



Project 2025 Innovation & Capacity Grant

What is it?

There are two types of Project Grants:

Innovation Project Grants - introduce a new program or experience, prove a concept to or for the greater Flagstaff Community

Capacity Grants - build operational capacity in the art, science, and cultural sectors in greater Flagstaff

- o Capacity building project grants are restricted to organizations that have a primary mission dedicated to:
 - producing, presenting, teaching, or serving the arts.
 - cultural equity, preservation, or awareness.
 - producing, presenting, or teaching science programming to the public.

Innovation & Capacity Projects must result in or support:

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

Projects are only eligible for **one grant type**: Innovation or Capacity.

For Applicants that have been funded in the most recent General Operating Support grant cycle:

- o Innovation & Capacity Projects must be outside the current scope of work and/or programming already established and in progress. Project grants are a way to help grow an organization whereas the General Operating Support grant helps with sustaining the current organization.

Primary Staff Contact

Kris Kosola, Finance & Grants Director
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Phone: (928) 779-2300 x103

Technical Support

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

ALL Meetings and Interviews are done over ZOOM for this grant cycle

Funding Period

January 1, 2025, to December 31, 2025

Application & Review Timeline

Online Applications Open

Monday, September 2, 2024

Information Session (Required)

On the Creative Flagstaff Website

Art & Science Fund Committee

Meeting

September 26, 2024, at 6:00 pm

Open to the public, comment is not accepted.

Application Deadline

Monday, September 30, 2024, at 11:30 pm

Mandatory Interviews

Wednesday, November 6, 2024,

6:00 pm to 9:30 pm **and**

Thursday, November 7, 2024

6:00 pm to 9:30 pm

Art & Science Fund Committee

Meeting

Wednesday, November 13, 2024, 6:00 pm **and**

Friday, November 15th, 2024, 6:00 pm

Open to the public, comment is not accepted.

Board Review & Approval

December 2024, meeting, at 4:30 pm.

Grantees notified

Friday, December 13, 2024

Final Report due

Friday, January 30, 2026

Award Ranges

- Post-secondary education institution project grants are a maximum of \$5,000
- All other applicants are eligible for up to \$20,000 depending on eligibility, score and funding available
- ALL applicants should keep in mind the competitive nature of the grant when determining their requested amount.
- Innovation & Capacity Project grant 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. For example, applications that provide a narrow range with a large request may only receive partial funding. The Grantmaking Committee will use their discretion on the overall distribution of funds.
- 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.

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. See the map on the last page.
 - incorporated with the IRS as a nonprofit 501c3 or c6 organization
 - OR
 - have a formal agreement with a nonprofit 501c3 or c6 organization fiscal sponsor
 - OR
 - are a post-secondary education institution.
- All applicants, specifically the grant writer, **must watch the recorded mandatory workshop** on the Creative Flagstaff website [here](#) under Resources. This video is a combination of useful information regarding the Arizona Commission on the Arts grants (which Creative Flagstaff closely follows) and the City of Flagstaff's BBB tax Funds process as well as Creative Flagstaff grant writing and support options.

Reimbursement Based:

- Project Grants are reimbursement-based and must be matched 1:1. EXAMPLE: if the award is \$5,000, you must have an additional \$5,000 from other revenues (not this grant award or from any other grant/money funded by the City of Flagstaff). Thus, for this example of a \$5,000 grant award, the total Project expenses would be a minimum of \$10,000. \$5,000 of this total would be funded from another source.
- BBB-funded Project Grant applicants may request up to 50% of grant funds at the beginning of their project period to assist with cash flow for the project. Proof of the expense and match of these advance funds must be provided before any of the award balance can be issued.
- Supporting documentation is required as proof the expense was processed/paid by the grantee. Acceptable documentation could be a paid invoice, vendor receipt, copies of cleared bank checks, and/or bank statements showing the expense has been paid. Please see Creative Flagstaff staff for more details and questions regarding other acceptable supporting documentation
- Submit the Creative Flagstaff Reimbursement form (on our website) along with all supporting documents to Creative Flagstaff staff for reimbursement processing.
- For organizations/groups with annual expenditures of \$100,000 or less, in-kind and volunteer time may be used for up to 50% of the match requirement. See Creative Flagstaff staff for acceptable forms of supporting documents for this. Otherwise, only cash expenditures of the applicant or named partners apply to the 1:1 match.

How to Apply

Creative Flagstaff operates the application processes through Submittable, an online submissions platform that can be accessed on most computers and mobile devices. Using an online platform helps maintain the consistency of application materials and to conduct panel reviews.

Submittable only allows ONE user to apply and manage a grant application.

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 Submittable Technical Support on the first page.

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 and Evaluation Criteria

When you are ready to apply, go to 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 it later.

