



Regional Arts & Culture Council

General Operating Support

FY23-24 New Partner Application Guidelines

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, March 20, 2024 by 5:00pm

Apply online in the RACC Opportunity Portal at 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 – *Primary GOS contact*
- Ingrid Carlson – icarlson@racc.org
- Yaelle Amir – yamir@racc.org
- Monica Parra Allen – mparra@racc.org

Accessibility: We are committed to making our programs and services accessible to everyone. Please contact 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.

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 provides financial support to arts organizations in the Portland Metro region 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.

ELIGIBILITY

WHO IS ELIGIBLE TO APPLY?

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

1. Be an arts organization providing services in the tri-county with headquarters in Multnomah County. ***Organizations in Washington and Clackamas Counties are not eligible to apply to become a new partner due to funding.***

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 on-going arts programs made available to the public.

2. Have IRS 501(c)3 status.
3. Have headquarters, with a physical address, in Multnomah County.
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 March 13, 2024).

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. 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.
3. 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, March 20, 2024. 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.
3. Current annual budget.
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 with 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, 2024.

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 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.

FUTURE REPORTING REQUIREMENTS

The name and awards of General Operating Support Grant partners will be shared with the City of Portland at the end of the fiscal year. In the past, organizations were required by RACC 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 addressed actual financial information, demographics, geographic distribution of services, and other information based on the criteria in the General Operating Support Report Guidelines. Organizations were required to submit a DataArts profile. The Base Award report was submitted at any one of three available deadlines per year to align with the availability of complete and accurate financial data, and partner organizations could choose to apply for Investment Awards when available. Questions about future reporting requirements can be directed to the City Arts Program after July 1.



Regional Arts & Culture Council

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 _____

RACC Eligible Income Computation

To be eligible, an organization must have a minimum RACC eligible income of at least \$75,000 for the last three years. This information should reflect your final approved financial statements for the three most recent completed fiscal years ending 2021, 2022, and 2023. RACC eligible income includes those sources of revenue directly related to arts programming.

	FY2021	FY2022	FY2023
Total Unrestricted Income/Revenue from completed financial statements			
Income related to services performed outside of Multnomah, Clackamas, and Washington Counties			
In-Kind Revenue reported on completed financial statements			
Business Revenue unrelated to arts programming			
Revenue related to services provided in Non-ADA accessible venues			
Calculation			

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

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

Brief Biography of the Artistic Lead(s)

(1500 characters)

Staffing

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

	FY2023 - # of people	FY2023 - FTEs
Full-time permanent employees		
Part-time permanent employees		
Full-time seasonal employees		
Part-time seasonal employees		
Independent contractors that are Artists		
Other independent contractors		

Has your staffing changed since the end of FY23? 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

	FY2023 - # of people
Number of board members	
Other part-time volunteers	

Demographic Information for FY2023

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

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

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 FY2023

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

	Live Events	Virtual/Online Events
Number of tickets/admissions sold		
Number of free tickets/admissions to events tickets		
Number of K-12 students served in schools or through other programs		

List the physical venues or spaces where your work was presented in FY23. (800 characters)

List the types of virtual presentations and online programming you were able to present in FY23. (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

	Third Prior FY	Second Prior FY	Most Recent Completed FY	Current FY (estimated)	Next FY (projected)
Fiscal Year Names (i.e. FY22-23 or FY2023)					
REVENUE					
Individual Contributions					
Corporate/Business Contributions					
Foundation Contributions					

Government Contributions					
RACC Funding					
Special Events					
Net Assets Released from Restrictions					
Ticket Sales					
Other Program Service Revenue					
Concessions					
Interest					
Other Revenue					
REVENUE TOTAL					
EXPENSES					
Program Services					
Management & General					
Fundraising					
Other Expenses					
EXPENSE TOTAL					

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)