



SRAC Arts and Culture Operating Support RFP Process

The Community Foundation of the Ozarks (CFO) is proud to provide the grant administration for the Springfield Regional Arts Council (SRAC). On behalf of the SRAC, the CFO distributes grants through a variety of programs each year, with the Arts & Culture Grant Review Committee making recommendations.

The SRAC Arts and Culture Operating Support RFP Process aims to transform lives and enrich the community through arts by providing funding support, collaborative partnership opportunities, and program assistance for nonprofit arts and cultural organizations that are members of the SRAC.

Funding for this grant program comes from a portion of the local hotel/motel tax collection allocated to the Springfield Regional Arts Council.

The SRAC seeks to support the operational needs of five Springfield arts organizations. Selected arts organizations will receive \$20,000 annually for 3 years. Example uses of operating support (but not limited to):

- General operational expenses like rent, salaries, utilities, etc.
- Planning efforts (strategic, operational, marketing, development, etc.)
- Marketing
- Facilities
- Shared Administration
- Technical Equipment
- Non-IT Equipment
- Virtual Security (virtual and/or physical)

Operating support funds should be considered supplemental funding, not as the primary source of the organization's revenue. The intent of this grant award is to demonstrate what arts organizations can do when a portion of the burden of operating costs is supported. As a reminder, the grant is funded through collections of the local hotel/motel tax, so impacts of this grant funding should tie into driving more travel and tourism to Springfield.

Eligibility Requirements:

- Must be a nonprofit 501(c)(3) organization, government entity, school district, or tax-exempt faith-based organization with a primary mission in the arts. Fiscally sponsored organizations are not eligible.
- Must be an organization primarily working in the arts in Springfield, Missouri. Organizations not primarily working in the arts are not eligible for this grant program.
- Must be an established organization with at least 3 years of successful operations.
- Must have a minimum annual operating budget of \$100,000.
- Must be a current member of the Springfield Regional Arts Council. If you aren't sure if your organization is a member, contact SRAC at (417) 862-2787.

Arts and Culture Operating Support Grant Priorities:

- To advance arts advocacy, education, collaboration, and tourism in Springfield.
- To support professionalizing the sector by funding operating costs so organizations can focus on mission driven work.
- To provide the community with access to high quality arts and culture in Springfield.

Grant Amount: \$20,000 per year for up to 3 years

Proposal timeframe: three-year proposals

Total budget: \$100,000 will be dedicated to this effort in 2024; up to \$300,000 over a three-year effort may be used.

Nondiscrimination policy: In awarding grants, the Springfield Regional Arts Council will not discriminate on the basis of race, color, sex, religion, national origin, age, ability, sexual orientation, gender identity or veteran status. As part of the grant process, all grantees will be required to affirm that, in providing services funded in whole or in part by a Springfield Regional Arts Council grant, the grantee will not discriminate on the basis of race, color, sex, religion, national origin, age, ability, sexual orientation, gender identity or veteran status either in its employment practices or in its policies and procedures concerning access to services.

Grant process timeline:

Date	Event
February 14, 2024	Proposal timeframe opens
April 25, 2024	Full proposal deadline
On or before June 7, 2024	Grant announcement event
May 1, 2025	Recipient reporting deadline to request year 2 funding
On or before June 6, 2025	Notification of year 2 funding decisions
May 1, 2026	Recipient reporting deadline to request year 3 funding if agency received year 2 funding
On or before June 5, 2026	Notification of year 3 funding decisions

PROPOSAL PROCESS

Full Proposals are due to the CFO by 11:45 p.m. April 25, 2024. The maximum page length for proposals is 10 pages (including executive summary). Proposals must be submitted via the CFO's Grant Interface site: <http://www.grantinterface.com/Process/Apply?urlkey=cfozarksgrants>

Details Required in Full Proposal:

EXECUTIVE SUMMARY

Provide a one-page executive summary within the full proposal:

- Brief description of proposal, timeframe, any key details
- Include contact information for all key partners and members of team

PROPOSAL DETAILS

- Explain the proposed use of operating funds and what need(s) will be addressed. Consider how the proposal fits into the scope of the organization's mission and long-range plans. Will partners be involved?
- Itemize the impact the funding will have on the applicant's organization and the community. How will the proposal address the arts & culture grant goals listed above?
- Describe the impact this support will have on travel and tourism for Springfield. What metrics will you use to show impact?
- How will you evaluate the proposal's success? Consider explaining what kind of data will be gathered.

ANNUAL REPORTING PROCESS

Annual reports from selected grant recipients must be provided each year for multi-year projects no later than May 1st. The Arts & Culture Grant Distribution Committee will review annual reporting to determine next year's funding request. This report will require key details on the progress of the original proposal's milestone and timeframe goals and an updated budget including all grant expenses.

Annual reporting must be no more than 10 pages and must include the following details:

- Updated project description: describe the progress of the project in its current phase.
- Share all milestones and any progress toward the initial proposal's goals.
- Share the goals/benchmarks for the next phase of the proposal.
- Impact on travel and tourism: Share data collected that demonstrates impacts on driving visitors to Springfield. (Zip code analysis, hotel/motel stays, etc.)
- Partner update: List contact information for all key partners/members of team and agencies engaged in partnerships, with updated information on any new partnerships or lost partnerships over the last year.
- Past year budget – provide a summary of current progress in the first year's budget (accounting for the 11-month timeframe may be factored as well)
- Update on all other funding partners, if applicable.