



FY24 Audience and/or Professional Development Grants

What is it?

The City of Flagstaff has allocated American Rescue Plan Act (ARPA) Coronavirus Local Recovery Funds (Local Recovery Funds) to the **Aid to Non-Profits: Arts & Sciences** eligible use category. In partnership with the City of Flagstaff, Creative Flagstaff will administer these funds on the City's behalf.

Creative Flagstaff has created a Capacity & Innovation Project Grant (Project) to provide the Local Recovery Funds as flexible funds to support a specific project designed to provide financial support for **Audience and/or Professional Development** which will result in additional operational capacity in the art, science, and cultural sectors in greater Flagstaff.

Projects must result in or support:

- **Audience Development & Marketing** which is specifically not supported in the General Operating Support Grant and/or
- **Professional Development** for your staff, board, or volunteers that would otherwise not be accessible such as conferences, continuing education, or facilitation.

To qualify for ARPA funding, projects must directly address at least one of the following: COVID-19 Response, COVID-19 Mitigation, COVID-19 Prevention, and/or Negative Economic Impacts of COVID-19.

Projects may be awarded \$500 minimum and up to \$10,000, depending on eligibility, however applicants should keep in mind the competitive nature of the grant when determining their requested amount. Grants are **reimbursement-based** and there is **NO MATCH REQUIREMENT**.

Who can apply?

This fund is specifically for Flagstaff non-profits that have:

- Faced significant challenges due to the COVID-19 pandemic's shifts in priorities and changing operational needs.
- Faces declines in revenue sources such as donations and fees.
- Non-profits eligible for assistance are those that experienced negative economic impacts or disproportionate impacts of the pandemic and meet the definition of "nonprofit," specifically those that are 501(c)(3) or 501(c)(19) tax exempt organizations, and that have a primary mission dedicated to producing, presenting, teaching or serving the arts, cultural equity, preservation, or awareness, or presenting science programming to the public.
- The non-profit must be based in the greater Flagstaff area as defined by the Flagstaff Metropolitan Planning Organization
- Preference will be given to organizations that did not receive project funding in the Fall 2023 cycle or do not have pending project applications.

Grant Program Coordinator
grants@creativeflagstaff.org
928.779.2300

Questions about submission platform:
Support@submittable.com
Help.submittable.com
855.467.8264 ext 2

Funder Report Support
help@culturaldata.org
877.707.3282

Application Review & Timeline

Funding Period

July 1, 2023 thru June 30, 2024

Online Applications Open

Tuesday, May 16, 2023

Application Deadline

Friday June 2, 2023 at 11:30pm

Review Panel read and score
by Wednesday, June 14 at 5:30pm

Review Panel Allocation
by Tuesday, June 20,

Board Review & Approval*
Wednesday, June 28 at 4:30pm

Grantees Notified – Friday, June 30

Progress Report and Reimbursement request dates

Friday, October 13, 2023

Friday, January 12, 2024

Friday, April 12, 2024

Friday, August 16, 2024

Final Report Due

Friday, August 16, 2024

Grant Types & Award Ranges

Grants applicants are eligible for up to \$10,000.

Grants are reimbursement-based with grantees providing documentation proving eligible expenses and quarterly progress reports.

Note, award amounts vary by requested amount, need, and overall application score. Applicants will be asked to determine a minimum and maximum request for their project to move forward and to explain how the project details might change based on different award amounts. If awarded, grants will only be within the applicant's requested range. Applications that provide a narrow range with a large request risk not being funded entirely, especially if their overall score is low. The committee may decide to fund relatively few projects at the higher end of the requested ranges or allow for funding of more projects. Award amounts are determined based on the available amount of funding from the City of Flagstaff and the number of qualified applications and relative score.

How to Apply

Creative Flagstaff runs the 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 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 the primary staff contact or Submittable Technical Support.

Please contact Creative Flagstaff grant staff at least two weeks before the application deadline if you require an accessibility accommodation or have other extenuating circumstances affecting your use of the online platform.

The Application

When you are ready to apply, go to <https://creativeflagstaff.org/resources/grant-opportunities/> and click "View Application Portal" This will take you to the Submittable platform. The Project grant opportunities will only be visible on Submittable when the application is open for submissions. 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
- Evidence of non-profit status
- Federal EIN (if applicable)
- Brief history of the organization or group
- Organization Mission Statement as adopted by the Board of Directors (if applicable)
- Request Amount, Maximum and Minimum
- How many employees does your organization employ?

Narrative Questions

Some applicants find it helpful to develop responses using word processing software, then copy/paste them into the Submittable application when they are 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 multiple applications. 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.

