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## FY17 Arts Build Communities Grant Guidelines

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For projects occurring between January 1, 2017 – December 31, 2017  
Electronic Application Deadline: 5:00 pm, October 3, 2016

Applications must be submitted through the Grants Online system:  
<https://oregon.culturegrants.org/>

### **Vision**

The Oregon Arts Commission envisions a future where communities celebrate creative expression, artists and arts organizations thrive through robust public support, the arts are recognized as an essential economic driver and Oregon is recognized as a leader for equity and inclusion in the arts.

### **Mission**

To enhance the quality of life for all Oregonians through the arts by stimulating creativity, leadership and economic vitality.

### **Strategic Plan**

The Arts Commission recently completed a strategic plan that will guide the agency over the next five years. The five goals of the plan are below, the complete version of plan is available on our website [www.oregonartscommission.org/booklets/Oregon Arts Commission Plan Booklet](http://www.oregonartscommission.org/booklets/Oregon_Arts_Commission_Plan_Booklet)

- Make the programs of the Oregon Arts Commission accessible to artists and arts organizations to enhance the quality of life for all Oregonians.
- To advance the essential role that the arts play in supporting the economic vitality of Oregon.
- To stimulate opportunities for Oregonians of all ages to pursue learning in and through the arts.
- To advocate and communicate the value that artists and arts organizations bring to Oregon.
- To improve the efficiency and effectiveness of the Oregon Arts Commission to better serve artists, arts organizations and client agencies.

### **Purpose of the Arts Build Communities Grants**

The Arts Build Communities (ABC) grant program supports projects that address local underserved community need through arts-based projects. The program recognizes the role that the arts play in the broad cultural, social, educational, tourism and economic sectors in community life. Support is provided to arts and other community-based organizations to form local alliances and partnerships to strengthen communities through projects that connect the arts with local challenges, issues, needs and opportunities.

The Arts Build Communities program encourages projects from communities that are underserved by arts services and access to programming. Successful projects illustrate the connection between

artists, local arts resources, and economic development with the goal of addressing the broad community needs. Projects are encouraged that demonstrate access by underserved communities whose opportunities to experience the arts is limited by geography, ethnicity, economics, or disability.

The ABC grant program fosters partnerships which strengthen arts engagement, access and involvement in communities. Successful projects demonstrate building local capacity to strengthen the arts in a community through these local partnerships.

Projects must support the integration of the arts and artists with community goals and may include new initiatives, new program development, cultural tourism and the expansion of existing arts and community development projects.

This program does not support scholarships, construction, purchase, or renovation of facilities. However, pre-development, design fees and community planning activities are eligible to apply.

Examples of Recent Successful Arts Build Communities Projects:

- “8 Show,” a project of the Crossroads Creative & Performing Arts Center, is an exhibit of 800 eight-inch square original artworks displayed throughout Baker City’s historic downtown. The project creates a highly visible art experience showcasing the talents of the region’s artists & enhancing the local economy. Grant funds were used for supplies and marketing expenses.
- “Art in Rural Storefronts,” a place-making project of the Corvallis Arts Center, is dedicated to strengthening connections between people and their rural towns through engagement with the arts. Focusing on one underserved town, three qualified artists create contemporary art installations based on local culture or natural history with community input. The installations celebrate community life through the arts. Grant funds support artist fees, travel and coordination.
- The Coffee Creek Theater Arts program, presented by Open Hearts Open Minds, takes place at the all-female correctional facility in Wilsonville. The program consists of a weekly dialogue group, creative exercises and theatre workshops for 18 residents. Grant funding supports two program facilitators, guest artists, costumes, props, transportation, DVDs for performance copies and office expense.
- The Oregon Shakespeare Festival, in partnership with the Latino Network/UNIDOS, provides workshops, discussions, free tickets, a community reception and presentation by playwright Luis Alfaro. Grant funds support theatrical storytelling training for UNIDOS members during their visit to OSF.
- Port Orford Revitalization Association created murals in the town’s Port to integrate the area with the Downtown business district and provide artistic directional signage that helps promote a newly designated ARTS district. The project builds on the success of the previous year’s mural project that used the arts to create a more vibrant, livable and pedestrian-friendly downtown and to use arts as an economic driver. Grant funds support art supplies, fees and mural installations.
- Lan Su Classical Chinese Garden’s celebration of Asian American Pacific Islander Heritage

Month is held in May. Grant funds support artist stipends, publicity an interactive family guide for visitors, production equipment rental, and arts and crafts materials.

