FY 2024 Operating Support Grant Program

Application Deadline: 5:00 pm on April 6, 2023
Activity Period: July 1, 2023 – June 30, 2024
Award Amount (generally): $3,000 - $30,000

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

Applicants seeking Operating Support are required to submit an application every year, including a DataArts Funder Report culturaldata.org. See “How Applications are Reviewed” section for additional information.

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

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About the 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 Operating Support Program

Purpose
The purpose of the Operating Support Program is to contribute to the core operations of Oregon’s arts organizations with average annual operating budgets greater than $150,000. 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 with operating budgets below $150,000 may be eligible for the Small Operating Support Program. Guidelines are available at https://www.oregonartscommission.org/grants/small-operating-grants.

Award Amounts
Awards generally range from $3,000 to $30,000. Awards support an organization’s full range of arts programming and operations, within the Arts Commission’s limitations. Award amounts are calculated annually through a formula that takes into account review panel score, organization fiscal size, previous awards and available funds. Each year, the staff will re-calculate the formula and provide funding recommendations to the Commission. The Commission will review and act on the funding formula each year.

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.

Payment Schedule
Awards will not be paid out until after the start of the Federal Fiscal Year (October 1). Applicants should plan accordingly.

Requirements and Limitations
Deadline
All applications must be submitted through our online portal: https://oregon4biz.force.com/OAC/s/login/ no later than 5:00 p.m. on Thursday, April 6, 2023 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.

Application Cycle
The Operating Support Grant Program is now on a three-year application cycle. Applicants who received funding in this grant program in FY2023 are considered Returning Applicants. Returning Applicants will complete a full or abbreviated application based on their organization’s discipline as outlined below:
New Applicants
Organizations applying for the Operating Support Grant Program for the first time (or those who did not receive funding in FY2023) must complete a full application. This includes organizations who received the Small Operating Grant in FY2023 and are now eligible for the Operating Support Grant. Please contact Tiffany Harker, Arts Education & Grants Coordinator TIffany.Harker@biz.or.gov or to applying to confirm eligibility.

Eligibility
The Oregon 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
• Operate as a nonprofit as evidenced by:
  o Current IRS 501(c)(3) federal tax-exempt status
  o Active registration with the State of Oregon for corporate, non-profit status;
  o Current Unique Entity Identifier (UEI) from SAM.gov
  o Note: Organizations that operate without their own distinct nonprofit status (e.g. organizations housed within an institution of higher learning, a larger nonprofit, or a federally recognized Tribe) may apply for a waiver for this requirement. See "Eligibility Waivers" section.
• Operate within a mission that describes the arts as the primary purpose of the organization; arts programming must be the primary focus.

<table>
<thead>
<tr>
<th>Panel Discipline</th>
<th>FY2024 (Current Cycle)</th>
<th>FY2025</th>
<th>FY2026</th>
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<tbody>
<tr>
<td>New Applicants</td>
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<td>Music (Symphonic/Chamber)</td>
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<td>Music (Vocal/Other)</td>
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<td>Dance</td>
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<td>Visual Arts</td>
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<td>Film/Media/Literary/Multidisciplinary</td>
<td>Full</td>
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<td>Arts Services</td>
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<tr>
<td>Theater</td>
<td>Abbreviated</td>
<td>Full</td>
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• Show at least $150,000 in cash operating expenses on the organization’s most recently submitted IRS 990. To determine an organization’s total cash operating expenses, refer to line 17 on IRS Form 990-EZ (total expenses), exclusive of capitol development.
• Have been in existence as a 501(c)(3) for a minimum of two years as evidenced by an IRS determination letter.

Organizations using a fiscal sponsor are not eligible to apply.

Eligibility Waivers
The Arts Commission recognizes that some arts organizations are housed in a larger nonprofit and operate without their own distinct nonprofit status. These organizations may apply for a waiver to the eligibility requirements related to IRS and State of Oregon nonprofit status.

