Regional Arts & Culture Council

Project Grant Guidelines

What will this grant fund?	Project Grants are available to fund specific art presentations, exhibits or the creation of work.
Who can apply?	Individual artists and organizations residing/headquartered in Multnomah, Washington, or Clackamas Counties.
How much funding is available?	Applicants may request any amount from $1,000 to $7,000.

When do I apply?	RACC Project Grants will be available three times per year. The next three deadlines to submit an *Inquiry Application* are:
	
	• **Wednesday, February 20, 2019 by 5:00pm**
	    o *Funds available beginning June 2019.*
	• **Wednesday, June 5, 2019 by 5:00pm**
	    o *Funds available beginning October 2019.*
	• **Wednesday, October 2, 2019 by 5:00pm**
	    o *Funds available beginning March 2019.*

How do I apply?	Apply online at racc.org/apply.
Who can I call with questions?	For questions regarding eligibility and criteria: Ingrid Carlson, Grants Officer – 503.823.5417 – icarlson@racc.org For **technical assistance** call us at 503.823.2928 or email grants@racc.org
**Do you need materials in another language or format?** We are happy to create and provide materials in other languages or formats. Please call us at 503.823.2928 or grants@racc.org for assistance, or see page 10 for more information.

INTRODUCTION

RACC grantmaking programs provide resources to artists, arts organizations, and artistic projects that advance the community's access to a wide range of arts and culture and promote RACC's core values:

- We value freedom of artistic and cultural expression as a fundamental human right.
- We value a diversity of artistic and cultural experiences.
- We value a community in which everyone can participate in arts and culture.
- We value a community that celebrates and supports its artists, and its arts and cultural organizations.
- We value arts and culture as key elements in creating desirable places to live, work and visit.

The **Project Grant Program** provides financial support to Multnomah, Washington, and Clackamas County individual artists and organizations to create and present "project-based" arts programming in the tri-county region.

DEFINITION OF "PROJECT-BASED"
A project is a specific art presentation, exhibition, creation of work, produced program, or event which is fully executed within a specified timeline and made available to the public. RACC offers funding for Project Grants in the following categories:

- **Artistic Focus**: projects that demonstrate high artistic quality, innovation, creativity in programming and artist selection, and demonstrated ability by the artist or organization.
- **Arts Equity & Access**: projects that support arts programs and services that involve direct community participation, including communities that are underserved, arts education projects, and community fairs & festivals.
- **Arts Services**: projects that bring professional development programming or opportunities to the arts community, including but not limited to workshops, conferences, or classes.

When applying for a Project Grant, applicants may submit only one application in a project grant cycle. An eligible applicant can request any amount from $1,000 to $7,000. Award amounts will not exceed the requested amount, but may be a percentage of the application request.

WHO IS ELIGIBLE TO APPLY?

To be eligible for a Project Grant, all applicants must:

1. Be headquartered/physically reside within the RACC service area, which includes Multnomah, Washington and Clackamas Counties, and be applying for a project that will take place within that area. If awarded a Project 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.)
2. Complete all final report requirements for open RACC Project Grant awards.
3. Be a **professional artist** and a lead in every aspect of the project OR a **"not-for-profit" organization** with an Employer Identification Number at time of application. (501c3 status is NOT required.)
   - *For the sake of the Project Grant Program, a **professional artist** is a person generally recognized by their peers, critics and other arts professionals as committed to producing art on a regular basis.*
   - ***Organizations** wishing to apply need not be incorporated, formally recognized by the IRS as a public charity (i.e., under 501(c)3 of the Internal Revenue code), or otherwise officially established as a tax-exempt institution. It must, however, be "not-for-profit" in that the organization's net earnings are not distributed to those who control it, and be organized in a way to accept grant income.*
4. Provide RACC with a W-9 form upon notification that you have been awarded a Project Grant for the purposes of tracking federal reporting of income, with a Social Security number for individuals or an Employer Identification Number for organizations.

