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## Request for Proposals (RFP)

### Small Arts & Culture Grants Program

**Due Date for Applications: September 1, 2018 (online)**

Online application available on OCF's website July 15, 2018

Notification of awards/declines by November 1, 2018

#### Overview

Recent research revealed that of the 1,884 registered arts and culture nonprofit organizations in Oregon, 61% have budgets under \$100,000. Although these organizations are central to the vitality of Oregon's communities, they are often not eligible or competitive for traditional grant programs from many foundations. In response to this need, the Oregon Community Foundation (OCF) announces the 4<sup>th</sup> year of the Small Arts & Culture Grant Program. Through this five-year program (2014-2018), OCF will invest \$300,000 annually to support small community-driven arts and culture organizations.

One-year grants of \$1,000 to \$5,000 will be available to arts and culture organizations with operating budgets under \$100,000. **For 2018, grants will continue to be focused on operating support.** Funds are being allocated to each of Oregon's eight regions based on the number of arts organizations and population (see page 3 of this RFP for more information on regional allocations).

#### Eligibility

The purpose of the 2018 Small Arts and Culture Grant Cycle is to make funds available to very small organizations for operating expenses. In order to be eligible organizations must:

- Be incorporated with a mission identifying arts and/or culture as a priority reason for the organization's existence
- Be a certified 501(c)3 tax exempt organization in good standing with the IRS
- Be headquartered in Oregon
- Document that the cash expenses of the organization during the most recently completed fiscal year were less than \$100,000
- Submit a complete grant application online through OCF's website
- Be prepared to use the awarded funds completely within one year of receipt
- Submit only one application per year for no less than \$1,000 and no more than \$5,000

#### ***Use of Fiscal Sponsors and Re-granting***

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

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

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

### **Definitions**

For the purpose of this project, eligible organizations are being defined as follows:

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

### **Scope of Proposals Sought**

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The intent of the Small Arts & Culture Grants Program is to support a wide range of cultural and artistic organizations that enrich the lives of Oregonians and Oregon communities. In an effort to be responsive to what was learned in the first three years of this program, the 2018 cycle will continue to focus only on general operating support. Operating support grants are intended to support the core, ongoing operations and programs of an organization. This includes, but is not limited to: staffing, administration, outreach, marketing, and/or programming expenses.

### **Ineligible Expenses/Activities**

- Lobbying to influence legislation
- Religious activities
- Academic scholarships
- Purchases or activities that occur prior to grant decisions
- Debt reduction
- Endowment funding
- Exclusionary practices or messages

### **Regional Distribution of Grants**

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

Funding allocations are approximated using an equation that balances the population and number of eligible organizations in each region. The amounts allocated for each region are as follows:

Region	Counties in Region	% of State Population	# of Eligible Small Arts & Culture Orgs.*	Available Grant Funding
<b>Central</b>	Wasco, Sherman, Jefferson, Wheeler, Deschutes, Crook	6%	60	\$ 16,500
<b>Eastern</b>	Gilliam, Morrow, Umatilla, Union, Wallowa, Grant, Baker, Harney, Malheur	5%	74	\$ 20,000
<b>Metro</b>	Washington, Multnomah, Hood River, Clackamas	44%	470	\$120,000
<b>North Coast</b>	Columbia, Clatsop, Tillamook, Lincoln	4%	86	\$ 21,500
<b>Northern Willamette Valley</b>	Yamhill, Polk, Marion	13%	114	\$ 31,000
<b>South Coast</b>	Coos, Curry	2%	48	\$ 12,000
<b>Southern</b>	Josephine, Jackson, Klamath, Lake	9%	106	\$ 28,000
<b>Southern Willamette Valley</b>	Benton, Linn, Lane, Douglas	17%	191	\$ 51,000
<b>Total</b>		<b>100%</b>	<b>1149*</b>	<b>\$ 300,000</b>

\*Based on a study conducted by OCF in 2014 with data provided by the Department of Justice, Oregon Cultural Trust, and the OCF database of previous applicants.

### **Application Procedures**

**Proposals must be submitted online by 11:59 pm (PST) on September 1, 2018 (Saturday).**

Only proposals completed on OCF's online grant system will be accepted. **Late or incomplete applications cannot be considered.** The online grant application will be available by July 15<sup>th</sup>.

#### **Step 1: Register and sign in**

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

#### **Step 2: Fill out the online application**

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

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

- 1) Tell us about your organization. *What is your mission and track record? Highlight two or three key facts and accomplishments that best define your organization. (Character limit: 750 with spaces)*
- 2) Who will benefit from the activities for which you are seeking a grant? *Describe this group; for example, ethnicity, geography, income, education, age, gender, or any other defining characteristic. (Character limit: 750 with spaces)*
- 3) Please describe how you would use OCF funding. *What are the specific activities to be supported? What are your goals for the grant-funded year? Also, if OCF or other funders cannot provide all of the support requested, what is your plan? (Character limit: 1,600 with spaces)*
- 4) Who is involved in your work? *Briefly describe organization's leaders and the role they play in programming. How is the community engaged in your work? (Character limit: 750 with spaces)*

**Step 3: Attachments**

In order to complete your application you will need to upload the following documents. These documents must be submitted along with the narrative questions by September 1<sup>st</sup>. Incomplete applications will not be accepted. Required attachments include:

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

**Step 4: Submit your Application by 11:59pm on September 1, 2018.**

Be sure to press the "submit" button to formally submit your completed application. Incomplete applications will not be accepted. No exceptions. You will receive an e-mail confirmation that your application was successfully submitted within 24 hours of submission.

**Additional Information**

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Questions may be submitted to OCF via email to [smallartsculture@oregoncf.org](mailto:smallartsculture@oregoncf.org). We will respond by email or phone as appropriate.