Applicant Information

- Organization name and (if applicable) DBA
- Organization mailing address
- Secondary contact info
- Board of Directors and/or key staff list
- Nonprofit status and Federal EIN (if applicable)
- Who watched the mandatory grant workshop
- Agree that the applying organization or group will use Flagstaff365.com for their event postings
- Brief history of the organization or group
- Organization Mission Statement as adopted by the Board of Directors (if applicable)
- Is this 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 a word processing software (Microsoft Word, Notepad, or Google Docs) and 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 concise if an answer can be well stated in just a sentence or two.

Whenever possible, use specific measurable data to support your goals.

Innovation & Capacity grant questions and criteria:

Project Description Criteria - 25 points

This is your opportunity to tell the committee about the project

- Identify whether your project is an Innovation Project or a Capacity Building Project
- How does this project fit within the definition of an Innovation Project or a Building Capacity Project?
- Is there an opportunity for this project to continue and expand?

Project Description Questions

1. Briefly describe the project for which you are requesting funds (1000 words)
2. What grant type are you applying for (Innovation or Capacity Building) and describe how the project fits the definition from page 1. (1000 words)
3. 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)
4. If you are not requesting funding for future phases, will this project become an ongoing program beyond the grant period? Please explain. (200 words)
5. For those applying for Capacity Building Projects only, how will this project help build capacity? (300 words)
6. For General Operating Support 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 Criteria - 25 points

This is your opportunity to tell how your project aligns both with your goals and community needs

- Is the proposed project an important part of the applicant's mission and strategic goals?
- Is this grant the best source of funding to achieve this project?
- Does this project align with current community needs, desires, and/or requests?
- Does the proposed project result in lasting enhancements that benefit the organization or the community?

Alignment Questions

1. Why was this project selected and why is this grant cycle the best time for the proposed project? (450 words)
2. Why are Art & Science grant funds important to complete the project at this time? (300 words)
3. For Orgs: How will this project fulfill the organization's mission or future program goals? (300 words)
4. What community needs will be addressed, and will it lay the groundwork for lasting community benefit or organizational capacity? (450 words)
5. Describe how you will ensure the greater community will be included (300 words)
6. You are asked to provide two budgets; one for if your project is awarded your minimum request, and one 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)

Flagstaff's Public Benefit Criteria - 25 Points

- Does this enhance the quality of life for the community of 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, interesting, and important to the art, science, and/or cultural sectors?
- Does it enhance cultural equity or preservation?
- Is there a plan for outreach/marketing to bring awareness to the project?

Flagstaff's Public Benefit Questions

1. How does this project contribute to the quality of life in Flagstaff? Please be specific. (300 words)
2. How is the project unique, interesting, and important to the art, science, and/or cultural sectors (450 words)
3. Are there specific groups that benefit from your project more than others? (100 words)
4. How many people do you plan to include in the development and implementation of the Project? Break out how people are included briefly (100 words)
5. If there is an anticipated audience demographic, is there a plan to expand outside the intended demographic? (450 words)
6. Where will this project take place? (Keep in mind that the project must be held within the map below) (100 words)

Organizational Capacity and Opportunity for Success Criteria - 25 Points

- Does the project leadership have the necessary skills to implement the project 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 community support?
- Are there other identified funders? Meaning, is there other revenue sources?
- Does the organization or project leadership have a track record of executing similar projects?
- Does the project have a clear achievable plan and timeline?

Organizational Capacity / Opportunity for Success Questions

1. Regarding the individuals producing the Project: briefly describe their prior experience of managing similar projects, including any past Art & Science grant projects or experience that makes them the best choice in leading the success of the proposed project. (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) and tell us how you plan to monitor those metrics (500 words)
3. List three measurable goals by which you will monitor your project's success. Describe how you will know that you achieved success with the goals set. Note: you will be required to submit a final report for your project after the funding period has concluded to report on your goals and tracking. (500 words)
4. What partnerships, if any, are important for the project's success? Please list each partnership and its roles relating to the project. If you are still cultivating with partners, please share those details as well. Note: letters of support are required from all listed confirmed partners. (500 words)
5. If applicable, please explain how you plan to promote and build awareness for your project. (300 words)

Project Budget Criteria - Score Included in the Organizational Capacity Section above

- TWO budget versions are required
 - One with the expectation of receiving the full grant award amount requested
 - One with the minimum amount requested (so the reviewers can see what changes would be made to the project if awarded the minimum amount)
- Does each budget show a ZERO net? Meaning are they making money off the project or taking a loss?
- If a negative net is shown, does the applicant explain how that loss will be addressed?
- Does the project budget align with the narrative of the project? Meaning, if there are material expenses or additional payroll expenses or the fiscal agent fee, does the budget list these?

