FY 2020 Arts Build Communities Program

Application Deadline: 5:00 pm on October 1, 2019
Activity Period: January 1, 2020 – December 31, 2020
Award Amount: $3,000 - $7,000

Applications must be submitted through our online portal. Click here to go to our grants portal: [http://oregon4biz.force.com/OAC/s/login/](http://oregon4biz.force.com/OAC/s/login/)

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About the Oregon Arts Commission

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’s full strategic plan is available on our website at www.oregonartscommission.org/booklets/Oregon_Arts_Commission_Plan_Booklet

About the Arts Build Communities Program

Purpose
The purpose of the Arts Build Communities Program is to support projects that address local community need through arts-based projects. The Program recognizes the role that the arts play in the broad cultural, social, educational, economic and tourism sectors of community life. Support is provided to arts and other community-based organizations to form local 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 arts programming. Underserved communities may be defined as those whose opportunities to experience the arts is limited by geography, ethnicity, economics or disability. Pre-development, design fees and community planning activities are eligible in this program.

Award Amounts
Awards range from $3,000 to $7,000. The Arts Commission determines awards based on number of applications and available grant funds. There are limited resources and all applicants may not receive funding.

Indirect Costs
The Arts Commission does not prohibit organizations from including indirect costs in project budgets. However, a highly competitive application will include no more than the federal de minimus of 10%.
Payment Schedule
Awards will not be paid out until after the start of the calendar year. Applicants should plan accordingly.

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).

Following are examples of in-kind contributions: A consultant regularly charges $1,000 but gives you a reduced rate of $600. The full value is $1,000 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/.

Requirements and Limitations

Matching Requirements
Awards in this program much be matched dollar-for-dollar with earned, contributed or in-kind support. The most competitive applications have funding commitments from other grantmakers or sources (earned or contributed). Federal funding from the National Endowment for the Arts makes up a portion of these awards. Because of this, these awards are typically not eligible for use as a match for other federal funds. Applicants with projects that include a high percentage of federal funds are encouraged to contact the Arts Commission with questions about federal match requirements.

Deadline
All applications must be submitted through our online grants portal: https://oregon4biz.force.com/OAC/s/login/ no later than 5:00 pm on Tuesday, October 1, 2019 to receive consideration for funding. The Arts Commission is not responsible for late applications and cannot guarantee processing of applications submitted after the published deadline.

Eligibility
The Arts Commission has final determination on eligibility. The Commission may review eligibility at any time and request more information as necessary.

At the time of the application deadline, all applicant organizations must
• Be a unit of municipal government (including libraries, schools and Tribal governments); or
• Operate as a nonprofit as evidenced by:
- Current IRS 501(c)(3) federal tax-exempt status
- Active registration with the State of Oregon for corporate, non-profit status;
- Current DUNS number

Organizations using a fiscal sponsorship are not eligible to apply.

Limitations
Arts Build Communities Program funds may not be used for the following:
- Events whose primary focus is to raise funds for a non-arts purpose
- Services to entities located outside Oregon
- Activities that take place outside the grant’s defined activity dates
- Tuition assistance or scholarships for college, university or other degree bearing courses of study.

How Applications are Reviewed
Arts Commission staff reviews submitted applications for eligibility, completeness and accuracy. Applications that meet program requirements are accepted for further review.

Applications are then reviewed by a panel of professionals with experience in the arts and other fields relevant to the program. The Arts Commission considers panel recommendations for funding and determines final award amounts.

Membership on review panels changes every year, so applicants should not assume that panelists have any prior knowledge of their work. Applicants who would like to nominate a panelist for consideration to review applications may do so by filling out the nomination form at https://www.oregonartscommission.org/sites/default/files/publication_or_resource/resource_file/Panelist%20Nomination%20Form.pdf

The ABC 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.

