FY 19 Arts Learning Program Guidelines

<u>Application Deadline</u>:
June 1, 2018, 5:00 pm

<u>Supporting Activity between</u>:
September 1, 2018– August 31, 2019

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

Grant Amount: $10,000 (fixed)

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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 plan is available on our website.
Click here to view the Strategic Plan:
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 Arts Learning Grant Program

Purpose of Arts Learning Grants

The purpose of Arts Learning grants is to support high-quality projects that:
- Provide a responsive opportunity for learning in and through the arts to benefit K-12 students;
- Foster exchange of knowledge between artists and educators; and
- Impact the achievement, skills and/or attitudes of learners.

Arts Learning grant applications are reviewed by a panel of professionals with experience in arts programming, education and youth services work.

Grant Award Amounts

Arts Learning grant awards are $10,000. The Arts Commission determines awards based on the panel's assessment, number of applications and available grant funds. There are limited resources and not all eligible applicants will receive funding. Organizations that have been previously funded by the Arts Commission must fulfil final reporting requirements before new grant funds will be distributed.

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%.

Grant awards will not be paid out until after the start of the federal fiscal year (October 1). Organizations 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).

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/

Requirements & Limitations

Matching Requirements

Arts Learning Grants 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. Federal funding from the National Endowment for the Arts makes up a portion of Arts Learning Grant awards. Because of this, Arts Learning Grants are typically not eligible for use as a match for other federal funds. Organizations with projects that include a high percentage of federal funds are encouraged to contact the Oregon Arts Commissions' Arts Education Coordinator with questions about federal match requirements.

Deadline

All applications for the Arts Learning grant program must be submitted online through our grants portal: https://oregon4biz.force.com/OAC/s/login/ no later than 5:00 p.m. on June 1, 2018, 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

All applicant organizations must:

- Have IRS 501(c)(3) federal tax-exempt status;
- Have current corporate, non-profit status in the state of 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
- Have a minimum of one paid staff position within the organization to oversee this project.

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; and
- Have a minimum of one paid staff position within the organization to oversee this project.

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

Limitations
Arts Learning 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;
- Services to entities located outside of Oregon; or
- Events whose primary focus is to raise funds for a non-arts purpose.

How Applications are Reviewed

Review Criteria
The following review criteria will be used to evaluate Arts Learning Grant applications for artistic excellence and artistic merit (0 is the lowest score):

- **Project Quality and Responsiveness**   (0 to 40 points)
    - Quality of opportunities to learn in and through the arts.
    - Responsiveness of the project to the needs of a specific population of learners.
    - Selection of individuals who will teach the arts and appropriateness of their skill sets to the project.
    - Quality of interactions between artists and educators.
- **Project Support**   (0 to 30 points)
    - Readiness of paid staff to assure project success.
    - Viability and development of recruitment plan to assure the specific populations defined are the primary participants in the project.
    - Commitment to preparation and support of teaching artists during the project.
    - Clarity and relevance of project budget.
- **Project Impact**   (0 to 30 points)
    - Articulation of what will change for learners as a result of the project.
    - Viability of process to measure change.

([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))

Grant Review Rubric

The following rubric will be utilized by panelists to evaluate how successfully applications respond to the review criteria.

High Scoring Applications	Mid-Scoring Applications	Low Scoring Applications
Project Quality and Responsiveness (up to 40 points)		
Participants have ongoing opportunities to engage deeply in exploring the arts.	Arts exploration opportunities for participants are sporadic and/or of varying depth.	Opportunities to engage in the arts are limited or passive.
Application identifies a specific population to be served.	Population to be served is identified based on previous years of service, rather than being specific to this project.	Application fails to describe the population to be served or identifies too many disparate groups to be meaningful.
Application articulates a formative process for project design that assesses a need and responds to it.	Project was designed with limited external input or was based on assumptions about needs.	Project lacks external input to inform design and is indifferent to specific needs.
Skill sets of individuals who will teach the arts are thoughtfully matched to the needs of the population to be served.	Moderate attention to matching skills sets of individuals who will teach the arts with the project, but some gaps or disconnects.	Skill sets of individuals who will teach the arts are not well-matched to the needs of the population to be served.
Artists and educators engage in meaningful interactions at multiple points during the project.	Some interaction between artists and educators, but sporadic and/or lacking in depth.	Artists and educators have little to no interaction, or that interaction is focused on logistics rather than co-learning.
Project Preparation (up to 30 points)		
Multiple secured financial contributions, demonstrating local and regional commitment to project. Budget includes a balance of in-kind and cash contributions.	Unsecured or questionable contributions, over-reliance on limited funding sources. Budget lacks balance between in-kind and cash contributions.	High amounts of unsecured contributions. Heavy reliance on single funding source.
Budget is clear and accurate, with estimated costs in line with the scope of the project. OAC request is no more than 25% of the total project budget (cash+in-kind)	Budget has a few points of confusion, but generally matches the scope and goals of the project.	Budget is confusing, unclear, inaccurate and/or out of alignment with scope of the project. OAC request is the primary income for the project.

