

HERITAGE ARTS GRANT GUIDELINES 2023-24

The Springfield Arts Commission's annual Heritage Arts Grant program (HAG) makes funds available to groups and individuals involved in the cultural life of the city to encourage community-based public arts programs, such as, but not limited to, concerts, theater, visual art, dance or literature. The grant program is funded by City of Springfield room taxes and is administered by the Springfield Arts Commission (SAC). The SAC will identify the amount of funds available for each grant cycle annually based on its available budget. For the 2023-24 cycle, a total of \$4,500 in grants will be available.

SPRINGFIELD ARTS COMMISSION MISSION

The Springfield Arts Commission promotes artistic richness and diversity in the city of Springfield and assists in the preservation of the cultural heritage of the community as expressed through art.

SAC ORGANIZATIONAL OBJECTIVES

- To provide places and spaces for artistic creations, exhibits, performances and events.
- To foster awareness, communication, education and sharing of resources between local artists and arts groups.
- To function as a local coordinating agency between the Lane Arts Council and the community.
- To promote the arts as an element of Springfield's economic diversification program, particularly in regard to tourism.

HERITAGE ARTS GRANT GOALS

- Enrich the lives of Springfield residents and visitors through community-based public art programs.
- Increase opportunities for residents and visitors to engage in the arts, particularly underserved or underrepresented populations.
- Represent, preserve and celebrate the historic, cultural and/or ethnic diversity of the community and its traditions.
- Encourage partnerships among artists, residents, tourists, businesses, organizations and agencies.
- Build existing audiences and develop new ones for arts and culture.
- Provide arts learning opportunities and/or lower the perceptual barriers to participation in the arts for residents and visitors.

GRANT AWARDS

The Heritage Arts Grant, a matching grant, requires recipients to contribute towards project costs through alternative funds. A Heritage Arts Grant Award cannot represent more than fifty percent (50%) of the project budget. The minimum grant award for a single project is \$250; the maximum is \$1,500.

GRANT TIMELINE

Heritage Arts Grant applications are awarded once a year, at a regular SAC meeting in the spring. Potential applicants are encouraged to watch a previously [recorded grant information video](#) prior to completing an application. After the designated SAC review meeting, successful applicants will be notified within ten (10) working days and notifications of award will include a timeline of disbursement,

expected completion and reporting requirements. Unsuccessful applicants will be notified within fourteen (14) working days.

Once an agreement between the Springfield Arts Commission and the grant recipient is completed, a payment (100% of the grant) will be made within ten (10) working days. Upon completion of the project, the grant recipient must submit a project evaluation report within two (2) months. Awarded projects must be completed within twelve (12) months of the initial date of issue of award funds. Grant recipients who have not completed their projects within six (6) months of issue date must submit a written progress report on the status of their project.

Important dates for the 2023-24 grant cycle are as follows:

Heritage Arts Grants 2023-24 Tasks	Completed by
• Application cycle opens.	December 19, 2023
• Application submission deadline.	February 27, 2024
• Review of applications for completeness & eligibility (subcommittee).	March 12, 2024
• Grant materials and online review forms available for full SAC review.	March 26, 2024
• SAC review complete.	April 16, 2024
• Subcommittee scoring report complete.	April 30, 2024
• Scoring report distributed to commissioners with meeting materials.	May 6, 2024
• SAC award deliberations (at regular SAC meeting).	May 13, 2024
• Applicant notification.	May 28 (successful) and June 3 (unsuccessful), 2024
• Grant distribution.	10 days after agreement, no later than June 30, 2024.
• Projects complete.	12 months after grant fund distribution (no later than June 30, 2025).
• Project evaluation reports due.	2 months after project completion (no later than August 30, 2025).

APPLICANT ELIGIBILITY

1. The project must take place in Springfield. Applicants must be headquartered/physically reside within Lane County.
2. The proposed project must be arts-related and result in a performance, exhibit, product or program that will be available to the public in Springfield.
3. The proposed project must be completed within 12 months of the issue date of the award funds.
4. Applicants may apply for funding for more than one project per year. A complete and separate proposal for each project is required.
5. Applicants are expected to provide a matching contribution; the grant award may not represent more than fifty percent (50%) of the total project budget. The match can be donated materials, services, staff time, volunteer time, cash or any combination of the above.

