FY 2020 Small Operating Support Program

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

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

About the OAC  
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 Small Operating Support Program is to support the core operations of Oregon’s arts organizations with annual cash operating expenses of less than $150,000 that provide programming to their community throughout the year. Eligible applicants are arts organizations that offer ongoing, sustained, artistic programming and outreach programs in their community.  

Award Amounts  
Awards will generally range between $1,000 and $3,000.
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.

Payment Schedule
Awards will not be paid out until after the start of the calendar year. 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 June 1, 2019 at 5:00pm 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 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:
  - Current IRS 501(c)(3) federal tax-exempt status
  - Active registration with the State of Oregon for corporate, non-profit status;
- Operate within a mission that describes the arts as the primary purpose of the organization; arts programming must be the primary focus.
- Show no more than $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.
- Demonstrate a significant history of providing access to ongoing arts programs serving the local community (at least four instances over the past 12 months.)

Organizations using a fiscal sponsorship are not eligible to apply. Organizations housed within larger nonprofits, schools and institutions of higher learning are not eligible to apply for support in this category.

Note: Organizations that operate without their own distinct nonprofit status (e.g. organizations housed within municipal government or a federally recognized tribe) may apply for a waiver for this requirement. See “Eligibility Waivers” section.
Waiver
Organizations considering an Eligibility Waiver should first contact arts.grants@oregon.gov to review organization's likelihood of receiving a waiver.

Municipally or tribally based arts organizations may apply for an exemption to the eligibility requirements related to IRS and State of Oregon nonprofit status. Organizations applying for this waiver must:

• Operate within a mission that describes the arts as the primary purpose of the organization; arts programming must be the primary focus
• Demonstrate a significant history of providing access to the arts serving the local community (at least four instances over the past 12 months.)
• Have been in existence as an agency of local government for a minimum of two years
• Show a distinct budget of less than $150,000 in cash operating expenses for the most recently completed fiscal year
• Maintain a separate art advisory committee or board

To submit a waiver: Applicant must send an email to Arts.Grants@oregon.gov at least one month prior to the application deadline to request a waiver review. Include the following materials: Contact information for applicant organization (name, contact person, mailing address, phone, email, URL); Parent Organization Name; Parent Organization EIN; Statement from parent organization authorizing waiver submission; List of applicant governing body or advisory board members and affiliations; Applicant mission statement; Evidence of on-going public programming (at least four instances annually vis sources such as website links, scanned brochures, newsletters, programs, news releases, or calendar of events); and Applicant Budget (IRS 990 or postcard, Board or Committee Approved Financials or budget signed by the City or County Manager).

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

How Applications are Reviewed
Arts Commission staff reviews submitted applications for eligibility, completeness and accuracy. Applications that meet program requirements are authorized, pending availability of funds.

Application Materials
Application Question
Mission Statement (max 800 characters): Provide your organization's mission statement.
Support Material
- A PDF listing 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.
- A description of the applicant organization's primary arts activities.
- Evidence of on-going public programming (at least four events annually). These materials could include website links, social media postings, scanned brochures, newsletters, news releases or calendar of events to demonstrate public programming.
- List of staff and their roles.
- The most recent 990 (within the past 18 months) or 990 e-postcard. If the organization’s budget size is below the threshold requiring a 990, a copy of the e-postcard filed in lieu of the 990 is sufficient. In the case of a municipally-based arts council that has obtained a waiver, the organization must submit a copy of its discreet budget within the City or County government signed by the (City or County) Manager.
- Copy of the organization’s bylaws.
- Board list including member’s affiliations

Assistance
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.

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.
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.

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

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.

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.

- % 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

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.