



**REGIONAL ARTS  
COMMISSION**  
OF ST. LOUIS

# **PROGRAM SUPPORT GRANT GUIDELINES**





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## WHAT YOU NEED TO KNOW

### Grantmaking Process

RAC follows a four-stage grantmaking process. The entire process is online: **(1) Request; (2) Decision-making; (3) Grant Management; and (4) Analysis.** These stages are explained in the grant guidelines that begin on the following page.

### Grantmaking System Technical Assistance

For technical questions while working in the online system, please email [MS\\_RACSTL\\_Grantmaking@blackbaud.com](mailto:MS_RACSTL_Grantmaking@blackbaud.com).

### Pre-application Process

Program Support Grant applicants are not required to submit a pre-application but if you would like your application reviewed by RAC staff before final submission, you are welcome to submit a “pre-application” via the grantmaking system between February 15 and February 20, 2023. Feedback from RAC staff on the pre-applications will be provided from February 27 through March 17, 2023.

### First-time Applicants

A first-time applicant to RAC is eligible to apply for any grant amount up to \$15,000.00 but is required to submit a pre-application as a part of the prequalification process. Pre-applications are due **Monday, February 20, 2023.**

### Grant Review Criteria

- Artistic Essentials (weighted at 40%): An organization that produces or presents culturally and artistically significant work that supports a full creative life for every St. Louisan.
- Community Benefit (weighted at 30%): A program that demonstrates broad community benefit while advancing diversity, equity, inclusion, and accessibility.
- Capacity & Sustainability (weighted at 30%): An organization that intentionally plans for program capacity and sustainability.

### New Rating System

RAC is implementing a new rating system this year. The new ratings are directly correlated to the application criteria and designed to simplify the review process.

### No Matching Fund Requirement

RAC does not require matching funds for Program Support applicants.

Please note: Although there are no matching fund requirements for Program Support grants, RAC encourages diverse revenue streams to support the proposed program.

### No Funding Tier Requirements

For 2023, organizations are encouraged to apply for any amount up to \$15,000.00 that best meets the needs of the proposed program.



# PROGRAM SUPPORT GRANT

## 2023 GRANT GUIDELINES

**PRE-APPLICATION DEADLINE:** Monday, February 20, 2023

**APPLICATION DEADLINE:** Monday, March 27, 2023

**GRANT ACTIVITY PERIOD:** July 1, 2023 - June 31, 2024

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## I. REQUEST

### BACKGROUND

The Regional Arts Commission's (RAC) Program Support grant provides project-based support to arts and culture organizations and non-arts nonprofit organizations in the production and/or presentation of artistic activities.

These ongoing or one-time projects broaden and deepen audience/community participation and increase access to the arts for visitors and residents throughout the St. Louis region.

### IS PROGRAM SUPPORT RIGHT FOR YOUR ORGANIZATION?

- A project may consist of one or more specific events or activities; it may be part of or all of an applicant's regular season or activities. Applicants that undertake a single short-term project in a year – i.e.: a ten-day jazz festival– could apply for the event, or they could identify certain components (such as the presentation of a key artist and the associated activities) for their application.
- Applicants may apply for any or all phases of a project, from its planning through its execution.
- Programs may be new and untested or ongoing with proven track records.
- Programs may cover a broad range of singular or multiple artistic disciplines.

### PROGRAM SUPPORT GRANT RESTRICTIONS

[Click here](#) to review the list of programs, projects, or events that RAC does not fund.

## GRANT ELIGIBILITY

Eligible organizations meet the following requirements:

- **Local focus:** Arts and cultural programs must occur in St. Louis City and/or St. Louis County.
- **Nonprofit 501 (c) (3) organization:** In “good status” as a nonprofit corporation in the State of Missouri and 501(c)(3) tax-exempt status from the Internal Revenue Service (IRS).
- **Arts programming:** The proposed program’s primary purpose must be the creation, presentation, or utilization of arts and culture.
- **First-time applicants:** A first-time applicant to RAC is eligible to apply for up to \$15,000 but is required to submit a pre-application as part of the prequalification process. Pre-applications are due **Monday, February 20, 2023**.
- **Timeframe:** The program for which you are applying must take place between July 1, 2023, and June 31, 2024.

