

Flagstaff Arts Council is committed to serve the arts and sciences community with grant funding, promotional support, advocacy and community-wide initiatives and programming while observing CDC guidelines to ensure our community members, staff, and patrons are safely interacting.

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 themselves 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 (see map on page 9). 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:
 - produce, present, teach or serve the arts.
 - cultural equity, preservation, or awareness.
 - 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.

Primary Staff Contact

Kris Kosola
Operations & Grants Manager
Ph. 928.779.2300 ext.105
kkosola@flagartscouncil.org

Technical Support

For questions about the submission platform:
support@submittable.com
help.submittable.com
855.467.8264 ext.2

Funder Report:
help@culturaldata.org
877.707.3282

Funding Period

July 1, 2021 to June 30, 2022

Application & Review Timeline

Online Applications Open

Thursday, February 4, 2021

Mandatory Virtual Information Session

Will be available digitally post event

Thursday, February 4, 2021 and

Tuesday February 16, 2021 at 5:30 pm

Art & Science Fund Committee Meeting

Thursday, April 8, 2021 at 5:30 pm

Open to the public, comment is not accepted.

Application Deadline

Wednesday, March 31, 2021 at 11:30 pm

Art & Science Fund Committee Meetings

Wednesday, May 5, 2021 at 5:30 pm

Open to the public, comment is not accepted.

Mandatory Virtual Interview

Wednesday, May 12, 2021,

Thursday, May 13, 2021, 4 pm – 8:30 pm.

Art & Science Fund Committee Meetings

Saturday, June 5, 2021 at 9:00 am to 4:00 pm

Wednesday, June 9, 2021 at 5:30 pm

Open to the public, comment is not accepted.

Board Review & Approval

Wednesday, June 23, 2021 at 4:30 pm

Open to the public, comment is not accepted.

Grantees Notified

Thursday, July 1, 2021

Awarded GOS Grantee Final Report Due

Tuesday, August 16, 2022

Note for FY2022

In fiscal year 20-21, the General Operating Support program underwent minor criteria, eligibility level, and application question updates. For this grant cycle, in response to grantee feedback and to address complications due to COVID-related fluctuations in operating expenses, minor question and eligibility updates were made.

All organizations that are applying for recurring funding for the same scope of work are required to apply under the GOS grant program as long as they meet the eligibility requirements. This ensures that the same criteria and scoring methodology is used across all organizations. This also allows for the project grant program to be focused on limited-term non-recurring work.

The changes are designed to promote operational excellence amongst our nonprofits, common sector goals, and to align question narratives with the updated criteria. Each applicant is requested to select at least one common programming goal and one common resiliency goal to begin or continue a dialogue across the sector about common needs and opportunities.

COVID Pandemic

COVID Pandemic: We understand that the recent COVID pandemic has caused many administrative and programmatic changes in 2020. The FAC Board, City of Flagstaff, and the Grant Committee would like to support the local organizations during these challenging times and are consistently exploring ways to manage funding support.

Community Safety: To ensure the safety of the applicants, FAC staff, and the Art & Science Grant Committee, all of the meetings and interviews will be held virtually. Notifications will be sent via email with virtual links regarding each of the scheduled dates.

Applications: There have been added questions in the grant application inquiring about how your organization has been affected by COVID and how your organization has overcome the presented barriers. This information will allow the grant committee to make a more informed decision when reviewing and scoring your application.

During the application process and the funding cycle, your organization will be required to report any income and expense changes that have occurred due to the pandemic.

Since many applicants may have experienced significant fluctuations in expenses within the last year due to reasons out of their control, grant level will be determined by the average of the most recent three years.

Grant Levels & Award Ranges

Eligibility and application requirements and award ranges vary based on organization's adjusted annual expenses averaged over its most recent three fiscal years of operation. This would be financial information for fiscal years that end June 30th for 2020, 2019, and 2018 or ending December 31 for 2020, 2019, and 2018. Multi-disciplinary organizations or organizations with a large percentage of restricted activities may wish to inquire about which level they will be evaluated prior to completing an application. For organizations with fewer than three years of operation, eligibility will be determined using the average of any completed fiscal years.

- \$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), \$3,000 (Level 2), \$4,000 (Level 3), and \$18,000 (Level 4). Awards received varied from 21% to 94% 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, the number of qualified applications, and their relative scores. Award amounts listed for the previous cycle do not represent guaranteed minimums and organizations are strongly encouraged to budget conservatively when forecasting potential awards.

The grantee organization must match Grant Funds with cash (at least 1:1) 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.

