



Small Arts and Culture Grants Program

Request for Proposals (RFP)

Due Date: May 15, 2019 (online)

Online application available on OCF's website April 1, 2019

Notification of awards/declines by August 1, 2019

Overview

A 2014 survey revealed that of the 1,884 registered arts and culture nonprofit organizations in Oregon, 61% have budgets under \$100,000. Although these organizations are central to the vitality of Oregon's communities, they are often not eligible or competitive for traditional grant programs. In response to this need, Oregon Community Foundation (OCF) announces the 6th year of the Small Arts & Culture Grants Program. Over the next three years, (2019-2021), OCF will invest \$350,000 annually to support small community-driven arts and culture organizations.

One-year grants of \$1,000 to \$5,000 for general operating support will be available to arts and culture organizations with operating budgets under \$100,000. Funds are being allocated to each of Oregon's eight regions based on population and the number of applications received from each region (see page 3 of this RFP for more information on regional allocations).

Applications for this grant program will be reviewed by volunteers representing each region of Oregon and decisions will be made independently in those regions. The application process and reporting requirements are designed to be relatively simple to acknowledge that many small organizations are run by volunteers with little staffing infrastructure or grant writing expertise.

Eligibility

The purpose of the 2019 Small Arts and Culture Grant cycle is to make funds available to small organizations for operating expenses. To be eligible organizations must:

- Be incorporated with a mission identifying arts and/or culture as a priority reason for the organization's existence
- Be a certified 501(c)3 tax exempt organization in good standing with the IRS
- Be headquartered in Oregon
- Document that the cash expenses of the organization during the most recently completed fiscal year were less than \$100,000
- Submit a complete grant application online through OCF's website
- Be prepared to use the awarded funds completely within one year of receipt

- Submit only one application per year for no less than \$1,000 and no more than \$5,000

Preference will be given to applications that:

1. Have not previously been funded by this program
2. Represent a diverse range of geography, urban/rural communities and organizations led by and serving historically underrepresented groups.

Learn more about OCF's commitment to equity, diversity and inclusion by following this [link](#).

Use of Fiscal Sponsors and Re-granting

Organizations or projects that are not 501(c)3 tax exempt entities may apply using a fiscal sponsor. OCF prefers fiscal sponsors that have a mission identifying arts and/or culture as a priority reason for the organization's existence. Fiscal sponsorship may only be used to support an independently-governed nonprofit, volunteer association, or like body. When supporting the work of an outside entity, fiscal sponsors will be exempt from the \$100,000 limit listed above.

In addition, fiscal sponsors must certify that they will provide active oversight and take responsibility for the use of the funds as specified in the application. A fiscal sponsor may be permitted to submit more than one application, particularly in rural regions. This exception requires prior permission from OCF which may be requested by emailing smallartsculture@oregoncf.org.

Cultural Coalitions that meet the eligibility criteria and have a track record of successfully awarding small grants may apply for a grant of \$1,000 to \$5,000 to re-grant in any amounts in their counties. Coalitions must show they have an accessible application process and a systematic, fair review process for awarding grants. Coalitions may re-grant to non 501(c)3 entities if the Coalition is able to document the use of the funds for the public good.

Definitions

For this grant program, eligible organizations defined as follows:

- 1) **Arts and Culture Organization**: an organization with a mission that states that it is organized primarily for the purpose of producing, promoting or presenting the arts, heritage and humanities to the public or organized primarily for identifying, documenting, interpreting and preserving cultural resources.
- 2) **Cultural Coalitions**: organizations formally recognized by the Oregon Cultural Trust. One official cultural coalition serves each county in Oregon.

Scope of Proposals Sought

The intent of the Small Arts & Culture Grants Program is to support a wide range of cultural and artistic organizations that enrich the lives of Oregonians and Oregon communities. The current three-year grant initiative will continue to focus on general operating support to allow organizations to dictate how to best use funds to advance their mission. Operating support grants are intended to support the core, ongoing operations and programs of an organization. This includes, but is not limited to: staffing, administration, outreach, marketing, overhead, and/or programming expenses.

Regional Distribution of Grants

OCF funds nonprofits across eight regions in Oregon, each advised by a volunteer Leadership Council. Members of OCF Leadership Councils and other volunteers will review and make recommendations for Small Arts & Culture Grants. Organizations must apply via the regional application for the region in which they primarily operate.

