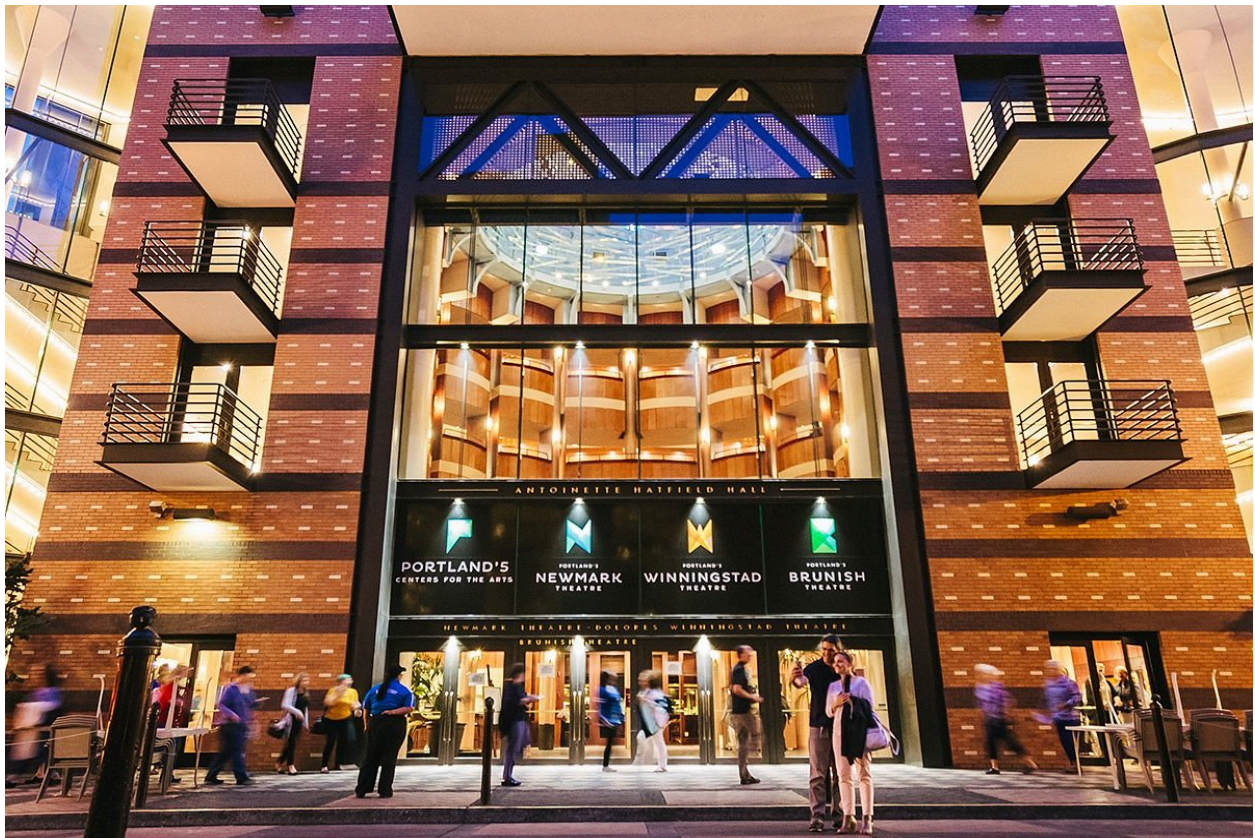




PORTLAND'S
CENTERS FOR THE ARTS



Community and Cultural Arts Grant

Presented by the Portland's Department of Culture & Community

2025 Grants Handbook

Photo: Patrons outside of Portland's Centers for the Arts Antoinette Hatfield Hall, located on Broadway and Main St.

If you picnic at Blue Lake or take your kids to the Oregon Zoo, enjoy symphonies at the Schnitz or auto shows at the convention center, put out your trash or drive your car – we’ve already crossed paths.

So, hello. We’re Metro – nice to meet you.

