



# FY2023 Arts Build Communities Program

Application Deadline: 5:00 pm on Monday, October 3, 2022

Activity Period: January 1, 2023 – December 31, 2023

Award Amount: \$5,000

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

Applications must be submitted through our online portal. Click here to go to our grants portal:

<http://oregon4biz.force.com/OAC/s/login/>

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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

The 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 Arts Build Communities Program

### Purpose

The purpose of the Arts Build Communities (ABC) Program is to support projects that address local community need through arts-based projects. This program recognizes the role that the arts play in the broad cultural, social, educational, economic and tourism sectors of community life. Support is provided to arts and other community-based organizations to form local partnerships to strengthen communities through projects that connect the arts with local challenges, issues, needs and opportunities.

The Arts Build Communities Program prioritizes projects that provide access to the arts for historically and currently underserved and under-resourced communities. This includes communities that historically or currently face systemic barriers as defined by, but not limited to, geography, race/ethnicity, tribal affiliation, immigration status, socioeconomic status, ability/disability, age (youth and aging people), sexual orientation, gender identity or veteran status. See page 11 of the State of Oregon’s definition of historically and currently underserved

and under-resourced communities in the [State of Oregon's Diversity, Equity and Inclusion Action Plan](#).

The ABC Program fosters partnerships which strengthen arts engagement, access and involvement in communities. Successful projects demonstrate building local capacity to strengthen the arts in a community through these local partnerships.

Projects must support the integration of the arts and artists with community goals and may include new initiatives, new program development, cultural tourism and the expansion of existing arts and community development projects. Pre-development, design fees and community planning activities are eligible.

The Arts Commission understands planning projects is difficult during the recovery of COVID-19. We intend to provide flexibility, allow for hybrid approaches to service delivery models, and encourage new ways of thinking about access and impact. The Arts Commission is committed to supporting the success of projects during this unique time.

### **Award Amounts**

Arts Build Communities awards are \$5,000. 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.

### **Indirect Costs**

The Arts Commission does not prohibit organizations from including indirect costs in project budgets. However, a highly competitive application will include no more than the [federal de minimus](#) of 10%.

### **Payment Schedule**

Awards will not be paid out until after the start of the 2023 calendar year. Applicants should plan accordingly.

## **Requirements and Limitations**

### **Matching Requirements**

Awards in this program must be matched dollar-for-dollar with earned, contributed or in-kind support. The most competitive applications have funding commitments from other grantmakers or sources (earned or contributed). Federal funding from the National Endowment for the Arts makes up a portion of these awards. Because of this, these awards are typically not eligible for use as a match for other federal funds. Applicants with projects that include a high percentage of federal funds are encouraged to contact the Arts Commission with questions about federal match requirements.

## Deadline

All applications must be submitted through our online grants portal:

<https://oregon4biz.force.com/OAC/s/login/> no later than 5:00 pm on Monday, October 3, 2022 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:

- Be a unit of municipal government (including libraries, schools and Tribal governments); or
- 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;
  - Current Unique Entity Identifier (UEI) from SAM.gov
    - If you already have an account at SAM.gov, log in to see your UEI.
    - If not, go to <https://sam.gov/content/entity-registration>

Organizations using a fiscal sponsor are not eligible to apply.

## Limitations

Arts Build Communities Program funds may not be used for the following:

- Events whose primary focus is to raise funds for a non-arts purpose;
- Services to entities located outside Oregon;
- Activities that take place outside the grant's defined activity dates; or
- Tuition assistance or scholarships for college, university or other degree-bearing courses of study.

## 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 program. The Arts Commission considers panel recommendations for funding and determines final award amounts.

Membership on review panels changes every year, so applicants should not assume that panelists have any prior knowledge of their work. Applicants who would like to nominate a panelist for consideration to review applications may do so by contacting the Arts Commission.

## Review Criteria

The following review criteria will be used to evaluate applications:

- **Project Objective and Project Quality (0 to 40 points):**

- Importance, value or impact of local community problem issue or need that is being addressed through the project;
  - How clearly the application articulates how the project was identified and how it responds to a community need;
  - The degree to which the project shows evidence of strong artistic excellence and merit and serves the intended population;
  - Evidence of a realistic timeline for the creation and delivery of the project within the grant period (calendar year 2023).
- **Community Impact (0 to 30 points):**
    - Project provides broad, inclusive access to underserved populations;
    - Clear explanation of how the underserved population will be ensured access to the project;
    - The project engages the underserved population in project development, delivery and leadership.
- **Organizational Capacity and Project Partners (0 to 30 points):**
    - Accuracy and clarity of budget;
    - Budget that demonstrates adequate resources to complete the project successfully;
    - Alignment of organizational mission and experience to the project design;
    - Project leads' skills and experience are well-aligned with the project, as evidenced by descriptions or attached bios;
    - Evidence of the necessary experience, commitment and organizational stability to successfully complete the project by the applicant organization;
    - Community support and commitment, as evidenced by a description of the roles of key partners and collaborators involved in the planning and implementation of the project; and
    - Clear project outcomes and evidence that the project will benefit, strengthen and have impact on both local arts and the community.

