Arts & Science FY27 General Operating Support Grant

Frequently Asked Questions (FAQ)

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

Is this the same application form as last year?

No. The application guidelines, application questions, and review processes have been refined and consolidated into (4) narrative responses and supporting documents to provide a more relevant and efficient applicant experience. We hope applicants will find this helpful!

Do I need to be a Non-Profit?

No. You can be incorporated with the IRS as a nonprofit 501(c)(3), or 501(c)(6) organization, or have one as a Fiscal Agent if you are in process with the IRS to obtain your non-profit status.

May I apply as an individual?

No. Individuals and for-profit businesses are not eligible to apply.

Can I apply if my organization's mission is not Arts, Science, or Culture?

Yes, 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.

Does my organization, and/or Fiscal Agent, need to be based within the Flagstaff boundary map in the guidelines?

Yes, the organization needs to be based in the FMPO Boundary map on the guidelines and primarily serve the community of Flagstaff. No, the Fiscal Agent does not need to be based in Flagstaff.

Do I have to have insurance coverage?

Yes. The organization being funded must be insured for the entire duration of the grant award funding period.

Do I have to have a cash match?

It depends on the amount of the award:
- 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

Does the organization's programming have to be in Flagstaff?

Yes, the program activities must be within the Flagstaff Metropolitan Planning Organization (FMPO) Boundary map, as outlined in the Guidelines, and directly serve the public of Flagstaff.

Is there an interview required?

Interviews are no longer part of the General Operating Support grant opportunity process. The reviewers may provide additional questions that the applicant will respond to in writing. If an applicant does not respond to these additional questions, the application will be reviewed based on the initial application submitted.

How do I submit the best application possible?

After watching the recommended video (the recording is posted on our website's grants opportunity page under Resources, on or after September 8th), any remaining questions can be directed to the Primary Staff Contact. The Staff Contact serves in a facilitator role and does not influence the review outcomes. We recommend calling or emailing with questions more than two weeks before the deadline.

How are grant award payments made?

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.

What if my organization changes or the programming changes after the award is announced?

The organization and programming must align with the proposal presented in the application. If alterations are simply a change of vendors or a slight adjustment to your original expense plan, then there is no need to notify the Creative Flagstaff staff contact.
However, if the organization has significant changes, then you will need to return any funds issued and reapply during a future grant cycle. If the organization and programming remain the same, but the expenses or revenues change significantly from the application, please check with the Creative Flagstaff staff contact before implementing those changes, as some alterations will require the Grantmaking Committee's review and approval.

Can schools or school clubs apply?

K-12 schools or secondary education institutes are not eligible to apply for this grant.

Does my organization require programming?

Please reach out to the Creative Flagstaff staff contact, as this option may be better aligned with applying for our Project grant opportunity.

How do I contact staff or if I have issues with the platform?

Staff can assist with any grant questions you may have. If you are having trouble with the application platform, need login assistance, or are accessing historical organization applications, etc., you will need to contact them directly.

Primary Staff Contact
Kris Kosola, Finance & Grants Director
Email: kkosola@creativeflagstaff.org
Phone: (928) 779-2300 x103

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

Arts & Science Project Grant 2026

Frequently Asked Questions (FAQ)

First-time applicants are recommended to contact grant staff to discuss eligibility before applying.

Is this the same application form as last year?

No. The application questions have been refined and consolidated into (4) narrative responses and (2) supporting documents to provide a more relevant and efficient applicant experience. We hope applicants will find this helpful!

Do I need to be a Non-Profit?

No. You can be incorporated with the IRS as a nonprofit 501(c)(3), or 501(c)(6) organization, or have one as a Fiscal Agent.

May I apply as an individual?

Yes. You may apply as an INDIVIDUAL with a non-profit fiscal agent in the category of INNOVATION to introduce a new program or experience; or support an ongoing program or experience, with expanded reach, that engages and enriches the Flagstaff community.

Can I apply if my organization's mission is not Arts, Science, or Culture?

Yes, but the project must focus on Arts, Science, or Culture.

Does my organization, Fiscal Agent, or group need to be based within the Flagstaff boundary map in the guidelines?

No, but the project must be within the map boundary and directly support the Flagstaff community.

