What is it?

General Operating Support Grants (GOS) provide unrestricted general operating support for nonprofits and other nonprofit sponsored entities whose primary missions are to serve the arts, cultural equity, preservation, or awareness, or present science programming to the public.

GOS funds may be used for many different expenses including:

- Salaries and personnel expenses
- Artistic or production expenses
- Administrative expenses

Who can apply?

Organizations with mission statements that clearly define them as arts, cultural and/or science-based institutions are eligible to apply for this funding with some exceptions.

Eligible applicant organizations:

- are based in the greater Flagstaff area as defined by the Flagstaff Metropolitan Planning Organization. Subsidiaries are eligible if their parent organization is based in Arizona. Subsidiaries apply based on their local budget and activities.
- have a primary mission dedicated to:
  - o produce, present, teach or serve the arts.
  - o cultural equity, preservation, or awareness.
  - o present science programming to the public.
- are incorporated with the IRS as a nonprofit 501(c)3 organization or have a formal agreement with a nonprofit fiscal sponsor.

Multidisciplinary or multipurpose organizations are eligible for General Operating Support Grants if they meet the above requirements and are able to demonstrate that arts, culture, or science comprises at least 50% of the organization's public programming. Grant award will be based on the percentage of the organization's budget dedicated to those purposes.

Funding Period
July 1, 2020 to June 30, 2021

Application & Review Timeline
Online Applications Open
Tuesday, February 4, 2020

Mandatory Information Session
Tuesday, February 4, 2020 at 5:30 pm or
Thursday, February 13, 2020 at 5:30 pm

Art & Science Fund Committee Meeting
Wednesday, April 10, 2020 at 5:00 pm
Open to the public, comment is not accepted.

Application Deadline
Monday, March 30, 2020 at 11:30 pm

Art & Science Fund Committee Meetings
Wednesday, April 8, 2020 at 5:00 pm
Open to the public, comment is not accepted.

Mandatory Presentations
Thursday, May 14, 2020, Tuesday, May 19, 2020, or Thursday, May 28, 2020 evenings.

Art & Science Fund Committee Meetings
Saturday, June 6, 2020 at 9:00 am to 4:00 pm
and Wednesday, June 10, 2020 at 5:00 pm
Open to the public, comment is not accepted.

Board Review & Approval
Wednesday, June 24, 2020 at 4:30 pm
Open to the public, comment is not accepted.

Grantees notified
Thursday, July 2, 2020

Primary Staff Contact
Kris Kosola
Operations & Grants Manager
Phone: (928) 779-2300 x105
Email: kkosola@flagartscouncil.org

Technical Support
*For questions about the **Submittable** submission platform:*
Email: support@submittable.com
Phone: (855) 467-8264 ext. 2
Web: help.submittable.com

*For questions about the **DataArts** Funder Report:*
SMU DataArts Support Team
Email: help@culturaldata.org
Phone: (877) 707-3282

Grant Levels & Award Ranges

Eligibility and application requirements and award ranges vary based on FY2019 financial information. For the purposes of General Operating Support, budget size is determined by the organization's adjusted annual expense for the Fiscal Year ending in 2019 (FY2019). Multi-disciplinary organizations or organizations with a large percentage of restricted activities may wish to inquire about what level they will be evaluated at prior to completing an application.

- $5,000 - $24,999: Level 1   Maximum Eligibility: $2,000 to $7,249
- $25,000 - $99,999: Level 2   Maximum Eligibility: $7,250 to $17,999
- $100,000 - $249,999: Level 3   Maximum Eligibility: $18,000 to $34,999
- $250,000 and up: Level 4   Maximum Eligibility: $35,000

Note, potential GOS award amounts vary by level. A grantee's award amount is determined based on their panel review ranking and the availability of grant funds. The minimum award in each level for the previous year's cycle was $1,000 (Level 1), $2,500 (Level 2), $8,000 (Level 3), $20,500 (Level 4). Awards received varied from 20% to 86% of the maximum eligible amount. Not all applicants receive awards. Please contact us with questions about your organization's eligibility amount.

Each year GOS award amounts are determined based on an allocation from the City of Flagstaff BBB tax funds and the number of qualified applications and their relative score. Award amounts listed for the previous cycle do not represent guaranteed minimums and organizations are strongly encouraged to budget conservatively when forecasting potential awards.

Grant funds must be matched with cash (at least 1:1) by the grantee organization by the end of the funding period. If your budget is projected to be significantly less or due to unforeseen circumstances your actual income is significantly less than your last reported fiscal year, you must notify the Arts Council to evaluate eligibility for continued payment.

