



Project 2024 Innovation & Capacity Grant

What is it?

Innovation & Capacity Grants (Project) provide flexible funds to support a specific project designed to introduce a new program or experience, prove a concept, or build operational capacity in the art, science, and cultural sectors in greater Flagstaff. In most cases, projects are only eligible for one Innovation & Capacity grant.

Projects must result in or support:

- production, presentation, teaching, or that otherwise serve the arts.
- cultural equity, preservation, or awareness.
- production, presentation, or teaching of science programming to the public.

Projects may be awarded up to \$20,000, 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 must be matched 1:1.

Who can apply?

Eligible applicant organizations/groups:

- Project applications funded through the City of Flagstaff BBB tax revenues are
 - based in the greater Flagstaff area as defined by the Flagstaff Metropolitan Planning Organization. Subsidiaries are eligible if their parent organization is based in Arizona.
 - incorporated with the IRS as a nonprofit 501(c)3 or (c)6 organization, have a formal agreement with a nonprofit fiscal sponsor, or are a post-secondary education institution.
 - Capacity building project grants are restricted to organizations that have a primary mission dedicated to:
 - produce, present, teach or serve the arts.
 - cultural equity, preservation, or awareness.
 - produce, present, or teach science programming to the public.

Primary Staff Contact

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

Technical Support

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

Funding Period

January 1, 2024, to December 31, 2024

Application & Review Timeline

Online Applications Open

Friday, September 1, 2023

Information Session (virtual)

Wednesday, September 6, 2023, at 5:30 pm or recorded video by request

Art & Science Fund Committee Meeting

September 20, 2023, at 5:30 pm
Open to the public, comment is not accepted.

Application Deadline

Friday, September 29, 2023, at 11:30 pm

Mandatory Interviews

Wednesday, November 8, 2023, 4:30 pm to 9:30 pm

Art & Science Fund Committee Meeting

Wednesday, November 15, 5:30pm
Open to the public, comment is not accepted.

Board Review & Approval

December 6, 2023 meeting, at 4:30 pm
Open to the public, comment is not accepted.

Grantees notified

Friday, December 15, 2023

Final Report due

Friday, January 31, 2025

Grant Types & Award Ranges

Project grants are a maximum of \$5,000 for post-secondary institutions. All other applicants are eligible for up to \$20,000.

GOS applicants must demonstrate how their application is beyond their normal scope of work. Grants are reimbursement-based and **must be matched 1:1** with grantees providing documentation proving eligible matching expenses. For organizations with annual expenditures of \$100,000 or less, in-kind and volunteer time may be used for up to 50% of the match requirement. Otherwise, only cash expenditures of the applicant or named partners apply to the 1:1 match. BBB funded applicants may request up to 50% of grant funds at the beginning of their project period.

Note, potential Innovation & Capacity (Project) 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.

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

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 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.

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.

All applicants must attend/watch the mandatory virtual workshop and be available for the Interview date listed on page 1

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
- 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 or group

- Organization Mission Statement as adopted by the Board of Directors (if applicable)
- Whether this is your first Art & Science fund request
- Art & Science grant history within last 3 years
- Project period
- Grant type: Innovation, Capacity Building
- Request Amount, Maximum and Minimum

Based on your Project Grant type selection, Submittable will navigate you to the questions applying to your project/specific fund. If you are unsure which Grant type to apply for, please reach out to Creative Flagstaff staff via email or phone so we can help you.

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.

Innovation or Capacity grant questions are as follows:

Project Description

1. Will this grant-funding request be used for the first phase of a project, with possible requests for future phases? If yes, please explain. (200 words)
2. If you are not requesting funding for future phases, will this project become an ongoing program beyond the grant period? Please explain. (200 words)
3. Briefly describe the project for which you are requesting funds. (1000 words)
4. Describe why this project was selected and the need(s) to which it will respond. (300 words)
5. Describe how you will ensure the greater community will be included. (300 words)
6. For GOS applicants and post-secondary education institutions only: Describe how the project serves and reaches beyond your typical audience. (Details regarding how this project is out of your current scope of work and programming) (300 words)

Alignment

1. Why is this grant cycle the best time for the proposed project? (300 words)
2. Why are Art & Science funds important to successfully complete the project at this time? (300 words)
3. Will this project help build capacity to fulfill the organization's mission or future program goals? If not applicable, please explain. (450 words)
4. Will this project lay the groundwork for lasting community benefit or organizational capacity? (450 words)
5. You are asked to provide two budgets, one for if your project is awarded your minimum request and if it is awarded your maximum request. Please provide additional information if necessary on how your project changes if awarded less than the maximum requested. (300 words)

