**FY 2020 Career Opportunity Program**

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<th>Application Deadlines</th>
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Award Amount: $500-$1,500, plus up to an additional $7,500 to established visual artists.

Applications must be submitted through our online portal. Click here to go to our application 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 Oregon Arts Commission’s full strategic plan is available on our website at www.oregonartscommission.org/booklets/Oregon_Arts_Commission_Plan_Booklet

About the Career Opportunity Program

Purpose
The purpose of the Career Opportunity Program is to support individual Oregon artists by enabling them to take advantage of timely external opportunities (an activity the artist was invited to or otherwise reviewed by peers or industry to receive) to enhance their artistic careers. The Program recognizes and supports artists from the specific artistic disciplines listed below, as long as all eligibility requirements are met and applications are recommended for funding. Artistic disciplines supported: Literature (creative non-fiction, fiction, play writing and poetry); Dance (including choreography); Music composition and music performance; Theatre and Performance Art; Visual Arts (crafts, drawing, painting, photography, printmaking, sculpture, mixed media and new media); Design Arts; and Media Arts.

All components requests should directly align to the opportunity, and may include

- Travel associated with an external opportunity (i.e. performance, exhibition, or residency, etc.);
- Preparation, freight and or shipping costs for materials to support an external opportunity;
- Materials to complete work scheduled for a gallery exhibition, performance or publication;
- Expenses associated with an exceptional learning environment, such as residency, or intensive study with a recognized master/mentor. Note: degree bearing programs are not eligible;
- Professional fees and services to support or document an activity, such as a videographer; and
- Rental fees, including fees for equipment, instruments or facility which support an external opportunity.
If your project falls outside one of the above categories, please contact meagan.atiyeh@oregon.gov to discuss.

Artists from underserved communities, including (but not limited to) rural communities and communities of color, are especially encouraged to apply.

**Award Amounts**
Awards range from $500 to $1,500 depending on the scope and nature of the opportunity. (Applicants may apply for funding for a portion of an opportunity.) Additional funding of up to $7,500 may be available from The Ford Family Foundation for established visual artists.

The Arts Commission determines awards based on peer panel review, number of applications and available grant funds. There are limited resources and all applicants may not receive funding.

**Payment Schedule**
Grant awards will not be paid out until after the start of the activity period. Applicants should plan accordingly.

**Additional Funding**
The Ford Family Foundation, in partnership with the Oregon Arts Commission, provides additional resources to established Oregon visual artists who have an unanticipated major career-enhancing opportunity. This support will fund activities that provide an opportunity to aid in significantly advancing the exploration, creation, production or exhibition of an established artist’s work.

**Requirements and Limitations**
There is no match required for Career Opportunity Program awards; however, if you are requesting additional funds from The Ford Family Foundation you must contribute some portion of your own resources to the activity and indicate so in the application’s budget revenue section.

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

**Eligibility**
The Oregon Arts Commission (OAC) 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 applicants must:
- Be 18 years of age or older;
- Have not received funding from the Oregon Arts Commission's Career Opportunity Program in the past 16 months, calculated from application deadline month to application deadline month;
- Have been domiciled in Oregon for at least one year (Domicile is a person’s fixed, permanent and principal home for legal purposes);
- Not be enrolled in a creative degree-bearing program either part-time or full-time; and
- Submit an individual application. While the Arts Commission acknowledges many artists work collaboratively, awards will be made only to individual artists.

For established visual artists seeking additional funds from The Ford Family Foundation’s Career Opportunity Funding: In addition to the eligibility requirements listed above, applicants seeking additional funding must be practicing Oregon visual artists who meet the following criteria:
- Are currently producing work in the fields of visual arts or contemporary craft (OAC Codes 05, 07 and 08);
- Domiciled in Oregon for 36 months prior to the application deadline; and
- Have evidenced, through appropriate documentation, five (5) or more years of active professional participation in the field of visual art.

For more information about The Ford Family Foundation’s Visual Arts Program Career Opportunity Grants, please visit http://www.tfff.org/what-we-do/successful-citizens/visual-arts

Limitations
Career Opportunity Program funds may not be used for the following:
- Reimbursement of expenses paid outside the activity dates
- The applicant’s own artistic fees, wages or stipends.

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 grant program. The Arts Commission considers panel recommendations for funding and determines final award amounts. The Ford Family Foundation also considers panel recommendations in determining final Foundation 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
Review Criteria
The following review criteria will be used to evaluate applications, focusing on the applicant’s work over the past 24 months (0 is the lowest score):

- **Career Impact (0 to 45 points):**
  - Clear definition of opportunity;
  - Timeliness of opportunity;
  - Quality of proposed opportunity; and
  - Appropriateness of opportunity in relation to the artist's career goals.

- **Artistic Merit (0 to 45 points):**
  - Artistic quality as demonstrated by work samples provided; and
  - Qualifications, background and experience of the artist as demonstrated through the resume, work samples and other support material.

