FY 18 Operating Support Program Guidelines
Full and Interim Applicants

For operating support between July 1, 2017– June 30, 2018

Application Deadline for both Full and Interim (including DataArts): **5:00 pm, March 1, 2017**

Applications (both Full and Interim) must be submitted through the Grants Online system:
https://oregon.culturegrants.org/

Both Full and Interim Applications require filling out a Cultural Data Profile through DataArts:
http://culturaldata.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
In 2016, The Arts Commission completed a strategic plan that continues to guide the agency over the next several 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

- 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 Operating Support Grants

The Operating Support program supports the core operations of Oregon's nonprofit arts organizations with annual operating budgets greater than $150,000. The most competitive applicants are arts organizations that offer ongoing, sustained, high-quality arts services or artistic programming and outreach programs in the community.

> **Note:** Beginning in 2015, Operating Support applications are **evaluated** on a two -year cycle. **Organizations seeking operating support are still required to submit an application each year, alternating between "Full" and "Interim Applications."**
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> Grant awards are made annually and are calculated through a formula that takes into account panel score, organization size, previous awards and available funds. More information about the two-year cycle can be found in the "Application Timeline" section below.

Operating Support applications are reviewed by panels based on the discipline of the submitting organization.

The Oregon Arts Commission no longer separates Operating Support and Arts Services into two separate applications. Eligible applicants in both categories should apply through this Operating Support application.

"Arts Services" organizations typically define themselves by identifying a specific population (or service area) for whom they provide a diverse range of programs and support. For example: The XYZ Arts Center serves the residents and visitors of XYZ County by providing information, advocacy, arts education, public art and capacity-building services. Organizations that primarily exist to present their own programming (such as theaters, art museums, music, etc.) should apply for Operating Support within their specific discipline.

New Applicants
New applicants who did not apply and receive funding for Operating Support last year must submit an intent to apply by February 1, 2017. Please contact david.huff@oregon.gov for information about submitting an intent to apply. The Arts Commission has final determination in eligibility to the Operating Support program.

Application Timeline
Full applications from organizations are reviewed by an independent panel on alternating years based on artistic discipline. Below is the timeline for Full and Interim Applications based on disciplines. The Arts Commission will initially determine what discipline category best fits your organization. Changes to discipline category review may be discussed with the Arts Commission staff.

Arts Services, Literary, Theatre and Visual Arts, organizations are required to submit a Full Application by March 1, 2017. Panel assessments will be active for two years. Organizations recommended for funding in this round will also receive funding next year based on their panel score from this application, provided an Interim Application is received and approved.

March 1, 2017 Submit Full Application	Spring 2018 Submit Interim Application	Spring 2019 (and 2021, 2023, etc.) Submit Full Application	Spring 2020 (and 2022, 2024, etc.) Submit Interim Application

Dance, Music, Film/Media and Interdisciplinary organizations are required to submit an Interim Application by March 1, 2017. Organizations (in these categories) that received an Operating Support grant last fiscal year (FY 2017) will receive funding based on their panel score from last year's application.

March 1 2017 Submit Interim Application	Spring 2018 Submit Full Application	Spring 2019 (and 2021, 2023, etc.) Submit Interim Application	Spring 2020 (and 2022, 2024, etc.) Submit Full Application

Eligibility

All applicant organizations must:

- Have IRS 501(c)(3) federal tax-exempt status;
- Have current corporate, non-profit status in the state of Oregon OR be headquartered on the lands of and associated with one of the nine federally recognized tribes within Oregon;
- Have a DUNS number;
- Operate within a mission that describes *the arts as the primary purpose of the organization; arts programming must be the primary focus;*
- Have been in existence as a 501(c)(3) for a minimum of two years; and
- Show at least $150,000 in operating expenses for the past fiscal year AND a cash operating budget of at least $150,000 in the current and projected fiscal years. (Organizations with operating expenses of less than $150,000 may be eligible for the Operating Support for Small Organizations program. See http://www.oregonartscommission.org/grants/small-operating-grants.)

Arts organizations housed within institutions of higher learning are eligible to apply as long as the following criteria are met:

- Operate within a mission that describes *the arts as the primary purpose of the organization, arts programming must be the primary focus;*
- Have a distinct, separate governing body or advisory board that operates with a significant level of independence from the institution of higher learning;
- Have a distinct operating budget for the arts organization;
- Show at least $150,000 in organizational operating expenses for the past fiscal year AND a cash operating budget of at least $150,000 in the current and projected fiscal years;
- All funded events and services must benefit, and be open to, the general public, who must form

a significant portion of the total audience.