INELIGIBLE PROJECTS OR APPLICANTS

1. Projects which are not clearly accessible to the tri-county public.
2. Projects which raise funds for an entity other than the applicant.
3. Projects that have already received RACC funding, including the [Right Brain Initiative](#), the [Public Art Murals Program](#), or in a previous Project Grant cycle.
4. Projects that involve schools affiliated with the Right Brain Initiative. A list of current Right Brain Initiative Schools is [available online](#).
5. Schools, school districts, and fundraising organizations (such as PTAs or Booster Clubs) on behalf of schools are not eligible to apply. However, artists and organizations may apply directly for work taking place in schools.
6. Projects which fulfill a curricular or degree requirement for a currently enrolled student.
7. Fiscal agents or umbrella organizations.
8. Organizations receiving RACC General Operating Support Grant funding.

9. Individual artist or organization projects being presented by an arts organization which is receiving RACC General Operating Support Grant funding.
10. Applicants with past due or outstanding grant obligations, including open Project Grants.
11. Members of RACC staff or Board of Directors.

FUNDING RESTRICTIONS
1. Grant funds cannot be used for project expenses incurred before grant awards are announced.
2. No other source of RACC funding can be applied to your Project Grant budget, including the Right Brain Initiative or the Public Art Murals Program.
3. Available funding from the City of Portland, Multnomah, Washington, and Clackamas counties will determine awards to applicants headquartered/residing in those counties.
4. Individual artists and art organizations may also apply for RACC Professional Development Grants as long as the Professional Development Grant is not directly related to their Project Grant.
5. All programming supported with Project Grant funding must take place in ADA accessible spaces. If you have questions about ADA accessibility, please contact RACC staff.
6. Project Grant funds may not be used to purchase food or equipment.

APPLICATION PROCESS

- **Preparing to apply:** All application materials must be submitted online. Applicants should create an account, or log into their existing account, in the RACC Grant Portal at racc.org/apply to submit an application.

- **Inquiry Application:** All applicants must submit an Inquiry Application by the stated deadline. Applicants who do not submit an Inquiry Application by this deadline, will not be considered in the current Project Grant cycle. Applicants will receive a confirmation email when their Inquiry Application has been successfully submitted.

- **Inquiry Application Review:** A panel of RACC staff will review all Inquiry Applications to verify eligibility, confirm categories, and evaluate project competitiveness. Applicants will be notified by email if they are invited to submit a Full application. The Inquiry Application status will also be noted in the applicant account online.

- **Full Application:** Invited applicants must submit their completed Full application including all supplemental material by the stated deadline. Late applications will not be accepted. Applicants will receive a confirmation email when their Full application has been successfully submitted.

SUPPLEMENTAL MATERIAL REQUIREMENTS

Supplementary materials must be uploaded through the RACC Grant Portal as part of the Full application. Applicants should upload:
1. Individual applicants should upload their artistic resume.
2. Resumes or bios for main collaborating artist(s) and/or project lead staff, if applicable.
3. Work samples that showcase previous work/programming for the applicant and other key artists involved and support the proposed project.
4. Up to 3 samples of recent publicity materials and/or reviews, if available.
5. Organization applicants should upload their summary budget for the current fiscal year. Organization applicants should upload a one-page summary of their organization's mission, history, and programs.

PREPARATION OF WORK SAMPLES
Applicants may upload a variety of file types and may also provide links to work samples (especially video) which are posted online. Applicants may submit:
- **PDF Documents:** Submit manuscripts (fiction/non-fiction), plays, screen-plays, poetry, articles, zines and other appropriate literary forms as PDF documents. Make sure the name of each file reflects the contents as this is the title reviewers will see.
- **Digital images:** Submit as .jpg or .tif files, or images in a combined PDF. **The total number of digital images should not exceed 10 per application**. Make sure the name of each file is the name of the work as this is the title reviewers will see.
- **Audio, Video samples:** Submit as .mp3, .mp4, or .mov files or as website links to online audio or video within a PDF document (be sure to provide any passwords needed to access that material). **Total running time may not exceed 15 minutes for all samples combined**. Make sure the name of each file is the name of the work as this is the title reviewers will see.
- **Please do not upload more materials than requested.** Excess materials will be removed from your application and will not be reviewed by panelists.

