



Regional Arts &  
Culture Council

# Arts3C Grant Guidelines

*Creation, Cultivation & Community  
in the 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 region including Multnomah and Washington Counties (FY24).

Awards are up to \$5,000.

Next Grant Application Due Date:

**Wednesday, February 14, 2024 by 5:00pm**

Grant awards in this cycle announced by **April 30, 2024**.

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)

Monica Parra Allen - [mparra@racc.org](mailto:mparra@racc.org)

Yaelle S. Amir - [yamir@racc.org](mailto:yamir@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

Có dịch vụ thông dịch

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Updated December 2024

# 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 and Washington County applicants creating and sharing arts and culture programming in all disciplines. (Clackamas County applicants are not eligible in spring 2024.)**

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 be asked 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 Multnomah or Washington County. Applicants with a PO Box will need to provide additional proof of residence or physical location. Clackamas County residents are not eligible in FY24 due to funding.
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, Professional Development, Make|Learn|Build, or Arts3C 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 and public presentation must be set after grant award announcements are scheduled and the grant cycle begins. This is April 30, 2024 for this cycle. **Activities that have already fully taken place, regardless of applicant submitted End Date, will not be considered.**
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 at [grants@racc.org](mailto:grants@racc.org).
8. **Available funding from Multnomah and Washington Counties may impact awards** to applicants headquartered/residing in those counties. Clackamas County did not contribute funding for grantmaking in FY24.
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](#) at [www.racc.org/apply](http://www.racc.org/apply) by the stated deadline. The Grants Team will review your material for eligibility and categories (see pages 7 & 8). Applications will be **grouped based on discipline, request categories, and applicant type**. The applications are **evaluated by panels made up of Community Reviewers** and facilitated by 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 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 request level and proposal focus**, consider your most immediate needs and what would have the greatest impact at this time.
- When choosing your Primary Discipline, genre/medium, and request categories, take into account the applications you would like to be considered alongside.
- **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 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 ([racc.org/apply](http://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 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.

Grantees are strongly encouraged to claim grant funds prior to June 30. 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](http://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.

- **Instagram:** @regionalarts
- **Twitter:** @R\_A\_C\_C
- **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 ([racc.org/apply](http://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 ([racc.org/grants](http://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](https://racc.org/apply)

### Applicant Information Form

- Eligibility Profile
- Public Website and Social Media Profiles
- How are you organized to apply for and receive grant income?
- Are you currently enrolled as a student at college, university, or in a professional certification program?
- Have you ever received a grant from RACC before (Arts3C, Project, Professional Development, Make|Learn|Build, etc)?

By choosing to apply within a certain Artistic Discipline, along with genre/medium and Request Category, **we are asking you to consider how you want to frame the discussion around your work** and which arts community representatives will evaluate your proposal.

### Primary Artistic Discipline (Choose your primary discipline for aiding panel assignments):

- Dance/Movement
- Film/Video
- Folk Arts/Cultural Arts
- Literature
- Media Arts (Audio/Computer/Technology based)
- Multi-Discipline
- Music
- Socially-Engaged Art Practice/Social Practice
- Theatre/Musical Theatre
- Visual Arts (2D and 3D)
- Other Discipline (specify):

**Primary Artistic Genre or Medium** (Provide additional categories to aid in panel assignments. List up to 3 primary genres or medium (100 characters limit); *e.g. comedy, photography, weaving, opera, aerial dance, fiction writing, documentary, video game, etc*):

**Request Categories** (choose one or maximum of two, for aiding panel assignments):

- Art Project/Program
- Career Development
- Operating Expenses
- Art or Cultural Event
- Exhibition
- Installation
- Mural
- Live Performance or Concert
- Fair or Festival Event
- Publication & Distribution
- Studio Recording & Distribution
- Live Screening
- Digital Distribution
- Equipment Purchase
- Workshop Presentation or Reading
- Teaching a Community Workshop/Class
- Arts in K-12 Schools
- Arts in Higher Education
- Attend a Conference
- Attend an Artist Residency
- Other (specify)

**Arts3C Grant Application:**

**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. Tell us about your project or activity. *(Provide as much detail and information as you can, including the content/story/themes, the technique/approach, and the intended outcomes. Up to 1,200 characters including spaces.)*
2. Does your request involve other artists, admin support, staff or board, community groups, vendors, service providers, etc? Yes/No

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 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 the public involvement? If digital engagement, what are your platforms for reaching 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, and what is your promotion, marketing, outreach, or distribution plan? (*Up to 1,000 characters including spaces.*)

How many people do you estimate will attend the public engagement/s? (*Number only.*)

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

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

6. Please describe the overall expected timeline for your proposal between your start and end dates, including estimated timeframes 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 which RACC Core Values apply to your proposal and explain: (*Up to 1,000 characters including spaces.*)
  - Accessibility
  - Advocacy
  - Equity
  - Diversity
  - Community
  - Innovation

**Closing Statement:**

**RACC grants are distributed from public funds, which means they are investments in the creative landscape of the community that have been paid into by the community. Knowing that, is there anything else you would like the Community Reviewers to know in support of your application? (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:**

<b>Budget Item Description:</b>	<b>Amount</b>
<i>Example: artist fees (3) at \$18/hr for 50 hours each</i>	<i>\$2,700</i>
<i>Example: Theatre Venue, load in, 4 nights performances, load out</i>	<i>\$950</i>
<i>Example: 200 postcards and stamps; 3 social media ads</i>	<i>\$350</i>
<b>TOTAL COSTS:</b>	<i>Example: \$4,000</i>

**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.

<b>Contribution Source Description</b>	<b>Confirmed or Projected?</b>	<b>Amount</b>
<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>
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<b>TOTAL CONTRIBUTIONS (Total needs to match Total Costs):</b>		<i>Example: \$4,000</i>

1. Verify that your request amounts match. Yes/No
2. Verify that your budget is balanced (i.e. total costs and total contributions sums match). Yes/No
3. What will the RACC grant funding support? (*Up to 500 characters including spaces.*)

## 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. Links to hosted media are preferred to large media file uploads that present problems with streaming. Additional information is available in the application form at [racc.org/apply](http://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.
- Provide price lists, quotes, estimates, or **documentation of cost research** to support the proposed budget for key expenses or purchases related to your proposal (this now applies to all request levels).
- Optional opportunity for **all applicants** to include information relevant to the activity or event outlined in the proposal, such as video introductions, letters of invitation or support, brochures, links to websites, proposals from consultants, and/or any other materials that provide detail about the opportunity.
- Applicants **with a Fiscal Sponsor** will upload a Memorandum of Understanding (MOU) to confirm the relationship.