The Oregon Arts Commission may request more information, and has final determination on eligibility.

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 – DataArts (formerly the Cultural Data Project)
Beginning this year, the Oregon Arts Commission will be replacing most of the financial and non-financial data traditionally collected in the Operating Support application and Final Report with a customized 'Funder Report' created in DataArts (http://culturaldata.org/).

The Commission is implementing DataArts with other cultural grantmakers in Oregon. It offers a powerful online management tool designed to strengthen arts and cultural organizations. DataArts is a national standard that gathers reliable, longitudinal data on the sector, enabling participating organizations to track trends and benchmark their progress through sophisticated reporting tools. Additionally the program empowers researchers and advocates with information to make the case for arts and culture, and equips funders with data to plan and evaluate grant-making activities more effectively. Organizations can also use their Cultural Data Profile to produce a variety of reports designed to help increase management capacity, identify strengths and challenges and inform decision-making.

Organizations must enter information from their most recently completed fiscal year into a DataArts Cultural Data Profile in order to generate a Funder Report, which must be saved as a PDF and attached to the Operating Support application. **Applications will not be considered complete without a Funder Report.** You can contact the DataArts Support Center at 877-707-DATA (877-707-3282) or email help@culturaldata.org for support. Because DataArts will collect your historical financial and non-financial data, the Arts Commission will no longer require financial statements or independent audits. The information is required for both the Full and Interim Application.

Arts organizations housed within institutions of higher learning must complete the DataArts profile for the arts organization, not the institution of higher learning. Instructions for completing the profile for the art organization housed within an institution of higher learning are available on the DataArts website.

Interim Application Review Process
Organizations submitting an Interim Application must certify that they meet all eligibility requirements, provide an updated board list, and upload a new Funder Report generated by DataArts (see 'Financial Reporting, above).

Interim Applications must be submitted through http://oregon.culturegrants.org/

Full Application Review Process
Following the application deadline, Arts Commission staff will review applications for eligibility and completeness.

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 meeting times and location. The panel reviews and evaluates each application based on the published criteria. Staff presents funding recommendations to the Commission each year for review and action. Applicants are notified following the Arts Commission meeting.

Membership on grant review panels rotates, so applicants should not assume that the panelists have any prior knowledge of the organization and its activities.

The narrative response to the questions, financial information and attachments provided in the application are the principal sources of information for the panel's evaluation. Applications should be complete and clear to maximize the panel's ability to evaluate the application.

Review Criteria
The following review criteria will be used by the panel to evaluate Operating Support applicants (0 is the lowest):

- **Quality of Artistic Programming or Arts Services   (0 to 40 points)**
  - Overall artistic vision and alignment of programming to the organization's mission
  - Quality of artistic programming and services including participating artists, work produced or presented and/or arts services provided
  - Qualifications and achievements of artistic leadership and staff.

- **Organizational Capacity and Management   (0 to 35 points)**
  - Qualifications and effectiveness of professional staff and board to support the organization's mission, programming and services
  - Ability to plan and evaluate progress
  - Evidence of effective financial management and health, including maintaining appropriate budgets and the ability to address financial challenges.

- **Community Impact   (0 to 25 points)**
  - Efforts to reach broader community and/or targeted audiences with programs
  - Contributions to the arts environment and to the broader community
  - Quality of educational or outreach activities related to the organization's mission.

Application Questions
Responses to the narrative questions in Grants Online (https://oregon.culturegrants.org/) have maximum character counts. Character counts include spaces and punctuation. The Arts Commission recommends composing responses in a word-processing program that is saved as a text file before copy is pasted into Grants Online. Because character counts vary from software to software, be aware that an answer will be cut off if the count is exceeded. Review your answers prior to submitting.

Responses to the questions are based on your completed activities over the last 24 months. The panel will evaluate your past impact and achievements. Future or projected activities or plans will not be considered by the panel.

Mission   ***(maximum 800 characters)***
Provide your organization's mission statement.

Quality of Artistic Programming and Services   **(*maximum 5000 characters*)**
(Programming includes artistic product, process and/or services)
- Describe how your organization defines quality in your programs and/or services in relation to your mission.
- Summarize your organization's artistic programming in the past 24 months and how that programming advanced your mission. Include information about artists involved, works produced or presented and/or arts services provided.
- Describe the qualifications and achievements of the artistic leadership and staff and how they supported and advanced the mission.

