

# Community Arts & Culture Grant Program



2024-2025

## Performance Series 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](mailto:Lorena.Ortiz@hillsboro-oregon.gov)

**Questions to:**

Lorena Ortiz  
Grants, Rentals, and Administration Specialist  
503.615.3485  
[Lorena.Ortiz@hillsboro-oregon.gov](mailto:Lorena.Ortiz@hillsboro-oregon.gov)

# **CULTURAL ARTS PERFORMANCE SERIES GRANT**

## **FY 2024 – 2025 Guidelines**

The Cultural Arts Performance Series Grants offers area performers, performing groups, and arts and cultural organizations the opportunity to become part of the 2024-25 Performance Series at the Walters Cultural Arts Center. Recipients will be given a single performance on select dates from October 2024 through May 2025 and receive ticketing, marketing, and production support, as well as net revenue from ticket sales (100% for Hillsboro-based arts and culture non-profits and 80% of ticket sales for all others). These grants are offered as way to provide support and growth opportunities for our local performing community in an equitable way.

### **PERFORMANCE SERIES GRANT GOALS**

- **Support arts and culture organizations that serve Hillsboro residents**
- **Foster a diverse, inclusive, and equitable community**
- **Provide access to arts and cultural experiences for those who are underserved**
- **Provide opportunities for performing artists**

### **GRANT ELIGIBILITY CRITERIA**

To be considered for a Performance Series Grant, an organization or individual must present a public performance in the Walters Cultural Arts Center's Performance Series.

Grant restrictions are as follows:

- Performance Series Grants will not be awarded for private events.
- Applicant must be a Hillsboro-based arts and culture nonprofit organization to receive full net ticket revenue from the performance.
- If applicant is not a Hillsboro-based arts and culture nonprofit, 20% of net ticket revenue must benefit a Hillsboro-based arts and culture nonprofit.
- Application must be for an arts and/or cultural performance.

### **BENEFITS & SUPPORT GIVEN TO GRANT RECIPIENTS**

As part of the Performance Series Grant, recipients receive:

- A performance as part of the Walters Performance Series.
- Net ticket revenue in full, or 80% if not a Hillsboro-based arts and culture nonprofit.
- One rehearsal in the performance space.
- Box office, ticketing, and production support.
- Sound and lighting support, including day of show sound check.
- Access to Walters piano (if needed).

- Limited marketing support as part of the performance series, including print publications, series posters and rack card, placement on Walters' marquee, and some social media promotion.
- Venue set-up on day of show.
- Green room space(s) for performers.
- Concessions operations.
- Day of show staffing, including sound engineer, box office and production staff, and volunteer ushers.
- ADA accommodation support, including seating accommodations, wheelchair ramp for stage (if needed), and audio support devices.
- Complimentary tickets to support your outreach efforts.

### EXPECTATIONS OF GRANT RECIPIENT

Performance Series Grants require a partnership between the Walters Cultural Arts Center staff and the grant recipient to produce and promote the show. As a grant recipient, you will be asked to:

- Attend one of the mandatory orientation sessions on either Thursday, May 16, 2024 (6 – 7 pm) or Tuesday, May 21, 2024 (6 – 7 pm) at the Walters Cultural Arts Center.
- Attend your individual production meeting with Walters staff 1 – 2 months prior to your performance date.
- Abide by all venue and performance policies and guidelines, including ADA requirements.
- Confirm final performance details prior to your orientation session including length and format, special guests, sound and lighting support, and ticket price, as well as approval of any special equipment that you will be bringing in.
- Submit required paperwork by May 31, 2024, including booking agreements, W9 forms, stage plots, and other production paperwork.
- Submit marketing content required by Walters staff by June 14, 2024, including performance description, genre, age requirements (if needed), high quality images, and video links.
- Market and promote the performance to engage your supporters, including but not limited to writing and sending a press release, social media promotion, poster distribution, advertising, outreach, and other efforts in coordination with the Walters marketing efforts.
- Provide a Production Lead who will serve as a liaison on all performance production needs, manage the production schedule, and provide support on the night of the show.
- Secure instrument rentals (beyond the Walters piano) and other stage equipment such as risers, music stands, and special stage flooring.
- Coordinate your merchandise sales on the night of the performance, including inventory, cash bank, and providing a volunteer to manage all the sales.
- Assist with clean-up after the performance, including green room, lobby, and theatre.

## ACKNOWLEDGEMENT

Performance Series Grant recipients are **required** to acknowledge the support of the Hillsboro Arts & Culture Council in marketing materials related to funded activities.

## TIMELINE & IMPORTANT DEADLINES

- **Performance Series Grant Applications Open:** Tuesday, January 2, 2024
- **Performance Series Grant Workshop:** Tuesday, January 16, 2024, 6 – 7 pm
- **Revise and Review Deadline:** Friday, February 2, 2024, at 5 pm
- **Final Application Deadline:** Monday, February 26, 2024, at 5 pm
- **Grant Awards Announced:** Wednesday, May 1, 2024
- **Performance Series Grant Orientation:** (must attend one of the following sessions)
  - Thursday, May 16, 2024, 6 – 7 pm
  - Tuesday, May 21, 2024, 6 – 7 pm
- **Contract Due Date:** Friday, May 31, 2024
- **Marketing and Production Deadline:** Friday, June 14, 2024

## APPLICATION WORKSHOP - REVIEW AND REVISION OPPORTUNITY

**A Performance Series Grant workshop will be held on Tuesday, January 16.** For more information about attending contact Katrina Hill at 503-615-3463 or [Katrina.Hill@hillsboro-oregon.gov](mailto:Katrina.Hill@hillsboro-oregon.gov).

Applications submitted by the Review and Revise deadline are eligible to be reviewed by staff and applicants 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

**The application for Performance Series Grants will open Tuesday, January 2, 2024, and close at 5 pm on Monday, February 26, 2024.**

Performance Series Grants will be announced by May 1, 2024, and awarded for use between September 2024 through May 2025 on select dates. Available dates are noted on the annual application.

## APPLICATION PROCESS

- Applications may be downloaded from our website at [Hillsboro-Oregon.gov/ArtsGrants](https://Hillsboro-Oregon.gov/ArtsGrants) or picked up at the Walters Cultural Arts Center (527 East Main Street, Hillsboro, OR 97123).

- Applications must be submitted to [Lorena.Ortiz@Hillsboro-Oregon.gov](mailto:Lorena.Ortiz@Hillsboro-Oregon.gov) or received at the Walters Cultural Arts Center **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 applications to consult with Cultural Arts Staff regarding eligibility.

### **DIVERSITY, EQUITY, AND INCLUSION**

In 2019, the Hillsboro City Council made it a citywide priority to support diversity, equity, and inclusion (DEI) in City policymaking and in the delivery of services. The City of Hillsboro provides resources 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.

### **QUESTIONS?**

For questions relating to the grant guidelines, application, or application process, contact:  
Lorena Ortiz, 503-615-3494, [Lorena.Ortiz@Hillsboro-Oregon.gov](mailto:Lorena.Ortiz@Hillsboro-Oregon.gov)