



OREGON ARTS
COMMISSION

Guidelines: Operating Support Grants

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 Operating Support Grants

Operating Support grants support the operations of and public access to the programs of Oregon's medium and large not-for-profit arts organizations. 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 Operating Support application is a separate document. You may download it here [FY10 OSG 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 budget for the past, current, and projected fiscal year.

Access Compliance

Any entity that provides services to the public must certify that it complies 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. TDD Assistance is available at (800) 735-2900.

Limitations

Operating Support 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 eligible for support with the following limitations:

- All funded events and services must benefit, and be open to, the general public, who must form a significant portion of the total audience.
- Projects that are, or have been, part of the normal curriculum program for students will not be funded.
- Funds may not be used to replace those already allocated for support of ongoing projects.

In addition, entities that are organizational components of educational institutions must have a separate board of directors or advisors, a separate budget, and operate independently of the educational institution to the satisfaction of the Oregon Arts Commission.

Review Criteria

The following review criteria will be used to evaluate Operating Support 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 artistic programming (30 points)**
 - Overall artistic vision of the organization
 - Artistic leadership of the organization
 - Quality of the art works produced or presented
 - How the applicant's activities allow the art form and artists to develop
 - Qualifications and experience of the artists involved
- **Outreach/Access (20 points)**
 - The applicant's efforts to reach broader community and/or targeted audiences with programs
 - Applicant's ability to offer programs or services outside of its facility or normal performance schedule
 - Applicant's educational programming
- **Evaluation (15 points)**
 - Applicant's plans to evaluate programs against desired outcomes and systems in place to measure success

Grant Awards

Operating Support grants can range from \$2,000 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 in Salem 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 with questions.

Application Review Process

Arts Commission staff reviews submitted applications for eligibility, completeness, and budget accuracy. Each eligible application is reviewed by a panel composed of arts professionals, administrators and informed community members.

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. To help the Commission discuss the results of public funding, 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

If requested, Arts Commission grant application materials will be made available in alternate format such as Braille, large type, or on audiotape. Applicants who are hearing-impaired and require TTD/TTY assistance, call (800) 735-2900.

Grant submission instructions:

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,

Application Checklist:

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

Keep a copy of the application for your files.

Submit nine (9) collated, 3 hole punched packets of the following [Do not bind, staple or clip the 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]

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:

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