



AAFO CRITERIA FOR GRANT APPLICATION for 2016

Annual grant funding is on a year-to-year basis and based on available funds for projects that help further the AAFO mission.

1. Requirements for who can apply:

- a. Nonprofit organizations (501c3) and or individuals, groups, and organizations, operating under the auspices of a fiscal sponsor. *(In this case, a fiscal sponsor is defined as an organization that has accepted fiduciary responsibility to ensure grantees use AAFO grant funding as specified in their grant request. Fiscal sponsors are typically a 501 (c)(3) organization that sponsors a project that lacks tax exempt status and offers their legal and tax-exempt status to groups engaged in activities related to the organization's mission.) The AAFO may consider long-standing organizations in the community without IRS nonprofit status.*
- b. Geographic region(s): State of Oregon with preference for Lane County

2. Allowable and disallowable uses for grant funds:

- a. Allowable: Ex: performance-related expenses, facility rental for practices, travel to performances, accommodation costs for performing at events free and open to the general public. Documentation will be required. See Budget Requirements below
- b. Disallowable: Ex: monetary compensation for performing, food and beverage, and other expenditures having no direct benefit to the public

3. Areas of interest for grant funding

- a. Cultural education activities, events, and performances are accessible, low cost or free to the public
- b. Asian-American cultural center (capital and maintenance)
- c. Developing scholarship funding

4. Grant Cycle

- a. Grant proposals will be accepted year-round at www.aafOregon.org .
- b. Deadline for submission is March 1 each year. Awards are announced by April 1.
- c. *Pending verification:* The AAFO will transmit a notification/no reply email to all applicants to verify receipt of the grant proposal, with a reminder that April 1 is the award date.
- d. *Pending verification:* The AAFO will transmit notification of awards to recipients by April 1, and also transmit a 'thank you' notification to applicants who did not receive grant funding.

5. What criteria are used to evaluative grant applications?

The AAFO uses the following requirements to evaluate all grant applications.

- a. **Falls within the parameters of meeting the mission of the AAFO and Asian-American Council**
To promote cultural understanding, mutual respect and friendship among all people

by sponsoring Asian and Asian American cultural education activities, awarding (college) scholarship grants and establishing an Asian American Cultural Education Center in the Eugene/Springfield area.

b. Service to the Public

As a private funder, AAFO must ensure that its grant funds support activities that fully represent the diversity of Asian and Asian-American culture, and that the supported events/activities are accessible, low-cost or free to the public.

The following are considered **elements of service to the public.** Applicants will be evaluated based on their strength in these areas and scored/ranked in the Proposal Evaluation Matrix:

- 1. Active contribution/anticipated showcase at an Asian American Council event, with priority for the Oregon Asian Celebration:** a group/individual that actively contributes or showcases Asian or Asian-American cultural heritage
- 2. Promotion and Outreach:** a group/individual that demonstrates significant effort is made to reach a broad and diverse audience through its own marketing and public relations efforts
- 3. Audience Development:** a group/individual that offers thoughtful and well-designed educational or interpretive activities that help build audience appreciation and understanding of Asian or Asian-American cultures
- 4. Audience/Visitor Participation:** the group/individual's commitment to its activities is demonstrated through attendance data or customer satisfaction surveys (if available and appropriate)
- 5. Safety & Accessibility to Self/Others:** the group/individual's funded activities are relatively safe with low risk for injury and take place in venues that are fully accessible to the public and comply with all safety and accessibility standards
- 6. Community Service:** the organization brings value to its community through partnerships with local businesses and schools, free and low-cost events, and in other appropriate ways
- 7. Artistic/Programmatic Excellence**
AAFO believes in artistic excellence without boundaries, and its evaluation process embraces the widest variety of cultural and artistic expression being offered to the public in a broad array of settings and contexts, including festivals, special events, classrooms and community centers, parks, open spaces, and traditional venues