Organizational Capacity and Management   ***(maximum 5000 characters)***
- Describe your organization's management structure including qualifications and effectiveness of key staff and board.
- Describe your organizations' planning process and how progress was evaluated over the past 24 months. Include any actions taken based on evaluation.
- Describe your organization's financial management structure including systems to address financial goals such as sustainability or growth. If your organization had financial challenges or weaknesses, describe how they were addressed.
  The panel will review the financial and non-financial information from the DataArts Funder Report. Log in to DataArts and complete your Funder Report (see 'Financial Reporting – DataArts' above). Applications must include a completed Funders Report, attached as a PDF, to be considered complete.

Community Impact   ***(maximum 5000 characters)***
- Describe the community your organization serves. Include information about primary audience, memberships or customers.
- Describe your organization's efforts to reach the broader community and/or specifically targeted audiences with programs and services. Include efforts to increase accessibility.
- Describe your organization's contribution to the arts environment and summarize how those activities impacted your community over the past 24 months.
- Summarize the quality and effectiveness of educational and/or outreach activities your organization provided over the past 24 months.

SUPPORT MATERIAL (Both Full and Interim Applications)
Upload all support materials to the Grants Online system prior to submission. Complete instructions are available at https://oregon.culturegrants.org/

Electronic Upload Checklist:

1. List of current board members including affiliations

2. Funder Report (pdf) of your organization's financial and audience information, generated by DataArts (see 'Financial Reporting' above for more information).
3. Work Samples for Full Applications (Not Required for Interim Applications): Images, video, audio or publicity materials produced within the last 24 months. Please limit work samples to no more than 10 images, five minutes of video/audio and 10 pages of text.

Letters of support are not accepted in the Operating Support Program and will not be reviewed by the panel.

Grant Awards
Operating Support Program awards generally range from $3,000 to $50,000. Awards support an organization's full range of arts programming and operations within the Arts Commission's limitations.

Operating Support awards are based on a formula. The formula takes into account the following factors: organizational fiscal size; previous awards; panel score; and the Arts Commission's available funds. Each year the staff will analyze and provide recommendations on the factors impacting the funding formula to the Commission. The Commission will review and act on the funding formula each year considering policy implications and available funds.

Grant contracts will be sent to approved organizations in the summer. Grant contracts are reviewed and acted on by Arts Commission staff, and forwarded for payment. Processing of grant contracts involves several state agencies and may take three to four months, and payment may not be made until the late fall. Organizations should plan accordingly.

Deadline
All applications for the Operating Support program must be submitted online through http://oregon.culturegrants.org no later than 5:00 p.m. on March 1, 2017, to receive full consideration for funding. The Arts Commission is not responsible for late applications and cannot guarantee processing of applications submitted after the published deadline.

Assistance
Assistance from the Arts Commission staff is available to applicants prior to the application deadline. Call 503-986-0082 or oregon.artscomm@oregon.gov with questions. Copies of the guidelines 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, David Huff, at 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.

Organizations not meeting one or more of the eligibility requirements as determined by staff are encouraged to discuss the decision with staff. Appeals concerning eligibility determination may be made. Letters of appeal must be submitted to the Arts Commission's Executive Director within 15 days from the decision. Appeals are reviewed and acted on by an Arts Commission committee.

All decisions made by the Arts Commission board or committees are final.

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 visit www.SAM.gov.

Final Reports
The Arts Commission documents the impact of the arts in Oregon. Most of the information collected by the Arts Commission comes from the organization's full and interim applications. However, some additional information is needed from applicants at the conclusion of the grant period. To help the Arts Commission report on the results of public funding, arts organizations receiving grants must complete a final report. Final 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 all final reporting obligations before new grant funds will be distributed. Grant funds will be withheld until outstanding prior final reports have been completed and filed with the Arts Commission. All final reports are submitted online at https://oregon.culturegrants.org/.

Contact Information
The following is the contact for your discipline category.

Theatre, Dance, Literature and Interdisciplinary
David Huff
503-986-0086
david.huff@oregon.gov

Arts Services and Music
Brian Wagner
503-986-0083
brian.wagner@oregon.gov

Film/Media and Visual Arts

Meagan Atiyeh   oregon.artscomm@state.or.us
503-986-0084
meagan.atiyeh@oregon.gov

Contact for **Grants Online**:
Kat Bell
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kat.bell@oregon.gov

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