



Professional Development Grant Guidelines

Spring 2025

The **Professional Development Grant Program** assists artists and arts administrators with expenses related to opportunities that improve their business management skills and/or help advance their careers. This program was created in partnership with the **Estate of Harriet Beal Cormack**, with public investment from **Multnomah County** and **Washington County**.

Individual artists and arts administrators legally residing in **Multnomah, Washington, or Clackamas Counties** are eligible to apply.

RACC Professional Development Grants are awarded in amounts **up to \$2,000**.

Application Due Date: **Wednesday, April 30, 2025 by 5:00pm.**

Grant awards will be announced no later than Friday, June 27, 2025.

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

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

INTRODUCTION

The **Regional Arts & Culture Council (RACC)** grant programs provide resources that increase the community's access to a wide range of arts and culture activities and embody 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

RACC is providing the Professional Development Grant Program in partnership with the **estate of Harriet Beal Cormack**. Cormack was a civic leader with an interest in urban affairs, social justice, women's rights, and the arts. She was known as a remarkable patron of the performing, visual, and literary arts,

and RACC is pleased to honor her entrepreneurial spirit and artistic interests with this grant program to support the growth of artists and arts leaders across the tri-county region. Funding from the Cormack estate will be increased with investments of public funds from **Multnomah County** and **Washington County**.

The **Professional Development Grant Program** assists artists or arts administrators by **offsetting expenses related to specific, unique opportunities with the potential to significantly impact professional development**. An opportunity may be one of many things, but the proposal must clearly demonstrate how the activity will benefit the applicant long-term.

Unlike grant programs that support the creation of new artwork, this program does not ask panelists to critique the applicant's previous artistic projects with work samples. Instead, reviewers must determine from the application whether the applicant has made the case that **the opportunity is impactful, timely, and will advance their career**.

An applicant may request any amount **up to \$2,000**. Due to the competitive nature of this grant program, **funded applicants may receive less than the requested amount**.

Applications for this grant must target **activities happening only between July 1, 2025 through June 30, 2026**. Funded activities must take place **within this timeframe**.

When applying for a RACC Professional Development Grant, you may submit only **one application** for consideration.

ELIGIBILITY

To be eligible for the RACC Professional Development Grant, you must:

1. **Be an individual artist or an arts administrator:**

*The focus of this round of the Professional Development Grants Program is on **individual development** as an artist or arts administrator.*

*If your proposed professional development activities will benefit an organization or arts group you are affiliated with or employed by, please be sure to detail not only how your activities will benefit the organization but also, and most importantly, **how it will benefit you as an individual and further your creative development.***

2. **Residency:** Be headquartered/physically reside with a **legal residence within RACC's service area: Multnomah, Washington and Clackamas Counties.**

*If awarded a Professional Development grant, the grantee must continue to be headquartered/physically reside within the tri-county area **for the duration of the grant.** Otherwise, the grant will be forfeited. Legal address as shown on W-9 form/income tax return*

must be within RACC's service area. (Applicants must be able to offer physical proof of residence upon request.)

3. Previous RACC Grants: Applicants who have received previous grants through RACC must have their **reporting requirements completed** to be eligible to receive this grant.

4. Collaborators: **Artists who have a history of working together may submit a proposal to support expenses** related to an opportunity presented to them as collaborators.

Only one artist should submit the application, but the answers to the narrative questions should address the nature of the collaboration.

EXAMPLES OF PROFESSIONAL DEVELOPMENT PROPOSALS

Applicants should be applying for an opportunity that **specifically benefits the business management of the artist or administrator and/or brings the artist to another level artistically** in a manner that is not related to the creation or presentation of a specific artwork.

Examples include:

1. Travel and/or registration expenses for workshops, seminars, bookings, and other conferences which will clearly help in advancing the artist or administrator's work and are uniquely relevant to the applicant's current stage of development.
2. An invitation to: exhibit at a gallery outside the tri-county area; present at a performing arts festival; study with a mentor or renowned teacher they would not otherwise be able to access. The activity might be juried in some way or available only through a competitive selection process. In any case, it should not duplicate experiences the artist has had in the course of his/her ongoing work, and it must lead to professional growth in the artist's career in a clear and meaningful way.
3. Artistic research for long-term benefit to the applicant. Research should not be "project-based", but related to the artist's ongoing exploration and development of professional skills. For example: a visit to an archive or collection, or travel and interview time with an established artist in your field.
4. General promotional material, including the development of websites. Promotional materials cannot be related to a specific project or presenting season. Applicants must demonstrate a clear distribution and/or marketing plan in proposals for portfolio or promotional materials.
5. Professional consultants for skill or career development.

