



FY2023 Arts Learning Program Guidelines

Application Deadline: 5:00 pm on Monday, May 2, 2022
Activity Period: August 1, 2022 – August 31, 2023
Award Amount: \$10,000

Applications must be submitted through our online portal at the following address:
<http://oregon4biz.force.com/OAC/s/login/>
Para asistencia en español, llame al 971-345-1641

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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

About the Arts Learning Program

Purpose

The purpose of the Arts Learning Program is to support high-quality projects that: Provide a responsive opportunity for learning in and through the arts to benefit K-12 students; foster exchange of knowledge between artists and educators; and impact the achievement, skills and/or attitudes of learners.

The Arts Commission understands planning and implementing projects is difficult amidst the impacts of COVID-19 and the uncertain future. We intend to provide flexibility as project timelines change; allow for pilot approaches to service delivery models (including virtual or hybrid programming); 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.

Funding priority will be given to quality projects that primarily impact schools in one or more of the following categories:

- [Title 1 participation](#)
- [Location within a county with more than 16.9% of the population experiencing poverty;](#)
and
- [Location in a rural community](#)

Award Amounts

Arts Learning awards are \$10,000.

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 Federal Fiscal Year (October 1, 2022). Applicants should plan accordingly.

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

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

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 demonstrate funding commitments from other grantmakers or sources. 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 portal:

<https://oregon4biz.force.com/OAC/s/login/> no later than 5:00 pm on Monday, May 2, 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 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; and
- 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>
- Under Register Your Entity or Get a Unique Entity ID, click “Get Started”
- You’ll receive a pop up to accept the U.S. Government System terms to sign in. Click “Accept”
- You are taken to the log in page, click Create an account.
- Follow the prompts to log in.
- After you are logged into the website, it will take you to a “Workspace”
- Under Entity Management, click “Get Started”
- Under Get Unique Entity ID (SAM), click “Get Unique ID”
- Follow the prompts to get your ID

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.

Organizations using a fiscal sponsor are not eligible to apply.

Eligibility Waivers

The Arts Commission recognizes that some organizations or departments 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. If your organization has an approved waiver for the Arts Commission’s Operating Support Program you do not to resubmit for this program.

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

Limitations

Arts Learning 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 of Oregon;
- Activities that take place outside the grant’s defined activity dates; and
- 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 grant 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 filling out the nomination form at https://www.oregonartscommission.org/sites/default/files/publication_or_resource/resource_file/Grants_Panel_NominationForm.pdf

Review Criteria

The following review criteria will be used to evaluate applications (0 is the lowest score):

- **Project Quality and Responsiveness (0 to 40 points)**
 - Quality of opportunities to learn in and through the arts;
 - Responsiveness of the project to the learning needs of a specific population;
 - Selection process for determining which individuals will teach the arts and appropriateness of their skill sets to the project; and
 - Artistic excellence and artistic merit.

- **Project Support (0 to 30 points)**
 - Readiness of paid staff to assure project success;
 - Viability and development of recruitment plan to assure the specific populations defined are the primary participants in the project;
 - Commitment to preparation and support of teaching artists during the project; and
 - Clarity and relevance of project budget.

- **Project Impact (0 to 30 points)**
 - Articulation of what will change for learners as a result of the project; and
 - Viability of process to measure change.

(Click here to view the NEA's definition of artistic excellence and artistic merit:

<https://www.arts.gov/grants-organizations/art-works/application-review>)

Descriptive Rubric

Applicants are advised to use the descriptive qualities to craft an application. Panelists are advised to use the same descriptive qualities to assign a score for each application section.

Project Quality and Artistic Excellence (0 to 40 points)

<i>Review Criteria</i>	<i>Highly Competitive Applications</i>	<i>Competitive Applications</i>	<i>Non-Competitive Applications</i>
Quality of opportunities to learn in and through the arts	Learners have sequential opportunities to engage deeply in the arts throughout the funding period.	Learners have multiple opportunities to engage with the arts with moderate depth during a portion of the funding period.	Learners have limited, stand-alone or passive opportunities to experience the arts.
Responsiveness of the project to the articulated needs of a school or schools	Project design responds to a clearly articulated need and includes a formative process for gathering external input. Project is designed to adapt to changing school needs.	Project design responds to a need and includes opportunities for gathering external input. Project has some ability to adapt to changing school needs.	Project design lacks external input, makes assumptions about or is indifferent to needs of different schools. Project at risk of not succeeding if school needs change.
Selection process for determining which individuals will teach the arts	Skill sets of individuals who teach the arts are intentionally matched	Skill sets of individuals who will teach the arts are aligned with the	Skill sets of individuals who teach the arts are disconnected from the

<i>Review Criteria</i>	<i>Highly Competitive Applications</i>	<i>Competitive Applications</i>	<i>Non-Competitive Applications</i>
and appropriateness of their skill sets to the project	to the needs of the school(s) to be served.	needs of the school(s) to be served.	needs of the project or school(s) to be served.
Quality of interactions between artists and educators in support of the project	Artists and educators engage in meaningful interactions during the project, guiding implementation and enhancing experiences for learners.	Artists and educators work together to implement project, but may focus on separate areas of expertise rather than partnering to create a consistent co-learning environment.	Artists and educators interactions are focused primarily on logistics rather than co-learning.