TIPS FOR SUBMITTING SUPPLEMENTAL MATERIAL

- Keep in mind that work samples and supplemental materials will be shared and reviewed by panelists online. Make sure file names clearly reflect the contents of the file so reviewers know what they are opening. The RACC Grant Portal will only accept the following file types: .pdf, .jpg, .tif, .mp3, .mp4, .mov. If you need help creating PDF documents, please contact us for assistance. **Please do not upload more materials than requested.** Excess materials will be removed from your application and will not be reviewed by panelists.

> **IMPORTANT:** *RACC Grants Staff is available to provide technical support for applicants. If you need access to a computer or assistance submitting your application in the RACC Grant Portal, please contact us at 503-823-2928 or* grants@racc.org*.*

APPLICATION REVIEW

REVIEW CRITERIA

When crafting your responses to the narrative items, please keep the Project Grant Review Criteria in mind. A panel will apply the following criteria in the review of applications:

Inquiry Application

1. Applicant meets eligibility requirements for RACC Project Grants.
2. Project has a clear public component with proposed venue.
3. Key artists, collaborators and community partners are in place.
4. Project timeline is appropriate to the grant cycle.
5. Project meets RACC accessibility requirements.
6. Proposed request amount and budget are appropriate to the scope of the project.

Full Application

1. High quality of project, including excellence in planning, the creative process, and the end product.
2. Innovation and creativity in programming and artist selection.
3. Demonstrated ability of the artists involved.
4. Effective and creative promotion of the project and/or distribution of the product to the widest possible audience.
5. Proposed project impact on audience, participants or community.
6. Diversity and balance of funding sources as evidenced by confirmed contributions towards the project.
7. Budget clearly supports the grant proposal.

REVIEW PROCESS

1. The Project Grant Review Panels for the Full Application will be made up of a cross-section of the arts community of the greater tri-county region. The panels will review and score Full Applications according to review criteria listed in the guidelines.
2. Panelists with a conflict of interest will not be permitted to offer an opinion or score on the applicant in question.
3. Panel reviews will not be open to the public. However, applicants may contact the grants staff to schedule a one-on-one feedback session once award notifications are sent out via email.
4. Award amounts will be based on funds available, panel rankings, and portfolio representation.
5. Final Project Grant award recommendations will be presented to the RACC Board's Grants Review Committee (GRC), and then on to the RACC Board of Directors for final approval.
6. Grant applicants will be notified of funding decisions via email. Notification timelines are posted at racc.org/grants.

GRANT AWARDS & ADMINISTRATION

The amount of the Project Grant awards will depend on the funds available in the RACC Project Grant budget for that year. The RACC Board may, at its discretion, place limits on the amount it will award to any one grant applicant. The total award will not be less than 75% of the total grant amount requested for each grantee.

A grantee may receive up to half of their grant in advance by submitting their Grant Agreement and W-9 form via the RACC Grant Portal at racc.org/apply. The final balance may only be received once the project is completed and all final report requirements are submitted through the RACC Grant Portal.

ACKNOWLEDGMENT (CREDIT TO RACC)

Project Grant recipients must acknowledge support by RACC in all printed materials such as programs, newsletters, and press releases. The RACC logo shall be used when space and format permit. When space is limited, grantees may also credit RACC with the text "This project was funded in part by the Regional Arts & Culture Council." Examples of ways in which RACC support has been acknowledged will be required with all grant final report materials.

FINAL REPORT REQUIREMENTS

At the conclusion of the project, grant recipients will be required to submit a final report via the RACC Grant Portal at racc.org/apply, along with project documentation in order to receive final payment of their grant. Final reports must be submitted before the applicant can apply in a new Project Grant cycle.

