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RACC

## CITY OF PORTLAND URGENCY/STABILITY SUPPORT FOR ARTISTS IN UNDER-REPRESENTED COMMUNITIES

### TWO TRACK APPLICATION GUIDELINES: URGENCY AND STABILITY

#### INTRODUCTION

The City of Portland program, **Urgency/Stability Support for Artists in Under-represented Communities**, is designed to support artists and other creatives working in the arts who identify as Black, Indigenous, Latinx, Asian, Pacific Islander and People of Color; LGBTQIA+; and artists with disabilities. The program supports artists and other creatives working in the arts who have lost income or opportunities due to the ongoing COVID-19 pandemic and have either outstanding costs or ongoing financial needs that are impacting their practice. Program funds come from Federal grant funds from the American Rescue Plan Act of 2021 (ARPA) and the process is administered by the Regional Arts & Culture Council.

**Due Date:** Apply online in the [RACC Opportunity Portal](https://racc.org/apply) at [racc.org/apply](https://racc.org/apply) by **May 25, 2022 at 5pm.**

Award notifications will be posted in applicant online accounts by **July 27, 2022.**

#### Grants Team Assistance:

- Molly Gray – [mgray@racc.org](mailto:mgray@racc.org) – *Primary contact*
- Ingrid Carlson – [icarlson@racc.org](mailto:icarlson@racc.org)
- Helen Daltoso – [hdaltoso@racc.org](mailto:hdaltoso@racc.org)

**Accessibility:** We are committed to making our programs and services accessible to everyone. Please contact us directly or at [grants@racc.org](mailto:grants@racc.org) to request any accommodations, translation, interpretation, or other assistance you need in completing this process.

Interpretation services available, email [info@racc.org](mailto:info@racc.org)

Servicio de interpretación disponible

Предоставляются услуги переводчика

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## ELIGIBILITY

This program is open to individual artists and creative professionals at all levels of their careers, in a broad variety of disciplines. Applicants must self-identify as an artist or creative, with an ongoing practice creating work and sharing it with the community.

In addition, to be eligible for the Urgency/Stability grant program, you must:

1. Physically reside in the City of Portland ([www.portlandmaps.com](http://www.portlandmaps.com)).
2. Be an **individual** artist or creative and provide RACC with a W-9 form upon notification that you have been awarded a grant. The W-9 form must have a Social Security Number (SSN), Taxpayer Identification Number (TIN), or a single-member LLC Employer Identification Number (EIN). Make sure that your Applicant Eligibility Profile in the RACC Opportunity Portal reflects how you are legally organized and prepared to receive grant income.
3. Identify as BIPOC, LGBTQIA+, or as an artist with a disability.

RACC is serving as the administrating entity for this program, however it is not considered a RACC grant, therefore the status of any current RACC Grants you may have do not impact your eligibility for this program.

## FUNDING RESTRICTIONS

1. Members of RACC team, contractors, or Board of Directors are not eligible to apply.
2. Applications submitted after the stated cycle deadline will not be considered for funding until a future cycle, if available.

## PROGRAM INFORMATION

**There are two types of support available through a single, two-track application.**

Track One: Urgency Grants, \$1,000- \$5,000: Beneficiaries receive Urgency Grants based on critical needs or an emergency situation resulting in outstanding costs which pose a threat to the viability of the individual's ongoing creative engagement. *Please note, additional documentation of loss or emergency will be required for this track.*

*Some examples of what we hope to support with Urgency funds: outstanding bills for medical or mental health emergencies, costs to avoid loss of housing or regain housing, repair or replacement of essential equipment lost due to accident, theft, or damage.*

Track Two: Stability Grants, \$500-\$3,000: Beneficiaries receive Stability Grants based on an individual's needs, which support their ongoing creative engagement.

*Some examples of what we hope to support with Stability funds: purchase of artmaking materials, investment in your practice, access to studio space, or time for continued creation.*

Grant amounts will be determined by the Community Review Panel.

Neither of these tracks are project-specific. These funds are intended to be an investment in artists and creatives. Grants are not contingent upon the creation or completion of a new project.

You may apply in only **one** of the tracks. In your application, you will be asked to submit documentation of your artistic or creative practice, current need, and financial loss related to COVID-19.

There is approximately \$450,000 available. Any funds not distributed in this round will be awarded in a future round TBD.

Applications must be submitted in the RACC Opportunity Portal by May 25, 2022 at 5pm.

## APPLICATION PROCESS AND REVIEW

You must submit the required application and supplementary material through the [RACC Opportunity Portal](#) by the stated deadline.

Please keep the following in mind:

- All application materials will be reviewed online. Make sure file names clearly reflect the contents of the file, all website links are correct, and access codes/passwords are provided when necessary. Do not upload more materials than requested.
- The Grants Team will review your material for eligibility and category before your application goes to our Community Review Panel for scoring.
- The panels may include RACC board or team members, community stakeholders, and local artists or creatives.
- The panels will review and score applications according to review criteria listed below. Applications will receive priority scoring based on the City of Portland's desire to serve artists from under-represented communities.
- Reviewers with a [conflict of interest](#) will not be permitted to offer an opinion or score on the application in question.
- Panel meetings will not be open to the public.
- Grant awards will be based on funds available and panel rankings.

- All grant applicants will be notified of funding decisions via email and within their account at the [RACC Opportunity Portal](#) by July 27, 2022.

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## REVIEW CRITERIA

### Urgency Track:

- Clarity and completeness of request
- Applicant's artistic/creative contributions to the local community
- Strength of applicant's ongoing practice
- Impact of award on applicant's artistic/creative capacity
- Nature and urgency of applicant need

### Stability Track:

- Clarity and completeness of request
- Applicant's artistic/creative contributions to the local community
- Strength of applicant's ongoing practice
- Impact of award on applicant's artistic/creative capacity

In both of these tracks priority consideration will be given based on the City of Portland's desire to serve artists from under-represented communities and Federal Poverty Guidelines.

