



FY 2022 Operating Support Program

Application Deadline: 5:00 pm on Monday, March 29, 2021
Activity Period: July 1, 2021 – June 30, 2022
Award Amount (generally): \$3,000 - \$40,000

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

Applicants seeking Operating Support are required to submit an application every year, including a DataArts Funder Report culturaldata.org. See “[How Applications are Reviewed](#)” section for additional information.

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

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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 Operating Support Program is to contribute to the core operations of Oregon’s arts organizations with annual operating budgets greater than \$150,000. The most competitive applicants are arts organizations that offer ongoing, sustained, high-quality outreach programs and arts services or artistic programming in the community. Organizations with operating budgets below \$150,000 may be eligible for the Small Operating Support Program. Guidelines are available at <https://www.oregonartscommission.org/grants/small-operating-grants>.

Award Amounts

Awards generally range from \$3,000 to \$40,000. Awards support an organization's full range of arts programming and operations, within the Arts Commission's limitations. Awards are calculated annually through a formula that takes into account review panel

score, organization fiscal size, previous awards and available funds. Each year, the staff will re-calculate the formula and provide funding recommendations to the Commission. The Commission will review and act on the funding formula each year.

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 Federal Fiscal Year (October 1). 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 March 29, 2021 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.

Returning Applicants

All FY2022 returning applicants (those who received funding in FY2021) will complete an abbreviated application (Previously the abbreviated application was referred to as an interim application).

New Applicants

Organizations applying for Operating Support for the first time (or those who did not receive funding in FY2021) must complete a full application.

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;
 - Current DUNS number
 - 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.

- Operate within a mission that describes the arts as the primary purpose of the organization; arts programming must be the primary focus.
- Show at least \$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 capital development.
- Have been in existence as a 501(c)(3) for a minimum of two years as evidenced by an IRS determination letter.

Organizations using a fiscal sponsorship are not eligible to apply.

Eligibility Waivers

The Arts Commission recognizes that some arts organizations 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.

The Arts Commission also recognizes that there are regional differences which are variations in public access to, or in opportunities for, engagement in arts and cultural development in regions throughout the state. Nonprofit organizations that do not meet the eligibility and provide ongoing arts programming and services in regions without arts organizations may apply for a waiver.

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

Limitations

Operating Support Program funds may not be used for the following:

- Activities that take place outside the grant's defined activity dates.

How Applications are Reviewed

All organizations seeking Operating Support are required to submit an application every year. There are separate requirements for full and abbreviated applications. More information about when to submit full and abbreviated applications, as well as requirements for new applicants for Operating Support, is available in the "[Deadline](#)" section.

Staff presents funding recommendations to the Commission each year for review and action.

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 form at

https://www.oregonartscommission.org/sites/default/files/publication_or_resource/resource_file/Panelist%20Nomination%20Form.pdf

Organizations submitting a **full application** must certify that they meet all eligibility requirements and must address narrative questions and provide supporting materials. Full applications are reviewed by staff for eligibility and compliance. Staff may ask follow up clarification questions. Each eligible application is referred to a peer review panel. The panel evaluates each application based on the published criteria.

Organizations submitting an **abbreviated application** must certify that they meet all eligibility requirements and address narrative questions. Further they must submit a current board list and a current DataArts Funder Report. Abbreviated applications are reviewed by staff for eligibility and compliance. Staff may ask follow up clarification questions.

New Applicants Review Criteria

The following review criteria will be used to evaluate new applications, focusing on the applicant's work over the past 24 months (0 is the lowest score):

- **Artistic Excellence of Programming and/or Arts Services (0 to 40 points):**
 - Overall artistic vision and alignment of programming to the organization's mission;
 - Quality of artistic programming and services including participating artists work produced or presented and/or arts services provided; and
 - Quality of artistic leadership and how programming and services to promote and advance the mission

- **Organizational Capacity and Management (0 to 35 points):**
 - Qualifications and effectiveness of professional staff and board to support the organization's mission, programming and services;
 - Ability to plan and evaluate progress; and
 - Evidence of effective financial management and health, including maintaining appropriate budgets and the ability to address financial challenges.

- **Artistic Merit and Community Impact (0 to 25 points):**
 - Ability to reach specific audiences beyond primary audience, and ability to reach audiences that have been traditionally underserved;
 - Ability to reach the broader community;
 - Contributions to the broader community
 - Contributions to the arts environment; and
 - Quality of educational or outreach activities related to the organization's mission.