## CAN I APPLY USING A FISCAL SPONSOR?

**Organizations are eligible to apply for up to \$15,000.00** with a fiscal sponsor (agent) in Program Support, provided that:

- The fiscal sponsor is a nonprofit corporation with 501(c)(3) tax-exempt status from the Internal Revenue Service (IRS), preferably with a history of arts programming, or has tax-exempt status from the IRS with a fiscal sponsorship-based mission.
- Included in the application is a letter signed by the sponsoring organization executive director indicating their agreement to serve as a fiscal sponsor should a grant be made for the program.
- If an application is funded, the applicant and the fiscal sponsor must both sign the Terms and Conditions Agreement issued by RAC.

## WHAT IS MY ORGANIZATION’S APPLICATION CATEGORY?

You will need to apply in one of the following categories.

### Arts and Culture Programs

Performances, concerts, exhibitions, readings, publications, arts education, and similar activities

### Cultural Festivals, Parades and Special Events

Events that enhance the economic vitality of St. Louis and increase the region’s visibility and desirability, i.e., as a destination for local and out-of-town visitors

### Community Arts Programs

Programs using the arts as a tool for social change and/or civic engagement

## HOW MUCH CAN MY ORGANIZATION APPLY FOR?

The maximum amount of funding an organization can receive is \$15,000.00.

## MATCHING FUNDS & GRANT TIERS

**Program Support grant awards do not require matching funds.** However, RAC encourages organizations to identify and secure diverse revenue streams to support their program.

Organizations seeking Program Support grants are encouraged to apply for the grant amount needed to ensure the completion of the program.

## WHAT ARE THE FUNDING CRITERIA?

Program Support grant applications will respond to three **grant review criteria**:

### 1. **Artistic Essentials (weighted at 40%):**

*An organization that produces or presents culturally and artistically significant work that supports a full creative life for every St. Louisian.*

- Application describes the program and resources necessary to carry out the program, and the impact of the program.
- Conveys all aspects of the program, including clear plans for program execution such as location, dates, frequency, etc.
- Demonstrates cultural and artistic significance and how the project is relevant to the arts & culture sector and artists.
- Indicates clear commitment to recruit, engage, and compensate artists—with an emphasis on St. Louis artists.
- Program embodies excellence of artistic craft and skills.
- Program contributes to innovation and new thinking in the artform and/or wider culture.
- Work samples indicate alignment with project.
- Program goals, objectives, and outcomes are realistic and relative to program activities and planned program execution.
- Assessment/Evaluation efforts are in alignment with the program.

### 2. **Community Benefit (weighted at 30%):**

*A program that demonstrates broad community benefit and contributes to advancing diversity, equity, inclusion, and accessibility in the community.*

- A consistent audience base evidenced by attendance numbers, community support, and ticket sales (as applicable).
- Conveys program's community impact through qualitative and quantitative data (examples include number of locations, zip codes, neighborhoods, and/or participants served).
- Demonstrates a link between artistic intention and audience experience.
- Some level of audience assessment is indicated.
- Intentionally and strategically recruits diverse collaborators (volunteers, staff, board, donors, participants, etc.), and creatives.

- Develops meaningful collaborations with diverse neighborhoods and communities to provide equitable opportunities to create and participate.
- Offerings, information, and locations where programs are provided are intentionally accessible to all people, and available to the public.
- Organization is making progress in reaching new audiences/community or strengthening relationship with existing audience.
- Demonstrates consideration of affordability in offerings (free and/or reduced-price admission, scholarship, etc.)
- Indicates the program contributes to the vibrancy, diversity, safety, and economic vitality of neighborhoods, communities, or the broader St. Louis region.
- Demonstrates healthy and/or consistent level of participation/community connection.
- Indicates community partnerships that increase engagement.

### **3. Capacity & Sustainability (weighted at 30%):**

*An organization that intentionally plans for program capacity and sustainability.*

- Includes a realistic and balanced program budget with a clear budget narrative.
- Budget identifies other existing or possible revenue streams.
- Contingency plan in place to support program completion.
- Conveys plans to maintain operations and programs throughout the program year (if applicable).
- Indicates an active and engaged Board of Directors.
- Sustainability statement complements what is known about the program and the information provided in the program budget.
- Demonstrates plan or desire to implement innovative approaches to organizational operations and funding.
- Program planning and development, including goal setting, marketing, budgeting, and evaluation are appropriate to scope of the program.

