

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, and administrative expenses.

Grants are awarded for a period of 2-years for applicants that have completed at least 3 grant cycles (project or GOS) since July 1, 2019. All other applicants that receive awards will be for a period for 1 year.

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.
- have a minimum annual budget of \$5,000.
- will incur eligible expenses during the funding period

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.

Application Review & Timeline

Online Applications Open

Monday, February 7

Required Information Session Dates

Thursday, February 10 at 5:30pm

Tuesday, February 15 at 5:30pm

Wednesday, March 9 at 5:30pm

Application Deadline

Wednesday, April 6 at 11:30pm

Review Panel Meeting*

Wednesday, May 4 at 5:30pm

Applicant Interview Dates

Wednesday, May 11, 4pm to 8:30pm

Thursday, May 12; 4pm to 8:30pm

Review Panel Meetings*

Saturday, June 4, 9:00am to 4:00pm

Wednesday, June 8, at 5:30pm

Board Review & Approval*

Wednesday, June 22 at 4:30pm

Grantees Notified – Friday, July 1

Awarded GOS Grantee Report Dates

Tuesday, August 16, 2023 (Final

Report for 1-year awards; Mid-term Report for 2-year awards)

Tuesday, August 15, 2024 Final

Report for 2-year awards

**Meeting is open to public, link will be grant website calendar, comment is not accepted.*

Grant Program Coordinator

grants@creativeflagstaff.org

928.779.2300

Technical Support

Questions about submission platform:

Support@submittable.com

Help.submittable.com

855.467.8264 ext 2

Funder Report Support

help@culturaldata.org

877.707.3282

Grant Levels, Award Ranges, and Eligibility

Eligibility and award ranges vary based on organization’s adjusted annual expenses over its most recent three fiscal years of operation. For most organizations, this would be financial information for fiscal years that end June 30th or December 31st for 2021, 2020, and 2019.*

Multidisciplinary 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.

For the purposes of the grant program, **adjusted annual expenses is defined as total annual expenses minus any in-kind expenses.**

Potential GOS award amounts vary by level. 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 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 due to unforeseen circumstances or your actual income is significantly less than your last reported fiscal year, you must notify Creative Flagstaff to evaluate eligibility for continued payment.

City of Flagstaff BBB Revenues

The General Operating Support grant program is funded through Bed, Board, and Beverage Tax Revenues of which a portion is dedicated by the voters to the Art & Science Fund.

Creative Flagstaff serves as the City’s arts, cultural, and science agency and administers grant funds on the City’s behalf.

About Creative Flagstaff

Flagstaff Arts Council is now Creative Flagstaff. Announced at the 13th Annual Viola Awards in June 2021, our new name reflects boundless creativity and an interdisciplinary spirit. It also describes a movement by which we strengthen our community by investing in our creative economy.

Our mission is to foster creative opportunity.

Our vision is that Flagstaff is a vibrant creative community at the intersection of arts & science.

	Organization’s Annual Adjusted Expense	Maximum Eligibility	FY22 Min. Award**	FY22 Max. Award
Level 3	\$5,000 - \$24,999	\$2,000 to \$7,249	\$1,000	\$5,000
Level 4	\$25,000 - \$99,999***	\$7,250 to \$17,999	\$3,000	\$11,000

*Organizations that do not have final financial statements for their most recent completed fiscal year may submit financial statements ending with the prior fiscal year. This most commonly applies to organizations with fiscal years ending in December that have not yet completed an audit or finalized the Form 990.

**Excludes unfunded applications.

***Some applicants with higher annual expenses may need to apply under Level 2 instead of Levels 3 or 4 if they don't meet all Level 3 or 4 eligibility criteria.

Eligibility Requirements

- Minimum average annual adjusted revenue: \$5,000
- Based in greater Flagstaff, Arizona (within FMPO boundary)
- Have a primary mission based in art, science, or culture, there are a few additional eligibility requirements by level.
- At least 1 year producing related programming (prior to application deadline)
- Can apply using a fiscal sponsor if not incorporated as a nonprofit 501(c)3
- No staffing requirements

Documentation Requirements

- Completed written application narrative. Level 1 applicants have the option to alternatively upload 15-minute or less video in lieu of written narrative

responses. Video requirements detailed in The Application section below.

- Completed GOS Expenses & Revenue Form OR DataArts Funder Report
- Other supporting documentation in the application is optional.

Multi-Year Funding

New for FY22, grants are awarded for a period of 2-years for applicants that have completed at least 3 grant cycles (project or GOS) since July 1, 2019. All other applicants that receive awards will be for a period of 1 year. The committee may place conditions on multi-year awards at its discretion.

Eligibility for multi-year funding is automatic with no additional documentation needed from the applicant.

How to Apply

Creative Flagstaff 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 Submittable user account for your organization. If you think your organization might already have a profile but are not sure how to access it, contact your primary staff contact or Submittable Technical Support. Contact information is on page 1.