The Arts Commission also recognizes that there are regional differences which are variations in public access to, or in opportunities for, engagement in arts and cultural development in regions throughout the state. Nonprofit organizations that do not meet the eligibility and provide ongoing arts programming and services in regions without arts organizations may apply for a waiver.

For more information and how to apply, please visit Eligibility Waivers on our website at https://www.oregonartscommission.org/waivers.

Limitations
Operating Support Program funds may not be used for the following:
• Activities that take place outside the grant’s defined activity dates.

How Applications are Reviewed
All organizations seeking Operating Support are required to submit an application every year. There are separate requirements for full and abbreviated applications. More information about when to submit full and abbreviated applications, as well as requirements for new applicants for Operating Support, is available in the "Application Cycle" section.

Staff recalculates funding amounts each year and presents recommendations to the Commission for review and action.

Organizations submitting a new or full application must certify that they meet all eligibility requirements and must address narrative questions and provide supporting materials, including the DataArts Funder report. Full applications are reviewed by staff for eligibility and compliance. Staff may ask follow-up clarification questions. Each eligible
application is referred to a peer review panel. The panel evaluates each application based on the published criteria.

**New and full applications** are reviewed by review panels. Membership on review panels changes every cycle, so applicants should not assume that panelists have any prior knowledge of their organization. Applicants who would like to nominate a panelist for consideration to review applications may do so by filling out the [Panelist Nomination form](#).

Organizations submitting an **abbreviated application** must certify that they meet all eligibility requirements and address one narrative question. They must also submit a current DataArts Funder Report. Abbreviated applications are reviewed by staff for eligibility and compliance. Staff may ask follow-up clarification questions.

**New and Full Applicants Review Criteria**
The following review criteria will be used to evaluate new and full applications, focusing on the applicant's work over the past 24 months (0 is the lowest score). The application questions directly align with these criteria:

- **Artistic Excellence and Artistic Merit (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;
  - Quality of artistic leadership and staff; and Engaging artists and artistic leadership from historically and currently underserved communities.

- **Organizational Capacity (0 to 35 points):**
  - Qualifications and effectiveness of professional staff and board to support the organization’s mission, goals, programming and services;
  - Ability to plan and evaluate progress;
  - Evidence of inclusive goals, policies and/or practices to provide access to the arts; and
  - Evidence of effective financial management and health, including maintaining appropriate budgets and the ability to address financial challenges.

- **Community Impact (0 to 25 points):**
  - Ability to reach and impact the broader community;
  - Ability to reach historically and currently underserved communities; and
  - Quality of educational or outreach activities related to the organization’s mission.
Definition of Historically and Currently Underserved Communities
As outlined in State of Oregon Equity Framework in COVID-19 Response and Recovery, the definition of historically and currently underserved communities consist of Oregonians who are: Native Americans, members of Oregon’s nine federally recognized Tribes, American Indians, Alaska Natives; Black, Africans, African Americans; Latino/a, Hispanic; Asian, Pacific Islanders; Immigrants, refugees, asylum seekers; Undocumented, DREAMers; Linguistically diverse; People with disabilities; LGBTQ+; Aging/older adults; Economically disadvantaged; Farmworkers, migrant workers; Living in rural parts of the state.

Descriptive Rubric
When reviewing applications panelists will use the Operating Support Rubric as a guide. This helps the panelists review each applicant’s individual circumstances and ability given the size and scope of the organization.