## **PROGRAM SUPPORT APPLICATION REQUIRED DOCUMENTS CHECKLIST**

- Fiscal Sponsorship Letter (if applicable, see page 3 for requirement instructions)
- Board of Directors List (list to include roles and affiliations)
- Program Budget Template (Download from [RAC Website](#))
- Financial Statements for the two most recently completed fiscal years or most recent audit
- Up to 3 Work Samples
- Critical Review (optional)
- DEI Statement, Policy, or Plan (optional)
- Organizational Health Worksheet (Download from [RAC Website](#))

## II. DECISION-MAKING

### APPLICATION REVIEW PROCESS

Grant reviewers play a central role in RAC's annual grantmaking process. Reviewers commit to the following:

- Attend/view an online orientation session to learn how to review the applications according to the guidelines and review criteria.
- Read the assigned applications, including videos, photos, recordings, or other work samples by the communicated deadline.
  - **Reviewers that do not meet the deadline can receive an extension but do not receive the honorarium.**
- Attend a virtual review meeting with other panelists to discuss and rate applications with the greatest variance in scoring from the first round of reviews.
- If necessary, hear appeals and render a final rating.
- Provide feedback on the application review process for improvement purposes.

Note: Grant reviewers will independently read and rate all applications within the GMS online portal. Staff will review the ratings and make final recommendations for funding based on reviewer ratings. Only applications with a great variance will be discussed during the virtual review meeting.

Eligible reviewers receive an honorarium of \$200. This is a demonstration of RAC's acknowledgement of and appreciation for the time and effort invested in our arts community.

### RATING SYSTEM

Each application will be scored according to RAC's review criteria and a new rating system, shown in the table below.

- There are three review sections that correspond to RAC review criteria: Artistic Essentials; Community Benefit; and Capacity/Sustainability.
- Each review section has three questions, for a total of nine questions in the application.
- Each review section is weighted and conveys the corresponding points possible for each question. Application question responses can be rated exemplary, strong, good, needs work, or weak – and given a score within the provided point range.
- The maximum number of points available is 100.

The points assigned to each question in the application are used to determine final award amount. Points are combined to provide an overall application score. Reviewer scores for an application are then averaged for the final application score.

Final application scores are determined in whole numbers. Most applications will receive an average that is not a whole number. For example, if an application receives a 60.7 overall score, this means the application's final score is 60. The final score is determined by the whole number that precedes the decimal and will not be rounded up nor down.



Using the application rating key: Use your application overall score and find where it lies in the point range column (highlighted yellow). Use that column to find your applications overall rating, the rating definition, and the percentage of your ask for which you are eligible.

<b>APPLICATION RATING KEY</b>			
<b>Rating</b>	<b>Rating Definition</b>	<b>Point Range</b>	<b>Percent Funding Eligible</b>
<b>Exemplary</b>	Applicant provides overwhelming evidence of all three review criteria. Application is exemplary.	90-100	100% of Ask
<b>Strong</b>	Applicant provides strong evidence of all three review criteria. Application is strong.	69-89	100% of Ask
<b>Good</b>	Applicant provides sufficient evidence of all three review criteria. Application is good.	48-68	100% of Ask
<b>Needs Work</b>	Applicant provides limited evidence of all three review criteria. Application needs work and is not eligible for funding.	20-47	0% of ask No Funding
<b>Weak</b>	Applicant provides little to no evidence of all three review criteria. Application is weak and not eligible for funding.	0-19	0% of ask No Funding

Please note: The available annual funding for RAC Program Support grants is not sufficient to meet applicant demand. The final distribution of funding is dependent on several factors: 1. The available funding; 2. The number of applications submitted; 3. The applicant score; and 4. The number of applicants awarded funding. **Given the above information, the percentage for funding for which your application is eligible may not be your grant award amount.**

