



OREGON ARTS  
COMMISSION

## Arts Services Grant Guidelines

*For activity occurring between July 1, 2009 – June 30, 2010*

*Postmark Deadline: May 1, 2009*

*Revised April 2009*

### **Oregon Arts Commission: Vision and Goals**

The arts and culture are touchstones of community and civic life and it is essential to preserve, stabilize and develop their central role to benefit Oregonians and Oregon's quality of life. The Oregon Arts Commission believes:

- The arts help us discover who we are.
- The arts bring people together, strengthening communities.
- The arts are critical for our students.
- The arts add value to Oregon's economy.

The Commission's grants, programs and services work to ensure that:

1. Oregonians have wide access to the arts and their intrinsic and extrinsic benefits.
2. Oregon arts organizations have the skills and resources to offer high quality programs throughout the state.
3. Public and private support for arts and culture is increased and leveraged
4. Oregonians have access to quality arts learning opportunities.
5. Oregon artists create work of acknowledged high quality.

### **Purpose of the Arts Services Grants**

The Oregon Arts Commission's Grants for Arts Services provide operating support for local and regional art councils or other arts organizations that offer:

- Regular, ongoing arts services to a broad population;
- Programming and services that encourage all people to participate in arts activities;
- Opportunities that enhance the capacity of artists to contribute to the economic, social and cultural well being of their communities.

The most competitive applicants are arts organizations that offer ongoing, sustained high quality artistic programming, outreach programs in the community and opportunities for arts learning.

The Arts Services application is a separate document. Download it here [FY10 ASG Application](#).

You must have Adobe Reader 8.0 or higher to complete the application.

### **Eligibility**

All applicant organizations must:

- have IRS 501(c)(3) federal tax-exempt status;
- have corporate, non-profit status in the state of Oregon;
- operate within a mission that describes *the arts as the primary purpose of the organization*;
- have been in existence for a minimum of two years;
- offer some aspect of education programming;
- be current with all reports if the applicant is a prior or current Oregon Arts Commission grantee.
- have had cash income of at least \$75,000 in its operating revenue for the past, current, and projected fiscal year.

### **Access Compliance**

Any entity that provides services to the public must certify that they comply with the Americans with Disabilities Act of 1990, 42, USC Sec. 12101, et seq. and the organization 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. The Arts Commission provides assistance to Oregon arts groups on issues of access. Contact Shannon Planchon, Assistant Director, (503) 229-6062 or [shannon.planchon@state.or.us](mailto:shannon.planchon@state.or.us). TDD Assistance is available at (800) 735-2900.

### **Limitations**

Arts Services grants will not fund:

- Capital construction;
- Tuition assistance or scholarships for college, university, or other formal courses of study;
- Projects that have already been completed;
- Grants to offset previous project deficits; or
- Events whose primary focus is to raise funds for a non-arts purpose.

**Institutions of higher learning** are not eligible for support in this category.

### **Review Criteria**

Applications will be evaluated in four broad areas. The following criteria will be used to evaluate Arts Services grants:

- **Organizational Capacity and Sustainability (35 points)**  
Key accomplishments in the organization's development  
Effective and accountable management systems in place for the organization  
The skills and capacity of the board and professional staff  
Strategies in place for resource development, partnership development and long-term sustained support of the organizations  
Systems in place to maintain balanced budgets and to manage and correct budget shortfalls if they occur
- **Quality of Services and Outcomes (30 points)**  
Overall mission and vision of the organization and its identified arts needs and opportunities developed to serve its identified region.  
Quality of the key goals and arts services provided.  
How the organization's programs and services serve the community .
- **Outreach/Access (20 points)**  
The applicant's efforts to reach broader community and/or targeted audiences with programs  
The applicant's ability to offer programs or services outside of its facility or normal performance schedule. Applicant's education programming.
- **Evaluation (15 points)**  
Applicant's plans to evaluate programs against desired outcomes and systems in place to measure success

### **Grant Awards**

Arts Services grants can range from \$5,000 to \$60,000. However, applicants are advised that the majority of grants will range from \$5,000 to \$25,000 in FY2010.