Expense-based levels	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)	FY2020 data	FY2020 and FY2019	FY2020, FY2019, and FY2018 data	
Alternate Financial Documentation (for new GOS applicants only, and a CDP report will be due October 5, 2021 for funded applications)	GOS Income and Expense Form and ONE of the Following Documents: <ul style="list-style-type: none"> • FY 2020 closing Statement of Financial Position (Balance Sheet) • FY2020 closing bank statement(s) • FY2020 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, cloud-based submissions platform, 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.

Flagstaff Arts Council requires all GOS grant recipients to complete Data Profiles through the DataArts website (<https://da.culturaldata.org>). 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.

Some new applicants are eligible to apply using alternative financial documentation. Grantees that do not submit a CDP with their application will be required to complete a CDP for the three most recently completed fiscal years by October 5, 2021.

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 Interview dates listed on page 1.

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 the enrichment of everyday life in Flagstaff.

To encourage 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 visibility and recognition 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 the progress of their shared goals 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

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 many 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.

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.

COVID

1. Tell us how COVID has affected your staff and volunteers and how your organization has adapted. (200 words)
2. Tell us how COVID has affected your programming and how your organization adapted. (200 words)
3. Were there any positive changes due to the pandemic? Please explain. (200 words)
4. Tell us how your organization is prepared for any further changes due to the pandemic. (200 words)
5. Is your projected budget for this grant funding cycle more or less than your most recent completed non pandemic fiscal year (fiscal years ending on or before December 31, 2019)? Please explain. (200 words)

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. (300 words)
2. If you applied for the FY20-21 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? (200 words)
3. How do your organization's activities support your mission? Why are these activities the *best* activities to support the community impact you are trying to achieve? (300 words)
4. Please select *at least one* shared programming goal from our list on page 4 (maximum 3) that your organization plans to make meaningful progress on improving in this funding period. (checkbox selections)
5. For each of the selected goals in #4, please describe in a sentence or two how you plan to make meaningful progress. 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. (150 words)

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. (100 words)
2. How does your organization *exemplify or demonstrate* quality programming? (200 words)
3. How do you plan to maintain or improve program quality over the funding period? (200 words)
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? (300 words)

Benefit to the Public of Flagstaff

1. In what ways 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. (300 words)
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? (200 words)

3. Is the community involved in the planning of your programming or your organization's strategic direction? If so, how? (1 words)
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 not, how does your organization promote cultural equity? If you have a plan, please upload it under supporting documentation section below. (80 words)
5. Why is your organization's programming unique? (200 words)
6. What other organizations provide similar programming, if any? (80 words)

A Resilient Organization Supports a Resilient Flagstaff

1. What partnerships does your organization currently have? How do those partnerships strengthen your efforts? (200 words)
2. Please select at least one shared resiliency goal from the list on page 4 (maximum 3) that your organization plans to make meaningful progress on improving during the funding period. (check boxes)
3. For each of the selected goals in #2, please describe in a sentence or two how you plan to make meaningful progress. 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. (150 words)
4. Are there goals, other than those that are identified in the shared resiliency goals in question 2 that are guiding how your organization is actively investing in its future? (150 words)
5. How is financial separation of duties and oversight managed? (200 words)
6. How are new board members recruited? How does the board make-up serve your goals? (100 words)
7. What percentage of your board donates financially to the organization? If less than 100%, why? (200 words)
8. 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. (250 words)
9. Is there anything else you would like to share that demonstrates how your organization operates to support its programs? (200 words)
10. Please tell us about your volunteers. How many volunteers did your organization have in the last 2 completed fiscal years? Also, tell us the total volunteer hours served for each year.

Supporting Documentation

1. Upload required financial documentation.
2. Upload a resume of the Executive Director or lead person responsible for implementing 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, Development plan, Vision board etc. (optional)
 - d. Succession Plan
 - e. Investment Policy
 - f. Gift Acceptance Policy
 - g. Most recent 990 filing (fiscal sponsor if applicable)
5. Upload up to 3 work samples, pdf, links and/or videos that you would like to share with the committee. This allows the Interview (previously the presentations) to devote to dialogue. The review panel will only review 3 work samples. You may only provide a combination of 3 attachments or links. If more are provided only the first three samples will be reviewed.

Evaluation Criteria

The Art & Science Fund Grant Committee consists of 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 by budget level as referred to on page 3. Applications are first reviewed by Arts Council staff for completeness and eligibility. Late or incomplete applications, not attending mandatory workshops, or assigned Interview date will be ineligible for review or funding.

Eligible applications are reviewed by a review committee (also referred to as panelists) 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. The committee will discuss any questions they have for the applicant, and FAC staff will provide them to the applicant prior to the interview date. Then, applicants attend a mandatory interview (applicants choose from available timeslots over 2-3 dates) where they present a 4-minute interview, and address any questions provided earlier, followed by a 4-minute discussion where committee members can ask additional questions as they arise.

Once all interviews 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.

