



# CITY OF OREGON CITY ARTS COMMISSION AGENDA

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City Hall Chambers, 625 Center Street, Oregon City  
Thursday, March 02, 2023 at 7:00 PM

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## VIRTUAL MEETING NOTICE

*This meeting will be held in-person at the location listed above and virtually via Zoom. Please contact [agriffin@orcify.org](mailto:agriffin@orcify.org) for the Zoom link if you wish to participate virtually.*

## CALL TO ORDER

## ADOPTION OF THE AGENDA

## APPROVAL OF MINUTES

## PUBLIC COMMENT

*Citizens are allowed up to 3 minutes to present information relevant to the Arts Commission but not listed as an item on the agenda. The Chair has the discretion to waive limitations. Prior to speaking, citizens shall complete a comment form and deliver it to the Staff Member. The Arts Commission does not generally engage in dialog with those making comments but may refer the issue to the City Manager.*

## PRESENTATIONS

Comments from Lynda Orzen, Three Rivers Artist Guild

## DISCUSSION ITEMS

1. Review Draft Arts Commission Grant Guidelines
2. Review of Draft Application Forms - Small Grant and Large Grant
3. Review of Application Process and Grant Award Timeline

## COMMUNICATIONS

## ADJOURNMENT

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## PUBLIC COMMENT GUIDELINES

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*Complete a Comment Card prior to the meeting and submit it to the City Recorder. When the Mayor/Chair calls your name, proceed to the speaker table, and state your name and city of residence into the microphone. Each speaker is given three (3) minutes to speak. To assist in tracking your speaking time, refer to the timer on the table.*

*As a general practice, the City Commission does not engage in discussion with those making comments. Electronic presentations are permitted but shall be delivered to the City Recorder 48 hours in advance of the meeting.*

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### **ADA NOTICE**

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*The location is ADA accessible. Hearing devices may be requested from the City Recorder prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-657-0891.*

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***Agenda Posted at City Hall, Pioneer Community Center, Library, City Website.***

***Video Streaming & Broadcasts: The meeting is streamed live on the Oregon City's website at [www.orcity.org](http://www.orcity.org) and available on demand following the meeting. The meeting can be viewed on Willamette Falls Television channel 28 for Oregon City area residents as a rebroadcast. Please contact WPMC at 503-650-0275 for a programming schedule.***



### Oregon City Arts Commission 2023 Grant Guidelines

The Oregon City City Commission approved the Oregon City Arts Commission Grant Program at its March 8, 2023 meeting. Need to get this on the agenda. The current program is a pilot. Future funding will depend upon the review and support of the Oregon City City Commission.

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

Matching Funds – Applicants for the Arts Commission Large Grant project need to identify a 10% match. For example, if the total requested grant amount 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 will be required for the Arts Commission Small Grant.

Application Process – Grant applications will be available from Monday, March 13 – Friday April 14, 2023. (Deadline could be later – say Monday, May 5.) Applicants may apply directly online, or they may submit a written application. Staff will be available for anyone who may need assistance in completing the application. A grant application enclosed in these guidelines.

The Arts Commission will make grant award decisions at its (April 20 or May 18) meeting. Grant award letters and payments will be distributed before June 30, 2023.

## Oregon City Arts Commission Grant Application – Small and Large Grant Proposals

Thank you for your interest in supporting the arts in Oregon City. We welcome proposals from individuals and organizations that are based in Oregon City, for the public benefit of the Oregon City community, surrounding communities and project partners.

Grant funding is available at two levels:

The Arts Commission Small Grant - \$250 - \$2,499

The Arts Commission Large Grant - \$2,500 - \$10,000

This application may be used for both grant levels. Please indicate the requested amount of grant support in Question Four below.

**- Applications are due on April 14, 2023 before 5 pm -**

You may access a grant application at **FILL IN THE URL HERE**. You may also pick up a paper application at City Hall.

If you would like assistance in applying for an Arts Commission Small Grant, please contact Ann Griffin at [agriffin@orccity.org](mailto:agriffin@orccity.org).

Si desea ayuda para solicitar una pequeña subvención de la Comisión de las Artes, comuníquese con Ann Griffin en [agriffin@orccity.org](mailto:agriffin@orccity.org).

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**Purpose:** The Oregon City Arts Commission exists to make the arts an essential part of every citizen's life by assisting artists and arts organizations and to promote the arts. The Arts Commission recognizes that the arts reinforce the overall quality of life in Oregon City and that they directly contribute to the vitality of the local economy

**Vision:** **Fill in Arts Commission Vision**

**Eligibility:** The individual or organization applying for this grant must be based in Oregon City. If the project being funded is an event, it must be open to the public.

**Deadline:** Grant proposals should be received by 5:00 pm Friday, April 14. Applications are available online at **FILL IN URL HERE**. A written copy of application is available at City Hall, 625 Center Street, during normal business hours.

1) **NAME.** What is the name of the organization or individual applying for this grant?

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1A) Please check if you are an individual or organization:

☐ Individual

☐ Organization

1B) What is the name of your project? \_\_\_\_\_

2) **CONTACT.** Please share your contact information with us.

Address

Phone

Email

3) **PROJECT.** Please describe the project that you would like to support with this grant.

3A) What is the timeline for your project? If this is an event, please tell us when it will occur.

4) **GRANT REQUEST.**

Which grant size are you applying for (pick one):

☐ The Arts Commission Small Grant - \$250 - \$2,499

☐ The Arts Commission Large Grant - \$2,500 - \$10,000

4A) What dollar amount are you requesting (between \$250 and \$2,499)?

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5) How do you plan to promote the project?

6) Please review the Oregon City Arts Commission vision above. How does the proposed project advance this vision?

7) **BUDGET.** Please complete the Proposed Project Budget. You should include the Arts Commission Grant as a source of income.

**Large Grant Proposals** – Large grant proposals need to document a 10% match.

**Please answer Questions 8 and 9.** If you are submitting a Small Grant proposal, you do not need to answer these questions.

8) **TEAM.** Please describe your project team. Who will be involved in implementing the project? What experience do they have with similar projects? What other relevant skills and experience does your project team have?

9) What else would you like the OC Arts Commission to know when reviewing your grant proposal?

## Oregon City Arts Commission Proposed Project Budget

Project Name: \_\_\_\_\_

**This will be updated to include a section for the match required as part of the large grant application.**

### I. Income (Sources of Funds)

Please list your anticipated sources of support for your project. You may add more lines to the table below as needed. Please include an estimate of the in-kind donations that will support your project.

| Source                        | Dollar Amount   |
|-------------------------------|-----------------|
| Arts Commission Grant         |                 |
|                               |                 |
|                               |                 |
|                               |                 |
| In-Kind Donations             | Estimated Value |
|                               |                 |
|                               |                 |
|                               |                 |
| <b>Total Estimated Income</b> |                 |

In-kind donations include volunteer hours, donated space, donated materials and other goods and services that are given to the project at no cost. Volunteer hours may be estimated at \$18 per hour for general work, or at an hourly rate that is consistent with a given profession (skilled tradesman, etc.) Estimates are fine.

### II. Expenses (Uses of Funds)

What expenses are required for you to successfully complete the project? (Add more lines as needed).

| Item                            | Dollar Amount (estimate) |
|---------------------------------|--------------------------|
|                                 |                          |
|                                 |                          |
|                                 |                          |
| <b>Total Estimated Expenses</b> |                          |