



GRANT GUIDELINES 2012-2013

Submission Deadline:
March 30, 2012

Must be received by 5:00 pm

Submit to:

Hillsboro Arts & Culture Council
527 East Main Street
Hillsboro, OR 97123

Questions to:

Maggie Chapin
Cultural Arts Program Supervisor
503.615.3497
maggiec@ci.hillsboro.or.us

COMMUNITY ARTS AND CULTURE GRANT GUIDELINES

Fiscal Year 2012-2013

The Community Arts and Culture Grant offers financial support for organizations that provide arts and culture experiences to the greater Hillsboro community. The goals of this grant are supported by the Hillsboro 2020 Vision and Action Plan and the Hillsboro Arts and Culture Council Strategic and Community Plan. Both plans can be downloaded from the HACC website, www.hillsboroarts.org. The goals of the HACC Community Arts and Culture Grant Program are to raise awareness and expand or support existing arts and culture programming that serves Hillsboro residents, foster collaboration between community members, and provide access to arts and culture experiences for those who are underserved.

WHAT WE FUND

Examples of fundable goals include, but are not limited to:

Technical Assistance/Capacity Building Goals

- Professional development and organizational capacity initiatives such as: working with arts and culture professionals to develop an organizational business plan, funding strategies, marketing plans or other capacity building initiatives
- Technology advancement such as: website development, systems development for ticketing, graphic design or other organizational needs
- Enhance marketing and communications to residents and visitors through consistent and professional promotions
- Partnerships that support economic and community development efforts

Community Program Goals

- Strong community outreach component such as: performances, exhibitions, screenings, readings or festivals
- Program improvements that increase access to the arts and culture for underserved populations
- Enhance local arts and culture community by offering workshops, lectures, demonstrations, master classes or panel discussions
- Musical performance expansion such as: cultural festivals or celebrations
- Youth programming, including out-of-school opportunities
- Displayed art tours in coordination with local businesses, public institutions, galleries, private collections and artists

WHAT WE DON'T FUND

Funding restrictions are as follows:

- Organizations that do not serve the greater Hillsboro community
- Capital expenditures or building improvements (i.e. construction or renovation of facilities, lighting or sound systems, computers, or furniture)
- Individual artists, unless sponsored by an arts and culture organization
- Staff wages

- Academic tuition
- Debt retirement or operational deficit
- Food or beverages
- Travel expenses
- Lobbying expenses

OTHER RESTRICTIONS

- An organization may submit only one grant application and receive only one grant award per fiscal year.
- Previously funded organizations should be current on all HACC grant agreements and submit Final Report forms for all completed HACC grants (any history of non-compliance may affect grant awards).
- For funded projects that are still in progress, the organization is required to submit a Progress Report form.
- Number of grants and award amounts is dependent upon available HACC funds.
- HACC reserves the right to adjust funding amounts as it deems necessary.

FUNDING LEVELS

Level 1: \$0 - \$1500

Grant Eligibility Criteria

IRS 501(c)(3) status is not required.

To be considered for a Level 1 grant, an organization must:

- Exist as an arts or culture organization with a non-profit business model or as an educational institution **or** social service group with an arts and culture component or partner
- Apply for a grant that specifically addresses the goal(s) defined within this document
- Provide a Tax Identification Number (TIN)
- Offer events or activities in Hillsboro or have a primary responsibility to serve the residents of Hillsboro
- Provide a budget summary for the proposed activity
- Provide a roster of board members

Level 2: \$0 - \$3000

Grant Eligibility Criteria

IRS 501(c)(3) status is required.

To be considered for a Level 2 grant, an organization must:

- Comply with Level 1 eligibility criteria
- Have IRS 501(c)(3) status. A letter verifying status may be requested.

GRANT CYCLE

Funded activities must take place between **July 1, 2012** and **June 30, 2013**. No extensions will be given. If the grant cannot be completed in this timeframe, the applicant will be required to relinquish unexpended funds. Grant recipients must notify HACC, in writing, of any changes related to funded activity.

GRANT PROCESS

- Applications may be picked up at the Walters Cultural Arts Center (527 East Main Street, Hillsboro, OR 97123) or downloaded from the HACC website at www.hillsboroarts.org.
- Applications must be received by **5 pm** on Friday, **March 30, 2012**.
- Completed applications may be dropped off or mailed to the Walters Cultural Arts Center (527 East Main Street, Hillsboro, OR 97123).
- HACC does not accept applications via fax or email.
- Late applications will not be accepted.
- We encourage applicants to consult with HACC staff regarding eligibility and review criteria no less than three weeks prior to the grant deadline.
- Applicant must provide seven (7) copies of the completed grant application.
- Applications should be submitted on letter-sized paper (8½ x 11 inches) using Times New Roman 12-point font.
- Applications should be bound only by staples or paperclips. Applicants who submit proposals bound in some other fashion (such as spiral-bound or in a binder or folder) may be asked to resubmit their application. Application packets may be enclosed in large manila envelopes.
- Submission of supporting materials is strongly encouraged. See the section below called "Supporting Materials" for details about submitting these materials.
- Applicants will be notified of funding status by mail.

