

## 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, 2020. 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**  
Wednesday, February 8

**Required Information Session Date**  
ZOOM (recorded and available by request)  
Monday, February 20 at 5:30pm

**Application Deadline**  
Wednesday, April 5 at 11:30pm

**Review Panel Meeting\***  
Wednesday, May 3 at 5:30pm

**Applicant Interview Dates**  
Wednesday, May 10, 4pm to 9pm  
Thursday, May 11, 4pm to 9pm

**Review Panel Meetings\***  
Wednesday, May 17, at 4:30pm to 9pm

**Board Review & Approval\***  
Wednesday, May 24 or June 28 at 4:30pm

**Grantees Notified** – Friday, June 30

**Awarded GOS Grantee Report Dates**  
Friday, August 16, 2024 (Final Report for 1-year awards; Mid-term Report for 2-year awards)  
Friday, August 15, 2025 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 2022, 2021, and 2020.\*

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 (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.

## About Creative Flagstaff

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

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	Min. Award**	Max. Award
<b>Level 1</b>	\$5,000 - \$24,999	\$2,000 to \$7,249	\$1,000	\$5,000
<b>Level 2</b>	\$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
- 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 application narrative.
- Completed GOS Expenses & Revenue Form OR DataArts Funder Report

- Other supporting documentation in the application is optional.

## Multi-Year Funding

Some 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, 2020. 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.

## Cultural Data 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.

**Level 1 and Level 2** 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.

**Level 3 and Level 4** applicants are required to complete Data Profiles through the DataArts website (<https://da.culturaldata.org>)

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/watch the 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' Digital Resource & Education Center.

## Organization Profile / Submittable

When you're ready to apply, go to [creativeflagstaff.org/resources/grant-opportunities/](https://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.

### Organization Profile Information

This information will be requested for all grant opportunities offered through Creative Flagstaff.

- 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
- Approximately, what is the total number of people your organization directly served in its most recent fiscal year (in-person and virtually)?
- Organizational overview including mission and a brief history (300 words max)



## Extended Presentation & Interview Option

### Extended Presentation & Interview Option

NEW THIS YEAR, on a pilot basis, applicants have the option to provide their narrative in the online application **or** during their interview presentation. All narrative questions should be addressed in either format. If you choose to submit a written narrative online instead of an extended presentation/interview, please skip to page 7.

### Presentation-Based Application

An application must be submitted online via the Submittable platform regardless of your selected format by the deadline. Presentation-based applications will need to provide all information and documentation requested in the Organization Profile and Mentorship & Responsive Training sections outlined on page 4.

### Narrative Presentation/Interview

Selecting the narrative option in the Submittable Application Form will hide all narrative questions that start on page 7 of these guidelines. Instead, the applicant will be assigned an extended presentation and interview time and will be asked to present in the following format.

Presentation sections are organized based on the scoring criteria. Presentations should speak to the questions outlined in each section as well as provide any additional information necessary to satisfactorily demonstrate the key points of the evaluation criteria found on page 9.

### Alignment / Quality of Impact - 4 Minutes

Describe your organization's planned programs or services and your primary target audience for these programs. Consider how your mission statement translates into specific programs or activities or informs organization culture. *Demographics: 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*

How do your operations, programs, and/or services reflect or respond to the indicated community(ies)? *Answers should expand beyond what was described in how you develop programming in the previous question and share specifics about operations, programs, or services. Operations can include leadership, culture, or staffing. This question addresses the reach to underserved populations.*

How do you develop your programming? *How do you determine program goals? How do you include your stakeholders in that process? How do you ensure that the indicated communities are involved in the implementation and evaluation of your operations, programs, and/or services?*

How does your leadership/governing board reflect the indicated communities? How do staff or volunteers reflect the indicated communities?

### Public Benefits - 3 Minutes

What are some of the expected outcomes for individual participants in your programming? How do you anticipate evaluating these outcomes in the funding period? *Describe what typical constituents can expect 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.*

What are some of your expected benefits for the broader Flagstaff community? How do you anticipate evaluating these outcomes in the funding period? *Consider the following: Differently than in the previous question, 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?*

## Extended Interview Option Continued

### Resiliency - 3 Minutes

Describe your organization's administrative structure.  
*Describe your organizational chart. What is your leadership model? How are administrative and programmatic tasks managed?*

Describe your organization's resources and how your programming is impacted by your current access to those resources. *Resources include funding, in-kind or volunteer contributions, labor, partnerships, and more.*

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

### Committee Questions - 4 Minutes

The committee will then ask follow up questions based on your submission and presented narrative. Please provide concise and direct responses so that you can address all of the committee questions during this time.

**Continue on page 8 "Supplemental Information"**

## Written Application Option

### Application Online 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. (200 words max)**  
*Consider how your mission statement translates into specific programs or activities or informs organization culture.*
- 2. Describe your organization's administrative structure? (175 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? (200 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)? (250 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? (200 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? (250 words)**  
*Describe what typical constituents can expect 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? (200 words)**  
*Consider the following: Differently than in question 7, think about greater-Flagstaff. How does the city benefit from your programming and work? Most*

## Written Application Option Continued

*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? (200 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? (200 words)**

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

## Supplemental Information

All applicants are required to provide supporting documentation and to answer the Mentorship & Responsive Training unscored section.

### Supporting Documentation

- Upload completed GOS Expenses & Revenue Form OR DataArts Funder Report for Flagstaff Arts Council.
- Upload up to 3 letters of support. (optional)

### 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, Succession Plan (if available)
- Most recent 990 filing (fiscal sponsor if applicable)
- 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 (Unscored)

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 its leadership aligned with its mission and the communities it serves? Are there clear goals and strategies? 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 to 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

A DataArts profile and DataArts Funder Report are optional for Level 1 & 2 applicants. Applicants that anticipate applying at a level 3 or 4 in the future or that has previously completed a DataArts Funder Report are strongly encouraged to apply using the DataArts Funder Report. All applicants may use the GOS Expenses & Revenue Form to apply for a Level 1 or 2 award and won't be required to fill out a DataArts Funder Report if awarded.

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.*