Benefit to the Public of Flagstaff

1. How does this project contribute to the quality of life in Flagstaff? Please be specific. (300 words)

2. Are there specific groups that benefit from your project more than others? How many people do you plan to reach? If one group is benefited over another, is it intentional? If it is not intentional, how are you trying change that? (600 words)
3. If applicable, please explain how you plan to promote and build awareness for your project? (300 words)
4. Where will this project take place? (Keep in mind that the project must be held within the map below) (200 words)
5. How is your project unique? (400 words)

Organizational Capacity / Opportunity for Success

1. Briefly describe prior experience managing similar projects, including any past Art & Science grant projects. (300 words)
2. List anticipated project milestones and dates (e.g. groundbreakings, significant deliverables, large gatherings of volunteers, public meetings, conferences, special activities and events). (500 words)
3. List three quantifiable goals by which you will measure your project's success. Describe how you will know that you achieved success. Note, you will be required to submit a final report for your project after the funding period has concluded to report on your metrics. (500 words)
4. What partnerships, if any, are important for the project's success? Please list each partnership and their roles. Note, letters of support are required from all listed partners. (300 words)

Supporting Documentation

1. Upload the project budget form found on our website
2. List of key staff, contractors, and volunteers.
3. Partnership letters of support. (Maximum 3 if not from stated partners.)
4. Letter from Fiscal Agent and/or post-secondary education dean, if applicable.

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 for the Art & Science Fund. 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.

Innovation, Capacity Building

Applications select innovation, capacity building as the primary emphasis of their application.

Innovation: Introduces new accessible creative experiences, art forms, or ways to integrate art, science, or culture.

Capacity Building: Permanently increases the ability of an art, science, or culture organization to operate efficiently, produce more programming, or serve different audiences.

Alignment

Is the proposed project an important part of the applicant's mission and strategic goals? Would the project happen without grant support, or would the impact of the project be greatly diminished without grant support? Is the proposed time period the best time for the project to be implemented? Does the proposed project result in lasting enhancements that benefit the organization or the community?

Public Benefit

Does the application demonstrate how the quality of life is enhanced in Flagstaff? Is the project 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? Does it enhance cultural equity or preservation?

Opportunity for Success

Does project leadership have the necessary skill to implement and is committed to the project's success? Do partnerships, if any, enhance the project? If there are no partnerships, would the project be better supported with partnerships? Is there clear evidence of support? Are there other identified funders? Does the organization or project leadership have a track record of executing similar projects? Does the project have a clear achievable plan and timeline?

Application Review Process

Grants are awarded through a competitive review process. Applications are first reviewed by Creative Flagstaff staff for completeness and eligibility. **Applications are disqualified if late, incomplete, or if an applicant representative does not attend/watch the mandatory workshop or assigned interview date.**

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

Panelists first review applications individually then meet to discuss the applications as a group. Then, applicants attend a mandatory virtual interview where they present a 4-minute interview.

Once all interviews are completed, the review panel meets to discuss the applications and finalize their scores. 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.

The Final Report

Awarded grantees are required to submit a final report after the close of the Project and/or the funding period. 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 Wednesday, January 31, 2025.

1. Project description from the grant application
2. Please tell us the number of people served by this project.
3. In the application, you listed three quantifiable goals by which you will measure your project's success. Did you fulfill the goals? If not, why? Or, how did the project evolve?
4. In the grant application, did you state this grant award will be used for the first phase of a project, with possible requests for future phases? Yes or No.
5. If yes, has your future phasing plan changed from what you stated in your application? Please explain.
6. If this project was planned to become an ongoing program beyond the grant period, is that plan still as proposed? Please explain.
7. Tell us how this project helped to build capacity to fulfill the organization's mission or future program goals. If not applicable, please explain.
8. Please list key project milestones and dates. Did your timeline differ from what was proposed in the application?
9. Project Budget: Upload a finalized project financial statement based on actual revenues and expenses.
10. Please share an impact story that exemplifies why your organization completed this project or phase.
11. Describe how Creative Flagstaff and the City of Flagstaff were acknowledged throughout your organization's promotion and programs.
12. Please upload at least one example of how you acknowledged Creative Flagstaff and the City of Flagstaff.
13. Please tell us how you met the Flag365 requirement of the grant. Links and images are acceptable.
14. Please upload photos or videos that we may use to support awareness of our grant programs and of the Flagstaff Creative Sector that showcases programming supported by this grant. Or provide the direct links in the following question.
15. Please provide a link to photos or videos that we may use to support awareness of our grant programs and of the Flagstaff Creative Sector that showcases programming supported by this grant.