Required project documentation uploaded with the final report includes:
- materials that show acknowledgement of RACC through credit or use of the logo such as copies of brochures, programs, press, or publicity
- photos or video of the final project public component
- copies of receipts, invoices, contracts, or emails that verify eligible expenses related to the project via third party documentation and total at least the RACC grant award.

RACC GRANT COMPLIANCE

1. Applicants must notify RACC of the actual dates of proposed activities, once they have been finalized.
2. Applicants must complete their final reporting requirements within 45 days after the project is complete. If grant funds are not collected within 12 months of the proposed project completion, the recipient may be required to relinquish their grant award.
3. It is the responsibility of the grant applicant to notify RACC staff by email and in advance of any changes in the project status.
4. History of non-compliance with previous grant requirements will affect future grant award eligibility.
5. Awardees must continue to be headquartered/physically reside within the tri-county area for the duration of the grant. Otherwise the grant will be forfeited.
6. Awardees must uphold the commitment to accessibility. In the instance of a violation, grant funds may be terminated and, if appropriate, the issue may be referred for further enforcement.

APPLICATION ASSISTANCE

The RACC grants team is available answer questions and support applicants throughout the grant process. Contact us at 503-823-2928 or grants@racc.org to request the following support:

- **Technical Assistance with the RACC Grant Portal**
  If you have any difficulty logging into or submitting your application through the RACC Grant Portal.

- **Translations Services and Language Support**
  We are happy to provide translation services for applicants who would like to receive information about this grant or submit an application in a language other than English.

- **Accessibility**
  We are happy to provide documents or information in alternate formats to make this process as accessible as possible. Please contact us with any ADA accommodation requests.

- **Grant Info Sessions**
  Grants staff will offer orientation info sessions for potential applicants to learn more about the process and answer questions. Dates, times, and location for these sessions will posted online at racc.org/grants. Please RSVP online to let us know you are coming!

- **Grant Draft Review**
  RACC Grants Officers are happy to read a draft of your *Full Application* and provide feedback. This service is provided on a first come-first served basis. Please complete and submit your application in the RACC Opportunity Portal and notify Ingrid Carlson (icarlson@racc.org) via email when it is ready for review. We will review the draft you have submitted and schedule a time to provide feedback over the phone. Your draft *Full Application*, including the budget, must be ready no later than one-week prior to the deadline to allow time for feedback.

GRANT DISCIPLINES

Grant disciplines will be used to determine the review panels. RACC grants staff will place applications in the best panel based on the range of applications and panelist qualifications, while taking the applicant's selection into strong consideration. ***All projects, regardless of discipline, must have a clearly developed plan for a tri-county public component***.

Dance/Movement: Projects in which the creation and execution of an original dance/movement performance, whether in an historically recognized or contemporary style, is the primary artistic focus.

Folk Arts: Projects involving art forms in any discipline learned one-on-one from families, ethnic, occupational, or other community groups, passed down from generation to generation through a traditional manner.

Literature: Projects which focus on the creation, presentation and distribution of original material that is literary in nature. Publications, readings and compilations of original poetry, fiction, non-fiction, creative non-fiction and play scripts are best suited to this category (for screenplay development, see Media Arts). A clear distribution plan for publications, or clear marketing and outreach for readings, are integral to Literature projects.

Media Arts: Projects dependent on electronic, technology-based work suited to mass media communication and presentation, which is utilized within an artistic medium. Any genre in film, video, audio, or computer-based art production and/or distribution is included in this category. A selected component of a long-term project will be considered if it meets the expectations of the grant program. A clear marketing plan for projects is integral to this category.

Multi-discipline: Projects in which the work represents or encompasses more than one discipline, in which the disciplines involved are not obviously inter-related.

Music: Projects in which the creation, recording and distribution of original contemporary music from any genre, or the performance of historically recognized musical composition and/or styles are the primary focus.

