



# FY2023 Career Opportunity Program

<u>Application Deadlines</u>	<u>Activity Period</u>
Thursday, September 8, 2022	November 1, 2022–November 30, 2023
Wednesday, March 8, 2023	May 1, 2023–May 31, 2024

Para asistencia en español, llame al 971-345-1641

Applications must be submitted through our online portal:  
<http://oregon4biz.force.com/OAC/s/login/>

Award Amount: \$500-\$2,000, plus up to an additional \$9,000 to established visual artists

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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

View the [Arts Commission's strategic plan online](#).

## About the Career Opportunity Program

### Purpose

The Career Opportunity program supports individual Oregon artists by enabling them to take advantage of timely opportunities to enhance their artistic careers. The program is designed especially to support opportunities that:

- An artist has been invited to, selected for, or otherwise reviewed by peers or industry to receive; and
- Are particularly timely or have some sense of urgency for the applicant to take advantage of the opportunity now.

Artists from the following disciplines may apply: Literature (creative non-fiction, fiction, play writing, poetry); Dance (including choreography); Music (composition, performance); Theatre and Performance Art; Visual Arts (crafts, drawing, painting, photography, printmaking, sculpture, mixed media, new media); Design Arts; and Media Arts. Folk and Traditional artists whose practice falls in one of the identified disciplines are welcome to apply. If your project falls outside one of the listed disciplines, please contact the program coordinator to discuss.

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

Career Opportunity funding requests must directly align with your opportunity, and may include:

- Travel associated with the opportunity;
- Preparation, freight and or shipping costs for materials;
- 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 (Degree programs are not eligible);
- Professional fees and services to support or document an activity, such as a videographer;
- Rental fees, such as for equipment, instruments or facility that are integral to the opportunity (equipment purchase may be considered if the equipment is a direct part of the creative product of an opportunity – for example, a projector required for exhibiting a multimedia work); and
- Childcare costs that are necessary for you to take advantage of the opportunity.

## Award Amounts

Awards range from \$500 to \$2,000 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 \$9,000 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 not all applicants receive funding.

## Additional Funding

Through the Career Opportunity Program, The Ford Family Foundation, in partnership with the Arts Commission, provides additional resources for established Oregon visual artists who have a major career-enhancing opportunity. This support funds activities that provide an opportunity to aid in significantly advancing the exploration, creation, production or exhibition of an established visual artist's work. Applications are recommended for this additional funding through the same application process. Learn more about [The Ford Family Foundation's Visual Arts Program](#).

## Requirements and Limitations

### Matching Requirements

There is no match required for Career Opportunity awards. However, if 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 link](#) no later than 5:00 p.m. on the deadline date to be considered for review. 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 and may review eligibility at any time or 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 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 (either part- or full-time) in a creative degree program; and
- Submit an individual application (While the Arts Commission acknowledges that many artists work collaboratively, awards will be made only to individual artists).

In addition to the above eligibility requirements, applicants requesting additional funds from The Ford Family Foundation must meet the following eligibility criteria:

- Are currently producing work in the fields of visual arts or contemporary craft;
- Have been domiciled in Oregon for 36 months prior to the application deadline;\* and
- Provide documentation that evidences five (5) or more years of active professional participation in the field of visual art.

\* If selected for an award, you may be required to provide proof of your domicile status. Acceptable proof is described in [Oregon Administrative Rule 735-016-0030](#).

## Limitations

Career Opportunity funds may not be used for:

- Reimbursement of expenses paid outside the activity dates;
- The applicant’s own artistic fees, wages or stipends; nor
- General business or studio operations, including equipment purchases.

The Arts Commission may restrict funding if it does not meet the funding criteria.

## 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 and The Ford Family Foundation consider panel recommendations for funding and determine final award amounts. Membership on review panels changes every year. Applicants should not assume that panelists have any prior knowledge of their work. To nominate a potential panelist, fill out a [nomination form](#).

## Review Criteria

The following review criteria will be used to evaluate applications (0 is the lowest score):

### Career Impact (0 to 45 points):

- Clear description of opportunity;
- Timeliness of opportunity (in terms of needing to take advantage now);
- 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; and
- Accuracy and clarity of budget.

## Application Materials

### Application Questions

1. **Project Summary (max 300 characters):** One-sentence project summary including the time and place of the opportunity, beginning with the words "To support. . ."
2. **Discipline and Activity Type:** Select the discipline and activity type from the dropdown options that best describe your project.
3. **Description of Opportunity (max 1,500 characters):**
  - Describe the opportunity: What is the opportunity? Where and when will it take place?
  - Describe the specific components of the opportunity, i.e., a catalog print run and length, names of those assisting in the project, description of what you will create, any planned documentation.
4. **Timeliness of Opportunity (max 1,000 characters)**
  - Describe what makes this opportunity timely for you and your artistic career. Why do you need to take advantage of this opportunity now?
5. **Career Impact (max 1,500 characters):**
  - How will the opportunity provide a meaningful gain to your artistic career?
  - This could include how the opportunity will support your career goals, what you hope to accomplish by participating in the opportunity, and/or how you will take advantage of the opportunity to enhance your artistic career.
6. **Selection for Opportunity (max 1,000 characters):**
  - Describe how and why you were selected for or invited to this particular opportunity.
  - If you selected or applied for the opportunity, describe the review process that led to your acceptance.

- If you were not selected, invited or juried into the opportunity (which is preferred for this grant program), describe why you needed to create this opportunity.

