



# FY2023 Operating Support Grant Program

Application Deadline: 5:00 pm on March 28, 2022  
Activity Period: July 1, 2022 – June 30, 2023  
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 a full or abbreviated application every year, including a DataArts Funder Report [culturaldata.org](http://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 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 Operating Support Program

## Purpose

The purpose of the Operating Support Program is to contribute to the core operations of Oregon's arts organizations with average 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. Award amounts 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 5:00 p.m. on Monday, March 28, 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.

## Application Cycle

The Operating Support Grant Program is now on a three-year application cycle. Applicants who received funding in this grant program in FY2022 are considered Returning Applicants. Returning Applicants will complete a full or abbreviated application based their organization's discipline as outlined below:

<b>Panel Discipline</b>	<b>FY2023 (Current Cycle)</b>	<b>FY2024</b>	<b>FY2025</b>
New Applicants	Full	Full	Full
Youth Focused	Full	Abbreviated	Abbreviated
Music (Symphonic/ Chamber)	Full	Abbreviated	Abbreviated
Music (Vocal/Other)	Full	Abbreviated	Abbreviated
Dance	Abbreviated	Full	Abbreviated
Visual Arts	Abbreviated	Full	Abbreviated
Film/Media/ Literary/ Multidisciplinary	Abbreviated	Full	Abbreviated
Arts Services	Abbreviated	Abbreviated	Full
Theater	Abbreviated	Abbreviated	Full

## **New Applicants**

Organizations applying for the Operating Support Grant Program for the first time (or those who did not receive funding in FY2022) must complete a full application. This includes organizations who received the Small Operating Grant in FY2022 and are now eligible for the Operating Support Grant. Please contact Liora Sponko, Senior Program Manager, prior to applying to confirm eligibility.

## **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 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.
- 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 capitol 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 sponsor are not eligible to apply.

## **Eligibility Waivers**

The Arts Commission recognizes that some arts organizations are housed in a larger nonprofit and 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 "[Application Cycle](#)" section.

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

Organizations submitting a **new or full application** must certify that they meet all eligibility requirements and must address narrative questions and provide supporting materials, including the DataArts Funder report. 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.

**New and full applications** are reviewed by review panels. Membership on review panels changes every cycle, so applicants should not assume that panelists have any prior knowledge of their. Applicants who would like to nominate a panelist for consideration to review applications may do so by filling out [the Panelist Nomination form](#).

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

### New and Full Applicants Review Criteria

The following review criteria will be used to evaluate new and full applications, focusing on the applicant's work over the past 24 months (0 is the lowest score). The application questions directly align with these criteria:

- **Artistic Excellence and Artistic Merit (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;
  - Quality of artistic leadership and staff; and
  - Engaging artists and artistic leadership from historically and currently underserved communities.

- **Organizational Capacity (0 to 35 points):**
  - Qualifications and effectiveness of professional staff and board to support the organization's mission, goals, programming and services;
  - Ability to plan and evaluate progress;
  - Evidence of inclusive goals, policies and/or practices to provide access to the arts; and
  - Evidence of effective financial management and health, including maintaining appropriate budgets and the ability to address financial challenges.
  
- **Community Impact (0 to 25 points):**
  - Ability to reach and impact the broader community;
  - Ability to reach historically and currently underserved communities; and
  - Quality of educational or outreach activities related to the organization's mission.

### Definition of Historically and Currently Underserved Communities

As outlined in [State of Oregon Equity Framework in COVID-19 Response and Recovery](#), the definition of historically and currently underserved communities consist of Oregonians who are: Native Americans, members of Oregon's nine federally recognized Tribes, American Indians, Alaska Natives; Black, Africans, African Americans; Latino/a, Hispanic; Asian, Pacific Islanders; Immigrants, refugees, asylum seekers; Undocumented, DREAMers; Linguistically diverse; People with disabilities; LGBTQ+; Aging/older adults; Economically disadvantaged; Farmworkers, migrant workers; Living in rural parts of the state.

### Descriptive Rubric

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.

#### Artistic Excellence and Artistic Merit (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	Summarize your organization's artistic programming in the past 24 months and how that	Artistic programming and services strongly support, advance and	Artistic programming and services adequately support, advance and are	Artistic programming and services provide little or no support, advancement or

Review Criteria	Application Question	Highly Competitive 40 – 30 points	Competitive 29 – 16 points	Non-Competitive 15 – 0 points
organization's mission.	programming advanced your mission.	are connected to the mission and goals of the organization.	connected to the mission and goals of the organization.	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 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. The artistic decision-making process is well-developed.	Most artistic highlights are of quality as demonstrated by artists involved, programming and services. The artistic decision-making process is developed.	Artistic highlights lack quality as demonstrated by artist involved, programming and services. The artistic decision-making process is unclear or not developed.
Quality of artistic leadership and staff.	Describe the qualifications and achievements of the artistic leadership and staff mission.	Demonstrates high-quality artistic leadership and staff.	Somewhat demonstrates quality of artistic leadership and staff.	Does not demonstrate quality of artistic leadership and staff.
Engaging artists and artistic leadership from historically and currently underserved communities.	Describe efforts to engage artists and artistic leadership from historically and currently underserved communities.	Successfully engaging artists and artistic leadership from historically and currently underserved communities.	Making efforts to engage artists and artistic leadership from historically and currently underserved communities.	Little efforts to engage artists and artistic leadership from historically and currently underserved communities.

