<tr>
<td>African American or Black</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asian</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Latinx/Latina/Latino</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Native American or Alaska Native</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Native Hawaiian or Pacific Islander</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White/Caucasian/European</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi-Racial</td>
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<td></td>
<td></td>
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<tr>
<td>Other</td>
<td></td>
<td></td>
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<tr>
<td>Surveyed or asked but declined to respond</td>
<td></td>
<td></td>
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<tr>
<td>Not Surveyed</td>
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</tbody>
</table>

Describe the identities included in the Other line above. (800 characters)

Is there anything else you want to share about the demographics of your team and/or board? (1,000 characters)

Do you collect **audience** demographic information? ○ Yes ○ No
If no, tell us why not?
If yes, when and how do you collect this information, and tell us about the demographics of your audiences and how you use that data?

Is there anything else you want to share about the people who regularly engage with your work? (1,000 characters)

**Audiences and Events for FY2022**

Please put "N/A" or "0" in the boxes, if not applicable.

<table>
<thead>
<tr>
<th></th>
<th>Live Events</th>
<th>Virtual/Online Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of tickets/admissions sold</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of free tickets/admissions to events tickets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of K-12 students served in schools or through other programs</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

List the physical venues or spaces where your work was presented in FY22. (800 characters)

List the types of virtual presentations and online programming you were able to present in FY22. (800 characters)

How are you making your work accessible to people with disabilities? (800 characters)

Does your organization own or lease a space that is made available to the wider community as a venue? ○ Yes ○ No
If yes, describe how the building or venue is used by the community. (800 characters)

**Financial Data**

<table>
<thead>
<tr>
<th>Fiscal Year Names (i.e. FY21-22 or FY2022)</th>
<th>Third Prior FY</th>
<th>Second Prior FY</th>
<th>Most Recent Completed FY</th>
<th>Current FY (estimated)</th>
<th>Next FY (projected)</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVENUE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individual Contributions</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Corporate/Business Contributions</td>
<td></td>
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<tr>
<td>Foundation Contributions</td>
<td></td>
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</tr>
</tbody>
</table>
Government Contributions
RACC Funding
Special Events
Net Assets Released from Restrictions
Ticket Sales
Other Program Service Revenue
Concessions
Interest
Other Revenue
**REVENUE TOTAL**

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>FY2010</th>
<th>FY2021</th>
<th>FY2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Services</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Management &amp; General</td>
<td></td>
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<td></td>
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<tr>
<td>Fundraising</td>
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<tr>
<td>Other Expenses</td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>EXPENSE TOTAL</strong></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Explain any budget fluctuations in revenue and/or expenses across all years as reflected in the chart above. (1000 characters)

Please describe how you are meeting cash flow needs and balancing your budget for FY2023 and beyond. (1000 characters)

**RACC Eligible Income Computation**
This information should reflect your final approved financial statements for the three most recent completed fiscal years ending 2019, 2020, and 2021. RACC eligible income includes those sources of revenue directly related to arts programming.

<table>
<thead>
<tr>
<th></th>
<th>FY2010</th>
<th>FY2021</th>
<th>FY2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Unrestricted Income/Revenue from completed financial statements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income related to services performed outside of Multnomah, Clackamas, and Washington Counties</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-Kind Revenue reported on completed financial statements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Revenue unrelated to arts programming</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue related to services provided in Non-ADA accessible venues</td>
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</table>