Social Practice: Projects in which the primary objective is a direct engagement with a community audience via person-to-person interactions or general public participation of the artist's invention that is not object based, and whose project is not primarily grounded in another discipline.

Theatre: Projects in which the creation, production, and/or performance of original contemporary or historically recognized theatre and musical theatre works is the primary focus.

Visual Art: Projects in which the creation and exhibition of visual art is the primary focus. Objects, installations, site-specific or gallery-oriented works of art within any area of the visual arts which fall outside of commercial viability, are best suited to this category. Special exhibitions, curatorial projects and/or special presentations which expand the context of traditional or contemporary works of art are equally suited to this category.

ABOUT THE REGIONAL ARTS & CULTURE COUNCIL

RACC MISSION STATEMENT
To enrich our communities through arts and culture.

RACC VISION STATEMENT
An environment in which arts and culture flourish and prosper.

STATEMENT OF NON-DISCRIMINATION OF BOARD MEMBERSHIP, EMPLOYEES & CLIENT SERVICES
The Regional Arts & Culture Council is committed to building a community in which everyone has equitable access to arts and culture. RACC values diversity, equity and inclusion, and strives to cultivate Board members and employees, as well as provide client services that reflect and represent our region.

RACC maintains a policy of electing individuals to the Board of Directors who reflect the diverse makeup of our communities in terms of professional expertise as well as personal dimensions such as, but not limited to, race, ethnicity, age, gender, sexual identity, disability and socio-economic background.

The Regional Arts & Culture Council is committed to providing services and making resources available to *every* member of the tri-county, Portland-metropolitan area. We prohibit discrimination against our constituents, employees and applicants for funding or employment on the basis of real or perceived national origin, race, color, age, marital or familial status, sex, sexual orientation, gender identity, gender expression, educational background, disability, religion, political opinion, physical appearance or veteran status.

AMERICANS WITH DISABILITIES ACT CERTIFICATION/STATEMENT OF NON-DISCRIMINATION
By submitting an application, the applicant agrees to comply in every way with all applicable entity or individual receiving grant provisions of the Americans with Disabilities Act of 1990, 42 USC Sec. 12101, et seq. and agrees not to discriminate on the basis of race, creed, religion, color, sex, marital status, political opinion, familial status, national origin, age, gender, mental or physical disability, sexual orientation, military status, gender identity and source of income or disability status.

RACC EQUITY STATEMENT
We believe that the arts have the power to change hearts and minds, and to inspire social change. Prejudice and privilege have created barriers that RACC must dismantle, systematically and strategically, until everyone in our community has equitable access to arts and culture.

We acknowledge that there is no one perfect way to achieve equity, but we are willing to take risks because there is much work to do. We are thoughtfully researching and implementing new methods of thinking within our organizational culture, starting with an in-depth assessment of our services, policies and procedures. We are seeking out and listening to voices that have not been heard, and fully engaging under-represented populations in dialogue that will help us improve.

We are committed to the full scope of this work and will hold ourselves accountable along the way—anything less would prove a disservice to ourselves and the communities we serve. RACC strives to be an organization that values and celebrates everyone's life experiences, their voices and their histories. By consistently bringing new perspectives to our decision-making table, forming new relationships and alliances, and finding new ways to support creativity, RACC will be a strong, equitable and relevant organization. Throughout this process, we commit to humility, optimism and respect.

Regional Arts & Culture Council

Project Grant Application

Sample Questions for information only

Inquiry Application

Applicant Type: *Individual or Organization*
Grant Type: *Artistic Focus, Arts Equity & Access, or Arts Services*
Grant Discipline*: Dance/Movement, Folk Arts, Literature, Media Arts, Multi-Discipline, Music, Social Practice, Theatre, Visual Arts*
Contact Info: *from Applicant Profile*