How do I determine which category of project grant my project qualifies for (Innovation or Capacity Building)?

Please reach out to the Primary Staff Contact (information below) and they will provide guidance about eligibility and category.

Do I have to have insurance coverage?

Yes. The project must be insured for the entire duration of the grant award funding period. Please make sure you include this as an expense in the project budget.

Can insurance and Fiscal Agent fees apply as a project expense?

Yes.

Do I have to have a cash match?

It depends on the amount of the award:
Awards $10,000 or less – No match required

Awards $10,001 - $20,000 – Requires a 1:1 match (50% of the match can be in-kind). Please see the guidelines for an example of a breakdown. Cash match amounts cannot be from the BBB fund or other Creative Flagstaff awards.

Can I apply for a project that occurs outside of the posted funding period?

Project Grant award funding must be expended during the specified funding period. Projects may extend beyond this period if they are implemented in distinct phases with funding requests specific for each phase. For example, an initial application could be submitted for the development phase of a project, covering expenses such as travel, meetings, supplies, marketing, and administrative efforts. A subsequent application, in the next project grant opportunity cycle, could then be submitted to fund the project's implementation. This phased approach enables an applicant to seek funding for the same project over two years, with each application addressing specific stages of development and implementation.

Does the project have to be in Flagstaff?

Yes, the project activities must be within the Flagstaff Metropolitan Planning Organization (FMPO) Boundary map as outlined in the Guidelines.

Is the interview required?

INNOVATION – Yes.
CAPACITY BUILDING – No.

INNOVATION applicants are invited to participate in an interview to have a conversation about the proposed project, allowing the panelists to get to know the project better. If you or a representative decline to attend the interview and respond to follow-up questions, your application will be evaluated based on the original application itself.

CAPACITY BUILDING applicants do not participate in an interview but may be asked follow-up questions in the form of written responses. If you decline to respond to written follow-up questions, your application will be evaluated based on the original application itself.

How do I submit the best application possible?

After watching the recommended video (the recording is posted on our website's grants opportunity page under Resources, on or after September 8th), any remaining questions can be directed to the Primary Staff Contact. The Staff Contact serves in a facilitator role and does not influence the review outcomes. We recommend calling or emailing with questions more than two weeks before the deadline.

How are grant award payments made?

The Project Grant Guidelines provide details on the breakdown of payments. All payments are issued via ACH to the award recipient or the Fiscal Agent, if applicable (payments are no longer reimbursement based).

The budget form is based on the maximum request. How do I let the reviewers know what will change if I am awarded less than my maximum request?

There is a specific question in the application that will allow you to address what changes will be made to the project if it is awarded less than the maximum. Provide as many specific examples as possible.

What if my project changes after the award is announced?

The project must align with the proposal presented in the application. If alterations are simply a change of vendors or a slight adjustment to your original expense plan, then there is no need to communicate it to the Staff Contact. However, if the project has significant changes, then you will need to return any funds issued and reapply during a future grant cycle. If the project remains the same, but the expenses or revenues change slightly from the budget you proposed, please check with the Primary Staff Contact before implementing those changes, as some alterations will require the Grantmaking Committee's review and approval.

What if my project affects a smaller, more targeted group rather than large numbers of people?

The project is not scored solely on the number of impacted, but rather the quality of the impact.

Can schools or school clubs apply?

K-12 schools themselves are not eligible to apply for this grant. School clubs or youth groups may apply with a faculty mentor or adult advisor, but they will need to have a compelling plan to engage the community outside of the school grounds. This means drawing people to their location who are not already part of the school or doing work at other places that will engage the Flagstaff community.

Does my project require programming?

Innovation projects typically include a programming component that engages the community. Capacity Building projects may not have programming, as they may focus on training/professional development that will enhance the overall impact of the organization. Capacity Building grants may also support asset purchases that would otherwise be unaffordable through general operational funds and enable the organization to create a new program or enhance current programming in a new way. Please reach out to the Staff Contact, as this option may be better aligned with applying for an Innovation grant that includes this asset purchase in the budget.

How do I contact staff or if I have issues with the platform?

Staff can assist with any grant questions you may have. If you are having trouble with the application platform, need login assistance, or are accessing historical organization applications, etc., you will need to contact them directly.

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