



Regional Arts & Culture Council

Portland Arts Project Grant Guidelines

The **Portland Arts Project Grant** program is available to support the making and sharing of artistic work and the development of the arts community in Portland, Oregon. Individual artists, arts organizations, arts businesses, and other nonprofits are eligible to apply for grant funding to support arts programs and activities that have community impact. Eligibility is restricted to applicants legally residing or headquartered within the City of Portland service area: <https://portlandmaps.com>.

Portland Arts Project Grant awards are between \$1,000 and \$5,000.

Due Date and Time: Wednesday, October 23, 2024 by 5:00pm

Grant awards in this cycle announced by the end of **February 2025**.

Please note: Due to changes in our grant programs, RACC is able to offer this City of Portland based program in a *single* grant cycle in FY25 (i.e. there will be no spring deadline.).

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

Contact the RACC Grants Team for assistance at grants@racc.org.

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 City of Portland is committed to sustaining a vibrant and inclusive arts ecosystem and continuing its investments in artists and arts organizations – the lifeblood of Portland’s creative economy. The City has a special focus on funding artists and arts activities in under-represented populations, including communities of color, immigrants and/or refugees, LGBTQIA+, people living on low incomes, people with disabilities, youth, and neighborhoods in East Portland.

Artists and organizations can apply to support **artistic projects**, including programming, presentations, events, or artistic development that results in sharing your learning or activity with the public. 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 Portland Arts Project Grant, **you may submit only one application for consideration in the grant cycle.** Applicants can be listed as collaborators or participants within the applications of other eligible applicants, as long as the proposed activities are for a different project.

You will select the grant request amount of up to \$5,000. smaller grant request (\$1,000 to \$3,000) will have a more streamlined and simple application. A larger request amount (\$4,000 or \$5,000) has additional questions. Grant awards will be made at the level requested. RACC has a budget of \$1,200,000 from the City of Portland to award in this process in FY25.

This year, the City’s Office of Arts and Culture is partnering with three local arts service providers – Friends of IFCC, MusicOregon, and RACC – to award \$1,360,000 in small grants to artists and organizations. Grantseekers may apply to more than one of the city’s arts service providers, but may not receive more than \$5,000 total from all three partners combined in 2024-25. For more information, visit portland.gov/arts-grants.

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 Portland Arts Project Grant, you must:

1. Physically reside or be headquartered, with your legal address shown on your W-9 form/income tax return, within the City of Portland service boundaries. Verify your eligibility at <https://portlandmaps.com>. Applicants with a PO Box may 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 RACC grants**, including Project, Professional Development, Make|Learn|Build, or Arts3C grants, are not eligible until your activity and reporting on past grants is complete. If final reports on open grants are not submitted by the completion of the Portland Arts Project Grant panel process, the applicant will not receive a new award.
2. **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. The eligible applicant in a collaboration will be the recipient of the full grant award and responsible for administration.
3. **Individuals enrolled as a student in a degree or certificate program in the arts** at the time of application are not eligible.
4. **Organizations that received General Operating Support grant funding** from RACC in FY23-24 will receive similar support from the City of Portland in FY24-25 and are not eligible to apply for Portland Arts Project Grants.
5. The proposal End Date and public presentation must be set in 2025. **Activities that have already fully taken place prior to 2025, regardless of applicant submitted End Date, will not be considered.**
6. All programming supported with RACC grant funding **must take place in ADA-accessible spaces.**
7. **The IRS considers grant funds to be income:** All non-exempt grantees will receive a 1099-NEC for the total income amount paid to them by RACC in a calendar year. Consult your tax professional with questions about receiving a grant award.
8. 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 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 are facilitated by RACC Team members.