## Application Materials

### Application Questions

- **Organizational Information**
- **Project Partners and Collaborators (up to three)**
- **Mission Statement (max 800 characters)**
- **Project Summary (max 500 characters):** Use the following language template to provide a description of the proposed project including the primary location, timeframe and its intended outcomes, identifying specifically how Arts Commission funds would be used:
 

*“XYZ Organization requests \$ Amount to support Project Name and project description. Please state: “requested funds will be used for \_\_\_\_\_.”*  
*(For example, artist fees, provide transportation, or purchase art supplies, etc.).*
- **Project Objective and Project Quality (max 7,000 characters):**
  - Describe the local community problem, issue or need that is being addressed through this project;
  - Describe the process for identifying the project need and who was involved;
  - Describe how the project responds to the identified problem, issue or need;

- Describe the project’s artistic excellence and artistic merit, including artist name(s) (You will also upload brief artist bios with this application.); and
- Provide a timeline with key dates and milestones within the project period.
- **Community Impact (max 7,000 characters):**
  - Define the specific underserved population served (including number of people served);
  - Describe how the project ensures broad access to the underserved population; and
  - Describe how the underserved population was engaged in project identification and planning as well as how they are involved in the implementation and leadership of the project.
- **Organizational Capacity and Project Partners (max 7,000 characters):**
  - Describe how the organization’s mission and experience align with the project;
  - List the qualifications and relevant experience of those involved in administering or managing the project;
  - Describe the project partners and their role in the planning and implementation of the project;
  - Describe the skills or resources the key partners bring to the project;
  - Describe the project outcomes and the intended change for the underserved community and/or community at-large as a result of this project; and
  - Describe how it will be determined if the change has occurred.

## Project Budget

In the Budget Revenue and Expenses forms, identify the specific expenses related to the project and the revenue sources you have to cover the expenses. Expenses must equal Revenue in both Cash and In-Kind.

Revenue is the sources of income that you will use to cover the expenses for the project. Use the Description field to list the expenses that will be covered by each source of income. Include:

- Grant Request: Your grant request amount to the Oregon Arts Commission is \$5,000;
- Applicant Cash: If you are contributing from personal funds; and
- Other Sources If applicable, other sources of income such as earned income, grants, donations, sponsorships or in-kind contributions.

You can also include a Budget Narrative in the section provided to explain your budget in more detail.

## 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 organization (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 to you for free. The in-kind donation is \$350. Volunteer time should be calculated using:

<http://independentsector.org/resource/the-value-of-volunteer-time/>.

In-kind contributions must be in alignment with Standard Accounting Principles to be considered.

## **Recommended Support Material**

Support materials help provide grant reviewers with more insight into your project. Uploads should be in PDF format and all files combined cannot exceed 35MB. Uploads can include the following:

- Artist and/or staff bios (max 7,000 characters);
- Publicity materials; and
- Work Samples: Images, video or audio that is relevant to the project.
  - For videos, include a link(s) to publicly accessible site(s) such as YouTube or Vimeo in link boxes provided in the application.

## **Assistance**

Upon request, Arts Commission funding application materials will be made available in an alternate format such as Braille, large type or on audiotape. For applicants who are hearing-impaired and require TDD assistance, please call (800) 735-2900. Spanish-speaking applicants can contact Senior Program Manager Liora Sponko at 971-345-1641 or [liora.sponko@biz.oregon.gov](mailto:liora.sponko@biz.oregon.gov).

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. The guidelines are available online at <https://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 Liora Sponko at the Arts Commission at 971-345-1641 or [liora.sponko@biz.oregon.gov](mailto:liora.sponko@biz.oregon.gov) for information or assistance. TDD assistance is available at (800) 735-2900. Applicants must certify their compliance within the application.

## **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 at 503-986-0082 or [arts.grants@biz.oregon.gov](mailto: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 panel meeting. 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](http://www.SAM.gov).

## **Contact Information**

Liora Sponko, Senior Program Manager  
971-345-1641  
[liora.sponko@biz.oregon.gov](mailto:liora.sponko@biz.oregon.gov)

## **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.

Award recipients that have previously been 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.

- Describe the impact of your project in the communities you served (2000 characters).
- Did the project outcomes change from the outcomes identified in the application? If yes, please discuss the actual outcomes and how they varied from the intent. If your project budget changed by 20%, please also describe the changes. (2000 characters).
- 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? (2000 characters)
- % 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
- Location of Project Activity (each physical location where project activities took place)
  - Venue address
  - City, state, zip code
  - Number of days activities occurred at the location.

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 Arts Commission at [arts.grants@biz.oregon.gov](mailto:arts.grants@biz.oregon.gov) or call (503) 986-0082.