- "On the Ground," is a short film exploring the history and root causes of homelessness in Portland from the perspective of people with this lived experience. A project of Sisters of the Road, it is intended to increase public understanding of homelessness through hosted public screenings with facilitated discussion and developing a companion curriculum for teachers to use in high schools. Grant funds support artist fees, technical fees and staff time.
- "A3 Composition Project," a collaboration between Springfield Academy of Arts and Academics, the Delgani String Quartet and Wildish Theater. Members of Delgani work with students at the Academy on new compositions for public performance at Wildish Theater. Grant funds cover artist fees and administrative costs.

For additional examples of past successful Arts Build Communities Projects go the following page on the OAC's website: <http://www.oregonartscommission.org/impact/publications/arts-build-communities>

### **Eligibility**

- Applicants for Arts Build Communities grants must meet the following eligibility criteria:
- Be a unit of local government (including libraries, schools and Tribal governments); or
- Have IRS 501(c)(3) federal tax-exempt status (projects using a fiscal sponsorship are not eligible)
- Have an active registration with the State or Oregon for corporate, non-profit status;
- Must be current on all Oregon Arts Commission final reporting and other requirements for previous awards.

### **Limitations**

- Arts Build Communities Grants will not fund:
- Capital construction
- Tuition assistance or scholarships for college, university or other degree bearing courses of study
- Projects that have already been completed
- Offset of previous operating or project costs or deficits
- Fundraising activities or other events whose primary focus is to raise funds.

### **Grant Review Criteria:**

The following criteria will be used by a review panel to evaluate Arts Build Communities applications. Panelists will look for succinct answers that clarify:

#### **Project Quality (0 to 20 points)**

- Identify the community problem issue or need that is being addressed through this project
- How project need was identified
- Who is served by the project
- How this project responds to the need and serves the intended audience
- Evidence of inclusive project planning and implementation
- Evidence of artistic quality or excellence

- How the intended audience is engaged in the planning and implementation
- How the project connects arts to community development
- The qualifications of project leaders

**Partners and Collaborators (0 to 15 points)**

- Defined roles of the key project partners and collaborators in the planning and implementation of the project
- Indication of partner and collaborator commitment
- Strong alignment of partner skills and resources to the project's intent

**Project Outcomes and Community Impact (0 to 30 points)**

- Alignment of the project's intent and the expected outcomes
- The change to result from this project within the project period
- Anticipated long-term community outcomes
- Project impact for the targeted community
- Relevance of identified critical issues to the arts and broader community
- Anticipated and articulated milestones and key dates

**Organizational Capacity (0 to 15 points)**

- Appropriateness of primary applicant to the project scope
- Alignment of applicant's mission to project intent
- Management capacity and experience
- Clear accurate budget adequate to the project scope
- Clear organizational financial controls (as demonstrated through attached board approved financials or independent audit)

**Access (0 to 10 points)**

- Involvement and participation in the project by diverse community
- Project's planning to provide for broad inclusion

**Evaluation (0 to 10 points)**

- Effective plan to measure the project impact and outcome

**Grant Awards**

Arts Build Communities grants generally range from \$3,000 to \$ 7,000. The maximum request amount is \$7,000. The Arts Commission has limited resources, and not all eligible applicants will receive funding. The panel will review ABC applications based on the project's merits in addressing the Grant Review Criteria. The panel will recommend criteria scores and ranking for the Commission to review and act on.

**Matching Requirements**

Arts Build Communities grants must be matched at least dollar-for-dollar with earned and contributed income. In-kind support will be considered as long as it meets the IRS standards. The most competitive projects demonstrate some cash match committed by

other funders or sources. Federal dollars cannot be used to match Arts Build Communities funding.