## APPLICATION QUESTIONS AND RATING

### Application Question 1

<b>Cultural and Artistic Essentials (40% weighting)</b> An organization that produces or presents culturally and artistically significant work that supports a <i>full creative life for every St. Louisan</i> .				
Application Question	Review Criteria (Cultural and/or Artistic Essentials)	Rating	Rating Definition	Point Range
<b>1</b> <b>Essentials (300 word maximum):</b>  <b>Provide an overview of the program(s).</b>  <b>What is the purpose of the program for which you are applying?</b>  <b>How does the program support the mission of your organization?</b>	<ul style="list-style-type: none"> <li>• Describes the program, resources necessary to carry out the program, and the program impact.</li> <li>• Conveys all aspects of the program, including clear plans for program execution (i.e.: location, dates, frequency, etc. (who, what, when, where, and why).</li> </ul>	<b>Exemplary</b>	Applicant provides overwhelming evidence of essentials.	14-16 pts
		<b>Strong</b>	Applicant provides strong evidence of essentials.	11-13 pts
		<b>Good</b>	Applicant provides sufficient evidence of essentials.	8-10 pts
		<b>Needs Work</b>	Applicant provides limited evidence of essentials.	4-7 pts
		<b>Weak</b>	Applicant provides little to no evidence of essentials.	0-3 pts

## Application Question 2

Application Question		Review Criteria (Cultural and/or Artistic Essentials)	Rating	Rating Definition	Point Range
2	<p><b>Cultural and Artistic Significance (300 word maximum):</b></p> <p><b>Explain the program’s artistic intention.</b></p> <p><b>Who are the artists/creatives involved in implementing your program?</b></p>	<ul style="list-style-type: none"> <li>• Demonstrates cultural and artistic significance and how the project is relevant to the arts &amp; culture sector and artists.</li> <li>• Indicates clear commitment to recruit, engage, and compensate artists – with an emphasis on St. Louis artists.</li> <li>• Program embodies excellence of artistic craft &amp; skills.</li> <li>• Program contributes to innovation and new thinking in the artform and wider culture.</li> <li>• Work samples indicate alignment with project.</li> </ul>	<b>Exemplary</b>	Applicant provides overwhelming evidence of cultural and artistic significance.	11-12 pts
			<b>Strong</b>	Applicant provides strong evidence of cultural and artistic significance.	8-10 pts
			<b>Good</b>	Applicant provides sufficient evidence of cultural and artistic significance.	5-7 pts
			<b>Needs Work</b>	Applicant provides limited evidence of cultural and artistic significance.	3-4 pts
			<b>Weak</b>	Applicant provides little to no evidence cultural and artistic significance.	0-2 pts
<ul style="list-style-type: none"> <li>• Upload: Up to 3 Work Samples</li> </ul>					

### Application Question 3

Application Question	Review Criteria (Cultural and/or Artistic Essentials)	Rating	Rating Definition	Point Range
<p><b>3</b> <b>Program Goals (300 word maximum):</b></p> <p><b>What does success look like?</b></p> <p><b>Identify and explain the program:</b></p> <ul style="list-style-type: none"> <li>• Goals</li> <li>• Objectives</li> <li>• Outcomes</li> </ul>	<ul style="list-style-type: none"> <li>• Goals, objectives, and outcomes are realistic and relative to program activities and planned program execution.</li> <li>• Assessment/evaluation efforts are in alignment with the project.</li> </ul>	<b>Exemplary</b>	Applicant provides overwhelming evidence of program goals, objectives and outcomes.	11-12 pts
		<b>Strong</b>	Applicant provides strong evidence of program goals, objectives and outcomes.	8-10 pts
		<b>Good</b>	Applicant provides sufficient evidence of program goals, objectives and outcomes.	5-7 pts
		<b>Needs Work</b>	Applicant provides limited evidence of program goals, objectives and outcomes.	3-4 pts
		<b>Weak</b>	Applicant provides little to no evidence of program goals, objectives and outcomes.	0-2 pts

## Application Question 4

### Community Benefit (30% weighting)

Program that demonstrates broad *community benefit and contributes to advancing diversity, equity, inclusion, and accessibility in the community.*

Application Question	Review Criteria <b>Community Benefit</b>	Rating	Rating Definition	Point Range
<b>4</b> <b>Audience (300 word maximum):</b>  <b>Provide an overview of your program's intended audience.</b>	<ul style="list-style-type: none"> <li>• A consistent audience base evidenced by attendance numbers, community support, and ticket sales (as applicable).</li> <li>• Conveys program's community impact through qualitative and quantitative data (examples include number of locations, zip codes, neighborhoods, and/or participants served.)</li> <li>• Demonstrates a link between artistic intention and audience experience.</li> <li>• Some level of audience assessment is indicated.</li> </ul>	<b>Exemplary</b>	Applicant provides overwhelming evidence of a clear intended audience.	9-10 pts
		<b>Strong</b>	Applicant provides strong evidence of a clear intended audience.	7-8 pts
		<b>Good</b>	Applicant provides sufficient evidence of a clear intended audience.	5-6 pts
		<b>Needs Work</b>	Applicant provides limited evidence of a clear intended audience.	3-4 pts
		<b>Weak</b>	Applicant provides little to no evidence of a clear intended audience.	0-2 pts