Eligibility & Documentation Requirements by Level

In addition to being based in greater Flagstaff, Arizona and having a primary mission based in art, science, or culture, there are a few additional eligibility requirements by level.

	GOS Level 1	GOS Level 2	GOS Level 3	GOS Level 4
Years producing related programming (prior to application deadline	At least 1 year	At least 2 years	At least 3 years	At least 3 years
Nonprofit status	Can apply using a fiscal sponsor if not incorporated as nonprofit 501(c)3 organization or unit of government		Must be incorporated as nonprofit 501(c)3 organization or be a unit of government	
DataArts Funder Report (or alternate documentation if eligible)	FY2019 data	FY2019 and FY2018	FY2019, FY2018, and FY2017 data	
Alternate Financial Documentation (for new GOS applicants only)	GOS Income and Expense Form **and** ONE of the Following Documents: • FY 2019 closing Statement of Financial Position (Balance Sheet) • FY2019 closing bank statement(s) • FY2019 closing Statement of Financial Activity (Profit & Loss)		Not eligible for alternate documentation	
Staff requirements	No staffing requirements			Full-time executive, managing, or programming director

How to Apply

The Flagstaff Arts Council runs its application processes through Submittable, an online submissions platform which is cloud-based and can be accessed on most computers including mobile devices. Using an online platform helps maintain consistency of application materials and to conduct panel reviews.

To begin, you will set up a Submittal user account for your organization. If you think your organization might already have a profile but are not sure how to access it, contact the primary staff contact or Submittable Technical Support, contact information is on page 1.

Please contact the Arts Council at least one month before the application deadline if you require an accessibility accommodation or have other extenuating circumstances affecting your use of the online platform.

For GOS Level 3 and above, you will also need a SMU DataArts profile. DataArts, formerly the Cultural Data Project, was founded to bring the language and leverage of data to the business of culture. The Cultural Data Profile (CDP) is DataArts' flagship service, which thousands of cultural nonprofits use annually to report their financial and programmatic information. DataArts seeks to be a catalyst for data-informed decision-making.

Flagstaff Arts Council requires all GOS grant recipients to complete Data Profiles through the DataArts website (https://da.culturaldata.org) as a condition of award if you choose to apply using alternate documentation. Your organization's CDP for your three most recently completed fiscal years must have a status of Complete by October 5, 2020.

Once your CDP profile is complete, follow these instructions to download and save your Funder Report as a .pdf document for use in uploading as part of your online application to the Flagstaff Arts Council or to provide as a condition of your award.

All applicants are required to attend a mandatory workshop date and be available for all presentation dates listed on page 7.

Shared Goals

Operational excellence, resiliency, equity, integration of art & science, and building the image of Flagstaff as a creative community are all priorities identified by the Arts Council board of directors. They represent necessary opportunities to foster a vibrant nonprofit community dedicated to enrichment of everyday life in Flagstaff.

To begin a conversation around these topics and to start tracking common metrics amongst grant recipients, all applicants are requested to select at least one shared programming goal and at least one shared resiliency goal and commit to making meaningful progress on those goals within the funding period.

Shared Programming Goals
- Increase accessibility of art, science, and/or culture programming.
- Foster cross-disciplinary programming that integrates science, technology, and art.
- Innovation.
- Support local artists and/or creative professionals.
- Increase notoriety of programming outside of Flagstaff.

Shared Resiliency Goals
- Increase financial reserves.
- Diversify sources and/or number of earned revenue transactions.
- Diversify sources of donations or contributions.
- Succession planning.
- Board leadership and development.
- Strengthen or create new partnerships.
- Pursue cultural equity in organization leadership and structure.

Organizations will be asked to report on progress of their shared goal in their final reports.

The Application

When you're ready to apply, go to https://flagartscouncil.org/the-arts-council/grants/ and click "Apply Now." This will take you to the Submittable platform. The General Operating Support grant opportunity will only be visible on the Online Open Application Date. You do not have to complete the application in one session; Submittable allows you to save a draft of your application and complete/submit later.

Applicant Information

- Organization name and (if applicable) DBA
- Organization mailing address
- Primary and secondary contact info
- Board of Directors and key staff list

- Nonprofit status and Federal EIN (if applicable)
- Attendee designated for mandatory grant workshop
- Whether organization uses Flagstaff365.com
- Brief history of the organization

Narrative Questions

Some applicants find it helpful to develop responses using word processing software, then copy/paste them into the Submittable application when they're ready. Please keep in mind the platform may truncate responses when pasted into the fields based on character or word limits. You are strongly encouraged to verify all pasted answers appear as intended.