Artistic Merit: Project Readiness (0 to 30 points)

<i>Review Criteria</i>	<i>Highly Competitive Applications</i>	<i>Competitive Applications</i>	<i>Non-Competitive Applications</i>
Readiness of applicant to assure project success: adequate staffing	Applicant has secured adequate capacity and expertise to excellently administer the project, likely due to qualified paid staff.	Applicant has capacity and knowledge to administer project, though staff may encounter competing priorities; contractors may provide some additional support.	Organization is inadequately prepared to implement the project or staff lacks the expertise to effectively implement.
Readiness of applicant to assure project success: financial preparation	Multiple secured contributions demonstrate local and regional commitment, including a balance of in-kind and cash.	Adequate resources in place to assure project implementation.	High amounts of unsecured contributions and/or heavy reliance on a single funding source.
Engagement level of school(s) with the project	School(s) are engaged well in advance of application submission, assuring full participation and contributing resources to project success.	Significant school commitment was secured in advance of application submission, but participation or contributions may be somewhat limited.	Project relies heavily on marketing to recruit school(s) and requires little to no engagement; school(s) are passive recipients of project.
Clarity and relevance of project budget	Budget is clear and accurate, with estimated costs in line with the scope of the project.	Budget has points of confusion, but mostly matches the scope of the project.	Budget is unclear, inaccurate or out of alignment with scope of the project.

Artistic Merit: Project Impact (0 to 30 points)

<i>Review Criteria</i>	<i>Highly Competitive Applications</i>	<i>Competitive Applications</i>	<i>Non-Competitive Applications</i>
Potential impact of project on priority schools, as defined in program guidelines	Project is focused exclusively on benefitting priority schools and designed to meet their needs.	Project will provide a reasonable benefit to priority schools, but may not be highly customized.	Project will provide little benefit beyond exposure to priority schools, neglects to account for their unique needs or serves other types of schools.
Articulation of what will change for learners as a result of the project	Meaningful change for learners is defined and can be measured during the funding period.	Some change is projected but may not be achievable during the funding period or lacks relevance to learners.	Change is unreasonable for project scope or not meaningful for learners.
Viability of process to measure change	Defined evaluation plan is in place to measure change.	Evaluation plan would benefit from further development, but is reasonably situated to measure change.	Emphasis is on program feedback rather than measuring change for learners; over-reliance on outputs (demographics, number of participants, contact hours etc.) rather than outcomes (change in achievement, skills or attitude of learners).

Application Materials

Application Questions

- **Mission Statement (max 800 characters):** Provide your organization's mission statement.
- **Project Description (max 300 characters):** One sentence project summary beginning with the words "To support..."
- **Project Quality and Responsiveness (up to 7,000 characters, 40 max points):**
 - Describe the project and the opportunities participants will have to learn in and through the arts (include the number of hours students will engage in arts learning)
 - Define the specific population(s) of learners this project has been designed to serve and how is it meeting their learning need (indicate schools engaged in the project and which priority categories they represent—Title 1, rural or high-poverty county);
 - Describe the training and experience of individuals who will work directly with learners and why they were selected for this project; and
 - Explain how artists and educators will interact during the project.
- **Project Support (up to 5,000 characters, 30 max points):**
 - List the staff persons responsible for supervising the project and how they are prepared to assure its success;
 - Describe the recruitment plan to assure the specific populations defined above are the primary participants in the project; and
 - Describe the plan for preparing and supporting individuals who are working directly with youth during the project.

- **Project Impact (up to 5,000 characters, 30 max points):**
 - Describe what will change for learners as a result of this project;
 - Describe how you will know if change has taken place; and
 - Describe the process for measurement.
- **Project Budget (Revenue and Expenses)**
- **Budget Narrative (up to 5,000 characters)**

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@biz.oregon.gov with questions. The guidelines are available online at <https://www.oregonartscommission.org/grants/>

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@biz.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 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

The contact for your panel category is:

Liora Sponko
Senior Program Manager/ Interim Arts Education Coordinator
971-345-1641
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. 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
- Location of project activity (list one for each location where project activities took place)
 - Venue address
 - City, State, Zip
 - # of days activities occurred
- 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@biz.oregon.gov or call (503) 986-0082.