In a metropolitan area as big as Portland, we can do a lot of things better together. Join us to help the region prepare for a happy, healthy future. Stay in touch with news, stories, and things to do. oregonmetro.gov/news

Metro Council President Lynn Peterson

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Grant Background:

Local artists presenting art by and for historically marginalized communities are underrepresented at Portland's Centers for the Arts. Understanding the need for access and resources to bring that art to our public performing arts spaces, Metro Council and Portland's Centers for the Arts (Portland's) Department of Culture and Community are launching the Community and Cultural Arts Grant. This grant program will provide resources and opportunities for art groups, organizations, and individual artists/creatives to access Portland's theaters and spaces for a single event.

Who is eligible?

These funds are for community-based organizations, groups, and individuals led by and for people and communities who have had their identities historically marginalized on the basis of race/ethnicity, sexuality, gender identity, ability, citizenship status, basic needs insecurity, etc.

In addition, the applicants must:

- Be based within the Metro district,
- Demonstrate a clear artistic connection to the communities they serve,
- Demonstrating a clear need for fiscal sponsorship,
- Not be a recipient of a FY24-25 Portland's Performing Arts Grant, and
- Propose an event that aligns with the Department of Culture and Community's mission and goals.

What's the timeline?

January 17, 2025	Grants funds announced
January 22, 2025	Virtual info session
February 17, 2025	Applications due
March 2025	Awardees announced

Program Overview:

Program Goal: To provide historically marginalized communities and groups with resources to host performances, artist talks, speaker series, and other artistic presentations in the Portland's 5 theaters.

Program Outcomes:

- **Attract broader audiences:** Expand and diversify Portland's audience demographics and develop a method for reaching new audiences.
- **Social Equity and access:** Break down barriers for historically marginalized communities, opening theater access to all voices and stories.
- **Economic advancement:** Provide financial support for historically marginalized artists/performers and groups.
- **Sustainable future:** Create a long-term plan for a thriving, inclusive theater community.
- **Develop a thriving cultural scene:** Embrace the artistic and cultural richness of the Metro region.

Funding Availability: A total of \$50,000 is available to be awarded. Grant awards are expected to be between \$5,000 and \$10,000. The grant will cover all event costs including artist fees and hospitality, labor expenses (event services, box office, production, operations), equipment rental, marketing, and other event costs. Rent will be waived.

Staff Contact: For more information, contact Ruby Joy White, Director of Culture and Community, at RubyWhite@portland5.com.

ABOUT PORTLAND'S CENTERS FOR THE ARTS

We bring over 1,000 music, theater, dance, and lecture performances to Portland each year because we know that art matters. Art brings joy, inspires the mind, and unites communities. Art changes lives.

As the 5th largest performing arts center in the U.S., we are national leaders in keeping art and culture thriving. Our five venues draw over one million patrons to downtown

Portland's Cultural District and generate an average of \$60 million in regional spending every year. With the help of Metro and the Metropolitan Exposition Recreation Commission, we are able to connect with the public to offer the performances that are most valuable to our community.

Principles and Priorities:

P'5 Department of Culture and Community Values and Mission

We initiate socially, culturally, and politically relevant arts/creative programming by rooting ourselves and our decision-making processes within the context of social need.

This involves shifting power internally and distributing power externally to those who've been historically and systematically exploited and excluded in the public arts. We believe the arts have always been steered by these communities as an act of revival and resistance and honor these histories through our programming in and outside the theaters.

The Department's mission is facilitated within the core areas of: the Community and Cultural Arts Program (CCAP), Youth Arts Program (YAP), Public Engagement Strategy, organizational culture development, and social equity work.

Grant Criteria

- Grants are available to individuals and groups who meet the eligibility requirements above. Examples of marginalized communities are Black, Indigenous and People of Color communities, Queer folks, Trans folks, folks with apparent and non-apparent disabilities, immigrant communities, unhoused community members, etc.
- The proposed event must have a clear community benefit and potential for audience growth.
- Event performance must be between May 2025 and February 2026.