Grant requests should be no more than 10% of the applicant's prior year cash budget, and may not exceed \$60,000 regardless of the budget size of the applicant. This program is intended to contribute to an organization's full

range of programming. Application budgets should include all regular operating, administrative and personnel costs, and program costs, with the exception of capital expenditures.

Please note that in most cases grant awards will not reach 10% of the applicant's budget. The Commission has finite resources. Not all eligible applicants will receive all that they request, nor will all applicants receive funding.

**Matching Requirements**

Oregon Arts Commission grants must be matched at least dollar-for-dollar with earned, contributed or in-kind support. The most competitive applications typically indicate cash match committed by other funders.

**Deadline**

Completed applications **must be postmarked no later than May 1, 2009 or hand-delivered to the Arts Commission office by 5 p.m., May 1, 2009.** Applications received after the deadline will not be considered.

**Assistance**

Assistance from the Arts Commission staff is available to applicants prior to the application deadline. Contact the Oregon Arts Commission office at (503) 986-0082 or [oregon.artscomm@state.or.us](mailto:oregon.artscomm@state.or.us) with questions.

**Application Review Process**

Arts Commission staff reviews submitted applications for eligibility, completeness, and budget accuracy. Each eligible application is referred to a panel of arts professionals for review.

Panel meetings are open to the public and all applicants will receive advance notice of the meeting time and place. The panels review and rate each application. Scores are provided to the full Commission, which will consider the panel ranking as well as the geographic and programmatic services provided when making its grant awards. Applicants are notified of the Commission's decision by mail following the Commission meeting.

**Final Reports**

The Arts Commission documents the impact of the arts in Oregon. So that the Oregon Arts Commission can better tell that story, arts organizations receiving grants must complete a final narrative and budget report. Final financial reports must reflect the application budget as submitted or revised to the Arts Commission. Grant reports must be submitted within thirty (30) days of the completion of the grant period. All grantees are subject to periodic monitoring by the Oregon Arts Commission and must retain fiscal records for a period of three (3) years following completion of the grant period.

Organizations that have been previously funded by the Arts Commission must fulfill final reporting obligations before new grant funds will be distributed. Grant funds will be withheld until outstanding prior final evaluations have been completed and filed with the Commission.

**ALTERNATE FORMAT APPLICATION**

Upon request, Arts Commission grant application materials will be made available in alternate format such as Braille, large type, or on audiotape.

For applicants who are hearing-impaired and require TTD/TTY assistance, call (800) 735-2900.

### How to Submit Your Application:

One **original** (single-sided) application, including narrative and attachments **plus Eight (8) complete sets, with all materials three-hole punched on 8.5 x 11 paper. Double-sided copies are preferred. Do not bind, staple or clip.**

Applications must be word processed or typed on the original forms or photocopies. The application is available in PDF format on the Arts Commission website, [www.oregonartscommission.org](http://www.oregonartscommission.org)

### Application Checklist:

Please do not submit letters of support or unique or irreplaceable materials.

Submit nine (9) collated, 3 hole punched packets of the following: [original + 8 copies]

- Applicant information page
- Narrative [not to exceed 4 pages]
- Application budget
- Budget narrative
- Financial snapshot answers
- List of current board members including contact information and affiliations;
- Biographical summaries for executive director and key staff;
- Statement of Financial Position (Balance Sheet) as of the end of the most recently completed fiscal year.
- Statement of Activities (Revenues and expenses) as of the end of the most recently completed fiscal year.
- Statement of Financial Position for the year to date for the period ended March 31, 2009.
- Statement of Activities for the year to date for the period ended March 31, 2009.
- Brochures, programs or publicity materials [must be 3 hole punched]

Keep a copy of the application for your files. Do not bind, staple or clip.

Additionally, Submit:

- Four copies of the certified audit/ financial statements
  - Organizations with budgets greater than \$300,000 must submit either an independent CPA-Reviewed financial statement or an independent Audit.
  - Organizations with income greater than \$1 million must submit an independent audit.
  - If operating cash budget is less than \$300,000, four copies of a board approved financial statement and four copies of the most recently submitted Form 990.
- Four copies of a long range plan, if one exists.

Mail or deliver completed applications to:

Arts Services Grants  
Oregon Arts Commission  
775 Summer Street NE, Suite 200  
Salem, Oregon 97301-1280