2024 Innovation & Capacity Grants 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.

- Friday, September 1, 2023– Grant Guidelines Published & Online Application Available
- Wednesday September 6, 2023, 5:30 pm – Virtual Information Session. Link to recorded workshop will be posted on our website for reference.
- September 20, 2023, 5:30 pm – Art & Science Fund Committee Meeting (review orientation)
- **DEADLINE** Friday, September 29, 2023, at 11:30 pm – Grant Applications Due via Submittable
- By November 1, 2023 – Staff to provide advance committee questions to applicant to respond during interview.
- **MANDATORY** Wednesday, November 8, 2023, 4:30 pm to 10:00 pm – Interview to Art & Science Fund Committee. Applicants will be assigned a time between 4:45 pm and 10:00 pm (end time depends on the number of applications)

Attendance by a representative of your organization at your scheduled presentation is **mandatory**.

Each eligible grant applicant will give a four (4) minute presentation to the committee followed by a four (4) minute period for questions and answers. You may make verbal clarifications, report any new developments within your organization/group 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.

You will be contacted by email to schedule your interview during the date/time listed. No appointments are available. Applicants agree to be available for the interview date by submitting an application.

- Wednesday, November 15, 2023, at 5:30 pm - Art & Science Fund Committee Meeting
- During the December 2023 – Creative Flagstaff Board vote on Committee recommended funding allocations
- December 15, 2023 – Notification of Grant Awards by email/Submittable
- **DEADLINE** Friday, January 31, 2025 – 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

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

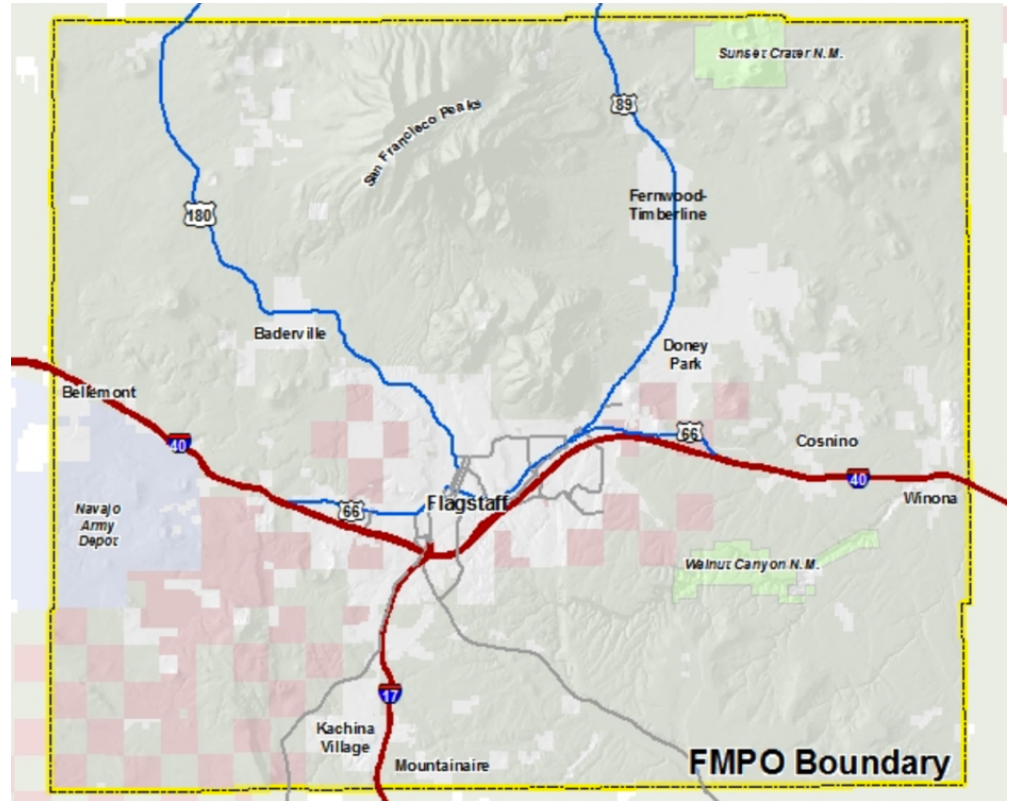
Acknowledgement

Funded organizations **must acknowledge the support of Creative Flagstaff and the City of Flagstaff – 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 the Arts Council 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. Facility improvements such as electrical upgrades may be considered for matching funds if necessary to accomplish the proposed project. Projects with facility improvements required to provide a letter of support from the facility owner and justification (such as a lease) that the facility improvements will be used for art, science, or culture purposes for at least 5 years.
- Indirect costs.
- Debt reduction.



This list is not comprehensive.

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