Artistic Excellence and Artistic Merit (up to 40 points):

<table>
<thead>
<tr>
<th>Review Criteria</th>
<th>Application Question</th>
<th>Highly Competitive 40 – 30 points</th>
<th>Competitive 29 – 16 points</th>
<th>Non-Competitive 15 – 0 points</th>
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<tr>
<td>Overall artistic vision and alignment of programming to the organization’s mission.</td>
<td>Summarize your organization’s artistic programming in the past 24 months and how that programming advanced your mission.</td>
<td>Artistic programming and services strongly support, advance and are connected to the mission and goals of the organization.</td>
<td>Artistic programming and services adequately support, advance and are connected to the mission and goals of the organization.</td>
<td>Artistic programming and services provide little or no support, advancement or connection to the mission and goals of the organization.</td>
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<tr>
<td>Quality of artistic programming and services including participating artists work produced or presented and/or arts services provided.</td>
<td>Include information about artists involved, works produced or presented and/or arts services provided.</td>
<td>Artistic highlights are high-quality as demonstrated by artists involved, programming and services. The artistic decision-</td>
<td>Most artistic highlights are of quality as demonstrated by artists involved, programming and services. The artistic decision-making process</td>
<td>Artistic highlights lack quality as demonstrated by artist involved, programming and services. The artistic decision-making process</td>
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*Oregon Arts Commission*  
*Operating Support Program*
### Review Criteria

<table>
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<th>Organizational Capacity (up to 35 points)</th>
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<td><strong>Review Criteria</strong></td>
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<td>Qualifications and effectiveness of professional staff and board to support the organization’s mission, programming and services.</td>
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<td>Review Criteria</td>
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<td>Ability to plan and evaluate progress.</td>
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<td>Evidence of inclusive goals, policies, and/or practices to provide access to the arts.</td>
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<td>Evidence of effective financial management and health,</td>
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<td>challenges.</td>
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**Community Impact (up to 25 points)**

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<th>Review Criteria</th>
<th>Application Question</th>
<th>Highly Competitive 25 – 18 points</th>
<th>Competitive 17 – 10 points</th>
<th>Non-Competitive 9 – 0 points</th>
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<td>Contributions</td>
<td>Describe the</td>
<td>The broader community is</td>
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<td>Contributions</td>
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<td>and impact to</td>
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### Review Criteria

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<tr>
<th>Ability to reach historically and currently underserved communities.</th>
<th>Highly Competitive 25 – 18 points</th>
<th>Competitive 17 – 10 points</th>
<th>Non-Competitive 9 – 0 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe efforts your organization undertakes to engage historically and currently underserved communities. Describe how your work has impacted these communities.</td>
<td>Efforts and success have been made in reaching beyond primary audience. Historically and currently underserved communities have been reached and served in a meaningful way.</td>
<td>Efforts have been made to reach beyond primary audience with some success. Historically and currently underserved communities have been reached and served.</td>
<td>Little to no effort has been made to reach beyond the primary audience including historically and currently underserved communities.</td>
</tr>
</tbody>
</table>

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<tr>
<th>Quality of educational or outreach activities related to the organization’s mission.</th>
<th>Effective high-quality educational and outreach activities have been provided.</th>
<th>Educational and outreach activities have been provided.</th>
<th>Little to no educational and outreach activities have been provided.</th>
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<tbody>
<tr>
<td>Summarize the quality and effectiveness of educational and/or outreach activities your organization has provided over the past 24 months.</td>
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### Application Materials

See "Application Cycle" section for more details about when to complete a full or abbreviated application. Questions marked with an asterisk will not be used for scoring and determination of award amounts.

### Abbreviated Application Questions

- **Mission Statement (max 800 characters)**: Provide your organization’s mission statement.
- **Summary of Activities Question (2,500 characters)**: Provide a brief summary of your planned activities during the grant award period from July 1, 2023-June 30, 2024.
Full Application Questions

- **Mission Statement (max 800 characters):** Provide your organization’s mission statement.

- **Summary of Activities (max 2,500 characters):** Provide a brief summary of your planned activities during the grant award period from July 1, 2023 to June 30, 2024.

  (Operating Support applicants on an Abbreviated Application Cycle do not need to respond to the following questions.)

- **Artistic Excellence and Artistic Merit (max 5,000 characters):**
  - 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
  - Describe efforts to engage artists and artistic leadership from historically and currently underserved communities.

