

Community Arts & Culture Grant Program



2024-2025

Core Support Grant Guidelines

Submission Deadline: February 26, 2024

Must be received by 5 pm

Submit to:

Hillsboro Arts & Culture Council
527 East Main Street
Hillsboro, OR 97123
or by email to,
Lorena.Ortiz@hillsboro-oregon.gov

Questions to:

Lorena Ortiz
Grants, Rentals, and Administration Specialist
503.615.3485
Lorena.Ortiz@hillsboro-oregon.gov

COMMUNITY ARTS AND CULTURE CORE SUPPORT GRANT GUIDELINES

Fiscal Year 2024-25

The Community Arts and Culture Grants offer financial support for arts and culture focused non-profit organizations that provide arts and culture experiences to the greater Hillsboro community.

COMMUNITY ARTS AND CULTURE GRANT GOALS

- **Raise awareness and expand or support existing arts and cultural programming that serves Hillsboro residents**
- **Foster collaboration between community members**
- **Provide access to arts and cultural experiences for those who are underserved, including those underserved due to age, gender, race, ethnicity, sexual identity, health status, income, lack of transportation, geographic area, or other reasons to be defined in your application.**

CORE SUPPORT GRANTS

Core Support Grants support the core operations of small to mid-sized arts and cultural not-for-profits based in Hillsboro. They are intended to support the core mission of Hillsboro arts and cultural organizations with an annual operating budget of less than \$250,000.

Note: Core Support Grants are funded up to \$10,000 depending on eligibility. Grant requests should be no more than 10% of the applicant's prior year revenue, and up to \$10,000 regardless of the budget size of the applicant. *For example, an organization with a prior year's revenue of \$40,000 may apply for up to \$4,000 (10% of their prior year's revenue.) An organization with a prior year's revenue of \$200,000 may apply for up to \$10,000.* The Hillsboro Arts and Culture Council (HACC) has finite resources and not all eligible applicants will receive funding. Additionally, applications may be partially funded.

Grant Eligibility Criteria

To be considered for a Core Support grant, an organization must:

- Exist as an arts or culture non-profit organization based in Hillsboro.
- Provide a Tax Identification Number (TIN).
- Offer events or activities in Hillsboro.
- Provide an annual operating budget of less than \$250,000.
- Provide the most recent strategic plan or organizational plan.

- Provide a roster of Board Members, and a brief statement of how Board Members are selected to support your organization.
- Have IRS 501(c)(3) status. A letter verifying the status may be requested.

Note: Organizations may apply for a Project Grant, a Core Support Grant, a Venue Grant or all three grants.

WHAT WE DON'T FUND

Funding restrictions are as follows:

- Hillsboro Arts & Culture Organizations that do not serve the greater Hillsboro community.
- Permanent Building improvements (including, but not limited to- construction or renovation of facilities, lighting or sound systems, hanging systems, or security systems).
- Academic tuition.
- Debt retirement or operational deficit.
- Food or beverages.
- Travel expenses (including gas or mileage reimbursements).
- Lobbying expenses.
- Dues for memberships to professional or artistic organizations.
- Organizations that do not have Arts & Culture at the center of their mission.

OTHER RESTRICTIONS

- 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.
- The number of grants and amount awarded annually is dependent upon available Hillsboro Arts and Culture Council grant funds.

APPLICATION WORKSHOP - REVIEW AND REVISION OPPORTUNITY

A Core Operating Support Grant workshop will be held at the Hillsboro Cultural Arts Network Meeting on January 17. For more information about attending contact Melissa Moore at 503-615-3497 or Melissa.Moore@hillsboro-oregon.gov. Applications submitted by the Review and Revise deadline are eligible to be reviewed by staff and organizations will be notified of any causes for disqualification. **The Review and Revise deadline for the 2024-25 grant cycle is 5 pm, Friday, February 2, 2024**