High Scoring Applications	Mid-Scoring Applications	Low Scoring Applications
Project Preparation (continued)		
Program staff has capacity and expertise to administer the project effectively.	Competing priorities may jeopardize the capacity of program staff to effectively implement the project.	Organization is inadequately staffed to implement the project or staff lacks the expertise to implement effectively.
Recruitment plan is established and will assure participation and retention of defined populations.	Recruitment plan is underdeveloped or does not appropriately address needs of defined populations.	No articulated or inappropriate recruitment plan.
Structure in place to prepare and support individuals who are working with youth during the project.	Preparation and support are generic or mis-matched to the skills of individuals working with you.	Preparation and support are missing or inappropriate for the project.
Project Impact (30 points)		
Meaningful change for learners is defined and can be measured during the grant period.	Moderate change is defined, but may not be achievable during the grant period.	Change listed is unreasonable or not meaningful for learners.
Defined evaluation plan in place to measure change.	Evaluation plan lacks definition and/or is out of alignment with scope of project.	Emphasis on program evaluation rather than change for learners. Over-reliance on outputs (demographics, number of participants, contact hours etc.) as indicators of change.

Application Questions

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

Introductory Project Description   *(maximum 150 characters)*
One-sentence project summary beginning with the words "To support . . ." Such as, "*To support 30 hours of dance and science integration residencies at four Baker County schools.*"

Project Quality and Responsiveness   (*maximum 6000 characters)*
- Describe the project and the opportunities participants will have to learn in and through the arts.
- What specific population(s) of learners has this project been designed to serve and how is it meeting their needs?
- Describe the training and experience of individuals who will work directly with learners and why were they selected for this project.
- How do artists and educators interact during the project?

Project Support   *(maximum 5000 characters)*
- Who is the program staff person(s) responsible for supervising the project and how are they prepared to assure its success?
- What is the recruitment plan to assure the specific populations defined above are the primary participants in the project?
- What is the plan for preparing and supporting individuals who are working directly with youth during the project?

Project Impact   *(maximum 5000 characters)*
- What will change for learners as a result of this project?
- How will you know if change has taken place? What is the process for measurement?

Assistance
Assistance with technical requirements and project 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 arts.grants@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 arts.grants@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 about active exclusions visit www.SAM.gov.

Final Reports (for funded proposals only)

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.

The following questions and data will be collected on the Final Report, please track this information during the activity period. The Final Report is due no later than October 1, 2019.

Narrative Final Report Questions
(2,000 characters each)
- Describe how K-12 students benefitted from this project.
- Describe how knowledge was exchanged between artists and educators during this project. How did they work together? What were their take-aways from the experience?
- What changed as a result of this project? What impact did it have on achievements, skills or attitudes of learners?

NEA Final Report Data
The Arts Commission receives a portion of its funding from the National Endowment for the Arts (NEA). As a condition of that support, the Commission reports information on funded organizations and projects:
- Project Discipline
- Type of Activity
- % of Total Arts Education Offered
  - 50% or more project activities are arts education directed to:
    - K-12
    - Higher education
    - Pre-kindergarten
    - Adult learners
  - Less than 50% of project activities are arts education directed to:
    - K-12
    - Higher education
    - Pre-kindergarten

- ▪ Adult learners
- ▪ No arts education
- # of Adults Engaged in the Arts through "In-Person" Arts Experiences
- # of Youth (under 18) Engaged in the Arts through "In-Person" Arts Experiences
- # of Artists Directly Involved
- Population Benefited by Race/Ethnicity (Select all categories that made up 25% or more of the population that directly benefited, excluding broadcasts or online programming)
  - o American Indian/Alaska Native
  - o Black/African American
  - o Hispanic/Latino
  - o Native Hawaiian/Other Pacific Islander
  - o White
  - o No group made up more than 25% of the population directly benefitted
- Population Benefited by Age (Select all categories that made up 25% or more of the population that directly benefited, excluding broadcasts or online programming)
  - o Children/Youth (0-18)
  - o Young Adults (19-24)
  - o Adults (25-64)
  - o Older Adults (65+)
  - o No single group made up more than 25% of the population directly benefited
- Population Benefited by Distinct Groups (Select all categories that made up 25% or more of the population that directly benefited, excluding broadcasts or online programming)
  - o Individuals with disabilities
  - o Individuals in institutions
  - o Individuals below poverty line
  - o Individuals with limited English proficiency
  - o Military veterans/active duty personnel
  - o Youth at risk
  - o No single distinct group made up more than 25% of the population directly benefited
- Location of project activity (list one for each location where project activities took place)
  - o Venue Address, City, State, Zip
  - o # of days activities occurred

Final report data will not be reviewed by the Commission's grant panels and does not affect current or future applications. This information will be used by the Commission and the NEA for reporting and is required with the final report for funded projects.

If you have questions, please contact Deb Vaughn, Education Coordinator at deborah.vaughn@oregon.gov or call (503) 986-0085.