



Regional Arts & Culture Council

FY2023-24

General Operating Support

Partner Organization Reporting Guidelines on FY23

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

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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 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 General Operating Support Grant Program provides financial support to arts organizations in the region, 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 will receive their grant awards in two parts:

- **Base Awards** provide consistent, predictable base funding to all GOS partners. Organizations are grouped in tiers (which may change over time) based on a three-year average of their eligible income. All organizations in each tier receive the same amount for their base award.
- **Investment Awards** are distributed to all partner organizations that choose to provide additional report material in one or more of the GOS Investment categories to be determined in spring 2024. The Investment Award budget will be distributed among partner organizations based on scores and rankings once a year in June.

Partners will be asked to submit additional materials if they would like to be considered for an Investment Award. **Organizations may choose to apply in one or more categories, or not apply for an Investment Award at all.** Investment Award application process will be held separately in spring 2024.

TIMELINE

GOS partner organizations submit reports to RACC once annually in one of three cycles, depending on the availability of their complete financial data. Organizations are welcome to submit in **any cycle as long as they have finalized their FY2023 financial documentation** at the time of submission. All of the required materials for the Base Award should be submitted as one report in the same cycle. The Investment Award application process will be held separately for all partner organizations in spring 2024, but within the same application forms in the RACC Opportunity Portal.

- **Cycle 1**
 - Reports due Wednesday, December 13, 2023, by 5:00pm
 - Base Awards announced in late January 2024
- **Cycle 2**
 - Reports due Wednesday, February 7, 2024, by 5:00pm
 - Base Awards announced in late March 2024
- **Cycle 3**
 - Reports due Wednesday, May 8, 2024, by 5:00pm
 - Base Awards announced in late May 2024
- **Investment Awards**
 - Applications will open by Wednesday, April 3, 2024 and due by the Cycle 3 due date of Wednesday, May 8, 2024 by 5pm
 - Applicants in all cycles will be notified of Investment Awards in late June 2024

BASE AWARD ELIGIBILITY

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

1. Be an arts organization 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 headquarters, with a physical address, within the tri-county region.
4. Have minimum eligible income of \$75,000.
5. Have at least one paid professional administrative staff member on payroll as an employee of the organization.
6. Have continuous administration throughout the year.

Partner organizations based in Washington and Clackamas Counties will receive annual award amounts based on funding allocated by their county governments and available regional support.

INVESTMENT AWARD ELIGIBILITY

An organization’s financial health determines whether it is eligible to apply for an Investment Award. If an organization’s financial statements show negative liquid unrestricted net assets, it may hinder an organization’s ability to apply for the Investment Awards. This financial concern must be addressed by enacting a plan that demonstrates reduction of the deficit year-over-

year. Partner organizations with ongoing, unaddressed deficits will not be eligible to apply for Investment Awards. If you have questions about your organization’s eligibility, please email grants@racc.org.

PARTNER ORGANIZATIONS & COMMUNITY OR WORKPLACE MISCONDUCT

In alignment with RACC’s Core Values of Accessibility, Advocacy, Equity, Diversity, Community, and Innovation, we believe that a healthy arts community with thriving arts workplaces should be free from harassment, discrimination, or injustice of any kind. RACC acknowledges that no organization is perfect, and misunderstandings, disagreements, and tension MAY arise in the workplace. RACC’s own workplace culture must also meet expectations for a respectful, inclusive, and just environment.

As part of our mission to enrich our communities through arts and culture, and in our role as a grantmaker and steward of public funds, RACC may be called to respond to issues of alleged misconduct in the workplace or community. RACC will seek an understanding with the leadership of our partners as to how allegations are being addressed and, if applicable, externally communicated. Engagements as such intend to support transparency for our community investments. As a result, Base and/or Investment Awards may be placed on hold, or GOS partnership revoked.

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 Base Award report and provide Investment Award 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 FY23 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 13, 2023, February 7, 2024, or May 8, 2024**. 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.

- **Investment Awards:** Eligible organizations may also choose to compete for Investment Award funding by submitting the required material in each selected category. You may submit in any, all, or none of the Investment Award categories. The Grants team continues to assess the focus of the Investment Awards for spring 2024. The application will be shared with all eligible GOS partner organizations by Wednesday, April 3, 2024.

REQUIRED ATTACHMENTS

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

Organizations must upload the following financial documentation:

1. FY2023 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 FY2023.
 - 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 statements so that it matches the other financial documentation you provide with the organization's report. For more information, please visit racc.org/dataarts.
 - 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 FY2024.