While there is plenty of opportunity in the provided questions to write a lot of text, please keep in mind that the grant reviewers are reviewing more than 50 applications each. The questions are deliberately specific in some cases to help guide common information across applications. Please be succinct if an answer can be well stated in just a sentence or two. Whenever possible, use specific data to support metrics and goals.

Programming Overview

1. What are your organization's *top three* programming goals? What activities are planned for the grant period to support them? (Please use bullets or numbers to separate goals and activities)
2. If you applied for a FY20 grant in the last cycle, please describe how your proposed activities and/or programs differ from the current year. Why are they different or the same?
3. How does your organization's activities support your mission? Why are these activities the *best* activities to support the community impact you are trying to achieve?
4. Please select *at least one* shared programming goal (maximum 3) that your organization plans to make meaningful progress on improving in this funding period. (Programming goals are listed on prior page.)
5. In a sentence or two each, please describe how you plan to make meaningful progress on your selected common goal(s) selected in question 4 above. If you do not anticipate making meaningful progress in the funding period, please do not select the goal. List each goal by its corresponding number.

Quality Programming

1. How do you define *"quality"* for the programming that your organization presents? Note, quality is not necessarily synonymous with the technical skill or artistry of the production of artistic works.
2. How does your organization *exemplify or demonstrate* quality programming?
3. How do you plan to maintain or improve quality over the funding period?
4. What evaluation methods do you use to ensure that your programming is meeting the needs of your stakeholders and your stated goals? What metrics do you track and why?

Benefit to the Public of Flagstaff

1. How does your organization's programming contribute to the quality of life in Flagstaff? What change do you want the community to experience because of your organization's efforts? Please be specific and quantify your audience.
2. Are there specific groups that benefit from your programming more than others? How many people do you reach? If you benefit one group over another, is it intentional? If it is not intentional, how are you trying change that?
3. Is the community involved in the planning of your programming or your organization's strategic direction? If so, how?
4. Do you have a board approved Cultural Equity Statement? (click here for examples) If not, do you have a plan to create one in the coming year(s)? If you do, please upload it under supporting documentation.
5. Why is your organization's programming unique?
6. What other organizations provide similar programming, if any?
7. Are there other organizations that provide different programming but that are trying to achieve similar community impact? Explain why you think those organizations are achieving similar community impact with their programming?

A Resilient Organization Supports a Resilient Flagstaff

1. What partnerships does your organization currently have? How do those partnerships strengthen your efforts?
2. Please select *at least one* shared resiliency goal (maximum 3) that your organization plans to make meaningful progress on improving in the funding period. (Resiliency goals are listed on prior page.)
3. In a sentence or two each, please describe how you plan to make meaningful progress on your shared goal(s) selected in question 2 above. If you do not anticipate making meaningful progress in the funding period, please do not select the goal. List each goal by its corresponding number.
4. Are there other ways, other than those that are identified in the shared resiliency goals in question 2 that your organization is actively investing in its future?
5. Do you have a 3-5-year strategic plan? If so, how is your plan realistic? How does it inspire your organization to grow or change? If not, please explain. (You can upload your strategic plan under supporting documentation.)
6. Do you have a succession plan for key staff or leaders? If so, please describe. If you do not have a succession plan, do you intend to create one? When? (If you have a separate document, you may attach it in the upload section.)
7. How frequently does your board review financial statements? Please choose one.
   - Annually
   - Quarterly
   - Monthly
   - Other (please describe)

8. Do you use accounting software that is auditable? (e.g. Quickbooks, Blackbaud; not Excel) Please choose one.
   - Yes
   - No
   - Other (please describe)

9. Does an accountant or auditor review and prepare your year-end financial statements? Please select all that apply.
   - Accountant prepares 990.
   - Internal audits are conducted annually.
   - External audit annually.
   - External audit every 2-5 years.
   - Other, please explain.