- **Organizational Capacity (max 5,000 characters):**
  - Describe your organization’s leadership structure including qualifications and effectiveness of key staff and board;
  - Describe your organization’s planning process and how progress was evaluated over the past 24 months. Include any actions taken based on evaluation;
  - Describe your organization’s diversity, equity and inclusion goals, policies and/or practices;
  - Describe your organization’s systems to address financial sustainability or growth – if your organization had financial challenges or weaknesses, describe how they were addressed; and
  - Provide any context you would like the review panel to consider when reviewing the DataArts Funder Report – applicants are required to explain any significant operational deficit (more than 10% in a fiscal year) or accumulated debt (more than 10% of total annual income).

- **Community Impact (max 5,000 characters):**
  - Describe the communities your organization serves – include information about audiences, members, patrons, artists, students, community members or other stakeholders;
  - Describe how your programs, activities and services have impacted your community over the past 24 months;
  - Describe efforts your organization undertakes to engage historically and currently underserved communities – describe how your work has impacted these communities; and
Summarize the quality and effectiveness of educational and/or outreach activities your organization provided over the past 24 months.

Support Material

New and Full Applications

- Support Material: This can include your organization's Strategic Plan; Diversity, Equity and Inclusion Plan; Annual Report or any other relevant materials that may be helpful to the panel.
- Work Samples: Images, video, audio or publicity materials produced within the last 24 months. Our online grants portal limits file sizes. **Maximum file capacity is 35 MB** so please be mindful when prioritizing your work samples. Link options include:
  - PDF document with text, images, video/audio (5-minute max) and links to a publicly accessible site (YouTube or Vimeo)
  - DataArts Funder Report: Enter information for your organization's most recently completed fiscal year into a DataArts Cultural Data Profile ([culturaldata.org](http://culturaldata.org)) in order to generate a Funder Report. Save your Funder Report as a PDF and submit it with your application. For assistance, contact the DataArts Support Center at 877-707-DATA (877-707-3282) or email help@culturaldata.org. Applicants applying under an Eligibility Waiver must complete the DataArts Funder Report for their organization independent of their parent organization. See "**Eligibility Waiver**" section for more information.

Abbreviated Applications

- DataArts Funder Report: Enter information for your organization's most recently completed fiscal year into a DataArts Cultural Data Profile in order to generate a Funder Report. Save your Funder Report as a PDF and submit it with your application. For assistance, contact the DataArts Support Center at 877-707-DATA (877-707-3282) or email help@culturaldata.org.

Assistance

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

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/operating-support](https://www.oregonartscommission.org/grants/operating-support)

Upon request, Arts Commission application materials will be made available in an alternate format such as Braille, large type, or on audiotape. Applicants who are hearing-impaired and require TDD assistance should call (800) 735-2900.
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 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 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 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 decision notification. 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
Tiffany Harker
Arts Education & Grants Coordinator
Tiffany.Harker@biz.or.gov
971-719-6169

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. Awards are comprised of Oregon state general funds and National Endowment for the Arts funding. Payment is typically not until October or later due to contracting and award timing from the NEA. Organizations are asked to plan accordingly.

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.

- % of Arts Education
  - 01: 50% or more funded activities are arts education
  - 02: Less than 50% of the funded activities are arts education
  - 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
  - A: Asian
  - B: Black/African American
  - H: Hispanic/Latino
  - N: American Indian/Alaska Native
  - P: Native Hawaiian/Other Pacific Islander
• W: White
• G: No single racial/ethnic

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

• Population Benefited by Group
  • D: Individuals with Disabilities
  • I: Individuals in Institutions
  • P: Individuals below the Poverty Line
  • E: Individuals with Limited English Proficiency
  • M: Military Veterans/Active Duty Personnel
  • Y: Youth at Risk
  • 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
• How did your organization make programming and facilities accessible to patrons with disabilities during the funding period, in accordance with the Americans with Disabilities Act?

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.