- **Budget (0 to 10 points):**
  - Appropriateness of the budget for activities associated with the opportunity.

Application Materials

Application Questions

- **Project Description (max 300 characters):** One-sentence project summary beginning with the words "To support. . ." Please include the time and place of the opportunity.

- **Description of Opportunity (max 1,500 characters):**
  - Describe the opportunity and how you plan to take advantage of it.
  - Describe what makes this opportunity timely.
  - Be as specific as possible about component of the request, i.e. a catalogue print run and length, names of those assisting in the project.

- **Intended Outcomes (max 1,000 characters):**
  - Describe the intended outcomes of this activity; and
  - How will those outcomes provide a meaningful gain to your artistic career goals?

- **Selection for Opportunity (max 1,000 characters):**
  - Describe how and why you were selected for this particular opportunity.
  - If you selected an opportunity, describe the review process that led to your acceptance.

- **Ford Family Additional Funding Questions (max 1,500 characters):**
  - For what purpose would the additional funds be used?; and
  - Would you be able to complete the project (or portions of the project) if you were not awarded your full request amount?

- **Artist's Resume or Bio (max 6,000 characters)**
- Live link to a file sharing folder with Additional Materials as described below.
- Password, if required

Additional Materials
Submit all files described below via a single url linking to a dropbox folder, vimeo album, google drive or similar file sharing service. If you cannot enclose all files in one folder/link, which is strongly preferred, link instead to a pdf that describes files and provides individual links.
• Resume: a PDF file outlining professional accomplishments (no more than two pages).
• Proposed Activity Details (up to four): Confirm the details of your proposed activity. Examples are: Letters of invitation or acceptance to a program or event (required for residencies, workshops or other programs that require an application process); Workshop registration forms, sample workshop brochures; Information on instructors and/or workshops related to the proposed activity and request; or Written cost estimates for expenses related to the opportunity, such as contract work or travel.
• Work Sample Description (name file “lastname_worksamples.pdf”): A PDF document with the following information for each sample File name, password if required, title, date, medium, total time, role of the artist in production, location and facility of production and additional production credits. If the work sample reflects work with another individual, a description of the applicant’s role in the work must be provided (i.e. dancer in red.)
• Up to 10 Work Samples: Total combined running time of all audio and video submissions should not exceed 15 minutes:.
  o Still or moving image files) depicting individual pieces, installations, designs, models or products. Include the following information in the Work Sample Description of each sample: Title, date, medium, measurements, total time or page length, role of the artist in production, and additional production credits.
  o Composers Only: A minimum of one score to accompany a work sample.
  o Written Samples Only: A minimum of one score to accompany a work sample.
Budget
Specifically address items in the Revenue and Expense fields, describing how the requested funds would be used.
• For the Revenue section, list sources of income including funds supplied by the applicant, your request from the Oregon Arts Commission (up to $1,500), and your request for additional funding from The Ford Family (up to $7,500) for this specific opportunity (if applicable).
• For the Expenses section, list the expenses associated with this opportunity.
• Expenses must equal Revenue.

Assistance
Upon request, Arts Commission 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 http://www.oregonartscommission.org/grants.

**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 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. Eligibility appeals concerning The Ford Family Foundation program will also be reviewed in coordination with the Foundation.

**If You Receive an Award**
**Receiving Payment**
An award contract will be sent to the address in the application. A W9 form will be included, which must be completed for tax purposes. Awardees will receive a 1099 at the end of the calendar year. Artists are responsible for verifying the tax liability for the award. The Oregon Arts Commission at any time may require additional information prior to awarding funds or during the funding period. If your opportunity changes in any way during the funding period, you are required to notify the Oregon Arts Commission in writing of the changes. Changes to the opportunity must be approved by the Arts Commission. In some cases the Arts Commission may request return of funding if the changes are outside the scope of the original opportunity.
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 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.

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

The following questions and data will be collected on the Final Report. Please track this information during the funding period.

- Discuss how you used the Career Opportunity grant funds. Be specific. Did your project differ at all from what was proposed and approved? If so, how? (max 500 characters)
- How specifically did the Career Opportunity grant impact your work as an artist? What technical or artistic skill did you master? What exhibition, publication, or new work did this grant enable you to participate in or undertake? (max 1500 characters)
- How did this award impact your art-making as a business? Are you projecting increased visibility? Potential increased sales or commission of work? More access to markets as a result of your activity? Please be as specific as you can. (max 1500 characters)
- How did you acknowledge your undertaking as funded by the Oregon Arts Commission (and The Ford Family Foundation, if applicable)?
- Actual Total Cash Income
- Actual Total Cash Expenses
- Actual Total In-Kind Contributions
- Artists receiving an award funded by The Ford Family Foundation are required to submit visual documentation.

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 Oregon Arts Commission at arts.grants@oregon.gov or call (503) 986-0082.