## AWARD INFORMATION

You will be notified of your application status on **July 27, 2022** via email and in the RACC Opportunity Portal.

If awarded, you will be asked to fill out an online grant agreement, upload a W-9 form, and ACH Direct Deposit form (optional). Funds can only be disbursed to individuals directly, using their SSN or TIN, via sole-proprietorships, or single-member LLC's.

You will not be required to fill out any report for this award, however recipients will have an opportunity to provide feedback and impact stories.

If awarded, your name will not be published, however as the administrator of this opportunity RACC is required to report the names and award amounts to the City of Portland and the Federal government.

*Please note: Grant funds are considered taxable income. Individuals receiving over \$600 from RACC in one calendar year will receive a 1099-NEC form. If you have tax questions you should consult a tax professional.*



## CITY OF PORTLAND URGENCY/STABILITY SUPPORT FOR ARTISTS IN UNDER-REPRESENTED COMMUNITIES

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### GRANT APPLICATION

Submit your application at [racc.org/apply](https://racc.org/apply)

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#### **1. APPLICANT DEMOGRAPHICS**

Applicant Type: *Individual Artist*

Applicant Name:

Applicant Zip Code:

Demographics:

- Racial or Ethnic Identity:
- Gender Identity:
- LGBTQIA+ Identity or Community:
- Household Income:
- Year of Birth:
- Living with a Disability:
- Languages Spoken:
- Other Communities:

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#### **2. PORTLAND URGENCY/STABILITY SUPPORT APPLICATION**

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##### **A. APPLICANT INFORMATION**

Grant Type: *Urgency or Stability*

Artistic Discipline:

- *Dance/Movement*
- *Folk Arts*
- *Literature*
- *Media Arts*
- *Multi-Discipline*
- *Music*

- *Social Practice*
- *Theatre*
- *Visual Arts*
- *Other*

Are you currently enrolled in a full or part-time degree program related to the arts? If yes, please list the institution you are enrolled in, the degree or certificate you are seeking, and expected graduation date:

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## **B. APPLICANT ARTISTIC OR CREATIVE PRACTICE**

How long have you been active in the Portland area arts community?

- Less than 12 months
- 1 to 3 years
- 3 to 5 years
- 5 to 10 years
- 10+ years

Please describe the work you do in the arts or your engagement with the local arts/creative community. (1000 characters max)

Please describe how your engagement with audiences and sharing your work with community has changed or evolved since the onset of COVID-19. (1000 characters max)

Share two examples of artistic work you have produced or been involved in here in Portland of which you are particularly proud. (1000 characters max)

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## **C. IMPACT**

Explain the impact this funding would have on you and your artistic or creative contributions. You can include information about upcoming work. (1000 characters max)

**\*URGENCY TRACK ONLY\*:**

\* Describe your current financial hardship or emergency situation and its impact on you and your artistic or creative contributions. (1000 characters max)

\* Upload documentation of cost or need related to the financial hardship or emergency situation.

*Documentation may include:*

- *Housing costs (past-due rent, security deposit, etc)*
- *Unpaid Bills (physical or mental health costs, utilities, food)*

- *Quote or invoice for equipment replacement or replace loss due to accident, theft, damage.*

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### **3. UPLOAD ARTIST RESUME OR BIO**

In this section, upload your artistic resume or CV. If you do not have a resume, an artist's bio (approx. 150-300 words) is acceptable.

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### **4. UPLOAD ARTIST WORK SAMPLES**

All applicants should upload work samples that showcase work/programming from 2019 or earlier up through the present to document evidence of creative practice before and through the pandemic.

Applicants may submit:

- **Links to online artistic or creative presence:** Artist websites, Instagram, Facebook, LinkedIn, YouTube, etc. Put the link in a word or PDF document with a description or context, any passwords, and upload the document.
- **PDF Documents:** Submit manuscripts (fiction/non-fiction), plays, screen-plays, poetry, articles, zines and other appropriate literary forms as PDF documents.
- **Digital images:** Submit as .jpg or .tif files, or images in a combined PDF. The total number of digital images should not exceed 15 per application. You can include a description in the upload or an image list.
- **Audio, Video samples:** The best way to provide audio and video samples is upload a PDF document with links to the samples on Vimeo, YouTube, or your website. Audio and video samples may also be submitted as .mp3, .mp4, or .mov files. Total running time should not exceed 15 minutes for all samples combined.

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### **5. ARTIST CERTIFICATION OF FINANCIAL LOSS DUE TO COVID-19**

It is the requirement of federal coronavirus relief funds that recipients provide documentation and certification of how program participants have been negatively impacted by COVID-19.

Check one item that applies to your situation and attach the required documentation.

- My opportunities to perform, create or sell work have been reduced as a result of COVID-19.
  - *Attach a list of all the performances, events, showings, commissions, works created etc. in 2019 (pre-COVID-19) and in 2020 and 2021, for comparison.*
  - *Attach a list of all the 2020 and/or 2021 opportunities that were cancelled, in which you have participated in the past.*

- I have lost specific opportunities to perform, present, or sell work due to COVID-19.
  - *Provide documentation of specific opportunities you have lost due to COVID-19. This could be emails and/or cancellation notices from event organizers or closed businesses that impacted your artistic practice. Make sure the specific event or opportunity is referenced.*
- My income supporting my artistic or creative business has been impacted by COVID-19 in other ways.
  - *Provide both your 2019 tax return and your 2020 tax return to document a decline in income.*