**Organizational Capacity (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 leadership 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 how progress was evaluated over the past 24 months. Include any actions 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 inclusive goals, policies, and/or practices to provide access to the arts.	Describe your organization's diversity, equity and inclusion goals, policies and/or practices.	Diversity, equity and inclusion goals, policies and/or practices are clearly described and accomplishments have been made.	Diversity, equity and inclusion goals, policies and/or practices are adequately described and some accomplishments have been made.	Diversity, equity and inclusion goals, policies and/or practices have not been developed. There are no plans to develop goals in the near future.
Evidence of effective financial management and health,	Describe your organization's systems to address financial sustainability or	A strong financial management structure is established.	A financial management structure is established. Sustainability or	A financial management structure is unclear or not established.

Review Criteria	Application Question	Highly Competitive 35 – 26 points	Competitive 25 – 14 points	Non-Competitive 13 – 0 points
including maintaining appropriate budgets and the ability to address financial challenges.	growth. If your organization had financial challenges or weaknesses, describe how they were addressed.	Sustainability or growth plans are well- developed. Any financial challenges were addressed in a sound manner.	growth plans are developed. Any financial challenges were adequately addressed.	Sustainability or growth plans are not clear and attainable or not developed. Any financial challenges were inadequately or not addressed.

**Community Impact (up to 25 points)**

Review Criteria	Application Question	Highly Competitive 25 – 18 points	Competitive 17 – 10 points	Non-Competitive 9 – 0 points
Contributions and impact to the broader community.	Describe the communities your organization serves. Include information about audiences, members, patrons, artists, students, community members, or other stakeholders.  How have your programs, activities and services impacted your community over the past 24 months?	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.

Review Criteria	Application Question	Highly Competitive 25 – 18 points	Competitive 17 – 10 points	Non-Competitive 9 – 0 points
Ability to reach historically and currently underserved communities.	Describe efforts your organization undertakes to engage historically and currently underserved communities. Describe how your work has impacted these communities.	Efforts and success have been made in reaching beyond primary audience. Historically and currently underserved communities have been reached and served in a meaningful way.	Efforts have been made to reach beyond primary audience with some success. Historically and currently underserved communities have been reached and served.	Little to no effort has been made to reach beyond the primary audience including historically and currently underserved communities.
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

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

### Abbreviated Application Questions

- **Mission Statement (max 800 characters)\*:** Provide your organization's mission statement.
- **Summary of Activities Question (2,500 characters)\*:** Provide a brief summary of your planned activities during the grant award period from July 1, 2022 to June 30, 2023.

## Full Application Questions

- **Mission Statement (max 800 characters):** Provide your organization's mission statement.
- **Summary of Activities (max 2,500 characters):** Provide a brief summary of your planned activities during the grant award period from July 1, 2022 to June 30, 2023.

Operating Support applicants on an Abbreviated Application Cycle do not need to respond to the following questions.

- **Artistic Excellence and Artistic Merit (max 5,000 characters):**
  - 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;
  - Describe the qualifications and achievements of the artistic leadership and staff; and
  - Describe efforts to engage artists and artistic leadership from historically and currently underserved communities.
- **Organizational Capacity (max 5,000 characters):**
  - Describe your organization's leadership 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 diversity, equity and inclusion goals, policies and/or practices;
  - Describe your organization's systems to address financial 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).
- **Community Impact (max 5,000 characters):**
  - Describe the communities your organization serves – include information about audiences, members, patrons, artists, students, community members or other stakeholders;
  - Describe how your programs, activities and services have impacted your community over the past 24 months;

- Describe efforts your organization undertakes to engage historically and currently underserved communities – describe how your work has impacted these communities.; and
- Summarize the quality and effectiveness of educational and/or outreach activities your organization provided over the past 24 months.

## Support Material

### New and Full Applications

- Support Material: This can include your organization's Strategic Plan; Diversity, Equity and Inclusion Plan; Annual Report or any other relevant materials that may be helpful to the panel.
- 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](http://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](mailto: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](mailto:help@culturaldata.org).

## 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](mailto: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](mailto: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](mailto: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](http://www.SAM.gov).

## Contact Information

Liora Sponko

Senior Program Manager

[liora.sponko@biz.oregon.gov](mailto:liora.sponko@biz.oregon.gov)

971-345-1641

## 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](mailto:arts.grants@oregon.gov) or call (503) 986-0082.