GRANT CYCLE

Funds must be expended between **June 1, 2024**, and **May 30, 2025**. If the grant cannot be expended in this timeframe, we have the right to require repayment of granted funds. **Grant recipients must notify Cultural Arts staff, in writing, of any changes related to the funded organization's status.**

APPLICATION PROCESS

- Paper applications may be picked up at the Walters Cultural Arts Center (527 East Main Street, Hillsboro, OR 97123) or downloaded from the City of Hillsboro Cultural Arts website at www.Hillsboro-Oregon.gov/ArtsGrants.
- Applications must be submitted by email to our grants specialist, Lorena Ortiz at Lorena.Ortiz@Hillsboro-Oregon.gov or received at the Walters Cultural Arts Center (527 East Main Street, Hillsboro, OR 97123) by **5 pm on Monday, February 26, 2024**.
- Late applications received after 5 pm on Monday, February 26, 2024, are disqualified and **will not** be considered.
- We encourage applicants to consult with Cultural Arts staff regarding eligibility.
- Applicants will be notified of funding status by May 1, 2024.

APPLICATION PACKET

Your Community Arts and Culture Grant application packet must include:

- A completed and signed Cover Sheet (provided in the application form.)
- A completed Budget Form.
- Narrative answers to the Grant Application questions that do not exceed three (3) typed, single-spaced pages in Times New Roman 12-point font.
- A copy of your most recent Strategic or Organizational Plan.
- A roster of Board Members and a brief statement of how Board Members are selected to support your organization.
- Paper applications should be bound only by paperclips or enclosed in large manila envelopes.
- Applicant must provide **one copy** of the completed grant application.
- Submission of supporting materials, such as posters, postcards, music or video recordings, photographs or supporting letters is strongly encouraged.
 - Supporting materials do not count towards the maximum page limit for grant application questions.
- A Final Report form for all completed HACC grants from the previous year or a Progress Report form for projects that are still in progress

Though applicants are not required to submit copies of supporting materials 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 with paper applications.** Single copies of supporting materials will be made available to the full panel prior to discussing the grant applications.

STATEMENT OF NON-DISCRIMINATION

It is the policy of the Hillsboro Arts & 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 or source of income.

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.

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 (June 30, 2025.) **Recipients are also required to notify Cultural Arts staff in writing of any changes that occur during the execution of the grant.** 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.

The Final Report form is available on the City of Hillsboro's Cultural Arts website at www.Hillsboro-Oregon.gov/ArtsGrants.

**COMMUNITY ARTS AND CULTURE GRANT
CORE SUPPORT GRANT REVIEW CRITERIA**

Fiscal Year 2024-25

Organizational Capacity (40 points available)

- Skills and capacity of board and professional staff.
- Reasonable strategic plan in place or evidence of appropriate organizational plans.
- Budget that shows multiple revenue streams.
- Evidence of fiscal responsibility.

Community Impact (30 points available)

- Mission and goals that will contribute to the overall cultural climate of Hillsboro.
- Evidence that the organization actively engages underserved audiences or partners with social service agencies or schools.
- Efforts to reach a broader community and/or targeted audience with existing programs.

Promotion (20 points maximum)

- Reasonable and appropriate marketing plan to promote awareness of the organization and its programs.
- Evidence that the organization uses a variety of avenues and takes advantage of available marketing partnerships to increase audience and awareness.

Evaluation (10 points maximum)

- Systems are in place to evaluate programs.
- Clearly articulated plan to set and measure attainment of goals.

**COMMUNITY ARTS AND CULTURE GRANT
FINAL CHECKLIST**

Fiscal Year 2024-25

Did you remember to include:

- Signed Cover Sheet(s)
- Budget Form(s)
- Clearly written narrative that answers the Grant Application Questions
- Supporting Materials
- Board Member Roster and statement
- Strategic Plan (for Core Support Grant)
- One copy of the completed application
- A Final Report form for all completed HACC grants from the previous year or a Progress Report form for projects that are still in progress
- Self-addressed, stamped envelope for supporting materials (Optional)
- Final Review has been submitted if previously awarded.