Grant questions are as follows:

Eligibility

1. Are you a 501(c)(3) or 501(c)(19) tax exempt organization?
2. Has your organization ever been funded or is eligible for General Operating Support thru Creative Flagstaff?
3. Will this grant be for Marketing, Professional Development, or both? Select all that apply.

For Marketing Applications

1. Briefly describe the Marketing plans for which you are requesting funds. (400 words)
2. Tell us about the targeted market/audience. (250 words)
3. How does this project best support your audience development goals? (300 words)

For Professional Development Applications

1. Briefly describe the professional or board development activities for which you are requesting funds. (400 words)
2. Tell us who will directly benefiting from the professional development. How will the professional development impact the organization and/or the community? (400 words)
3. Do you have plans to share this development with fellow organizations and/or the community? If so, please elaborate. (250 words)

Additional Project Details

1. Which of the following does your project address? Select all that apply.
COVID-19 Response, COVID-19 Mitigation, COVID-19 Prevention, Negative Economic Impacts of COVID-19
2. How does this project address the items selected in question 1 above? (300 words)
3. If your project is awarded less than your maximum requested amount, how will that impact your project? Tell us what changes will be made to the expenses and the overall design of your project. (300 words)
4. How will you measure success for your marketing and/or professional development activities? Note, you will be required to submit a final report for your project after the funding period has concluded to report on your metrics. (300 words)

Supporting Documentation

1. Online fillable project budget form.

Evaluation Criteria

Creative Flagstaff's grantmaking committee consists of up to 10 volunteers who are citizens of Flagstaff. The majority of Committee members are not members of the Creative Flagstaff Board and not affiliated with Creative Flagstaff in any other capacity. This committee appoints a review panel that reads, reviews, and ranks all applications and determine funding allocations. Based on review panel scores and feedback, the Grantmaking Committee makes a funding recommendation to the Creative Flagstaff Board. In some cases, the Committee will perform as the review panel.

The review panel considers the following when scoring applications.

Alignment

Is the proposed project an important part of the applicant's mission and strategic goals? Is the proposed time period the best time for the project to be implemented?

Public Benefit

Is the project responsive to the needs of the community?

Covid Response

The project addresses COVID-19 Response, COVID-19 Mitigation, COVID-19 Prevention, and/or Negative Economic Impacts of COVID-19.

Application Review Process

Grants are awarded through a competitive review process. Applications are first reviewed by Creative Flagstaff staff for completeness and eligibility. **Late, incomplete applications will not be ineligible for review or funding.**

Eligible applications are reviewed by a review panel. Each application is evaluated based on the evaluation criteria.

THERE WILL NOT BE AN INTERVIEW FOR THIS GRANT OPPORTUNITY

Scores are reviewed by Creative Flagstaff's grantmaking committee that then makes funding 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.

Reporting and reimbursements

Awarded grantees are required to submit progress reports quarterly. Reimbursement requests are also submitted at this time. Forms will be provided for these steps. The final report is completed online in the Submittable platform as an additional form added to the Project Application. The deadline to complete this report is Friday, August 16, 2024.

Performance Reports with Reimbursement request

1. Project description from the grant application.
2. Completed quarterly Performance Report form which includes: Percentage of projects completeness, summary of the specific period progress, and summary of activities planned for next period.
3. Complete quarterly Reimbursement Request form, with all of the supporting documents for the reimbursement and the proof of expense.

Final Report

All of the above questions and forms as well as:

1. Tell us how this project helped to fulfill the organization's mission or future program goals. If not applicable, please explain.
2. In the application, you listed three goals by which you will measure your project's success. Did you fulfill the goals? If not, why? Or, how did the project evolve?
3. Project Budget: Upload a finalized project budget based on actual revenues and expenses.
4. Please share an impact story that exemplifies why your organization completed this project or phase.

5. Describe how Creative Flagstaff and the City of Flagstaff were acknowledged throughout your organization's promotion and programs.
6. Please upload at least one example of how you acknowledged Creative Flagstaff and the City of Flagstaff.

FY24 Grant Timeline

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

- Tuesday, May 16, 2023– Grant Guidelines Published & Online Application Available.
- **DEADLINE** Friday, June 2, 2023, at 11:30 pm – Grant Applications Due via Submittable.
- By Wednesday, June 14, 2023 – Committee will review and score.
- **By Tuesday**, June 20, 2023 - Art & Science Fund Committee will agree to award allocations.
- Wednesday, June 28 at 4:30pm – Creative Flagstaff Board of Directors Meeting.
- Friday, June 30, 2023 – Notification of Grant Awards by email/Submittable.
- **DEADLINE** Friday, August 16, 2024 – Project Grant 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.