FY2022 GOS Timeline

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

- Thursday, February 4, 2021 – Grant Guidelines Published & Online Application Available
- **MANDATORY** Thursday, February 4, 2021, or Tuesday February 16, 2021 5:30 pm to 7:00 pm – Virtual Information Session
- **DEADLINE** Wednesday, March 31, 2021 at 11:30 pm – Grant Applications due via Submittable
- Thursday, April 8, 2021 at 5:30 pm – Art & Science Committee meeting
- Wednesday, May 5, 2021 at 5:30 pm – Art & Science Committee meeting
- **MANDATORY** Wednesday, May 12, 2021, Thursday, May 13, 2021, between 4:00 pm and 8:30 pm – Interview with the Art & Science Fund Grant Committee. A Doodle poll will be emailed to the application submitter on April 1, 2021 for Applicants to choose their date/time, Applicants who have not selected a date/time by April 5th will be assigned a date/time in an available slot on either of these dates.
Attendance by a representative of your organization at your scheduled interview is **mandatory**. Each eligible grant applicant will give a four (4) minute interview with 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 interview. Applicants agree to be available on all interview dates by submitting an application.
- Saturday, June 5, 2021 at 9:00 am to 4:00 pm – Art & Science Fund Committee meeting
- Wednesday, June 9, 2021 at 5:30 pm – Art & Science Fund Committee meeting
- Wednesday, June 23, 2021 at 4:30 pm to 6:00 pm – Flagstaff Arts Council Board of Directors meeting
- Thursday, July 1, 2021 – Notification of Grant Awards by email
- **MANDATORY** Mid to late August – Grantee celebration video.
- **DEADLINE** Monday, August 16, 2021 – FY21 (2020 – 2021) 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 16, 2021 – Signed FY22 contracts due
- **DEADLINE** Tuesday, August 16, 2022 – FY22 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, 2021.

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

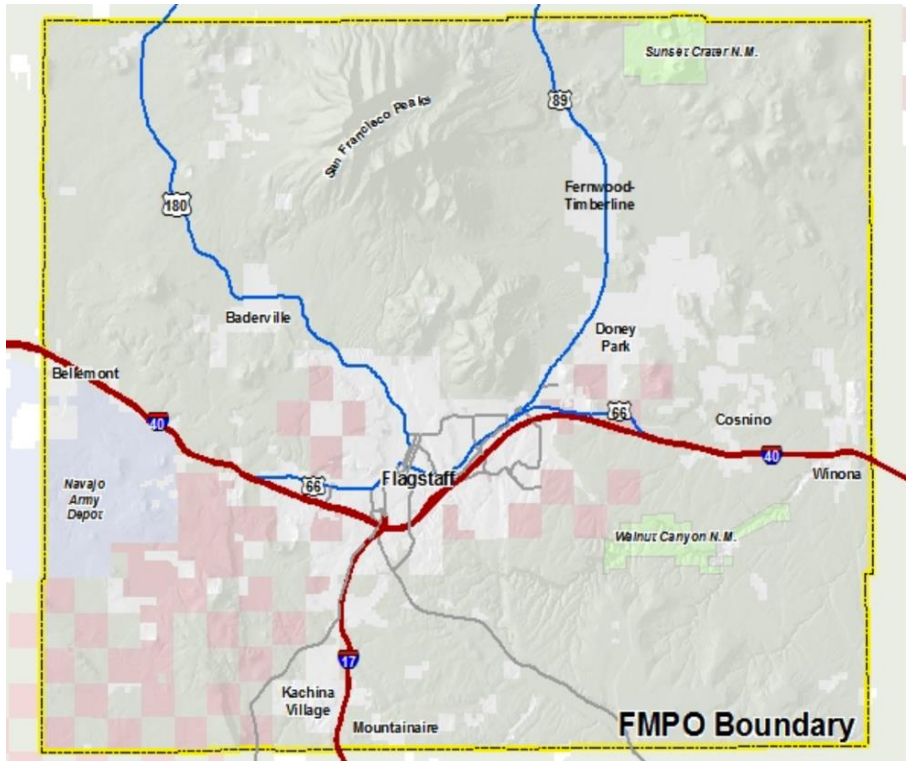
Funded organizations *must acknowledge the support of Flagstaff Arts Council and the City of Flagstaff – BBB Revenues in advertisements and promotional materials.* The Flagstaff Arts Council's logo and the City of Flagstaff's BBB logo must be used when possible and can be obtained on the Arts Council 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:
 - Producing, presenting, teaching, or serving the arts
 - Cultural equity, preservation, or awareness
 - Presentation of science programming to the public
- Any division of local, state, or federal government not operating as a 501(c)3.
- Organizations that are outside the FMPO Boundary
- 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.
- 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.