Review Criteria
The following review criteria will be used to evaluate applications:
- Project Quality and Community Impact (0 to 40 points):
  - Importance, value or impact of local community problem issue or need that is being addressed through the project.
  - How clearly the application articulates:
    - How the was project identified;
    - How the project responds to the need;
- How the intended community is represented in the project development and delivery.
  - The degree to which the project shows evidence of strong artistic excellence and merit and serves the intended population;
  - How well the project builds relationships between the arts and community life;
  - Evidence of a realistic timeline for the creation and delivery of the project within the grant period (calendar year).

- **Organizational Capacity and Project Partners (0 to 30 points):**
  - Accuracy and clarity of budget;
  - Budget demonstrates adequate resources to complete the project successfully;
  - Alignment of organizational mission and experience to the project design;
  - Project lead’s skills and experience are well aligned with the project, as evidenced by descriptions or attached bios;
  - Evidence of the necessary experience, commitment and organizational stability to successfully complete the project by the applicant organization;
  - Community support and commitment, as evidenced by a description of the roles of up to three key partners and collaborators involved in the planning and implementation of the project.
  - Commitment and skills of partners and value of resources they bring to the project.

- **Access and Evaluation (0 to 30 points):**
  - Clear project outcomes;
  - Evidence that the project will benefit, strengthen and have impact both local arts and the community;
  - Project provides broadly inclusive access to diverse populations based on ethnicity, age, gender, sexual orientation, people with varying disabilities, and socio-economic status as well as the identification of an underserved population of community (such as residents of a housing authority or those affected by rural setting) in the project plan;
  - Clear explanation of how diverse populations and the underserved group will be ensured access to the project;
  - Effective plans to measure the project success, impact and outcome;
  - Clear identification of who will be responsible for implementing and reporting the evaluation.

(Click here to view the NEA’s definition of artistic excellence and artistic merit: [https://www.arts.gov/grants-organizations/art-works/application-review](https://www.arts.gov/grants-organizations/art-works/application-review))

**Application Materials**

**Application Questions**

- **Mission Statement (max 800 characters):** Provide your organization’s mission statement.
- **Project Summary (max 500 characters):** Use the following language template to provide a description of the proposed project including the primary location, timeframe and its intended outcomes, identifying specifically how Arts Commission funds would be used:
“XYZ Organization requests $Amount to support Project Name and project description. Please state: “requested funds will be used for ______________.” (For example, artist fees, provide transportation, or purchase art supplies, etc.).

- **Project Quality and Responsiveness (max 7,000 characters):**
  - Describe the local community problem, issue or need that has been identified and is being addressed through this project;
  - Describe how the project responds to the identified problem, issue or need;
  - Describe the process for identifying the project need and who was involved.
  - Describe how the intended community or audience was engaged in the identification and planning as well as how they will be involved in the implementation of the project;
  - Describe the audience, population and community the project will serve most directly;
  - Describe the project’s artistic excellence and artistic merit, including artist name(s) (You may also upload brief (single page) artist bios with this application.);
  - Provide a timeline with key dates and milestones within the project period.

- **Organizational Capacity and Project Partners (max 5,000 characters):**
  - Provide a budget that is accurate, clear and adequate to the project scope in the budget form provided.
  - Describe how the organization’s mission and experience align with the project.
  - What are the qualifications and relevant experience of those involved in administering or managing the project?
  - Provide a list of up to three key project partners:
    - Partner 1 name contact phone/e-mail
    - Partner 2 name contact phone/e-mail
    - Partner 3 name contact phone/e-mail
  - Describe what skills or resources the key partners bring to the project. (1,000 characters)

- **Access and Evaluation (max 5,000 characters):**
  - What will change as a result of this project within the project period and beyond;
  - Describe how this project will strengthen the arts and the community;
  - Define the particular underserved population or community served, (such as residents of a housing authority or those impacted by rural setting);
  - Describe how the project ensures broad access to an underserved population;
  - Describe the intended change for the targeted population as a result of this project, and how it will be determined if the change has taken place;
  - Describe the process for measurement.

**Uploads**

Our online grants portal limits file sizes. Submit large files via a single pdf with links to vimeo or other online storage and include a description of the sample(s) as described below.