AAFO considers these dimensions of proposals when evaluating applications

- a. Idea:** the concept or artistic impetus behind the artistic work or services proposed
- b. Development (performing and visual arts):** the contribution the artistic work makes to the development of the artists involved, the art form, and the arts generally, or for services, the contribution the services make to the development of a vibrant arts and cultural community in the state and local communities

- c. **Context:** the context in which the work or services are being presented and the appropriateness of the work or services in that context. (Extra points for active participation at the Oregon Asian Celebration)
- d. **Managerial/Fiscal Competence/Governance:** As a public funder, AAFO must ensure that funded entities are capable of carrying out their proposals and will be ethical and effective stewards of AAFO funds. A group or individual without its own nonprofit status, should be sponsored by a nonprofit fiscal sponsor listed on the grant proposal is strongly favored. This fiscal sponsor's board of directors should provide administrative, financial, and ethical oversight for the awardee by:

- Ensuring fiscal and programmatic integrity and maintaining accountability by upholding legal standards and ethical norms that the grant funds will be used for the purposes expressed in the grant proposal

e. Funding Availability

Assess the nature and extent of the availability of other public and private funds to support comparable activities. (Determination of financial need. Could other sources provide funding for this project?)

6. Required application information: Grant requests should include the following:

- a. Requested dollar amount, backed by documentation, if possible, to verify amount requested
- b. Description of the need for funding
- c. Explanation of how funds will help the group/individual meet the mission of the AAFO.
- d. Explanation of how the public will benefit
- e. Information on whether group/individual is sponsored by another organization
- f. Information on whether this is a one-time request, or whether continued funding will be needed regardless of whether funding comes from the AAFO
- g. Information of whether group/individual is receiving funds from other sources
- h. Statement of mission or purpose of the group/individual
- i. Estimate of the number of individuals who will benefit from the funding; both participating members, youth, and general public
- j. Description of how group/individual plans to help market/promote their proposal's outcome. Ex: expand number of public performances as a result of funding
- k. Additional documentation to help AAFO better understand the group/individual (brochure or program fliers/guides of past and or future performances)

7. Required grant fulfillment information by all Grantees:

- a. Report verifying actual expenditures against planned expenditures
- b. Result of grant funding (documentation of performances, presentation, etc.)

8. How to Apply

Pending verification: Organizations that wish to submit a grant proposal can access the application as a Microsoft Word document or fillable PDF grant proposal online at the AAFO website www.AAFOregon.org.

9. Timeline: Review Process & Grant Receipt and Award Notice

- March 1 each year is the final date for submitting grant applications electronically to Carrie Matsushita, Trustee at csm1770@comcast.net or by mailing to AAFO Grant Application, PO Box 51117, Eugene, OR 97405.
- The AAFO's Executive Committee or designated subcommittee of the Board of Trustees reviews all grant proposals.
- The Grant Subcommittee, if necessary can determine which proposals should be reviewed by the full Board of Trustees for further evaluation in case of disagreements.
- April 1 or shortly thereafter, will be the due date by which the AAFO will reach a decision for applicants receiving grant funding.
- April 2 or shortly thereafter, the Executive Director or Grant Subcommittee Chair will inform award finalist(s) of the Board's decision
- April 2 or shortly thereafter, The Executive Director or Grant Subcommittee will notify all applicants by email of the AAFO's funding decision. This notification is sent to the email address of the person designated as the contact on the proposal.
- April 10, The Executive Director or Grant Subcommittee Chair will send grant recipients a Funding Contract Covenant for signature that states the condition upon which funding will be granted and deadline for returning signed Covenant to AAFO
- May 1: Deadline for grant recipients to send their signed Covenant to AAFO.

10. AAFO Funding Contract

Grantees receive an AAFO Funding Contract Covenant that details grant awarded to the organization. The Contract is a binding legal agreement that requires the grantee to carry out certain activities or provide services, paid for, in part, with funding received from the AAFO.

- Noncompliance with the terms of the Funding Contract Covenant may require the return of funds, and may affect eligibility for future requests for AAFO support.

11. Contact Information

If applicants have questions about the grant proposal process or have problems accessing the online application, contact the Grant Subcommittee Chair at csm1770@comcast.net