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 Creative Flagstaff 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 and/or the City of 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 and the City of Flagstaff ARPA Local Recovery Funds and BBB Revenues*** in advertisements and promotional materials. Logos – Grantee agrees to incorporate the logos of the City of Flagstaff BBB Revenues, Creative Flagstaff and Flagstaff365.com (optional online only) in your publicity and informational materials.

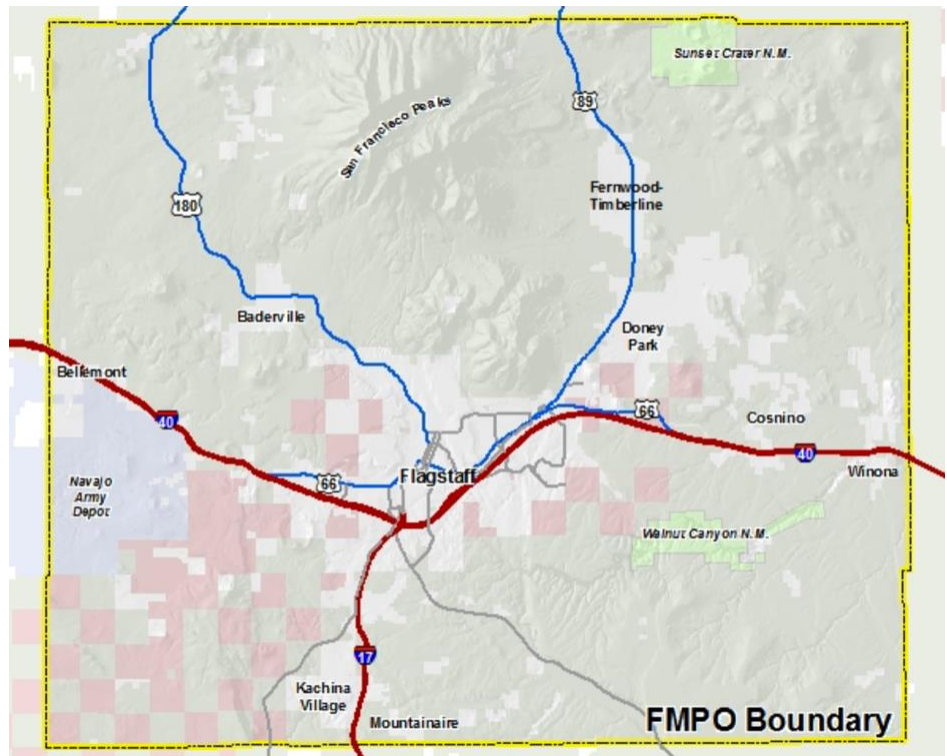
Including this information in as many places as possible helps our community understand the impact of the BBB Revenues and public funding of the arts, science and culture. Place the City of Flagstaff BBB, Creative Flagstaff and Flagstaff 365 logo on your website, linking them to the corresponding pages.

All of the funders' logos are available for download in a printable formats, in color and black/white, on Creative Flagstaff's website at <https://creativeflagstaff.org/resources/grant-opportunities/>. Detailed requirements for this acknowledgment will be provided with the agreement upon acceptance of grant funding.

Funding Restrictions

The following are ineligible for a Capacity & Innovation Project Grant.

- Organizations that were funded by Creative Flagstaff in the last two years but failed to file a final report by the deadline.
- Any division of local, state, or federal government not operating as a 501(c)3 or as a post-secondary educational institution.
- Applications submitted by for-profit organizations or individuals.
- Activities that do not directly serve the residents and visitors to the immediate Flagstaff area.
- K-12 schools, including public, private, and charter.
- Programs focused on K-12 participants.
- Scientific research.
- Religious institutions or religious group-sponsored organizations not open to participation by non-congregants.
- Matching of other City of Flagstaff grant funds.
- 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 more than 5% of the awarded amount.
- Lobbying expenses and/or political activities
- 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.



Restrictions on Use of ARPA Local Recovery Funds

The following restrictions apply to all eligible use categories:

- May not be used to offset a reduction in net tax revenue.
- May not be used as deposits into a pension fund.
- May not be used as debt service payments.
- May not be used to replenish financial reserves (e.g., rainy day funds).
- May not be used for the satisfaction of settlements and/or judgements.

- No project may conflict with or contravene the purpose of ARPA (e.g., use of funds that undermine COVID-19 mitigation practices in line with CDC guidance and recommendations).
- No project may be conducted in violation of the 2023 Project Grant Agreement with the City.
- No project may violate the conflict of interest requirements under the U.S. Department of Treasury Uniform Guidance.
- No project may violate any other applicable laws and regulations, including procurement laws, contracting laws, environmental standards, or civil rights laws.

This list is not comprehensive.

All announced grant awards are subject to change by Creative Flagstaff based on the availability ARPA Funding as approved by the City Council for the City of Flagstaff.