Supporting Documentation

1. Upload a completed project budget form that is 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.

About the Reviewers

Creative Flagstaff's Grantmaking Committee consists of up to 10 volunteers who are citizens of Flagstaff. Many Committee members are not members of the Creative Flagstaff Board and are not affiliated with Creative Flagstaff in any other capacity. This committee reviews and approves all grant opportunity guidelines. They can appoint or participate in a review panel that reads, reviews, and ranks all applications and determines funding allocations for the Art & Science Fund. There will be at least one City of Flagstaff Representative on the Committee that performs reviews. Based on the appointed review panel's final scores, recommendations, and feedback, the Grantmaking Committee makes a funding recommendation to the Creative Flagstaff Board for approval.

The review panel considers the Criteria for each section when reading and scoring.

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 watch the mandatory workshop or does not attend the assigned interview date.**

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

All applicants are required to attend the scheduled Interview.

1. Panelists first review applications individually and supply any questions regarding the application to Creative Flagstaff staff.
2. Creative Flagstaff aggregates all the reviewer's questions into 3-5 questions that are then provided to the applicant via the Submittable platform along with the Interview schedule
3. Project grant applicants will then attend a scheduled **timed grant interview** where they will:
 - a. answer the additional questions in a timed session. (5 minutes total to answer the questions, not including the time when the questions will be read by a reviewer or the staff)
 - b. and have an additional 5 minutes for the reviewers to ask other questions as needed.
4. The reviewers will then meet as a group to discuss the applications and submit their final scores.
5. The reviewers and any committee members who were not reviewers during this process will meet to discuss the allocation of the available funds based on the application's final scores.
6. The Committee then makes the funding recommendations to the Creative Flagstaff Board which approves final award amounts. Final scores and funding amounts are then provided to the City of Flagstaff.
7. Grant award notices are sent out to the applicant by the Creative Flagstaff staff via Submittable.
8. Grant agreements/contracts are sent out via Adobe Sign to the Fiscal Agent (if applicable), Creative Flagstaff Executive Director, and submitter for electronic signing.

Grant Award 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 the other document must name City of Flagstaff as additionally insured, Certificate Holder. **Be sure to include the cost of this insurance in your organization's project budget.**

Audit

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

Acknowledgment

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 the Flagstaff 365 logo on your website, linking them to the corresponding pages. All of the funders' logos are available for download in 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.

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 Friday, January 30, 2026.

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 measurable 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. Please list key project milestones and dates. Did your timeline differ from what was proposed in the application?
8. Project Budget: Upload a finalized project financial statement based on actual revenues and expenses.
9. Please share an impact story that exemplifies why your organization completed this project or phase.
10. Describe how Creative Flagstaff and the City of Flagstaff were acknowledged throughout your organization's promotion and programs.
11. Please upload at least one example of how you acknowledged Creative Flagstaff and the City of Flagstaff.
12. Please tell us how you met the Flag365 requirement of the grant. Links and images are acceptable.
13. 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.

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.

2025 Innovation & Capacity Grants Timeline

All activities and meetings take place virtually via ZOOM unless otherwise noted. All meetings are open to the public. However, public comment is not allowed during Committee and Board meetings.

- Monday, September 2, 2024– Grant Guidelines Published & Online Application Available
- Mandatory Workshop – Virtual Information Session. The link to the recorded workshop is posted on our website Grant page under “Resources”
- Thursday, September 26, 2024, 6:00 pm – Art & Science Fund Committee Meeting (review orientation)
- **DEADLINE** Monday, September 30, 2024, at 11:30 pm – Grant Applications Due via Submittable
- By November 1, 2024 – Staff to provide the advance committee questions to the applicant via Submittable to respond during their scheduled interview.
- **MANDATORY Wednesday, November 6, 2024, 6:00 pm to 9:30 pm or Thursday, November 7, 2024 6:00 pm to 9:30 pm** – Interview to Art & Science Fund Committee/Reviewers. Applicants will be assigned ONE Date and time slot between 6:00 pm and 10:00 pm (end time depends on the number of applications)
Attendance by at least one representative of your organization at your scheduled presentation is **mandatory**. Each eligible grant applicant will give a five (5) minute presentation to the committee, answering the advance questions provided, followed by a five (5) minute period for additional 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 scheduled for your interview after the application deadline. No appointments are available. Applicants agree to be available for BOTH of the interview dates by applying. You will only be required to attend your one scheduled interview date.
- Wednesday, November 13, 2024, at 6:00 pm - Art & Science Fund Committee Meeting
- Friday, November 15, 2024 at 6:00 pm - Art & Science Fund Committee Meeting
- During the December, 2024 – Creative Flagstaff Board vote on Committee recommended funding allocations
- Friday, December 13, 2024 – Notification of Grant Awards by email/Submittable
- **DEADLINE** Friday, January 30, 2026 – Project Grant Final Reports Due. Failure to submit will result in the revocation of any open or current grants and may additionally make an organization ineligible for future grant funding. Other Grantee Requirements

Funding Restrictions

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

- Organizations that were funded by the 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 that are 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 that are taken by an umbrella parent organization as a percentage of the total award, except Fiscal Agents.

- Fiscal agent fees cannot be 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 are 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.