## Application Question 5

Application Question		Review Criteria	Rating	Rating Definition	Point Range
5	<p><b>DEIA (300 word maximum):</b></p> <p><b>Describe how your organization is committed to diversity, equity, inclusion, and accessibility.</b></p> <p><b>Also describe how your program makes intentional efforts to attract and/or retain diverse audiences and increase access to the arts for underrepresented individuals and/or under-resourced neighborhoods.</b></p> <p><b>If your organization has a board-approved DEI statement, policy, or plan, please upload a PDF of it below. If you don't have one, please indicate your organization's intentions of developing such a document or documents.</b></p>	<ul style="list-style-type: none"> <li>• Intentionally and strategically recruits diverse collaborators (volunteers, staff, board, donors, participants, etc.) and creatives.</li> <li>• Develops meaningful collaborations with diverse neighborhoods and communities to provide equitable opportunities to create and participate.</li> <li>• Offerings and information about locations where programs are provided are intentionally accessible to all people and available to the public.</li> <li>• Locations where offerings and programs are provided are physically accessible to all people.</li> <li>• Organization is making progress in reaching new audiences/community or is simply reaching more of the same.</li> <li>• Demonstrates consideration of affordability in offerings (free and/or reduced-price admission, scholarship, etc.)</li> <li>• If organization has an uploaded board-approved DEI statement, policy, or plan, it informs programmatic activities.</li> </ul>	<b>Exemplary</b>	Applicant provides overwhelming evidence of commitment to diversity, equity, inclusion, and accessibility.	9-10 pts
			<b>Strong</b>	Applicant provides strong evidence of commitment to diversity, equity, inclusion, and accessibility.	7-8 pts
			<b>Good</b>	Applicant provides sufficient evidence of commitment to diversity, equity, inclusion, and accessibility.	5-6 pts
			<b>Needs Work</b>	Applicant provides limited evidence of commitment to diversity, equity, inclusion, and accessibility.	3-4 pts
			<b>Weak</b>	Applicant provides little to no evidence of commitment to diversity, equity, inclusion, and accessibility.	0-2 pts
<ul style="list-style-type: none"> <li>• Upload: DEI Statement/Policy/Plan (if applicable)</li> </ul>					

## Application Question 6

Application Question		Review Criteria	Rating	Rating Definition	Point Range
6	<p><b>Community Engagement (300 word maximum):</b></p> <p><b>How is the work connected to the community, location, or context?</b></p> <p><b>Do you have community partners for this program, official or unofficial? Who are they?</b></p> <p><b>In what way do these partnerships inform or support your work?</b></p>	<ul style="list-style-type: none"> <li>Indicates the program contributes to the vibrancy, diversity, safety, and economic vitality of neighborhoods, communities, or the broader St. Louis region.</li> <li>Demonstrates healthy and/or consistent level of participation/community connection.</li> <li>Indicates community partnerships that increase engagement.</li> </ul>	<b>Exemplary</b>	Applicant provides overwhelming evidence of community engagement.	9-10 pts
			<b>Strong</b>	Applicant provides strong evidence of community engagement.	7-8 pts
			<b>Good</b>	Applicant provides sufficient evidence of community engagement.	5-6 pts
			<b>Needs Work</b>	Applicant provides limited evidence of community engagement.	3-4 pts
			<b>Weak</b>	Applicant provides little to no evidence of community engagement.	0-2 pts

## Application Question 7

### Capacity & Sustainability (30% weighting)

An organization that *intentionally* plans for *program capacity & sustainability*.