Eligible expenses would include:

- Travel, transportation, shipping, and lodging costs
- Registration fees for classes, workshops, conferences, or residencies
- Website design fees, developer fees, or other portfolio printing costs and materials

- Professional consultant fees and services for artistic or business skill development, such as coaching, mentoring, or training

FUNDING & ELIGIBILITY RESTRICTIONS

Please read these carefully prior to submitting a grant request to ensure your proposal is considered:

1. Professional Development Grants cannot be project focused and are not for the costs related to the creation of artwork. Grants will not be awarded to pay the applicant's own professional artistic or administrative fees.
2. Grants will not be awarded to an individual to try a new craft outside of their artistic practice or for degree or certificate program tuition.
3. Individuals enrolled as a student in a degree or certificate program in the arts at the time of application are not eligible to apply.
4. Grants will not be awarded to pay for a full or part-time staff position.
5. Applications that are incomplete, or do not follow application requirements, will be deemed ineligible.
6. This grant is intended for the growth and development of an individual's career; organizations are not eligible to apply for programming activities or to pay for staff time. However, arts organizations may be the recipient of grant funds on behalf of the professional development activities and expenses of a named team member. The application should be focused on the individual's professional development opportunity.
7. 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.
8. **The IRS considers these grant funds to be taxable income:** All non-exempt grantees will receive a 1099-NEC for the total amount paid to them by RACC in a calendar year. Consult your tax professional with questions about receiving a grant award and how to deduct business-related expenses in order to maximize awarded funds.
9. Individuals will need to provide RACC with a Social Security Number or Individual Tax Identification Number upon notification that they have received a RACC grant award. Grant awards to arts administrators may be paid to a 501c3 arts organization as the fiscal agent for the professional development opportunity.
10. Available funding from Multnomah County and Washington County governments may influence awards to applicants in those counties. Cormack Estate investment will support awards in Clackamas County and across the region.
11. Members of the RACC Team, Board of Directors, or current RACC contractors are not eligible to apply.

WHAT CANNOT BE FUNDED?

Professional Development Grants will not be awarded for the creation of artwork or the artist's own professional artistic or administrative fees. Additional ineligible expenses:

- Activities and related costs that have already taken place.
- Activities that do not take place between the dates July 1, 2025 and June 30, 2026.
- Ongoing/pre-existing work or business expenses
- Tuition or costs for a degree-bearing program
- Purchase of food
- Purchase of equipment as the only activity or expense and unrelated to a specific learning opportunity
- Unpaid curatorial or teaching opportunities that primarily benefit the host organization
- Learning a new craft unrelated to your artistic career
- Self-produced publications
- Staff salaries and benefits
- Medical fees, and most legal and accounting fees

APPLICATION PROCESS & REVIEW

You must submit the required application and supplementary materials through the [RACC Opportunity Portal](https://www.racc.org/apply) at www.racc.org/apply by the stated deadline. The applications are evaluated by panels made up of RACC Team members and community representatives.

The review panels will use the following criteria and award up to 7 points for each of the following measures. The individual 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, and award amounts will be based on panel ratings and recommendations. Grant program activities will be reported to the RACC Board of Directors. When crafting your responses to the narrative items, please keep the Professional Development Review Criteria in mind.

REVIEW CRITERIA

1. **Proposal Merit** - *including clear description of activity, value of the proposed activity, and quality of the professionals involved.*
2. **Benefit to Applicant** – *including evidence that activity will improve business/management skills and/or artistic growth and will have long-term impact on the applicant.*
3. **Timely Opportunity** - *including evidence that the activity is urgent or well-timed and unique in the artistic practice of the applicant.*
4. **Financial Readiness** - *including budget detail and cost documentation clearly supporting the activity and request amount.*
5. **Applicant Investment**- *applicant capacity to meet proposal objectives with complete and clear application, supplemental materials, and cash or in-kind contributions or other fundraising towards the activity.*

Reviewers with a **conflict of interest** will not be permitted to offer an opinion or score on the application in question.

All grant applicants **will be notified of funding decisions** via email and directly within their account at the [RACC Opportunity Portal](#). Please check your spam filters and online account before contacting RACC team members. Once award notifications are sent out via email, you may contact the RACC Grants Team to schedule a one-on-one **feedback session**. Priority will be given to first-time applicants.

GRANT AWARDS & ADMINISTRATION

Professional Development Grant awards will not exceed \$2,000. Grant funding decisions and specific award amounts are based on panel scores and available funding. Due to the competitive nature of this grant program, it is possible that funded applicants may receive less than the requested amount. If an application is not fully funded, the applicant may adjust their proposal in consultation with RACC staff.

All grant applicants will be notified of their application grant status by email and in their online account. Funding decisions will be made **by Friday, June 27, 2025**.

As a grantee, you will receive the full grant award after submitting the Grant Agreement via the [RACC Opportunity Portal](#) and providing your financial payment information through Bill.com, including W-9 information.

You will be required to submit a **Final Report** after your activity is complete. Final Reports must be submitted and approved before the applicant is eligible to apply for a new grant from RACC.

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.

Grant awards that are **not claimed** within 12 months of the award date will be **forfeit**.

ACKNOWLEDGMENT

Professional Development Grant recipients will acknowledge the support by RACC in all printed or digital materials related to the Professional Development Grant, if applicable. The RACC logo shall be used if space and format permit.