### **Application Deadline – 5:00 pm, October 3, 2016.**

Completed applications must be submitted through the on-line grant system <http://oregon.culturegrants.org/>. Applications received after the deadline will not be reviewed. The OAC recommends that you plan to submit the application at least 24 hours prior to the deadline. Please do not wait until the last minute to submit online applications. High traffic can slow on-line processing time through the server and may jeopardize grant submission by the deadline.

### **Access Compliance**

Any entity that provides services to the public must comply with the Americans with Disabilities Act. Arts organizations specifically must be familiar with section 504. The Arts Commission provides assistance to Oregon arts groups on issues of access. If you have questions, contact David Huff, Assistant Director, [david.huff@oregon.gov](mailto:david.huff@oregon.gov). TDD Assistance is available at (800) 735-2900.

### **Assistance**

Assistance from the Arts Commission staff is available to applicants prior to the application deadline. If requested, staff is available to discuss the project prior to writing the application and to read and provide feedback to applicants no later than two weeks prior to the submission deadline. Contact Brian Wagner, Community Arts Coordinator, (503) 428-1981 or [brian.wagner@oregon.gov](mailto:brian.wagner@oregon.gov) with questions.

### **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 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 the Oregon Arts Commission at (503) 986-0082 or [oregon.artscomm@oregon.gov](mailto:oregon.artscomm@oregon.gov) for information or assistance. TDD assistance is available at (800) 735-2900. Applicants will certify their compliance within the online application.

### **Appeal Process**

The Oregon Arts Commission recognizes that procedural errors may occur in the application process. The Arts Commission is committed to acknowledging errors and responding to rectify the effects of an error. Appeals may not be made on the basis of an applicant's disagreement with the advisory panel's assessment of application and how it met the review criteria. Disagreement with the judgment of the panel or the amount of the award is not grounds for an appeal.

Applicants considering an appeal should contact the Arts Commission's Assistant Director 503-986-0086 or [david.huff@oregon.gov](mailto:david.huff@oregon.gov) for advice and guidance. Letters of appeal must be submitted to the Arts Commission's Executive Director within 30 days of the panel meeting. Appeals are reviewed and acted on by the Arts Commission's Board. Appeals may result in an approval of an award or an increase in the award amount if the applicant can satisfactorily document that the application was misrepresented or improperly reviewed through no fault of the applicant. If the appeal is supported by the Arts Commission's Board, funds will be awarded only if they are available.

### **Risk Assessment**

Prior to making awards, The Arts Commission checks all applicants against the federal active

exclusion list. Organizations and individuals currently under active exclusion are not eligible to receive funds. For more information: [www.SAM.gov](http://www.SAM.gov)

### **Application Review Process**

Arts Commission staff reviews submitted applications for eligibility and application completeness. A panel of arts and community professionals review each eligible application in an open meeting process.

Panel meetings are open to the public and all applicants will receive advance notice of the meeting time and place. The panel will review ABC applications based on the project's merits in addressing the Grant Review Criteria. The panel will recommend criteria scores and rank applications for the Commission to review and act on. Applicants are notified of the Commission's decision and funding recommendation by staff following the Commission's next quarterly meeting.

### **Final Reports**

The Arts Commission documents the impact of the arts in Oregon. 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.

### **Documentation**

The Oregon Arts Commission uses electronic images for web and print-based publications. If your project is awarded funding please remember to take and save digital images of your project activities as they occur. At the completion of your project, please provide at least three high-resolution electronic images (JPG or GIF, 2 megabyte minimum). Include a list of captions (providing names of people included in the photo if possible) and photographer credits for each image.

### **Project Communication**

The Arts Commission works to communicate grant impact by sharing stories of project activities as they unfold. Please plan to share a timeline and relevant information including public events and milestones of your project with the OAC.

### **Arts Build Communities Grant FY2017 Application Information**

Electronic submission only: <http://oregon.culturegrants.org/>

If you have already registered, please use that account; do not create a new registration. If you need assistance recalling account information contact Kat Bell at [kat.bell@oregon.gov](mailto:kat.bell@oregon.gov) or 503-986-0082.