Application Question	Review Criteria Capacity & Sustainability	Rating	Rating Definition	Point Range
<b>7</b> <b>Budget &amp; Budget Narrative (300 word maximum):</b>  <b>Upload your program budget and provide a budget narrative describing the organization's ability to carry out the program based on factors such as people and financial resources.</b>	<ul style="list-style-type: none"> <li>• Has a realistic and balanced budget and clearly articulated budget narrative.</li> <li>• Budget indicates diverse revenue streams.</li> <li>• Contingency plan in place to support program completion.</li> </ul>	<b>Exemplary</b>	Applicant provides overwhelming evidence of a clear budget.	9-10 pts
		<b>Strong</b>	Applicant provides strong evidence of a clear budget.	7-8 pts
		<b>Good</b>	Applicant provides sufficient evidence of a clear budget.	5-6 pts
		<b>Needs Work</b>	Applicant provides limited evidence of a clear budget.	3-4 pts
		<b>Weak</b>	Applicant provides little to no evidence of a clear budget.	0-2 pts
<ul style="list-style-type: none"> <li>• Upload: Program Budget</li> </ul>				



## Application Question 8

Application Question		Review Criteria <b>Capacity &amp; Sustainability</b>	Rating	Rating Definition	Point Range
8	<b>Organizational Health (<i>uploaded document</i>):</b>  <b>Upload the provided organizational health worksheet.</b>	<ul style="list-style-type: none"> <li>• Conveys ability to maintain operations and programs throughout the program year.</li> <li>• Indicates an active and engaged Board of Directors</li> </ul>	<b>Exemplary</b>	Applicant provides overwhelming evidence of overall organizational health.	9-10 pts
			<b>Strong</b>	Applicant provides strong evidence of overall organizational health.	7-8 pts
			<b>Good</b>	Applicant provides sufficient evidence of overall organizational health.	5-6 pts
			<b>Needs Work</b>	Applicant provides limited evidence of overall organizational health.	3-4 pts
			<b>Weak</b>	Applicant provides little to no evidence of overall organizational health.	0-2 pts
<ul style="list-style-type: none"> <li>• Upload: Organizational Health Worksheet</li> </ul>					

## Application Question 9

Application Question		Review Criteria <b>Capacity &amp; Sustainability</b>	Rating	Rating Definition	Point Range
9	<b>Sustainability (300 word maximum):</b>  <b>Please provide a program growth &amp; development statement.</b>	<ul style="list-style-type: none"> <li>• Statement complements what is known about the program and the information provided in the program budget.</li> <li>• Demonstrates plan or desire to implement innovative approaches to organizational operations and funding.</li> <li>• Program planning and development, including goal setting, marketing, budgeting, and evaluation are appropriate to scope of program.</li> </ul>	<b>Exemplary</b>	Applicant provides overwhelming evidence of sustainability.	9-10 pts
			<b>Strong</b>	Applicant provides strong evidence of sustainability.	7-8 pts
			<b>Good</b>	Applicant provides sufficient evidence of sustainability.	5-6 pts
			<b>Needs Work</b>	Applicant provides limited evidence of sustainability.	3-4 pts
			<b>Weak</b>	Applicant provides little to no evidence of sustainability.	0-2 pts

## RATING TRANSPARENCY

Once the application closes on March 27, 2023, grant reviewers will read and rate all applications assigned to them within the GMS portal. Staff will then review the ratings to determine the applications with the greatest score variance. Applications with the greatest score variance will be discussed during a review meeting. The application review process will take place during a 90-minute virtual meeting.

Reviewers will provide a second rating for the applications. All application ratings will be averaged, ranked highest to lowest, and then presented to the reviewers for a final decision. Not all applications will be reviewed during the virtual meeting – only those with a large variance in ratings.

All virtual meetings will be recorded and published on the website so that applicants may listen to their application’s review.

## APPEAL PROCESS

In addition to reading and rating applications, reviewers will participate in an appeals process, if necessary.

An applicant has the right to appeal after either of the following:

- The applicant receives final ratings and reviewer comments supplied through the GMS.
- The applicant receives final ratings and reviewer comments in a recording of the virtual review meeting.

After applicants receive the final ratings, they have the right to appeal if:

- They believe a factual error was made during the review that negatively affected their rating.
- They believe their application’s review was based on criteria or application requirements different from than those published in the RAC guidelines that negatively affected their rating.

To be considered, applicants must have factual grounds for an appeal. Dissatisfaction with a rating or denial of an award is not sufficient grounds for an appeal. Fact-based grounds for an appeal are based on a misstatement of fact made during the review meeting that can be evidenced by written information found in the application; or if the applicant can demonstrate that the review of the application was based on criteria or application requirements different from than those appearing in the RAC guidelines. New information not originally included in the application cannot be offered as evidence of the misstatement.