10. How do you ensure separation of duties, conflict of interest, and financial oversight?
11. How many board members do you have? How do you recruit new board members? How does the board make-up serve your goals?
12. Are key staff and/or board members required to participate in related professional development workshops or classes at least annually? If so, how?
13. Do you have a board-approved investment policy reviewed by a financial professional for any investments or endowments? If not, please describe how your board oversees investments or endowments. (If you have an adopted policy, please attach it in the upload section.)
14. Does your organization have a board-approved gift-acceptance policy? If not, please describe how your board approves the receipt of gifts or donations. (If you have an adopted policy, please attach it in the upload section.)
15. What percentage of your board donates financially to the organization? If less than 100%, why?
16. Please describe any notable items on your financial statements. For example, if you have or are planning a deficit, please explain why and how the deficit will be managed.
17. Why are you going to be successful at meeting your resiliency and administration goals? Is there evidence of prior success?

Supporting Documentation

1. Upload required financial documentation.
2. Upload a resume of the Executive Director or person responsible for this proposal (ONE page maximum in PDF format).
3. Upload up to 3 letters of support. Optional.
4. Upload the following documents, if applicable.
   a. Most recently submitted Final Report from Art & Science Grant
   b. Cultural Equity Statement
   c. Strategic Plan
   d. Succession Plan
   e. Investment Policy
   f. Gift Acceptance Policy

Evaluation Criteria

The Art & Science Fund grant committee consists of 7 to 10 volunteers who are citizens of Flagstaff. The majority of Committee members are not members of the Arts Council Board and are not affiliated with the Flagstaff Arts Council in any other capacity. These volunteer committee members read, review, and rank all applications and determine funding allocations for the Art & Science Fund.

The committee considers the following when ranking applications.

Alignment

Does the application provide specific details about the work your organization does, why you do it, and the communities you engaged in and with? Are there clear goals and strategy? Does the application align with grant program goals of organizational excellence, expanding audience, and creativity as a part of everyday life? Is it clear how the work described in the application align with the organization's mission statement?

Quality Programming

Is the work described responsive to the communities you engage? Does the application clearly describe effective methods of programmatic evaluation? Does the application provide specific and substantial evidence of the quality of the programming/service your organization provides?

Public Benefit

Does the application demonstrate how the quality of life is enhanced in Flagstaff? Is the organization responsive to the needs of the community? Is the community involved in planning? Is the work described in the application unique and important of the art, science, or cultural sectors?

Resiliency

Does the organization effectively partner when appropriate? Is the leadership and administration committed to the work and is there evidence that they have the experience to successfully complete the work? Is there clear evidence of public support, financially and otherwise? Is the organization actively investing in resiliency? Does it have a clear organizational plan?

Application Review Process

Grants are awarded through a competitive review process. Applications are first reviewed by Arts Council staff for completeness and eligibility. Late or incomplete applications or not attending mandatory workshops or assigned presentation date will be ineligible for review or funding.

Eligible applications are reviewed by a review committee comprised of Arts Council board members, City of Flagstaff representatives, and community members at large. Each application is evaluated based on how well it demonstrates alignment with the evaluation criteria.

Panelists first review applications individually then meet to discuss the applications as a group. This meeting is open to the public and applicants are encouraged to attend. Then, applicants attend a mandatory presentation (applicants choose from available timeslots over 3 dates) where they present a 4-minute presentation.

Once all presentations are completed, the review committee meets to discuss the applications and refers their recommendations to the Arts Council board which approves final award amounts. Final scores and funding amounts are then provided to the City of Flagstaff for funding.

FY2021 GOS Timeline

All activities and meetings take place at Coconino Center for the Arts, 2300 N. Fort Valley Road, Flagstaff, Arizona, unless otherwise noted. All meetings are open to the public. However, public comment is not allowed during Committee and Board meetings.