FINAL REPORT REQUIREMENTS

At close of the Professional Development Grant cycle, you will submit a Final Report via the [RACC Opportunity Portal](#), along with documentation of eligible expenses. Final Reports for Professional Development Grants are **due within 45 days of the funded activity and no later than August 15, 2026**. 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.
- **Documentation** of eligible expenses related to the professional development activity such as receipts, contracts, or paid invoices.
- Optional materials that show **acknowledgement of RACC grant funding** through credit or use of the logo or documentation of the activity with photos, videos, articles, etc.

RACC understands that opportunities will evolve, consultants or collaborators may change, and timelines will extend. **RACC does not need to approve minor changes if the goals remain the same**, 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**.

APPLICATION ASSISTANCE

The RACC Grants Team is available to answer questions and support applicants throughout the process.

RACC Team members will pre-record a **Grant Info Session** in early April 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**



Regional Arts & Culture Council

Professional Development Grant

Application Questions

This downloadable version is provided for your reference and convenience for working offline

*Applications **must** be submitted at <https://racc.org/apply>*

- Applicant Information Form
- Eligibility Profile
- Professional Website and professional social media profiles
- How are you organized to apply for and receive grant income?
 - For organizations: This grant is intended to benefit the career development of individuals. *What is the name of the arts administrator benefitting from the opportunity?*
- 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 (Portland Arts Project, Arts3C, Project, Professional Development, Make|Learn|Build, etc)?
- Have you reviewed the Professional Development Grant Guidelines?

Primary Artistic Discipline (Choose your primary discipline for records):

- 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):

What category best describes your proposed opportunity? (select one)

- Artist Residency
- Conference
- Workshop, class, or seminar
- Artistic Research
- Present or exhibit work outside of the region
- Work with a consultant or mentor
- Website, portfolio, or other marketing materials
- Other (please specify):

What is the start date of your proposed activity? *Must be after July 1, 2025.*

What is the end date of your proposed activity? *Must be before June 30, 2026.*

1. Please describe your proposed professional development activity in detail. Be sure to include what the activity is, where and when it will take place, who is involved, and why you selected this opportunity. (1200 characters including spaces)

2. How will this opportunity impact your career as an artist or arts administrator? What new skills, assets, or experiences will you gain from this opportunity? (1000 characters including spaces)

3. Explain why the timing of this Professional Development opportunity is significant to you in your career, how it is distinct from others you have had previously, and what makes it most valuable at this time. (1000 characters including spaces)

BUDGET

PROPOSAL COSTS OR EXPENSES:

List all expenses directly related to the total cost of the proposed opportunity (examples: airfare, lodging, registration fees, etc.). **Consultant fees should include a breakdown of number of hours and hourly rate** (example: "J. Doe, marketing coach one-on-one at \$120/hr for 4 hours" Amount: "\$480" or "Five hours mentoring with J.D., \$125/hour" Amount: \$500").

See guidelines for a list of eligible and ineligible expenses.

Your expenses total may be higher than your RACC grant request. You will detail other contributions or fundraising to make up the difference and show your investment in the activity.

The **total costs and total contributions sums should match** for a balanced budget.

Budget Item Description:	Amount
<i>Example: Round-trip, PDX to Los Angeles</i>	<i>\$450</i>
<i>Example: Shipping 10 works, Acme Shipping quote</i>	<i>\$950</i>
<i>Example: 4 nights food and lodging, covered by applicant</i>	<i>\$350</i>
	\$
	\$
	\$
	\$
	\$
TOTAL COSTS:	<i>Example: \$1,750</i>

PROPOSAL CONTRIBUTIONS OR REVENUE:

In the first line, include the amount of funding you are requesting from RACC and mark it as Projected. **The RACC Grant Request maximum is \$2,000.**

List all cash or donated (in-kind) contribution sources you will put toward your total cost. Indicate whether the contribution is confirmed or projected. Confirmed contributions make applications more competitive.

Consider **sources** such as applicant cash, specific grants, fundraiser events, online campaigns (ie. GoFundMe or Patreon), anticipated work or merchandise sold, discounts to 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 in the budget above.

Contribution Source Description	Confirmed or Projected?	Amount
<i>Example: RACC Grant Request</i>	<i>Projected</i>	<i>\$1,400</i>

<i>Example: Applicant Cash for food and lodging</i>	<i>Confirmed</i>	<i>\$350</i>
		\$
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL CONTRIBUTIONS		<i>Example: \$1,750</i>
(Total needs to match Total Costs listed above):		

Verify that your budget is balanced (i.e. total costs and total contributions sums match). Yes/No

SUPPLEMENTAL MATERIAL REQUIREMENTS

Supplementary materials must be uploaded through the [RACC Opportunity Portal](#) to complete your application. Acceptable file types are **website links, PDFs, and JPEGs**. Please adjust your formatting before you upload your files to your application account.

- Individual applicants should upload an **artistic resume or bio**.
- All applicants should upload **resumes or bios for contractors, consultants, and/or teachers**, if applicable.
- All applicants must 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. This information is separate from the grant application and will not be shared with Reviewers.