BASE AWARD REVIEW

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

REVIEW PROCESS

1. The RACC Grants team will review Base Award 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.

INVESTMENT AWARD REVIEW

Investment Award process will be open to eligible GOS partner organizations by **Wednesday, April 3, 2024**. The categories and review process will be shared when available. Investment Award applications must be submitted by the Cycle 3 due date, **May 8, 2024, by 5pm**.

REVIEW PROCESS

1. Investment Award questions will be shared in spring 2024 and applications due by the Cycle 3 due date.
2. The RACC Grants team will engage with Community Reviewers to review and score the Investment Award applications based on the rubric of No Evidence/Beginning/Developing/Accomplishing/Excelling in the areas of Investment.
3. The Investment Award budget is allocated across all applicants based on their competitive point score total.
4. Investment Awards are included as part of the organization's GOS Grant Agreement, along with their Base Award.

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 Statutes, 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.

GOS PARTNER REPORT QUESTIONS

Submit your GOS Report within the [RACC Opportunity Portal](#) by logging in to the organization account and clicking on "Create a New Application".

1. Organization Contact Information:

- Organization Name
- FEIN Number
- Address Line 1
- Address Line 2
- City
- State
- Zip Code
- County
- Website
- Primary Account Contact

2. Leadership

Role	First Name	Last Name	Title	Email
Organization Lead – Who has primary oversight of the organization’s administration?				
Artistic or Program Lead – Who makes the artistic decisions?				
Financial Lead - Who handles the organization's finances?				
Development or Fundraising Lead - Who is responsible for fundraising efforts?				
Arts Education Contact - If your organization provides education programming for K-12 students, who is the primary contact?				
GOS Report Contact – Who should we contact with any questions about your report and award information?				

3. Using the space below, please provide your reflection on your organization’s last year. We are very interested to know your key successes and challenges, knowing that it continues not to be business as usual for most organizations. Topics to think about include response to events of the past year, artistic work, audience development, staff, management, board, financials, etc. (4,500 characters)

4. What resources, other than funding, are needed by your organization to expand or enhance your work in the community? (1,000 characters)

5. Are there any resources you or others in your organization regularly use that you wish to recommend or share with other General Operating Support partner organizations? (1,000 characters)

Demographic Information for FY23 – This information helps RACC learn about your organization and the people you regularly engage with, as well as hold ourselves accountable in Diversity, Equity, Inclusion, and Access.

Enter the race/ethnicity data for FY23. Data collected more than 2 years ago should not be entered. Please Note: Demographic information for audiences, students, and other constituents has moved to the Investment Award process.

	<i>For your team, please enter as a total number of individuals in each category</i>		
Race/Ethnicity	Artists/Teaching Artists (both contractors and employees)	Administrative team	Board of Directors
African American or Black			
Asian			
Latinx/Latina/Latino			
Native American or Alaska Native			
Native Hawaiian or Pacific Islander			
White/Caucasian/Euro pean			
Multi-Racial			
Other			
Surveyed or asked but declined to respond			
Not surveyed			
Totals			

- [If values are entered in the “Other” line] Describe the identities included in the “Other” line above.
6. What would you like RACC to know about the people who are leading and creating on behalf of your organization? *If you have collected any additional demographic information, such as age, gender, ability, sexual orientation, economic status etc. please provide that here.*
7. Audiences and Events for FY23 – In Person and Virtual/Online
- Number of regular tickets/admissions sold
 - Number of comp tickets for Inclusion and Access initiatives, community members, media, staff, etc.
 - Number of other discounted tickets/admissions
 - Number of admissions to free events
 - Number of free or discounted tickets for K-12 student field trips
 - Number of K-12 students served through other programs

8. List the types of virtual presentations and online programming you presented in FY23, if applicable.
9. List the physical venues or spaces where your work was presented in FY23, if applicable.
10. Describe how you are meeting cash flow needs and balancing your budget for 2024 and beyond. (1,000 characters)
11. Are your organization's liquid unrestricted net assets negative?
 - [If yes] Describe your plan to reduce or eliminate the organization's accumulated deficit.
12. FY23 RACC Eligible Income Calculation
FY23 Total Unrestricted Revenue from completed financials, minus:
 - Income related to services performed outside Clackamas, Multnomah, and Washington Counties
 - In-Kind Revenue reported on financials
 - Business revenue unrelated to arts programming (i.e. fiscal sponsorship pass-throughs, non-mission event rentals, etc.)
 - Revenue related to services provided in venues which are **not** ADA accessible.

PARTNER REPORT REQUIRED ATTACHMENTS

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 - Internally produced financial statements, include **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 DataArts Funder Report for FY2023, as a PDF.
3. The organization's most recent monthly financial statements including an Income & Expense Statement and a Balance Sheet.
4. The organization's budget for FY2024.