6. The applicant must be able to meet non-discriminatory employment and personnel practices and the proposed project must not exclude or discriminate participants on the basis of race, religion, color, gender, sex, sexual preference, age, national origin, disability, veteran status or any other classification by law.

INELIGIBLE PROJECTS OR APPLICANTS

1. Projects which are not clearly accessible to residents and visitors of Springfield.
2. Projects that are not scheduled to take place during the project period.
3. Any individual, group or organization scheduled to receive direct financial support or subsidy for the project from the City of Springfield from July 1, 2024-June 30, 2025. This does not include in-kind contributions.
4. Fundraising projects.
5. Members of the City of Springfield staff or board.
6. Applications that are incomplete, illegible or are not submitted by the deadline.
7. Applicants with incomplete or outstanding Heritage Arts Grant obligations.

APPLICATION PROCESS

Background information, criteria, and a link to the application form will be online through the Springfield Arts Commission website throughout the year¹. To be considered for grant funds, applicants must meet all eligibility criteria and:

1. Complete the online application and narrative questions and upload a complete budget, W-9 and optional supplementary materials, following the instructions carefully and completely. Please double-check for accuracy, arithmetic errors, and legibility.
2. If you are unable to upload your materials to the online form, please email them to Mindy Linder at mlinder@springfield-or.gov with the subject line, "SAC: HAG application materials submission."

SUPPLEMENTARY MATERIALS

Supplementary materials are optional but encouraged. They are limited to three (3) standard letter size PDFs (8 ½ x 11). Please do not send videos or slides. You may include materials that directly support the proposal and/or demonstrate your ability to complete your project. Examples include:

- Information about the applicant.
- Documentation of completed projects similar to the proposal.
- Letters indicating community support.

REVIEW CRITERIA

The Springfield Arts Commission will review and score applications based on the following criteria. When crafting your responses to the narrative items in the application, please keep the grant goals and the following review criteria in mind.

- Applicant meets eligibility criteria.

¹ Print applications may be requested by contacting Mindy Linder, Springfield Arts Commission liaison, Springfield Public Library & History Museum, 541-726-3766 or mlinder@springfield-or.gov.

- Application effectively describes a high-quality, innovative project with artistic/cultural merit.
- Application demonstrates how the proposed arts/cultural project will have value to Springfield residents and visitors.
- Application demonstrates that the applicant organization understands and is responsive to the diverse interest and needs of the community.
- Application demonstrates capacity to meet its proposed objectives.
- Application includes a realistic budget with accurate cost and income estimates.

ACKNOWLEDGEMENT

Heritage Arts Grant recipients must acknowledge support by the Springfield Arts Commission in all printed materials such as programs, newsletters and press releases. The SAC logo shall be used when space and format permit. Materials shall acknowledge the SAC with, "This project is supported in part by a Heritage Arts Grant from the Springfield Arts Commission." Copies of programs and other publicity materials must be included in the final project evaluation report.

REPORTING REQUIREMENTS

Within two (2) months of completion of their projects, Heritage Arts Grant recipients are required to submit a brief project evaluation report and project documentation. This includes highlights; successes and challenges of the project; project partners; audience and number of people served; copies of programs and publicity materials; and actual revenue and expenses.

In addition, while not required, the commission greatly appreciates it if grant recipients share images of their event(s) so that the commission can share with the public and city council the various ways Heritage Arts Grant funds make a difference in the community.

CONTACT

If you have any questions, please call contact Springfield Arts Commission liaison Mindy Linder, 541-726-3766 or email mlinder@springfield-or.gov.

HERITAGE ARTS GRANT SCORING PROCESS

Springfield Arts Commission members will review and score applications as follows.

1. Review all grant application materials, including application, narratives, budget, support materials, etc.
2. Review scoring descriptions (below), eligibility criteria and grant goals.
3. Use the Yes/No column to indicate if the applicant meets eligibility criteria. Use the Score column to assign a score to each review criteria using a scale of 1 (poor) to 5 (excellent) as described below.
4. Use the comments box to document quality and other points that contribute to the overall score. Upon request, applicants will be provided copies of their scores and specific comments from commissioners to help them find ways to improve future applications.
5. At the conclusion of each section, add scores from each indicator in that section. Commissioners shall complete initial scoring prior to the formal panel review date.
6. During the formal panel review, commissioners will have an opportunity to review the scores and discuss the merits of and concerns with each project. As a result, awarded projects are not necessarily those with the highest raw scores.