SUPPORTING MATERIALS

The success of your application is enhanced by high quality supporting materials such as: posters, postcards, music or video recordings, photographs or supporting letters. Please remember to label each piece submitted. Supporting materials do not count towards the maximum page limit for grant application questions.

Though applicants are not required to submit copies for each member of the grant panel, doing so will guarantee that all panelists have the opportunity to view these supplemental materials. To guarantee that all grant panelists view your supplemental materials, please submit seven (7) copies of each supplemental piece. Single copies of supporting materials will be viewed by the full panel when the grant panel meets to discuss the grant applications.

Applicants may request that supporting materials be returned to them after the application process is complete. One copy of the supporting materials may be kept for archival purposes. Applicants wishing for supporting materials to be returned should include a self-addressed, stamped envelope with proper postage, or make arrangements with HACC staff to pick up those materials by emailing hacc@ci.hillsboro.or.us.

STATEMENT OF NON-DISCRIMINATION

It is the policy of the Hillsboro Arts and Culture Council to provide resources to every member of Hillsboro without regard to race, religion, color, sex, marital status, familial status, domestic partnership, national origin, age, mental or physical disability, sexual orientation, gender identity and source of income.

TAX IDENTIFICATION NUMBER

The Taxpayer Identification Number (TIN) is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. It is issued by either the Social Security Administration (SSA) or by the IRS. The HACC requires a valid TIN in order to ensure that awards are granted to the appropriate organization.

ACKNOWLEDGEMENT OF FUNDING

Community Arts and Culture Grant recipients are **required** to acknowledge the support of the Hillsboro Arts & Culture Council in marketing materials related to funded activities. Recipients will include the HACC logo on flyers, brochures, programs, and advertisements, as well as on the organization's website. Recipients will also acknowledge the HACC in press materials related to the funded activities. Both color and black and white versions of the logo can be downloaded from www.hillsboroarts.org.

Recipients are requested to mail copies of printed materials, photos, press releases and coverage or other materials related to the project or activity to:

Hillsboro Arts and Culture Council
Community Arts and Culture Grant
527 East Main Street; Hillsboro, OR 97123

REPORTING REQUIREMENTS

Grant recipients are **required** to submit a Community Arts and Culture Grant Final Report within thirty (30) days of the close of the granting period. Recipients are also required to notify the HACC in writing of any changes that occur during the execution of the granted project. If the funded project is not completed by the close of the granting period, recipients should notify the HACC and submit a Progress Report. Compliance with final reporting requirements is considered when the applicant's future grant applications are reviewed. Failure to complete the funded project within the granting period could also affect an applicant's future grant applications.

Applicants that were funded in the previous fiscal year are required to submit either a Progress Report form or Final Report form (whichever applies to the funded project) with their new grant application.

Both the Progress Report form and the Final Report form are available on the HACC website, www.hillsboroarts.org.

COMMUNITY ARTS AND CULTURE GRANT REVIEW CRITERIA

Fiscal Year 2012-2013

Proposal Merit (50 points maximum)

- Ability of proposal to meet one or more of the goals stated in this document
- Demonstrates the applicant's ability to complete the proposed activity
- Cost effective budget with a reasonable grant amount requested
- Clearly written and complete proposal

Community Impact (30 points maximum)

- The organization's proposal will enhance its capacity
- The proposal supports the mission of the organization
- Proposed activity will reach the constituency for which it is intended
- Proposal will create or strengthen collaborations among disparate organizations

Promotion (15 points maximum)

- Has a reasonable and appropriate marketing plan to promote awareness of the funded activity.
- If the proposal pertains to the production of marketing materials, does the proposal have a reasonable and appropriate plan for distribution of marketing materials.

Evaluation (5 points maximum)

- Clearly articulated evaluation plan

COMMUNITY ARTS AND CULTURE GRANT FINAL CHECKLIST

Fiscal Year 2012-2013

Did you remember to:

- Signed cover sheet
- Budget form
- Narrative that answers the Grant Application Questions
- Supporting materials
- Board member roster
- Seven (7) copies of the completed application

GRANT WRITING RESOURCES

HACC Grant Writing Workshops:

Grant Writing for Success: Getting Started

with Gigi Rosenberg

February 8, 2012, 4:00 to 6:00 pm

Walters Cultural Arts Center, \$25.00

Space is limited so pre-registration is recommended. Call 503.615.3485 to register.

Grant Writing for Success: Taking the Next Step

with Gigi Rosenberg

March 8, 2012, 4:00 to 6:00 pm

Walters Cultural Arts Center, \$25.00

Space is limited so pre-registration is recommended. Call 503.615.3485 to register.

Other Resources:

Regional Arts and Culture Council

411 NW Park Ave, Suite 101

Portland, OR 97209

<http://www.racc.org/grants>

Oregon Art Commission

775 Summer Street NE, Suite 200

Salem, Oregon 97301

(503) 986-0082 Voice

(800) 735-2900 TDD

<http://www.oregonartscommission.org/grants>

The Foundation Center

<http://foundationcenter.org/>