Please contact Creative Flagstaff 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.

Creative Flagstaff requires all GOS grant recipients to complete Data Profiles through the DataArts website (<https://da.culturaldata.org>) within 60 days of the beginning of the funding period. 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. Applicants have the option to use the alternative GOS Expense & Revenue Form available on the Creative Flagstaff website but are encouraged to complete a Data Profile instead prior to application if the organization has received an award in the past three years.

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 Creative Flagstaff 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.

Mentorship & Responsive Training

Creative Flagstaff's strategic plan invests in strong and resilient art, science, and culture nonprofits by looking for ways to strengthen baseline general operating support through the GOS program and others. It also focuses on building professional capacity for fundraising and development, marketing, and programming as well as aligning Flagstaff's network of cultural nonprofits with other shared goals and priorities.

To do this, grantees are encouraged to participate in collaborative programming and shared learning

opportunities within and beyond opportunities presented by Creative Flagstaff.

Grantees are requested to commit to participate in at least one form of mentorship or training presented by Creative Flagstaff within the funding period. Example participation includes attendance at monthly or quarterly leadership meetings, attendance at or contribution to an Arts & Ideas mixer/learning event, or utilization of Coconino Center for the Arts' upcoming Digital Resource & Education Center.

The Application

When you're ready to apply, go to creativeflagstaff.org/resources/grant-opportunities/ and click "View Application Portal." 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 type (Choose from nonprofit or applying with a fiscal sponsor)
 - Nonprofit organizations will need to upload a copy of their Federal Tax Exemption Letter.
 - Organizations applying with a fiscal sponsor will need to upload a Fiscal Letter of Agreement and provide a fiscal sponsor contact. This letter must be signed by authorizing officials from both applicant and sponsor and state that the fiscal sponsor agrees to receive any grant funds on behalf of the applicant, distribute them to the grantee organization and maintain appropriate financial records.
- Organization mailing address
- Primary and secondary contact info
- Year established
- 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/mission (150 words max)
- Approximately, what is the number of people your organization directly served in its most recent fiscal year?

Application Continued

Optional Alternative Video Narrative

New for FY22, Level 1 applicants only, as a pilot, have the option to submit responses to their narrative questions in a video format. Videos do not need to adhere to precise word counts for each narrative question, but all narrative questions should be addressed, and the total video cannot exceed 15 minutes. An example will be covered in the mandatory training sessions.

Videos are uploaded using the same Submittable application form. Files are limited to 400mb and are preferred in the .mov or .mp4 format.

Narrative Questions

While there is plenty of opportunity in the provided questions to write a lot of text, please keep in mind that grant reviewers are reviewing many applications each. Please be succinct if answer can be well stated in a shorter format. Bullet points or numbered lists are encouraged. Whenever possible, use specific data to support metrics and goals.

Some applicants find it useful 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.

Wherever possible, questions are aligned with the Arizona Commission on the Arts Creative Capacity Grant program to simplify application for both programs. If applying to both programs, applicant is strongly encouraged to ensure that their answers are tailored to both program's unique evaluation criteria.

1. **Describe your organization's programs or services in relationship to its mission. (300 words max)**
Consider how your mission statement translates into specific programs or activities or informs organization culture.

2. **Describe your organization's administrative structure? (250 words)**
Describe your organizational chart. What is your leadership model? How are administrative and programmatic tasks managed?
3. **What communities does your mission and programming focus on?**
Select from: A specific age group; disabilities; Greater Flagstaff Residents; Visitors to Flagstaff; K-12 Students; Other Students; Gender; Health Status; Heritage; Income Status; Military Status; Race & Ethnicity; Religion; Sexual Orientation
Do not select an option if your programming focus is broader than the community type. Check all that apply.
4. **How do you develop your programming? (300 words)***How do you determine program goals? How do you include your stakeholders in that process?*
5. **How do your operations, programs, and/or services reflect or respond to the indicated community(ies)? (350 words)**
Answers should expand beyond what was described in how you develop programming in question 4 and share specifics about specific operations, programs, or services. Operations can include leadership, culture, or staffing.
6. **How do you ensure that the indicated communities are involved in the implementation and evaluation of your operations, programs, and/or services? (250 words)**
How does your leadership/governing board reflect the indicated communities? How do staff or volunteers reflect the indicated communities?
7. **What are some of the expected outcomes for individual participants in your programming? How do you anticipate evaluating these outcomes in the funding period? (300 words)**
Describe what typical constituents can expect

Application Continued

to gain, learn, or experience by participating in your programming. If you can, provide examples beyond “see a great play” or participate in quality programming. And, every organization solicits feedback and learns from it in different ways.