Upon reading reviewer comments or listening to the recording of the application's review, if an applicant finds a misstatement of fact was made; or if the applicant can demonstrate the application's review was based on criteria or application requirements different from than those appearing in the RAC guidelines, an appeal form may be sent to RAC staff. Staff will review and approve all requests for appeals before convening reviewers for consideration. Appeals will not move forward without staff approval. However, staff approval does not guarantee that the appeal will be approved by the review panel or that the original rating will change.

If RAC staff approve the filed appeal, in a second virtual meeting, RAC staff will present the appeal as submitted by the organization to the reviewers who rated the application. The appeal calls are not be open to applicants. Using Robert's Rules of Order, the reviewers may vote in favor (majority rules) of approving a change to the final rating. The results of the appeals call will be shared with the applicant within 7 business days.

### **NOTIFICATION**

If awarded a grant, applicants will be notified via the Blackbaud GMS portal and a direct email.

### **TERMS AND CONDITIONS AGREEMENT**

Once awarded, the grantee will sign a terms and conditions agreement before receiving the grant award in full via direct deposit. Direct deposit must be set up prior to the payment date. Grantees will receive instructions on how to do this through the GMS portal and in email communications.

## III. GRANT MANAGEMENT

### PAYMENT PROCESSING

Each Program Support Grant recipient will be asked to sign the terms and conditions agreement before collecting the payment. Grant awards are disbursed in a single payment through automatic deposit to the grantee's designated bank account through RAC's Bill.com electronic payments platform. After signing the agreement, grantees will receive a Bill.com email prompting them to create an account. There are instructions on the RAC website that will help guide grantees through this process. Once the account is created with the proper banking information, RAC will process the award payment.

The Program Support Grant payment is made in one lump sum disbursement equaling the total award amount.

## IV. ANALYSIS

### REPORTING

RAC will issue final report instructions and the report form through the Blackbaud GMS platform.

Each grantee is required to submit a final report on or before July 1, 2024. Should a grantee not complete the reporting requirement, they will be ineligible to apply for RAC grants in the future.



# PROGRAM SUPPORT GRANT SCHEDULE 2023-2024

<b>Application Workshops*</b>	January 26 – February 14
<b>Application Opens in GMS Platform</b>	Week of February 13
<b>Pre-application Deadline</b>	Monday, February 20
<b>Pre-application Feedback Delivered</b>	Monday, February 27 – Friday, March 17
<b>Final Application Deadline</b>	<b>Monday, March 27</b>
<b>RAC Staff Internal Review</b>	Tuesday, March 27 – Friday, April 7
<b>Reviewers Receive Applications</b>	Monday, April 10 – Friday, April 14
<b>Reviewer Ratings Due</b>	Monday, May 8
<b>RAC Staff Rating Analysis</b>	Monday, May 8 – Friday, May 12
<b>Panel Meetings</b>	Monday, May 15 – Friday, May 26
<b>Staff Finalizes Ratings</b>	Tuesday, May 30
<b>Application Ratings Shared with Applicants</b>	Wednesday, May 31
<b>Applicant Appeal Deadline</b>	Monday, June 5
<b>Applicant Appeal Meetings</b>	Tuesday, June 6 – Friday, June 16
<b>Commission Vote on Grant Awards</b>	Thursday, June 8
<b>Grant Award Announcements &amp; Notification</b>	Thursday, June 8 – Friday, June 9
<b>Terms and Conditions Agreement Distributed and Signed</b>	Monday, June 12 – Wednesday, July 12, 2023
<b>Direct Deposit Payment Made &amp; Final Report Form Available</b>	Monday, July 17 – Wednesday, July 19, 2023
<b>Grant Programming Timeframe</b>	July 1, 2023- June 31, 2024

\*The virtual workshops will be recorded and available on the RAC website. Please check website for workshop topics and dates.

## WHO TO CONTACT WITH QUESTIONS

### QUESTIONS ABOUT GRANT APPLICATION OR REVIEW PROCESS

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 Grants & Programs Senior Manager  
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### QUESTIONS ABOUT BLACKBAUD GRANTS MANAGEMENT SYSTEM

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 Grants Operations Assistant  
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