Funding allocations are approximate using an equation that balances the population and number of eligible applications that were received in each region the previous year. The amounts allocated for each region in 2019 are:

Region	Counties in Region	% of State Population	# of Eligible Applications in 2018	Available Grant Funding
Central	Wasco, Sherman, Jefferson, Wheeler, Deschutes, Crook	6%	6	\$ 18,500
Eastern	Gilliam, Morrow, Umatilla, Union, Wallowa, Grant, Baker, Harney, Malheur	5%	9	\$ 20,000
Metro	Washington, Multnomah, Hood River, Clackamas	44%	43	\$133,000
North Coast	Columbia, Clatsop, Tillamook, Lincoln	4%	11	\$ 21,500
Northern Willamette Valley	Yamhill, Polk, Marion	13%	18	\$ 46,000
South Coast	Coos, Curry	2%	10	\$ 17,000
Southern	Josephine, Jackson, Klamath, Lake	9%	14	\$ 34,000
Southern Willamette Valley	Benton, Linn, Lane, Douglas	17%	23	\$ 60,000
Total		100%	134	\$ 350,000

Review Criteria

Reviewers will consider the following criteria in evaluating applications:

- **Impact:**
 - How will the organization's activities and goals benefit the community?
 - How are artists or culture bearers involved in the organization?
 - What communities are impacted by the organization's work?
 - Does the organization serve historically underrepresented populations?
 - Would this be the organization's first small arts and culture award by OCF?
- **Community Engagement:**
 - Is community support evident through volunteers, cash donations, in-kind resources, or other means of participation?
 - Does the leadership of the organization represent the community?
- **Leadership and Management:**
 - Does the organization have appropriate expertise, experience and qualifications?
 - Does the applicant have a demonstrated record of programming and a proven ability to manage projects?

Application Procedures

Proposals must be submitted online by 5:00 pm (PST) on May 15, 2019 (Wednesday).

Only proposals completed on OCF's online grant system will be accepted. **Late or incomplete applications cannot be considered.** The online application will be available by April 1, 2019.

Step 1: Register and sign in

To register for or sign-in to the online grant portal, please click on the "MyOCF" link at the top of the OCF home page at www.oregoncf.org. If your organization has not applied through "MyOCF" before, you are strongly encouraged to register well in advance of the application deadline.

Step 2: Fill out the online application

Step-by-step instructions for navigating the MYOCF Grants Portal and completing the application are available on the Small Arts & Culture Grants Program page on OCF's website (www.oregoncf.org). You will be able to complete the application in several sittings and save your work. The application includes several fill-in-the-blank forms including budget information. Additional budget information will be required of fiscal sponsors as well (if applicable).

The following are the narrative questions as they will appear in the online system:

- 1) Tell us about your organization. *What is your mission and track record? Highlight two or three key facts or accomplishments that best represent your organization. (Character limit: 750 with spaces)*
- 2) Who will benefit from the services your organization provides? *Describe the community your organization serves; for example, geography, income, education, age, race, ethnicity, culture, ability/disability, gender, sexual orientation or any other defining characteristic. (Character limit: 750 with spaces)*
- 3) Please describe your organization's programming. *What are the specific arts and culture activities to be supported? How are artists or culture bearers involved in decision-making or programming? What type of works or services are produced, presented or offered? What are your goals for the grant-funded year? (Character limit: 1,600 with spaces)*
- 4) Who is involved in your work? *Briefly describe the organization's leaders (staff, volunteers, board, etc.) and the role they play in programming and management. How is the community engaged in your work? (Character limit: 750 with spaces)*

Step 3: Attachments

In order to complete your application, you will need to upload the following documents. These documents must be submitted along with the narrative questions by May 15th. Incomplete applications will not be accepted. Required attachments include:

- 1) Letter of Support from someone outside the organization's staff and/or volunteers explaining the importance of the organization to the community.
- 2) A list of names, affiliations and contact information for the organization's board members and the project team.
- 3) Copy of the organization's 501(c)3 determination letter from the IRS, or, if using a fiscal sponsor, a copy of the fiscal sponsor's 501(c)3 determination letter.
- 4) If using a fiscal sponsor, a letter from the director or chair of the sponsoring organization accepting responsibility for project oversight and the appropriate expenditure of the grant funds.

Step 4: Submit your Application by 5:00pm on May 15, 2019.

Be sure to press the "submit" button to formally submit your completed application. Incomplete applications will not be accepted without exceptions. You will receive an e-mail confirmation that your application was successfully submitted within 24 hours of submission.

Additional Information

Questions may be submitted to OCF via email to smallartsculture@oregoncf.org. We will respond by email or phone as appropriate.