The review panels will use the following criteria and award up to 7 points for each of the first five measures. 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. **Core Values Alignment** - *meeting one or more of RACC’s core values and the City of Portland’s commitment to inclusively serve the community [Yes/No/Unsure]*

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.
- Smaller request amounts do not necessarily make an application more competitive. **Request the amount that makes your project viable** and supports your time on the activity.
- When choosing your Primary Discipline, genre/medium, and request categories, **take into account the applications you would like to be considered alongside** as a panel grouping.
- **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 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 the City of Portland’s focus on investment in under-represented populations, including communities of color, Immigrants and/or refugees, LGBTQIA+ and/or under-represented sexual/gender identities, people living on low incomes, people with disabilities, youth, and neighborhoods in East Portland.
- Final grant award recommendations will be reviewed and approved by the City of Portland prior to awards. Grant program activities 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](#). Please check your spam filters and online account before contacting RACC team members.

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](#). You will be required to submit a **Final Report** after your activity is complete. A detailed **Grant Administration Guide** will be available on the RACC website.

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 as soon as possible and prior to June 30, 2025. Grant awards that are **not claimed** within 12 months of the award date will be **forfeit**.

Combining grant awards from the City's three service providers (Friends of IFCC, MusicOregon and RACC) is allowed; however, no more than \$5,000 will be awarded to any one artist or organization between July 1, 2024 and June 30, 2025.

ACKNOWLEDGMENT

Please **acknowledge support by RACC and the City of Portland** in social media and printed materials such as programs, newsletters, press releases, and related online promotion of your activity. We ask that you use the **RACC and City logos** when space and format permit. More information will be included in your grant agreement.

FINAL REPORT REQUIREMENTS

At the conclusion of the funded project or activity, you will submit a Final Report via the [RACC Opportunity Portal](#), 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.
- A summary of **who was served** by your project.
- **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 and the City of Portland** 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.

RACC understands that projects will evolve, venues or collaborators may change, and timelines will extend. RACC does not need to approve these changes, and we look forward to reading about the activity outcomes in the final report. However, it is your responsibility to notify RACC at grants@racc.org in advance of any **major changes in the grantee status or ability to fulfill the grant activity**.

All grant recipients must **uphold the commitment to accessibility**, and all programming supported by RACC and the City of Portland 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 on reduced work schedule in 2024, but we are working to answer questions and support applicants throughout the process.

RACC Team members will pre-record a **Grant Info Session** in early September and post to YouTube with a link from the Grant web page. Frequently Asked Questions will be addressed on the web page as well.

Contact us at grants@racc.org with your specific questions about the application or the process, or to request the following support:

- **Technical Support** for the RACC Opportunity Portal
- **Translations Services** and Language Support
- Accessibility and **ADA accommodation requests**



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Application Questions

For reference and work offline - Submit your application at <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
- Theatre/Musical Theatre
- Visual Arts (2D and 3D)
- Other Discipline (please 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):

- 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
- Other (please specify):

Portland Arts Project Grant Application:

Working Title of your proposal:

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 public presentations to 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. How will you engage with the public in the Portland area in a presentation or activity as part of this proposal? Include the name of the anticipated venue, location, or digital platforms, if applicable. *(Up to 500 characters including spaces.)*

Is this location ADA-Accessible? Yes/No/Unknown, please explain:

5. 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.)*

[\$4,000+ Request Levels]

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

[\$5,000 Request Level only]

8. Explain which of RACC's core values and the City of Portland's focus on communities align with your proposal. *(Up to 1,000 characters including spaces.)*

Closing Statement:

The Portland Arts Project Grants are investments in the creative landscape of the local 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

Proposal Costs or Expenses:

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. The total costs and total contributions sums should match.

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 uploads to show your research and planning.

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, load out</i>	\$950
<i>Example: 200 postcards and stamps; 3 social media ads</i>	\$350
	\$
	\$
	\$
	\$
	\$
TOTAL COSTS:	<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 (i.e. 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 or Projected?	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 needs to match Total Costs listed above):		<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. Which budget items listed above will the RACC grant funding primarily 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 www.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.
- 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.
- Individuals are asked to provide demographic information, and Organizations to provide project specific reach as part of required reporting to the City of Portland. This information is separate from the grant application and will not go to Community Reviewers.