Application Process:

1. **Application Submission:** The application consists of responses to the Grant Application Questions and a proposed budget. The budget should include estimated costs of the event, as well as estimated ticket revenue if applicable. Portland'5 will consider grant applications up to \$10,000.

2. **Review and Selection:** A review committee composed of internal staff and Portland's Community and Cultural Arts Council, will review all applications and score them according to the criteria below. The Community and Cultural Arts Council is comprised of external community members holding marginalized identities, with experience in performing, visual, and creative arts and arts administration, non-profit spaces, grants and grant processes, and event curation.
3. **Notification:** Applicants will be notified of all grant decisions by March 2025.
4. **Grant Agreement:** Successful applicants will sign a grant agreement outlining the terms and conditions of the grant.

Grant Application Questions. Applicants may answer through the Google form. Complete the online form at **portland5.com**. Staff will confirm receipt of your grant request form within 2 business days.

General Overview and Contact Information

- What is the name of your proposal?
- How much funding are you requesting? (up to \$10,000)
- How did you find out about this opportunity?
- Organization/Group: Name, contact name, email, address, phone number

Content Questions

1. What is your organizational, group, or personal mission regarding the spectrum of art and artistic expression?
2. Describe your contextual understanding of historically marginalized peoples' experiences accessing or being involved in performing/public arts spaces.
3. Provide a summary of your proposed event, including and the needs your proposed event will address.
4. Describe your experience creating, presenting and/or promoting performing arts.
5. What will change for your organization, group, or self, and the community you serve, due to this effort? Describe your goals and the expected impact this proposal will have on your community and the arts/creative sector.
6. Which of the following populations does your event center and which audiences are you hoping to develop? [Select up to three.]
 - a. Black, Indigenous, Latino/e/x and communities of color. (Examples of communities of color include Black/ African/African American,

Indigenous/Native American, Latino/e/x, Asian/Asian American, Southwest Asian and North African/Middle Eastern and North African; and Native Hawaiian/Pacific Islander)

- b. People living in under-resourced communities and/or communities lacking critical infrastructure.
 - c. Immigrants and/or refugees.
 - d. People experiencing disabilities.
 - e. People living on low incomes.
 - f. People who are houseless/unsheltered.
 - g. People who identify as LGBTQ+.
 - h. Survivors of domestic violence and/or child abuse.
 - i. Other (please specify).
7. Describe how this project will help develop new audiences.
 8. How does this project align with the Department of Culture and Community's mission?
 9. If awarded this grant, what is your desired outcome?
 10. Is there anything else you want to say?

A simple budget including:

- Projected labor costs
- Materials and Services costs (include costs such as artist fees/honorariums, audio and visual equipment needs, backline equipment needs, contractor fees, event insurance, transportation, day-of meals, marketing, etc.)
- Miscellaneous costs
- Total Request

EVENT BUDGET SAMPLE



EVENT COST SAMPLES*

POTENTIAL EVENT: MUSICAL PERFORMANCE, 3 HOURS

CATEGORY	DESCRIPTION	AMOUNT
EVENT SERVICES	FRONT OF HOUSE STAFFING (HOUSE MANAGERS, USHERS, ETC.)	\$450
PRODUCTION	BACK OF HOUSE AND RUN OF SHOW LABOR	\$2,100
PUBLIC SAFETY	FACILITY SERVICES AND PEER AGENTS	\$1,000
AUDIO & VISUAL; BACKLINE	RENTALS FOR PROJECTION, SOUND, PERFORMANCE EQUIPMENT, ETC.	\$2,185
ARTIST FEES	ARTIST PAYMENTS, DAY-OF MEALS, TRANSPORTATION, ETC.	\$2,500
MARKETING	FLIERS, ADVERTISEMENT, ETC.	\$500

