



# Arts & Science FY27 General Operating Support Grant

## Grants from Creative Flagstaff

Creative Flagstaff offers two types of Arts & Science grants: General Operating Support Grants (GOS) and Project Grants. General Operating Support Grants help sustain organizations, whereas Project Grants are designed to expand or start a program.

## Arts & Science GOS Grants

General Operating Support Grants (GOS) provide unrestricted general operating support for Non-profit ORGANIZATIONS and other nonprofit-sponsored ENTITIES whose primary missions are to serve the arts, science and/or culture.

GOS funds may be used for various overhead expenses, including salaries, programming, production, administration, and general overhead.

**First-time applicants are required to contact grant staff to confirm eligibility before applying.**

## Resources and Support Contacts

Arts & Science Grant Tutorial: Available as an online recording [here](#). This video is a combination of helpful information regarding the Arizona Commission on the Arts' grants and the City of Flagstaff's BBB tax funds process as well as Creative Flagstaff grant writing and support.

Frequently Asked Questions: Review the FAQ for answers to common questions [here](#).

### IMPORTANT DATES

#### Funding Period

**July 1, 2026, to June 30, 2027**

#### Online Applications Open

**Monday, February 16**

#### Application Deadline

**Friday, April 3, at 11:30pm**

#### Review Panel Meeting

**Wednesday, April 8, at 6pm**

#### Additional Questions sent to applicants Monday, May 18

Written Responses due  
Friday, May 29

#### Review Panel Meetings

**Wednesday, June 10, at 6pm**

#### Board Review & Approval

**June 2026 meeting**

#### Grantees Notified by Tuesday, June 30

#### Awarded GOS Grantee Report

**Tuesday, August 31, 2027**

### Primary Staff Contact

Kris Kosola, Finance & Grants  
Director  
Email: [kkosola@creativeflagstaff.org](mailto:kkosola@creativeflagstaff.org)  
Phone: (928) 779-2300 x103

### Submittable Technical Support

Email: [support@submittable.com](mailto:support@submittable.com)  
Phone: (855) 467-8264 ext. 2  
Web: [help.submittable.com](http://help.submittable.com)

### DataArts Funder Report Support

Email: [Help@culturaldata.org](mailto:Help@culturaldata.org)  
Phone: (877) 707-3282

## Award Amounts

The amount of total funding varies each year based on City of Flagstaff BBB tax fund allocations. GOS award amounts are based on the number of eligible applicants, application evaluation, and the amount of funding available. The Arts & Science Grant Committee reserves the discretion to determine the overall distribution of funds. The Creative Flagstaff Board approves the final recommended funding.

**Average expenses:** For the purposes of the grant program, adjusted annual expenses are defined as total annual expenses minus any in-kind expenses. The average of the last three completed fiscal years' expenses is considered during the award allocation process.

\*Organizations with an annual budget of less than \$100,000 that do not have final financial statements for their most recent completed fiscal year may submit an Alternative Budget form.

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

## Eligibility

GOS funding is provided by City of Flagstaff BBB tax revenues and applicants are required to meet the following criteria:

- Based in the greater Flagstaff area as defined by the Flagstaff Metropolitan Planning Organization (see map on the last page). 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:
  - producing, presenting, teaching, or serving the arts
  - cultural equity, preservation, or awareness
  - presenting science programming to the public
- Incorporated with the IRS as a nonprofit 501(c)3 organization
  - or part of a formal agreement with a nonprofit 501c3 organization fiscal sponsor whereas the applicant is in the active process of obtaining their own 501c3 status during the funding period

*For-profit entities are not eligible to apply*
- Have a minimum annual budget of \$5,000
- Will incur eligible expenses during the funding period
- See the last page for Funding Restrictions

Multidisciplinary organizations are eligible for GOS Grants if they meet the above requirements and demonstrate that the arts, science, or culture comprises at least 50% of the organization's public programming. Grant awards will be based on the percentage of the organization's budget dedicated to those purposes.

## GOS Grant Payments and Requirements

The GOS Grant awards are automatically processed quarterly, in equal payments. Payment months are August, October, January, and April, providing the insurance COI's on file are current. Grantees with a Fiscal Agent will be paid to the Fiscal Agent.

### Cash Match Requirements

- GOS Grant awards \$15,000 and under do not require a cash match

- GOS Grant awards over \$15,000 require a 1:1 match, with 50% of the match allowed to be In-Kind. Cash match cannot be from any other revenues supported by Creative Flagstaff or the City of Flagstaff BBB Funds

### **Application & Documentation Requirements**

- Completed application narrative submitted through the online platform
- Completed GOS Alternative Budget Form OR DataArts Funder Report
- Most recent filed form 990 or Fiscal Agent Letter if applicable
- If requested, respond to the Reviewers' Advance Questions via Submittable by the deadline

### **GOS Alternative Budget Form**

Organizations that have an average 3-year expenses of \$100,000 or less can choose which financial document they would like to provide in the application. Either the Creative Flagstaff Funder Report from SMU DataArts.org or a Creative Flagstaff GOS Alternative Budget Form. A GOS Alternative Budget Form is available to download on the Creative Flagstaff website, on the Grants opportunities page, under "Resources" near the bottom. This document will allow you to report the last three fiscal years of financial data (Income/Revenues and Expenses). This form requires actual expenses, not including in-kind, for the three most recently completed fiscal years. If you have any questions regarding this, please reach out to staff. **Applications that are submitted without either the Alternative Budget Form or the Creative Flagstaff Funder Report will be disqualified.**

### **SMU DataArts Cultural Data Survey – Creative Flagstaff Funder Report**

Organizations that have an average 3-year expenses greater than \$100,000 must supply a current Creative Flagstaff Funder Report generated on the SMU DataArts platform. SMU DataArts, formerly the Cultural Data Project, (<https://da.culturaldata.org>) was founded to bring the language and leverage of data to the business of culture. The DataArts "Surveys" is DataArts' flagship service, which thousands of cultural nonprofits use annually to report their financial and programmatic information. DataArts seeks to be a catalyst for data-informed decision-making. Applicants that have previously and completed a DataArts Funder Report are strongly encouraged to continue to apply using the DataArts Funder Report.

