



FY2024 Small Operating Support Program

Application Deadline: 5:00 pm on Tuesday, March 28, 2022

Activity Period: July 1, 2023 – June 30, 2024

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/>

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

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](http://www.oregonartscommission.org/booklets/Oregon_Arts_Commission_Plan_Booklet)

About the Small 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 not all applicants may receive funding.

Payment Schedule

Payment is typically not until October or later due to contracting and award timing from the NEA. Organizations are asked to 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 **5:00pm on Tuesday March 28, 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.

Eligibility

The 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 and
 - Active registration with the State of Oregon for corporate, non-profit status.
 - Current Unique Entity Identifier (UEI) from SAM.gov
- 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 sponsor are not eligible to apply.

Note: Arts organizations that operate without their own distinct nonprofit status housed in a parent organization (municipal government, higher education or one of the nine federally recognized tribes) may apply for a waiver for this requirement. See "Eligibility Waivers" section.

Eligibility Waiver

Organizations considering an Eligibility Waiver should first contact arts.grants@biz.oregon.gov to review organization's likelihood of receiving a waiver.

Arts organizations housed in a parent organization (municipal government, higher education, or one of the nine federally recognized Tribes) 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; and
- Maintain a separate art advisory committee or board.

To submit a waiver: Applicant must send an email to Arts.Grants@biz.oregon.gov at least one month prior to the application deadline to request a waiver review. Please 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 via 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).

If granted, waivers are valid for up to five years from the grant application deadline, assuming all other eligibility criteria are still met and maintained.

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

Narrative/Questions for Text Boxes:

- Narrative description of the applicant organization's primary arts activities including a description of the applicant organization's programs, services and/or events (6,000 characters);
- List of staff and their roles (3,000 characters); and
- Board list including members' affiliations (3,000 characters).

Uploads:

Our online grants portal limits file sizes. Please upload PDFs for each upload/bulleted item below:

- 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;
- The most recent IRS 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 organizations housed in a parent organization that has obtained a waiver, the organization must submit a copy of its discreet budget within the parent organization signed by the Authorizing Official; and
- Copy of the organization's bylaws.
- IRS determination letter.

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.

Contact:

Tiffany Harker

Arts Education & Grants Coordinator

Tiffany.Harker@biz.oregon.gov

(971) 719-6169

The guidelines are available online at <http://www.oregonartscommission.org/grants>.

Alternate Format

Upon request, Arts Commission application materials will be made available in alternate format such as Braille, large type or on audiotape. For applications who are hearing-impaired and require TDD assistance, please 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@biz.oregon.gov for guidance. Letters of appeal must be submitted to the Arts Commission's Executive Director within 30 days of the funding 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.

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 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@biz.oregon.gov or call (503) 986-0082.