TOTAL: \$8,735

POTENTIAL EVENT: ARTIST TALK, 1.5 HOURS

CATEGORY	DESCRIPTION	AMOUNT
EVENT SERVICES	FRONT OF HOUSE STAFFING (HOUSE MANAGERS, USHERS, ETC.)	\$350
PRODUCTION	BACK OF HOUSE AND RUN OF SHOW LABOR	\$750
PUBLIC SAFETY	FACILITY SERVICES AND PEER AGENTS	\$650
AUDIO & VISUAL, BACKLINE	RENTALS FOR PROJECTION, SOUND, PERFORMANCE EQUIPMENT, ETC.	\$0
ARTIST FEES	ARTIST PAYMENTS, DAY-OF MEALS, TRANSPORTATION, ETC.	\$7,000
MARKETING	FLIERS, ADVERTISEMENT, ETC.	\$500

TOTAL: \$9,250

****These samples are based off actual event costs from previous Department of Culture and Community events that took place in the Dolores Winningstad Theatre.***

Grant Reporting Requirements

- Awardees will submit a report detailing the event outcomes, attendance, and audience demographics.
- Grantees will provide financial documentation of expenses.

Award Processing

- If selected to receive a grant, you will receive an email notification to schedule an event meeting with Portland's staff. You will need to schedule your meeting within 14 days of receiving your notification. In addition to scheduling the meeting, you will:
 - Submit a Metro W9 form.
 - Sign a grant agreement that will be used for the event process.

SCORING MATRIX

Grants Scoring Matrix



<p style="text-align: center;">Community Impact & Alignment: 20%</p> <p>Demonstrated understanding of historical marginalization: How well does the applicant articulate the specific needs and barriers faced by the target community within the context of accessing and participating in public arts spaces?</p> <p>Community benefit: How clearly does the proposal outline the direct and indirect benefits to the target community (e.g., increased access, skill-building, cultural enrichment, community building)?</p> <p>Originality and creativity: Does the proposal offer a unique and creative approach to addressing the grant's goals?</p> <p style="text-align: center;">0-20 points</p> <hr style="width: 20%; margin: auto;"/> <p style="text-align: center;">Artistic Merit & Innovation: 20%</p> <p>Artistic quality: Is the proposed event artistically compelling and innovative? Does it demonstrate a high level of artistic merit and potential to engage audiences?</p> <p>Community-centered approach: Does the proposal demonstrate a clear understanding of the community's artistic and cultural needs and preferences?</p> <p>Originality and creativity: Does the proposal offer a unique and creative approach to addressing the grant's goals?</p> <p style="text-align: center;">0-20 points</p>	<p style="text-align: center;">Feasibility & Sustainability: 20%</p> <p>Project feasibility: Is the proposed event realistic and achievable within the grant timeframe and budget?</p> <p>Budget justification: Is the budget reasonable, well-documented, and clearly aligned with the proposed activities?</p> <p>Sustainability: Does the proposal demonstrate how such an event can help sustain the organization, group, or individual's artistic mission?</p> <p style="text-align: center;">0-20 points</p> <hr style="width: 20%; margin: auto;"/> <p style="text-align: center;">Applicant Qualifications: 20%</p> <p>Organizational capacity: Does the applicant demonstrate the organizational/group/solo capacity and experience to successfully implement the proposed project?</p> <p>Leadership and experience: Does the applicant possess relevant experience and expertise in the arts, community engagement, and working with marginalized communities?</p> <p>Capacity reflection: Is the applicant able to clearly articulate capacity needs for lifting the project?</p> <p style="text-align: center;">0-20 points</p>	<p style="text-align: center;">Audience Development & Engagement: 20%</p> <p>Audience reach and diversity: How effectively does the proposal plan to reach and engage diverse audiences, including those historically underrepresented in the arts?</p> <p>Community outreach and engagement strategies: Does the proposal include specific and effective strategies for community outreach and engagement?</p> <p style="text-align: center;">0-20 points</p> <div style="text-align: center; margin-top: 20px;">  <p>PORTLAND'S CENTERS FOR THE ARTS</p> </div>
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