The application including a project budget must be completed and submitted via the online system at the following URL <http://oregon.culturegrants.org/>. Keep in mind that character counts vary from program to program, and the count found in the online system is the one that applies to the application. (Note: character counts include spaces.)

For clarity of reading, the Commission strongly recommends that you answer each of the following prompts succinctly and in the order provided. The total number of point is 100.

**Project Summary**

Provide a brief description of the proposed project and outcomes. Briefly describe how outcomes will be accomplished and specifically how Arts Commission funds will be used. Identify the intended community and audience to be served.

[Maximum 500 characters]

**Use the following language template to complete the project summary:**

XYZ Organization requests \$ to support:

Grant funds will be used to (For example, pay artist fees, provide transportation, purchase art supplies)

**Project Quality (0- 20 points)** [Maximum 3500 characters]

- What community problem issue or need is being addressed through this project?
- How was this problem, issue or need identified?
- Who does it most directly affect?
- Describe how this project responds to the problem issue or need and how it serves the intended population or audience.
- ABC project planning and implementation generally includes the targeted audience. Describe how that audience is engaged in the planning and implementation.
- Describe the project’s artistic quality or excellence
- What are the qualifications and relevant experience of those involved in managing the project? (Community leaders, artists, etc.)
- Describe how your project involves a community process and how it will achieve the defined outcomes. Include how the community process will build relationships and connects the arts with other areas of community life.

**Partners and Collaborators (0- 15 points)** [Maximum 2500 characters]

- Describe the roles of the key project partners and collaborators in the planning and implementation of the project?
- Identify up to three of the most significant partners and collaborators. Indicate if they are committed (have agreed to take part in the project, been part of planning and committed resources,) at the time of application.

Committed? Yes/No

Organization Name, Contact, E-mail, phone

What skills and/or resources do they bring to this project partnership?

What will this partner do to bring about the successful completion of the project?

Committed? Yes/No

Organization Name, Contact, E-mail, phone

What skills and/or resources do they bring to this project partnership?

What will this partner do to bring about the successful completion of the project?

Committed? Yes/No

Organization Name, Contact, E-mail, phone

What skills and/or resources do they bring to this project partnership?

What will this partner do to bring about the successful completion of the project?

**Project Outcomes and Community Impact (0- 30 points)** [Maximum 3000 characters]

- Describe the project outcome(s) in detail. Include in this description the following:
- What issues and/or opportunities will this project address?
- What will change as a result of this project within the project period?
- Does the project anticipate long-term community impact or outcomes related to the identified condition? If so, what are the long-term changes and outcomes?
- When will those changes result?
- What will be the impact of project outcome(s) on the community?
- Relevance of identified critical issues to the arts and broader community
- Milestones and key dates (Timeline)
- Community and population reached and how and why they were selected
- How the arts will strengthen this community and the benefit to both (arts and community)
- Specific information (locations, people, dates, etc.)

**Organizational Capacity (0- 15 points)** [Maximum 2500 characters]

- How does this project align with the mission and experience of the applicant organization?
- Describe the relevant management capacity and experience of the applicant organization.
- Provide a budget that is accurate, clear and adequate to the project scope (in the budget template provided).
- How is this project supported by, or advanced by, the lead organization's mission?
- Describe the capacity and management of applicant organization in relation to managing this project.

**Access (0- 10 points)** [Maximum 1500 characters]

- How does the project ensure broadly inclusive access to diverse populations including communities across ethnicity, age, gender, sexual orientation, people with varying disabilities, and socio-economic status?
- Does the project planning define and target a particular underserved population or community, (such as residents of a housing authority)? If so, how will people within that group be ensured access to participate in the project?

**Evaluation (0-10 points)** [Maximum 1500 characters]

- What plans are in place to effectively measure the success, impact, and outcomes of the project?
- Who will be responsible for implementing and reporting the evaluation?

**Additional Information Required from Applicants:**

Upload documents with the application in Grants Online. Do not mail hard copies.

Brief artistic resumes as necessary to support application (no more than two)

If the ABC project proposal includes a public mural, provide local public art regulations, if any, and a letter of support from controlling authority.

Certified audit or board-approved financial statement for most recently completed fiscal year.