SCORING DESCRIPTIONS

The indicators in each section shall be assigned a score on a scale of 1 to 5 based on the following descriptions:

- 5: EXCEPTIONAL:** The applicant comprehensively addresses the criteria in a particularly creative or innovative manner. (Criteria exceeded.)
- 4: STRONG:** The applicant strongly the criteria in a clear, articulate, manner. (Criteria met or exceeded.)
- 3: GOOD:** The applicant partially addresses the criteria in a clear and manner that may not be well-expressed. (Criteria met.)
- 2: FAIR:** The applicant narrowly addresses the criteria in an appropriate manner but with limited detail or clarity. (Some criteria met.)
- 1: POOR:** The applicant does not address the criteria or does so in an inappropriate or unclear manner. (Most criteria not met.)

SCORING RUBRIC

ELIGIBILITY CRITERIA	
Applicant and project meet all eligibility criteria. <i>Indicators:</i>	Y/N
Project takes place in Springfield.	
Applicant is headquartered in Lane County.	
Project results in an arts-related performance, exhibit, product or program available to the public.	
Project will be complete within 12 months of issue of grant funds.	
Application is for a single project.	
Applicant provides a matching contribution of at least half the proposed budget.	
Applicant has signed the statement of non-discrimination in the application.	
<i>MEETS ALL CRITERIA (Y/N) If yes, proceed. If no, disqualify.</i>	

ARTISTIC/CULTURAL MERIT	
Describes a high-quality, innovative project with artistic/cultural merit. <i>Indicators:</i>	Score
Describes the unique artistic components, genres, creative elements, etc. of the project.	
Articulates anticipated artistic goals/outcomes.	
Demonstrates artistic excellence and cultural standards.	
Innovatively addresses and artistic/cultural need.	
<i>SECTION SCORE (max: 20; min: 4)</i>	

VALUE TO THE COMMUNITY	
Demonstrates value to Springfield residents and visitors. <i>Indicators:</i>	Score
Identifies need and demonstrates social, educational, cultural and/or economic relevance for the community.	
Increases opportunity and/or fosters deeper engagement in/appreciation for the arts among residents and visitors.	
Builds new or expands existing audiences for the arts.	
Encourages partnerships among artists, residents, tourists, businesses, organizations, and agencies.	
<i>SECTION SCORE (max: 20; min: 4)</i>	

UNDERSTANDS AND RESPONDS TO COMMUNITY NEEDS	
Applicant and project understand and are responsive to the diverse interests and needs of the community. <i>Indicators:</i>	Score
Understands the community (geographical, cultural, economic, racial, educational, etc.).	
Demonstrates how the project will enhance the historic, cultural and/or ethnic diversity of the community and its traditions.	
Incorporates equitable practices to engage diverse audiences of residents and visitors.	
<i>SECTION SCORE (max: 15; min: 3)</i>	

CAPACITY Demonstrates organizational capacity to meet proposed objectives in a comprehensive and inclusive manner. <i>Indicators:</i>	Score
Meets all eligibility criteria, addresses all questions and provides correct, complete information.	
Clearly demonstrates realistic staff, board and volunteer roles in executing the project.	
Outlines past experience planning, coordinating and successfully completing similar or related projects.	
Application includes signed statement of non-discrimination.	
<i>SECTION SCORE (max: 20; min: 4)</i>	

BUDGET Budget is realistic and includes accurate cost and income estimates. <i>Indicators:</i>	Score
Financial plan is appropriate for the size and scope of the proposed project.	
Clearly shows that organization has a realistic plan to raise support equaling at least half the amount of the requested grant award.	
Specifically indicates how grant funds will be used.	
<i>SECTION SCORE (max: 15; min: 3)</i>	

TOTAL	SCORE	POSSIBLE
Eligibility		Y/N
Artistic/cultural merit.		/20
Value to community.		/20
Understand/responds to community needs.		/15
Capacity.		/20
Budget.		/15
		/90