(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

Artistic Excellence of Programming and/or Arts Services (up to 40 points):

Review Criteria	Application Question	Highly Competitive 40 – 30 points	Competitive 29 – 16 points	Non-Competitive 15 – 0 points
Overall artistic vision and alignment of programming to the organization's mission	Summarize your organization's artistic programming in the past 24 months and how that programming advanced your mission.	Artistic programming and services strongly support, advance and are connected to the mission and goals of the organization.	Artistic programming and services adequately support, advance and are connected to the mission and goals of the organization.	Artistic programming and services provide little or no support, advancement or connection to the mission and goals of the organization.
Quality of artistic programming and services including participating artists work produced or presented and/or arts services provided	Include highlight information about artists involved, works produced or presented and/or arts services provided.	Artistic highlights are high quality as demonstrated by artists involved, programming and services.	Most artistic highlights are of quality as demonstrated by artists involved, programming and services.	Artistic highlights lack quality as demonstrated by artist involved, programming and services.
Quality of artistic leadership and how programming and services promote and advance the mission	Describe the qualifications and achievements of the artistic leadership, staff and artistic decision- making process that supports and advances the mission.	Artistic leadership develops programming and services that support and advance the mission to a high degree. The artistic decision- making process is well- developed.	Artistic leadership develops programming and services that support and advance the mission. The artistic decision- making process is developed.	Artistic leadership sometimes develops programming and services that support and advance the mission. The artistic decision- making process is unclear or not developed.

Organizational Capacity and Management (up to 35 points)

Review Criteria	Application Question	Highly Competitive 35 – 26 points	Competitive 25 – 14 points	Non-Competitive 13 – 0 points
Qualifications and effectiveness of professional staff and board to support the organization's mission, programming and services	Describe your organization's management structure including qualifications and effectiveness of key staff and board members.	Management structure is very effective. The qualifications and background of key staff and board members serve the organization well.	Management structure is effective. The qualifications and background of key staff and board members serve the organization.	Management structure and qualifications and background of key staff and board members are somewhat adequate.
Ability to plan and evaluate progress	Describe your organization's planning process and subsequent plan. Describe the evaluation process for the past 24 months and include any actions/adjustments taken based on evaluation.	The organization has a clear plan developed through an inclusive planning process. An effective evaluation process is in place and adjustments are made as needed.	The organization has a plan developed through a planning process. An evaluation process is in place and adjustments are made as needed.	The organization does not have a plan, or the plan is unclear and was developed with little outside input. An evaluation process is not adequate or is not in place.
Evidence of effective financial management and health, including maintaining appropriate budgets and the ability to address financial challenges	Describe your organization's financial management structure, including systems to address financial goals such as sustainability or growth. If your organization had financial challenges or	A strong financial management structure is established. Sustainability or growth plans are well-developed. Any financial challenges were addressed in a sound manner.	A financial management structure is established. Sustainability or growth plans are developed. Any financial challenges were adequately addressed.	A financial management structure is unclear or not established. Sustainability or growth plans are not clear and attainable or not developed. Any financial challenges were inadequately or not addressed.

Review Criteria	Application Question	Highly Competitive 35 – 26 points	Competitive 25 – 14 points	Non-Competitive 13 – 0 points
	weaknesses, describe how they were addressed.			

Artistic Merit and Community Impact (up to 25 points)

Review Criteria	Application Question	Highly Competitive 25 – 18 points	Competitive 17 – 10 points	Non-Competitive 9 – 0 points
Ability to reach specific audiences beyond primary audience, and ability to reach audiences that have been traditionally underserved	Describe what goals, if any, your organization has developed around diversity, equity and inclusion. Describe any policies or practices in place to incorporate an equity lens in your organization’s work. How do you track progress against these goals?	Diversity, equity and inclusion goals are clearly described, accomplishments have been made and progress is documented.	Diversity, equity and inclusion goals are adequately described and some accomplishments have been made but little progress is documented.	Diversity, equity and inclusion goals have not been developed. There are no plans to develop goals in the near future.

Review Criteria	Application Question	Highly Competitive 25 – 18 points	Competitive 17 – 10 points	Non-Competitive 9 – 0 points
Ability to reach the broader community	Describe efforts your organization undertakes to reach beyond your primary audience, including communities of color, culturally-specific communities, rural communities or any other traditionally underserved populations. How do you engage with these populations?	Efforts and success has been made in reaching beyond primary audience. Traditionally underserved populations have been reached and served in a meaningful way.	Efforts have been made to reach beyond primary audience with some success. Traditionally underserved populations have been reached and served.	Little to no effort has been made to reach beyond the primary audience or to reach traditionally underserved populations.
Contributions to the broader community	Describe your organization's efforts to reach the broader community and/or specifically targeted audiences with programs and services (include efforts to increase accessibility).	The broader community is well-served. The organization is well- represented in many aspects of community engagement.	The broader community is served. The organization is represented in some aspects of community engagement.	Project lacks external input to inform design and is indifferent to specific needs.
Contributions to the arts environment	Describe your organization's contribution to	Significant contributions to the arts have	Moderate contributions to the arts have	Little to no contributions to the arts have

Review Criteria	Application Question	Highly Competitive 25 – 18 points	Competitive 17 – 10 points	Non-Competitive 9 – 0 points
	the arts and summarize how those programs, activities and services have impacted your community over the past 24 months.	been accomplished. The organization is regarded by the community as a strong resource for arts programming and services.	been accomplished. The organization is regarded by the community as a resource for arts programming and services.	been made. The organization is sometimes regarded by the community as a resource for arts programming and services.
Quality of educational or outreach activities related to the organization's mission	Summarize the quality and effectiveness of educational and/or outreach activities your organization has provided over the past 24 months.	Effective high-quality educational and outreach activities have been provided.	Educational and outreach activities have been provided.	Little to no educational and outreach activities have been provided.