Once your Survey is complete, on the DataArts Dashboard, search for the Creative Flagstaff Funder Report and run/download it as a .pdf document for use in uploading as part of your online application to Creative Flagstaff.

### **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 expenses.

### **Audit or Internal Review**

Creative Flagstaff may audit a grantee's Project records, including financials, to verify compliance with contract terms.

### **Acknowledgment**

Creative Flagstaff and the City of Flagstaff – Bed, Board, and Beverage (BBB) Revenues require acknowledgement and incorporation of logos in all marketing and promotional materials connected with the funded project, along with event listing on [Flagstaff365.com](http://Flagstaff365.com). Logos available at: <https://creativeflagstaff.org/resources/grant-opportunities/>.

## How to Apply

Creative Flagstaff operates the application process through the Submittable online submission platform. Set up a Submittal user account for your organization. To access an organization's prior profile or for other tech questions, contact Submittable Technical Support at [support@submittable.com](mailto:support@submittable.com).

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.

To apply, go to [creativeflagstaff.org/resources/grant-opportunities/](https://creativeflagstaff.org/resources/grant-opportunities/) [check link]. Click "View Application Portal" to go to the Submittable platform. Please allow ample time to complete your application to submit by the posted deadline.

## Application

### Organization Profile Information

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

- Organization name and (if applicable) DBA
- Secondary contact info
- Non-Profit Organization or Sponsored Entity
- Nonprofit status and Federal EIN (if applicable)
- Organization mailing address
- Year established
- Organization Website
- Social Media platforms
- Board of Directors and key staff list
- Most Recent 3 years of expenses not including in-kind (taken from budget or CDP report)

### Narrative Questions

#### 1. Alignment

Provide the mission statement and organizational structure of the organization and describe the community served (1000 words). Include the following:

- Mission and vision of the organization
- Organizational structure (Board, staff, volunteers, etc.)
- Programs or services that reflect the organization's mission

#### 2. Impact

What is the public benefit of the organization's programs to the residents of Flagstaff? Describe how the organization responds to the community's interests through art, science, and/or cultural programming (1000 words). Include the following:

- Community reach, demographics, and number of individuals served
- Programming goals and outcomes
- Marketing and outreach strategies
- Methods for evaluation

### 3. Resiliency & Sustainability

Describe the organization's strategy to sustain its programming and operational capacity. (1000 words).

Include the following:

- Short-term priorities for programming (1-year)
- Longer-term strategy for sustainability growth (3+ years), including funding sources, in-kind and/or volunteer contributions, partnerships, etc.
- Organization's management and oversight, including financial, strategic, and succession planning

### 4. Financials

Expand on any Alternative Budget Form/DataArts Funder Report lines that need clarification (250 words).

Include the following:

- Unexpected Gains or Losses over the last 3 completed fiscal years
- Any financial changes anticipated within the upcoming fiscal year

### Supporting Documentation

Supplemental Information and Supporting Documents aid in each criteria section scored above.

#### Documentation Requirements

- Completed GOS Alternative Budget Form OR DataArts Funder Report
- Most recent filed form 990
- Upload up to 3 work samples, pdf, links and/or videos that you would like to share with the committee.
- Organizations applying with a fiscal sponsor must upload a Fiscal Letter of Agreement and provide a fiscal sponsor contact. This letter must be signed by authorized officials from both the 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.
- NEW Applicants: Nonprofit organizations will need to upload a copy of their Federal Tax Exemption Letter.

## Application Review Process

GOS Grants are awarded through a competitive review process. Creative Flagstaff's Grantmaking Committee is a volunteer committee comprised of 7-10 Arts & Science professionals residing in greater Flagstaff, including at least one representative of the City of Flagstaff and one Creative Flagstaff Board Member. The committee reads, reviews, and ranks all applications based on the criteria listed in the above application questions and determines funding allocations from the City of Flagstaff Art & Science BBB Funds. Then the Grant Committee makes a funding recommendation to the Creative Flagstaff Board for approval.

Grant award notices are sent out to the applicant by the Creative Flagstaff staff via the submission platform. If awarded, a Grant agreement/contract is sent out via Adobe Sign to the Creative Flagstaff Executive Director and the submitter for electronic signing.

## Next Steps & Additional Questions

During the review process, the committee/reviewers may generate additional questions if needed. These additional questions will provide reviewers with more detail. Creative Flagstaff staff forward the reviewer's additional questions, along with instructions, to the applicant via Submittable messaging. Instructions will include the deadline to respond. If the applicant does not respond, the application will be reviewed based on the initial application submitted.

## 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 August 31, 2027.

- If and how the organization and programming differed from the description in the application during the funding period
- What measurements were used for evaluation, and how this data was used
- Total number of audience members, visitors, or people served
- Any Unexpected financials, organization, or programmatic changes
- Provide proof of the use of acknowledgements
- Provide links, 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.

# Funding Restrictions

This grant 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 (see map)
- Applications submitted by for-profit organizations, individuals, or LLC's.
- 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.
- Fundraising projects.
- Non-equipment capital expenditures.
- Indirect costs.
- Debt reduction.
- Expenses that occur outside of the funding period

This list is not comprehensive.

Organizations with a high proportion of their expenses allocated to in-eligible expenses may be disqualified from the grant. You will be asked to provide details 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.

