



FY18 Small Operating Guidelines

For organizations with an operating budget under \$150,000
NEW: Applications must be submitted through a fillable PDF
E-mailed applications must be received before 5:00 p.m. on
Friday, September 15, 2017 at Arts.Comm@Oregon.Gov

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 completed a strategic plan that will guide the agency through 2020. The five goals of the plan are below, and a complete version of the plan is available on the Commission's website: 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 Small Operating Grants (SOG)

The Oregon Arts Commission established SOG to provide operating support for locally-based arts organizations with an annual operating budget of less than \$150,000. The program is in keeping with the OAC's ongoing effort to streamline and simplify grant applications making it easier and less time consuming for organizations to apply. SOG supports the core operation of small not-for-profit arts organizations. Eligible applicants are arts organizations that offer ongoing, sustained, artistic programming and outreach programs in their community.

This program provides non-competitive operating support available for 501 c 3 or municipally-based organizations who have arts as the core of their mission and that provide public access to ongoing arts programs (at least four annually) for their local community. These grants are limited to organizations with an operational history of two years or more at the time of application. Municipally based organizations must have a discrete budget and steering committee within the City's structure.

Eligibility

All applicant organizations must:

- Have IRS 501(c)(3) federal tax-exempt status; or a municipally-based arts organization
- Have current 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 as a 501(c)(3) or agency of local government for a minimum of two years; and
- Have an annual operating budget of under \$150,000, as evidenced by most recently submitted IRS 990
- The OAC has final determination on eligibility.

Schools and institutions of higher learning are not eligible to apply for support in this category.

Limitations

Operating Support funds may not be used for the following:

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

Financial Reporting

All applicant organizations must submit an electronic copy of their most recent IRS 990. (No more than 18 months old.). The total operating expenses on this report will be used to establish and verify budget size.

Grant Awards

Awards will generally range between \$1,000 and \$3,000.

Assistance

Assistance from the Arts Commission staff is available to applicants prior to the application deadline. Call 503-986-0082 or Arts.Comm@oregon.gov with questions. SOG guidelines and the fillable PDF application are available online at <http://www.oregonartscommission.org/grants>.

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 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 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