- **Support Material Description:** Upload a PDF which lists the file name of each piece of supporting documentation and a description. Be sure to include the applicant’s name in the file name of each document. For example:
  - OregonArtsCommission_ABC_SupportMaterialDescription
• OregonArtsCommission_ABC_ProjectTimeline.PDF
  • OregonArtsCommission_ABC_ArtistName_Bio
  • (Optional) Brief artist bios (limit any one bio to a single page).

Assistance
Upon request, Arts Commission funding application materials will be made available in an alternate format such as Braille, large type or on audiotape. For applicants who are hearing-impaired and require TDD assistance, please call (800) 735-2900.

Assistance with technical requirements and application scope is available from the Arts Commission staff prior to the application deadline. Applicants may also seek feedback after funding decisions have been made. Call 503-986-0082 or email arts.grants@oregon.gov with questions. The guidelines are available online at https://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, sexual orientation, military status, gender identity, source of income or disability status. The Arts Commission provides assistance to Oregon arts groups on issues of access. Contact the Arts Commission at (503) 986-0082 or arts.grants@oregon.gov for information or assistance. TDD assistance is available at (800) 735-2900. Applicants must certify their compliance within the application.

Appeal Process
The Arts Commission recognizes that procedural errors may occur in the application process and is committed to acknowledging errors and rectifying the effects. Appeals may not be made on the basis of an applicant’s disagreement with an assessment of how the application met the review criteria, the judgment of a review panel or the amount of the award.

Applicants considering an appeal should contact the Arts Commission at 503-986-0082 or arts.grants@oregon.gov for 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.
Eligibility Appeal
Applicants 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 about active exclusions visit www.SAM.gov.

Contact Information
Brian Wagner
503-428-1981
brian.wagner@oregon.gov

If You Receive an Award
Receiving Payment
An award contract will be sent to the attention of the person who submitted the application. Before payment can be processed, a signed copy of the contract must be returned to the Arts Commission.

Award recipients that have been previously funded by the Arts Commission must fulfill outstanding final reporting requirements before new funds will be distributed.

Final Report
Information is required from award recipients at the conclusion of the funding period. To help the Arts Commission report on the results of public funding, entities receiving awards must complete a final report. Final reports must be submitted within thirty (30) days of the completion of the funding period. All awardees 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 funding period.

The following questions and data will be collected on the Final Report. Please track this information during the funding period.
- Describe how the project strengthened arts participation and your community (2000 characters).
- Did the project outcomes change from the outcomes identified in the application? If yes, please discuss the actual outcomes and how they varied from the intent (2000 characters).
• Identify the project’s evaluation process and include the results in this final report, including anything surprising about the project and its outcome. (2000 characters).

• % of Arts Education
  o 01: 50% or more funded activities are arts education
  o 02: Less than 50% of the funded activities are arts education
  o 99: None of this project involves arts education.

• Number of Adults Engaged
• Number of Children Engaged
• Number of Artists Directly Involved
• Population Benefited by Race
  o A: Asian
  o B: Black/African American
  o H: Hispanic/Latino
  o N: American Indian/Alaska Native
  o P: Native Hawaiian/Other Pacific Islander
  o W: White
  o G: No single racial/ethnic

• Population Benefited by Age
  o 01: Children/Youth (0-18)
  o 02: Young Adults (19-24)
  o 03: Adults (25-64)
  o 04: Older Adults (65+)
  o 99: No single age group made up more than 25% of the population directly benefited

• Population Benefited by Group
  o D: Individuals with Disabilities
  o I: Individuals in Institutions
  o P: Individuals below the Poverty Line
  o E: Individuals with Limited English Proficiency
  o M: Military Veterans/Active Duty Personnel
  o Y: Youth at Risk
  o G: No single group made up more than 25% of the population directly involved

• Actual Total Cash Income
• Actual Total Cash Expenses
• Actual Total In-Kind Contributions

Final report data will not be evaluated by the Commission’s review panels and does not affect current or future applications. This information will be used by the Commission and/or the NEA for reporting and is required with the final report for funded applications. If you have questions, please contact the Arts Commission at arts.grants@oregon.gov or call (503) 986-0082.