

Community Arts & Culture Grant Program



2024-2025

Project 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

PROJECT GRANT GUIDELINES

Fiscal Year 2024-25

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

COMMUNITY ARTS AND CULTURE GRANT GOALS

- **Raise awareness and expand or support new and existing arts and cultural programs that serve Hillsboro residents**
- **Foster collaboration**
- **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.**

PROJECT GRANTS

Project grants fund short-term or one-time projects, rather than ongoing operational expenses like staffing. We fund both new and existing projects, such as an annual event. Project grants are funded up to \$3,000, depending on the project and your level of eligibility. Examples of fundable projects include, but are not limited to:

Community Programs

- Program improvements that increase access to arts and culture for underserved populations
- Performances, music, exhibitions, screenings, readings, or festivals
- Workshops, lectures, demonstrations, master classes, panel discussions, etc.
- Cultural festivals or celebrations
- Youth programming, including in-school and out-of-school opportunities
- Touring Exhibits

Technical Assistance/Capacity Building Goals

- Working with a consultant to develop a Diversity, Equity, and Inclusion (DEI) strategic 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
- Training and software or hardware needed for program production
- Enhance marketing and communications
- Partnerships that support economic and community development efforts

Note: Organizations may apply for a Project Grant, a Core Support Grant, or both. Please utilize Cultural Arts staff for inquiries about eligibility or funding restrictions.

WHAT WE DON'T FUND

Funding restrictions are as follows:

- Projects 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),
- Individual artist's projects **that are not directly serving the community**
- 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.

OTHER RESTRICTIONS

- Eligibility is open to those with an annual operating budget of \$100,000 or less.
- An organization may submit only one project grant application per fiscal year.
- Previously funded organizations should be current on all Hillsboro Arts and Culture Council grant agreements and reports.
- For funded projects that are still in progress, the organization is required to submit a Progress Report form.

APPLICATION WORKSHOP - REVIEW AND REVISION OPPORTUNITY

A Project Grant workshop will be held on January 25. 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.**

FUNDING LEVELS

Level 1: \$0 - \$1500

Grant Eligibility Criteria

IRS Non-profit status is not required.

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

- Provide an annual operating budget of less than \$100,000

- Apply for a grant that specifically addresses the goal(s) within this document
- Provide a Tax Identification Number (TIN)
- Apply for arts and cultural events or activities in Hillsboro with a primary responsibility to serve the residents of Hillsboro
- Provide a budget summary for the proposed activity
- Provide either a roster of Board Members or confirmed project partners, if any with board or partner roles identified.

Level 2: \$0 - \$3000

Grant Eligibility Criteria

IRS Non-profit status, such as 501(c)(3) or 501(c)(4) is required.

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

- Provide an annual operating budget of less than \$100,000.
- Comply with Level 1 eligibility criteria
- Have IRS non-profit status. A letter verifying the status may be requested.
- Apply for arts and cultural events or activities in Hillsboro with a primary responsibility to serve the residents of Hillsboro
- Provide a budget summary for the proposed activity
- Provide either a roster of Board Members or confirmed project partners, if any with board or partner roles identified.

GRANT CYCLE

Funded activities must take place between **June 1, 2024**, and **May 30, 2025**. If the grant cannot be completed 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 activity.**

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's 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 awards 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 Project 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 roster of Board Members or confirmed project partners, with board or partner roles identified, if any.
- 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.

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 granted project.** 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.

Both the Progress Report form and the Final Report form are available on the City of Hillsboro's Cultural Arts website at www.Hillsboro-Oregon.gov/ArtsGrants.

**COMMUNITY ARTS AND CULTURE GRANT
PROJECT GRANT REVIEW CRITERIA**

Fiscal Year 2024-2025

Proposal Merit (40 points available)

- Ability of proposal to meet one or more of the program goals and to reach its target audience.
- Demonstrates the applicant's ability to complete the project.
- Cost-effective budget with a reasonable grant amount requested to complete the project.
- Clearly written and complete proposal.

Community Impact (40 points available)

- The organization's proposal supports its mission and will enhance its capacity.
- Proposal will create or strengthen collaborations.
- The proposal will enhance the arts and cultural landscape of Hillsboro.
- The proposal will provide access to arts and culture experiences for underserved audiences.

Promotion (15 points maximum)

- Has a reasonable and appropriate marketing plan to promote awareness of the funded activity.
- or-
- If the proposal pertains to the production of marketing materials, the proposal has a reasonable plan for the distribution of marketing materials to reach the target audience.

Evaluation (5 points maximum)

- Clearly articulated plan for evaluation of the success of the project.

**COMMUNITY ARTS AND CULTURE GRANT
FINAL CHECKLIST**

Fiscal Year 2024-2025

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 or list of confirmed project partners, with project roles identified, if any
- 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)