Application Materials

Questions marked with an asterisk will not be used for scoring and determination of award amounts. See "[Deadline](#)" section for more details about when to complete a full or abbreviated application.

Abbreviated Application Questions

- **DEI Goals Question:** What work, if any, has your organization done to advance your Diversity, Equity and Inclusion goals and how does that work align with and support the community you serve? **(2,500 characters)***
- **Summary of Activities Question:** Provide a brief summary of your proposed activities during the grant award period from July 1, 2021-June 30, 2022. **(2,500 characters)***

Full Application Questions

- **DEI Goals Question:** What work, if any, has your organization done to advance your Diversity, Equity and Inclusion goals and how does that work align with and support the community you serve? **(2,500 characters)***

- **Summary of Activities Question:** Provide a brief summary of your proposed activities during the grant award period from July 1, 2021-June 30, 2022. **(2,500 characters)***
- **Mission Statement (max 800 characters):** Provide your organization's mission statement.
- **Artistic Excellence of Programming and/or Arts Services (max 5,000 characters):**
 - Describe how your organization defines quality in your programs and/or services in relation to your mission;
 - Summarize your organization's artistic programming in the past 24 months and how that programming advanced your mission; Include information about artists involved, works produced or presented and/or arts services provided (Programming includes artistic products, process and/or services); and
 - Describe the qualifications and achievements of the artistic leadership and staff and how they supported and advanced the mission
- **Organizational Capacity and Management (max 5,000 characters):**
 - Describe your organization's management structure including qualifications and effectiveness of key staff and board;
 - Describe your organization's planning process and how progress was evaluated over the past 24 months (include any actions taken based on evaluation);
 - Describe your organization's financial management structure including systems to address financial goals such as sustainability or growth. If your organization had financial challenges or weaknesses, describe how they were addressed; and
 - Provide any context you would like the review panel to consider when reviewing the DataArts Funder Report. Applicants are required to explain any significant operational deficit (more than 10% in a fiscal year) or accumulated debt (more than 10% of total annual income).
- **Artistic Merit and Community Impact (max 5,000 characters):**
 - Describe the community your organization serves. Include information about audience, memberships or customers;
 - Describe what goals, if any, your organization has developed around diversity, equity and inclusion. Describe any policies or practices in place to incorporate an equity lens into your organization's work. How do you track progress against these goals?
 - Describe efforts your organization undertakes to reach beyond your audience to traditionally underserved populations. How do you engage with these populations?
 - Describe your organization's efforts to reach the broader community and/or specifically targeted audiences with programs and services (include efforts to increase accessibility);

- Describe your organization's contribution to the arts and summarize how those programs, activities and services have impacted your community over the past 24 months; and
- Summarize the quality and effectiveness of educational and/or outreach activities your organization provided over the past 24 months.

Support Material

Full Applications

- **Support Material Description:** 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. If you reference a strategic plan in your narrative, we recommend including a URL.
- **Work Samples:** Images, video, audio or publicity materials produced within the last 24 months. Limit work samples to no more than 10 images, five minutes of video/audio and 10 pages of text. Audio files may be uploaded directly. For videos, include a link to a publicly accessible site such as YouTube or Vimeo in the Work Sample Description PDF.
- **DataArts Funder Report:** Enter information for your organization's most recently completed fiscal year into a DataArts Cultural Data Profile (culturaldata.org) in order to generate a Funder Report. Save your Funder Report as a PDF and submit it with your application. For assistance, contact the DataArts Support Center at 877-707-DATA (877-707-3282) or email help@culturaldata.org. Applicants applying under an Eligibility Waiver must complete the DataArts Profile for their organization independent of their parent organization. See "[Eligibility Waiver](#)" section for more information.

Abbreviated Applications

- **DataArts Funder Report:** Enter information for your organization's most recently completed fiscal year into a DataArts Cultural Data Profile in order to generate a Funder Report. Save your Funder Report as a PDF and submit it with your application. For assistance, contact the DataArts Support Center at 877-707-DATA (877-707-3282) or email help@culturaldata.org.

When reviewing applications panelists will use the Operating Support Rubric as a guide. This helps the panelists review each applicant's individual circumstances and ability given the size and scope of the organization.

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

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@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@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 following is the contact for your panel category.

Arts Services, New, Music: Symphonic/Chamber, Visual Arts

Liora Sponko

971-345-1641

liora.sponko@oregon.gov

Dance, Film/Media, Interdisciplinary, Literary, Music: Vocal/Other, Theatre, Youth Focused

Deb Vaughn

503-602-2020

deborah.vaughn@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 December 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
- 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@oregon.gov or call (503) 986-0082.