- Tuesday, February 4, 2020 – Grant Guidelines Published & Online Application Available
- **MANDATORY** Tuesday, February 4, 2020 or Thursday, February 13, 2020, 5:30 pm to 7:00 pm – Information Session (choose one)
- **DEADLINE** Monday, March 30, 2020 at 11:30 pm – Grant Applications Due via Submittable
- Wednesday, April 8 at 5:00 pm – Art & Science Committee Meeting
- **MANDATORY** Thursday, May 14, 2020, Tuesday, May 19, 2020, or Thursday, May 28, 2020 – Presentations to Art & Science Fund Committee. Applicants will be assigned a time between 5:30 pm and 9:30 pm. Attendance by a representative of your organization at your scheduled presentation is **mandatory**. Each eligible grant applicant will give a four (4) minute presentation to the committee followed by a four (4) minute period for questions and answers. You may make verbal clarifications, report any new developments within your organization since the application date, and distribute collateral. No rewrites of the application or budget forms will be accepted. No further information will be accepted after the presentation. You will be contacted by email to schedule your presentation during the dates/times listed. No appointments are available. Applicants agree to be available on all presentation dates by submitting an application.
- Saturday, June 6, 2020 at 9:00 am to 4:00 pm – Art & Science Fund Committee Meeting
- Wednesday, June 10, 2020 at 5:00 pm – Art & Science Fund Committee Meeting
- Wednesday, June 24, 2020 at 4:30 pm to 6:00 pm – Flagstaff Arts Council Board of Directors Meeting
- Wednesday, July 1, 2020 – Notification of Grant Awards by email
- **MANDATORY** Mid to late August – Grantee Celebration.
- **DEADLINE** Saturday, August 15, 2020 – FY20 Final Reports Due. Failure to submit will result in revocation of any open or current grants and may additionally make an organization ineligible for future grant funding.
- **DEADLINE** Monday, August 17, 2020 – Signed FY21 Contracts Due
- **DEADLINE** Monday, August 16, 2021 – FY21 Final Reports Due. Failure to submit will result in revocation of any open or current grants and may additionally make an organization ineligible for future grant funding.

Other Grantee Requirements

DataArts & Reporting
Levels I and II GOS recipients that did not apply using a DataArts funder report must create a DataArts profile (if they don't already have one) and submit a DataArts Funder Report containing financial data for the past three fiscal years (or fewer if the organization has not yet been in operation three years) by October 5, 2020.

All GOS recipients must submit a final report following the end of the funding period, typically by July of the following calendar year. Failure to do so renders an organization ineligible to apply for the next available funding cycle.

Liability Insurance
All grantees are required to provide two separate Certificate of Liability Insurance forms with a minimum coverage of $1,000,000. One document must name Flagstaff Arts Council and a separate document must name City of Flagstaff as additionally insured. Be sure to include the cost of this insurance in your organization's budget.

Audit
The Arts Council may audit a grantee's records, at any time at grantee expense, to verify compliance with contract terms.

Acknowledgement
Funded organizations *must acknowledge the support of Flagstaff Arts Council and the City of Flagstaff – BBB Revenues* in advertisements and promotional materials. The Flagstaff Arts Council's logo and the City of Flagstaff's BBB logo must be used when possible and can be obtained on the Arts Council website (http://flagartscouncil.org/the-arts-council/grants/). Detailed requirements for this acknowledgment will be provided with the agreement upon acceptance of grant funding.

Recipients of Art & Science Fund grants will also be required to show the logo for Flagstaff365.com on the recipient organization's webpage associated with the funded project (if applicable), and the logo must link to http://flagstaff365.com. Detailed information about this will be provided in grant award packets in July 2020.

Funding Restrictions

This program does not fund the following:

- Organizations that were funded by the Arts Council in the last two years but failed to file a final report by the deadline.
- Organizations not dedicated to:
    o Producing, presenting, teaching, or serving the arts
    o Cultural equity, preservation, or awareness
    o Presentation of science programming to the public
- Any division of local, state, or federal government not operating as a 501(c)3.
- Programs focused on K-12 participants.
- Applications submitted by for-profit organizations or individuals.
- Activities that do not directly serve the residents and visitors to the immediate Flagstaff area.
- Matches for other City of Flagstaff grant requests
- Schools, including public, private, and charter.
- Scientific research.
- Religious institutions or religious group-sponsored organizations not open to participation by non-congregants.
- Religious institutions or religious group-sponsored organizations whose primary purpose is the religious socialization of individuals or whose art, science, or cultural programming exists as parts of religious sermons or services.
- Re-granting, scholarships, and awards unless permission is received.
- Grant administration, overhead, or processing fees taken by an umbrella parent organization as a percentage of the total award, with the exception of fiscal sponsors.
- Fiscal agent fees in excess of 5% of the awarded amount.
- Lobbying expenses.
- Expenses related to the construction of facilities.
- Food and beverage for receptions and hospitality functions.
- Fundraising projects.
- Non-equipment capital expenditures.
- Indirect costs.
- Debt reduction.

This list is not comprehensive.

Organizations that have a high-proportion of their expenses allocated to in-eligible expenses may be disqualified from the grant. You will be asked to provide detail on in your grant application about the proportion of in-eligible expenses in your last operating year.

All announced grant awards are subject to change by the Arts Council based on the availability of Bed, Board and Beverage (BBB) Revenues as approved by the City Council for the City of Flagstaff.

A special thank you to the Arizona Commission on the Arts for providing immense in-kind resources for the completion of these grant guidelines.