8. **What are some of your expected benefits for the broader Flagstaff community? How do you anticipate evaluating these outcomes in the funding period?** (300 words)

Consider the following: Differently than in question 7, think about greater-Flagstaff. How does the city benefit from your programming and work? Most citizens or visitors likely don’t participate. What benefits would Flagstaff lack if your program didn’t exist? Are you trying to enhance the broader community benefit for this funding period? If so, how?

9. **Describe your organization’s resources and how your programming is impacted by your current access to those resources?** (300 words)

Resources include funding, in-kind or volunteer contributions, labor, partnerships, and more.

10. **What are the organization’s long-term areas for growth or improvement? In what ways does your organization want to evolve? How are these goals tracked, and what resources are needed to achieve these goals?** (300 words)

This can relate to attendance, financial stability, accessibility or equity, community engagement, capacity building, etc.

Supporting Documentation

1. Upload completed GOS Expenses & Revenue Form OR DataArts Funder Report.
2. Upload up to 3 letters of support. Optional.
3. Upload the following documents, if applicable.
 - Most recently submitted Final Report from a Creative Flagstaff funded grant program, if applicable.
 - Cultural Equity Statement (if available)

- Strategic Plan, Development plan, Vision board etc. (if available)
 - Succession Plan (if available)
 - Investment/Gift Acceptance Policies (if available)
 - Most recent 990 filing (fiscal sponsor if applicable)
4. 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.

Mentorship & Responsive Training

The following three narrative questions are excluded from scoring and will not be considered by the committee. This information will be used by Creative Flagstaff to create mentorship and training opportunities that most needed by the cultural sector.

1. **What kinds of mentorship, peer learning, or training opportunities would your organization benefit from? What topics or themes would you like to see presented?**
2. **Does your organization or its stakeholders have a unique perspective, skill, or best practice that other cultural sector leaders and stakeholders would benefit learning from?**
Consider if there is something that your organization does particularly well. Or, are there thought leaders in your field whose expertise or perspective would benefit other cultural nonprofits? Creative Flagstaff intends to select some thought leaders in FY22 to participate in Arts & Ideas industry events.
3. **Would your organization be willing to present or help present any of the ideas presented above?**

Evaluation Criteria

Grant review panels consists of members of the Grantmaking Committee and other volunteers that are primarily citizens of Flagstaff. Some panels might have a guest panel from a peer community. Most committee members are not members of Creative Flagstaff's board. Frequently, panel service is the only volunteer activity panel members have with Creative Flagstaff. Panelists read, review, and rank all applications and determine funding allocations for the Art & Science Fund.

Panelists consider the following when scoring applications.

Alignment / Quality of Impact

Is the work of the organization, its culture, and leadership aligned with its mission and the communities it serves? Are there clear goals and strategy? Are the methods of evaluation and program development appropriate and effective? Does the organization emphasize equity and accessibility in its programs or services?

Public Benefit

Does the application demonstrate public benefit for the citizens of Flagstaff? Is the organization responsive to the needs of the community? Is the work described in the application unique and important of the art, science, or cultural sectors? Is the organization committed equity and accessibility for the citizens of Flagstaff?

Resiliency

Application demonstrates a strong understanding of the organization's capacity to realize its mission and approaches to achieving current and long-term goals. Application demonstrates alignment between the organization's fiscal practices and its stated priorities.

Review Process

Grants are awarded through a competitive review process by level as referred to on page 3. Applications are first reviewed by Creative Flagstaff staff for completeness and eligibility. Late or incomplete applications, not attending a mandatory workshop, or assigned interview date will be ineligible for review or funding.

Eligible applications are reviewed by a review panel comprised of Grant Committee 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 CF staff will provide them to the applicant prior to the interview date. Then, applicants attend a mandatory interview (choosing from available timeslots over 2-3 dates) where they present a 4-minute interview, and address any previously provided questions. Presentations are followed by a 4-minute discussion where committee members can ask additional questions as they arise.

Once all interviews are completed, the Grantmaking Committee meets to discuss the applications and panel scores and refers their recommendations to the Creative Flagstaff Board which ultimately approves final award amounts. Final scores and funding amounts are then provided to the City of Flagstaff for funding.

Other 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 1, 2022.

All GOS recipients must submit either a mid-term or final report following the end of the funding period. Failure to do so renders an organization ineligible to apply for the next available funding cycle and will suspend 2nd year award payments.

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

Creative Flagstaff 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 Creative Flagstaff, Flagstaff 365, and the City of Flagstaff – BBB Revenues in advertisements and promotional materials. Creative Flagstaff's logo and the City of Flagstaff's BBB logo must be used when possible. Detailed requirements for this acknowledgment will be provided with the agreement upon acceptance of grant funding.

Funding Restrictions

This program does not fund the following:

- Organizations that were funded by Creative Flagstaff/ Flagstaff 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

Funding Restrictions Continued

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 Creative Flagstaff 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 their leadership in developing the Creative Capacity Grant program.