**7. Ford Family Additional Funding Questions (for established visual artists only) (max 1,500 characters):**

- For what specific purpose would the additional funds be used?
- Would you be able to complete the project (or portions of the project) if you were not awarded your full request amount?

**8. Link to Work Samples and Additional Materials**

- Additional Materials (described below) must be submitted via a single shareable URL that links to a Dropbox folder, Vimeo album, Google Drive or similar file sharing service. You will copy and paste the link into the application.
- 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.
- Provide a password if one is required to access the provided link.

## Additional Materials

The following additional materials are required (see submission instructions under Link to Work Samples and Additional Materials above).

- **Resume or Biography:** A PDF file outlining professional accomplishments related to your artistic career (no more than two pages). If you do not have an artist resume, you may provide a biography/statement that describes your professional accomplishments.
- **Proposed Activity Details** (up to four): Confirm the details of your proposed activity, such as:
  - Letters of invitation or acceptance to a program or event (*required* for residencies, workshops or other programs with 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 Descriptions:** A PDF document with the following information for each sample: File name, password if required, title, date, medium, measurements, total time or page length, 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**, focusing on the applicant's work over the past 24 months (total combined running time of all audio and video submissions not to exceed 15 minutes):
  - Still or moving image files depicting individual pieces, installations, designs, models or products.
  - Audio files with formats: AIFF, WAV, XMF or MP3.
  - Composers only: A minimum of one score to accompany a work sample.

- Written samples (not to exceed 10 pages total): Up to five poems or works of prose. Script and playwriting applicants should include one act or scene. All materials must be legible in at least 12-point font. A synopsis of the complete work must accompany selections from a longer work. The Arts Commission will not accept copied, published material that is not in original manuscript format.
- **Supporting Artistic Practice Documentation:** (Up to two): Provide context for your work samples so that panelists with different discipline backgrounds can better understand your artistic practice, such as:
  - Artist statement or description/explanation of your artistic practice.
  - Peer review, critical review or letter of support that helps panelists understand your work in context of your field and peers.

## Budget

In the Budget Revenue and Expenses sections, identify the specific expenses related to the opportunity and the revenue sources you have to cover the expenses. *Expenses must equal Revenue.*

**Expenses.** List the expenses related to the opportunity. Use the Description field to provide details about each expense line item. You can add up to eight items in the Expense section.

**Revenue.** Use the Description field to list what expenses will be covered by each source of revenue. Include:

- Oregon Arts Commission: Your grant request amount (up to \$2,000);
- Applicant Contribution: If you are contributing from personal funds or making non-cash contributions such as materials or professional services;
- Other Sources: If applicable, other sources of income such as other grants, donations or in-kind contributions.
- The Ford Family Foundation: If applicable, your request for additional funding from The Ford Family Foundation (up to \$9,000; for established visual artists only).
- If requesting additional funds from The Ford Family Foundation you must show a contribution of some portion of your own resources to the activity in the revenue section.

**Budget Narrative:** Describe your overall budget or any particular revenue or expense items you feel need more explanation than fits into the budget forms.

## 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 (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.

## Assistance

Para asistencia en español, llame al 971-345-1641

Assistance with technical requirements and application scope is available from Arts Commission staff prior to the application deadline. Applicants may also seek feedback after funding decisions have been made. See Contact Information below.

## Accessibility

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

## 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 for guidance (see Contact Information below). Letters of appeal must be submitted to the Arts Commission Executive Director within 30 days of being notified of whether you were selected to receive funding. Appeals are reviewed and acted on by the Arts Commission 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 board, funds will be awarded only if they are available.

Eligibility appeals concerning The Ford Family Foundation program will be reviewed in coordination with the Foundation. All decisions made by the Arts Commission board or committees are final.

## Contact Information

For questions related to eligibility, your proposed project, application questions, feedback or program-specific matters: Eleanor Sandys, 971-707-3004, [eleanor.sandys@biz.oregon.gov](mailto:eleanor.sandys@biz.oregon.gov)

For questions related to technical assistance, technical issues with the grants system, decision appeals or final reports: 971-304-5044, [arts.grants@biz.oregon.gov](mailto:arts.grants@biz.oregon.gov).



## If You Receive an Award

### Receiving Payment

An award contract will be sent to the email address in the application. Before payment can be processed, a signed copy of the contract must be returned to the Arts Commission. 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. If your opportunity changes in any way during the funding period, you are required to notify the 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.

The Arts Commission at any time may require additional information prior to awarding funds or during the funding period. Award recipients that have been previously funded by the Arts Commission must fulfill outstanding final report requirements before new funds will be distributed. Awardees may be subject to periodic monitoring by the Arts Commission and must retain fiscal records for a period of three years following completion of the funding period.

### Payment Schedule

Applicants will be notified whether or not they were selected for an award approximately two months after the application deadline. Grant awards will not be paid out until after the start of the activity period. Applicants should plan accordingly.

### Final Report

To help the Arts Commission report on the results of public funding, award recipients must submit a final report within 30 days of the completion of the funding period. The following will be collected on the Final Report:

- Discuss how you used the Career Opportunity grant funds. Be specific. Did your project differ 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 1,500 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 1,500 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 and Actual Total In-Kind Contributions
- Actual Total Cash Expenses
- 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 Art Commission's review panels and does not affect current or future applications. This information will be used by the Arts Commission and/or the National Endowment for the Arts for aggregate reporting purposes.