



FY 19 Operating Support Program Guidelines

Application Deadline
May 1, 2018

Supporting Activity between
July 1, 2018 – June 30, 2019

Application deadline for both Full & Interim (including DataArts) is 5:00pm, 05/01/2018

[Applications must be submitted through our online grants portal
https://oregon4biz.force.com/OAC/s/login/](https://oregon4biz.force.com/OAC/s/login/)

[Applicants must complete a Cultural Data Profile through DataArts:
http://culturaldata.org/](http://culturaldata.org/)

Table of Contents

About the Operating Support Grant Program 3

 Purpose of Operating Support Grants..... 3

 New Applicants 4

 Application Timeline 4

 Dance, Film/Media, Interdisciplinary and Music 4

 Arts Services, Literary, Theatre and Visual Arts 4

In-Kind Contributions 5

Requirements & Limitations 5

 Deadline 5

 Eligibility 5

 Limitations 6

 Financial Reporting – DataArts..... 6

How Applications are Reviewed 7

 Full Application Review Process..... 7

 Interim Application Review Process 7

 Review Criteria..... 7

Application Questions 8

Support Material (Both Full and Interim Applications)..... 9

 Electronic Upload Checklist: 9

Assistance..... 10

 Access Compliance 11

 Appeal Process 11

 Risk Assessment 11

Final Reports..... 12

Contact Information..... 12

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 will guide work over the next several years. The five goals of the plan are below, [the complete version of the Strategic Plan is available on our website](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.

About the Operating Support Grant Program

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.

Organizations with operating budgets below \$150,000 maybe eligible for the Small Operating program. The most competitive applicants are arts organizations that offer ongoing, sustained, high-quality, outreach programs and arts services or artistic programming in the community.

Organizations seeking operating support are required to submit an application every year. Operating Support Full applications are evaluated by a peer review panel on a two-year cycle. Interim applications are submitted in the off year are reviewed by staff for eligibility and compliance. 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.

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

New Applicants

New applicants who did not apply and receive funding for Operating Support last year must submit an intent to apply by April 1, 2018. 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, however final determination is made by the Arts Commission.

Dance, Film/Media, Interdisciplinary and Music organizations are required to submit a **Full Application** by 5:00pm on May 1, 2018. Panel assessments will be active for two years.

Arts Services, Literary, Theatre and Visual Arts organizations are required to submit an **Interim Application** by 5:00pm on May 1, 2018. Panel assessments will be active for two years.

In-Kind Contributions

In-kind contributions are any non-cash contributions of time, services or property donated by individuals or organizations other than the applicant organization (third-party).

In-kind contributions may include:

- Goods (computers, software, furniture and office equipment for use by your organizations or for special events),
- Services (meeting space, photocopy and mail services, administrative/financial support), or
- Expertise (legal, tax or business advice, marketing and website development, strategic planning).

Examples of in-kind contributions:

- A consultant regularly charges \$1000 but gives you a reduced rate of \$600. The full value is \$1000 but \$600 is a fee and \$400 is an in-kind donation.
- The local newspaper regularly charges \$350 for an ad but they are giving it you for free. The in-kind donation is \$350.
- [Volunteer time should be calculated using:](http://independentsector.org/resource/the-value-of-volunteer-time/)
<http://independentsector.org/resource/the-value-of-volunteer-time/>

Requirements & Limitations

Deadline

All applications for the Operating Support program must be submitted online through [our grants portal: https://oregon4biz.force.com/OAC/s/login/](https://oregon4biz.force.com/OAC/s/login/) no later than 5:00 p.m. on May 1, 2018 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.

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 on the organization's most recent 990 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](http://www.oregonartscommission.org/grants/small-operating-grants). 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

The Oregon Arts Commission has replaced most of the financial and non-financial data traditionally collected in the application and final report with a customized 'Funder Report' created in [DataArts \(http://culturaldata.org/\)](http://culturaldata.org/).

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.** For assistance completing your funder report, contact the DataArts Support Center at 877-707-DATA (877-707-3282) or [email_help@culturaldata.org for support](mailto:email_help@culturaldata.org). 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.

How Applications are Reviewed

Organizations on a Full Application cycle are required to address narrative questions and submit supporting materials. Applications are reviewed by peer review panels.

Organizations on an Interim Application cycle are not required to address the narrative questions.

There is a separate online application for Full and Interim applications, which will guide you through the process and requirements.

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 in the summer.

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.

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. Arts Commission Staff reviews the Interim Applications and may ask follow up clarification questions.

Review Criteria

The following review criteria will be used by the panel to evaluate Operating Support

applicants for artistic excellence and artistic merit (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 [our grants portal: https://oregon4biz.force.com/OAC/s/login/](https://oregon4biz.force.com/OAC/s/login/) 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 it's pasted in the grants portal. 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.

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 portal prior to submission. Complete instructions are available at here on our [grants portal](https://oregon4biz.force.com/OAC/s/login/):
<https://oregon4biz.force.com/OAC/s/login/>

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. Images and audio may be uploaded directly. For video provide a list of links to publicly avail sites (YouTube, Vimeo) pasted into a pdf.
4. Work sample descriptor pdf

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

Assistance

Assistance from the Arts Commission staff is available to applicants prior to the application deadline. Call 503-986-0082 or email arts.grants@oregon.gov with questions. Copies of the [guidelines are available online at http://www.oregonartscommission.org/grants](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 about active exclusions visit www.sam.gov](http://www.sam.gov)

Final Reports

Information is required 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. Information about how to submit a final report will be emailed to grantees in advance of the final report deadline. Organizations that have been previously funded by the Arts Commission must fulfill final reporting requirements before new grant funds will be distributed.

Contact Information

The following is the contact for your discipline category.

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

503-986-0084

meagan.atiyeh@oregon.gov

Theatre

Deb Vaughn

503-986-0085

deborah.vaughn@oregon.gov

Contact for Grant Portal:

Kat Bell

503-986-0082

kat.bell@oregon.gov

Oregon Arts Commission

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