



## **Oregon City Arts Commission 2023 Grant Guidelines**

The Oregon City City Commission approved the Oregon City Arts Commission Grant Program at its March 15, 2023 meeting. The current grant program is a pilot. Future funding will depend upon the review and support of the Oregon City City Commission.

Oregon City Arts Commission Vision - The Oregon City Arts Commission acknowledges the past, fosters the present and envisions a future where the arts are celebrated as a vital force that brings joy and builds community. We strive for a thriving, culturally enriched, sustainable arts ecosystem that creates connection to place, economic prosperity, and centers on diversity, equity and inclusion.

Oregon City Arts Commission Grant Program Purpose – The Oregon City Arts Commission Grant Program provides direct support to individuals and organizations based in Oregon City to support local art and artists and to strengthen Oregon City’s standing as a community that supports the arts and art-related businesses.

Grant Amount – The program will offer two tiers of funding: an Arts Commission Small Grant, from \$250 - \$2,499, and an Arts Commission Large Grant, from \$2,500 - \$10,000.

Eligibility – Organizations, businesses, and individual artists based in Oregon City are eligible to apply. The proposed project must be publicly accessible. Funding may be used to promote a public event, provide direct assistance to an educational program or support the creation/development of a public work of art. Applicants will be asked to describe how the proposed project supports the vision of the Oregon City Arts Commission.

In addition, the applicant must be in good standing with local, state and federal taxing authorities. Finally, the applicant should be under contract or agreement to deliver the project or performance (rather than paying him/her/themselves). For example, if a musician would like

to perform at a public event, the event organizer should submit a grant application to support the performance rather than the artist applying directly for a grant. All successful grant applicants, including individual artists and organizations, will receive an Agreement Letter from Oregon City, authorizing she/him/them to proceed with the grant project.

Matching Funds – The Arts Commission grant should not be the only source of project support for Large Grant projects. Applicants for the Arts Commission Large Grant project need to identify a 10% match based on total project cost. For example, if the total project cost is \$8,000, grant applicants should document a minimum of \$800 in other support. In-kind donations may be counted toward this match.

No matching resource is required for the Arts Commission Small Grant.

Public Safety and Insurance – All Oregon City Arts Commission Grant recipients are required to sign a liability waiver and release of indemnity statement. The statement will also indicate that the grant recipient has evaluated possible public safety concerns that may result from the execution of their art project and has taken the necessary steps to address them.

If the grant is to fund an art piece and/or installation, then the owner of the property where the art project is being installed shall obtain commercial liability insurance naming the City of Oregon City as an additional insured party during the period that the project is being installed and at any time that the art piece is maintained, altered and/or removed. The commercial liability insurance coverage shall be \$500,000 per incident and \$1,000,000 in aggregate, unless the act of installing the art project is deemed to be a high-risk activity, such as an installation that involves extreme weight or a height above 15 feet. High risk installations shall be insured at the \$1,00,000 per incident and \$2,000,000 in aggregate level.

If the grant is to fund a class, performance or other live event, then the event organizer shall obtain general liability insurance naming the City of Oregon City as an additional insured. Insurance for a broader event that includes a performance that is being supported by this grant may be sufficient for this purpose; however, this insurance policy should be reviewed with City staff. The general liability insurance coverage shall be \$500,000 per incident and \$1,000,000 in aggregate, unless the intended performance or act is deemed to be a high-risk activity, such as a performance involving significant height, pyrotechnics, or other element that could

potentially cause harm. High risk activities shall be insured at the \$1,00,000 per incident and \$2,000,000 in aggregate level.

Grant recipients who receive an Arts Commission Small Grant may request an exemption from the insurance requirement by writing to staff.

Application Process – Grant applications will be available from **Monday, March 20 – Friday April 28, 2023**. Applicants may apply directly online, or they may submit a written application. Staff are available to meet with anyone who may need assistance in completing the application.

The Arts Commission will review grant proposals over two meetings currently scheduled for May 18th and June 1<sup>st</sup>. Final award decisions will be made at a special meeting on June 1<sup>st</sup>. Grant award letters and payments will be distributed before June 30, 2023.