1. Working Title of your Project:
2. Project Summary: Please describe what the project is, who/what is being featured, numbers of community members or students participating (if applicable), when and where it will take place, and any other information including scope or details that you feel is appropriate. (1000 character limit.)
3. What is your proposed public presentation? (200 character limit.)
4. What is the proposed venue location for your public presentation? (200 character limit.)
   - Is the venue projected or confirmed? Yes/No
   - Is this venue(s) ADA accessible? Yes/No
5. Who are the key artists, collaborators, and/or community partners? (400 character limit.)
   - Is the participation of these key artists, collaborators, and/or community partners confirmed? Yes/No
6. *What is the Start Date of your Project? When did or does planning begin for creation and execution of the proposed work?*
7. *What is the End Date of your Project? When will your public presentation and all related work be complete?*
8. Please describe the overall proposed timeline for your project between these two dates, including the expected timeline for development, execution, and final presentations. (400 character limit.)
9. What is your estimated total audience?
10. What is the total budget for this project?
11. What amount of funding would you like to request from RACC?

Full Application

1. Project Summary, Venue, Artist/Collaborators, and Timeline questions: *from the Inquiry Application*

2. What is the intended impact of this project? This could be impact on the applicant, the audience, and/or the community. (1,000 character limit.)

3. How do you plan to ensure the quality of your project? This could be a plan for feedback, process for critique, or other measures of evaluation. (850 character limit.)

4. Who is the community or students you plan to serve and how will you engage them? (**Arts Equity & Access** and **Arts Services only**) (850 character limit.)
   How many community members will be directly involved in the project? (number only.)

5. How are you uniquely qualified to provide services to this community? (**Arts Equity & Access** and **Arts Services only**) (850 character limit.)

6. Who is the audience for the public presentation and what is your promotion/marketing plan? (1,000 character limit.)

7. What additional information would you like to provide to make the case for your Project Grant proposal? (1,500 character limit.)

8. Budget Table of Expenses and Cash Contributions – See following page

9. Please describe any other goods, services, or time that will be donated to support the project (for example, donated space or supplies, volunteer time, discounts or other in-kind donations) (600 character limit.)

10. Please use this space to provide any additional budget information, if necessary. This could include details about proposed vendors, break out of fee calculations, history of proposed funding support, fundraiser plan details, or fuller descriptions of line items above. (600 character limit.)

11. If awarded, what difference would the RACC grant funds make in your project? (600 character limit.)

8. Project Grant – Budget Form – FOR PLANNING PURPOSES ONLY

CASH EXPENSES - Please list all CASH expenses related to your proposal.

ARTISTIC	Description	Amount
Artistic Fees:		$
Tech Design Fees:		$
Supplies/Materials:		$
Lodging/Transport:		$
Other Artistic:		$
	TOTAL ARTISTIC:	$total
ADMIN/OVERHEAD	Description	Amount
Admin Fees:		$
Equipment Rental:		$
Space Rental:		$
ADA Accommodations:		$
Other Admin:		$
	TOTAL ADMIN:	$total
PROMOTION	Description	Amount
Printing:		$
Postage:		$
Marketing:		$
Design:		$
Other Promotion Costs:		$
	TOTAL PROMOTION:	$total

TOTAL PROJECT EXPENSES: $TOTAL CALC

PROJECT REVENUE - Please list all CASH contributions related to your proposal. There is a narrative question to describe in-kind or donated support for your project. Please specify sources of contributions and mark whether projected or confirmed. A variety of funding sources and confirmed contributions will make your application more competitive.

CASH CONTRIBUTIONS	Description	Amount	Projected or Confirmed?
Ticket Sales:		$	
Class/Workshop Fees:		$	
Merchandising/Sales:		$	
Government:		$	
Business/Corporate:		$	
Applicant:		$	
Individuals:		$	
Fundraisers:		$	
Other Cash:		$	
	TOTAL CONTRIBUTIONS:	$total	

TOTAL PROJECT REVENUE: $TOTAL CALC

Grant Request Calculation - Your Project Grant Request amount will be automatically calculated based on the contributions and expenses listed above. Your request amount is your Total Project Expenses minus your Total Project Revenue. The RACC Grant request amount cannot more than $7,000.