



Arts & Science Project Grant 2027

Grants from Creative Flagstaff

Creative Flagstaff offers two types of Arts & Science grants: Project Grants and General Operating Support Grants (GOS). Project Grants are designed to build capacity or expand a program, whereas General Operating Support Grants help sustain organizations. Both grants are intended to engage and enrich the Flagstaff community through arts, science, and culture.

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

Arts & Science Project Grants

Are available to non-profit ORGANIZATIONS or INDIVIDUALS with a non-profit Fiscal Agent for **INNOVATION**:

- Introduce a new program or experience
- Expand a program beyond the current scope of work
- Initiate cultural equity, preservation, or awareness

AND/OR

Non-profit ORGANIZATIONS seeking to build operational resources in art, science, and culture in Flagstaff, with a project dedicated to expanding the organization through **CAPACITY BUILDING**:

- Tangible assets
- Professional development (Board and staff)
- Personnel
- Technology

The project must not be currently funded by the City of Flagstaff BBB fund or included in previous Creative Flagstaff FY27 GOS funding.

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

Important Details

Funding Period

January 1 – December 31, 2027

Match Requirement

Awards of \$10k or less - no match required
Awards of \$10,001 - \$20k require a 1:1 match (50% of the match can be in-kind)

Application & Review Timeline

Online Applications Open

August 10, 2026

Project Grant application-specific
information recording
available [here](#)

Application Deadline

September 18, 2026, 11:30 pm

Additional Questions

October 16-26, 2026
Applicants' responses due

Committee Meeting

November 4, 2026
6:00 pm - 9:30 pm

Board Review & Approval

December Board meeting

Notifications Sent

December 19, 2025

Final Report Due

January 29, 2027

Award Amount

The total funding amount varies each year based on City of Flagstaff BBB tax fund allocations. Project grant award amounts are determined based on the number of eligible applicants, the identified need, the application score, and the available funding. The Arts & Science Grant Review Panel reserves the discretion to distribute funds overall.

- **Post-secondary education institution project grants are funded at a maximum of \$5,000 each.**
- **All other applicants may request up to \$20,000.**

Eligibility

City of Flagstaff BBB tax revenues provide Project Grant funding, and applicants are required to be based in the greater Flagstaff area as defined by the Flagstaff Metropolitan Planning Organization (see map on page 6), and be one of the following:

- **Subsidiaries are eligible if their parent organization is based in Arizona (see map on last page)**
- **Incorporated with the IRS as a nonprofit 501c3 or c6 organization, or have one as a Fiscal Agent**
- **A post-secondary education institution**
 - **Each post-secondary education institution may submit up to three total applications from up to three departments and/or clubs.**
 - **Each application must provide a letter from the department's Dean approving their submission.**
- **An individual with a nonprofit Fiscal Agent proposing an arts or science-based project for community involvement and engagement**

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

One project application per organization/individual. Organizations can both apply as a project applicant and serve as a Fiscal Agent for other project applicant(s).

Resources and Support

Arts & Science Project Grant Tutorial: Available as an online recording [here](#).

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

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

Project Grant Match & Payment Schedule

50% of funding is paid at the start of the funding period in January 2027, with 25% paid in June 2027 and the remaining 25% paid after the final report is submitted at the close of the project.

- **Project Grant awards under \$10,000 do not require a match.**

- Project Grant awards over \$10,000 require a 50% cash match from other revenues not supported by Creative Flagstaff or the City of Flagstaff. Example: for an award amount of \$12,000, the match would be $\$12,000 \times 50\% = \$6,000$. The total Project expenses would be a minimum of \$18,000, and \$6,000 of the total would be funded from another cash source.

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.

The Application

To apply, go to creativeflagstaff.org/resources/grant-opportunities/. Scroll down and click "View Application Portal" to go to the Submittable platform. Please allow ample time to complete your application and submit by the posted deadline.

Applicant Information

- Organization or Individual name
- Mailing address
- Secondary contact info
- Nonprofit status and Federal EIN (of Org or Fiscal Agent)
- Project start and end dates
- Request Amount

Narrative Questions

Questions are limited by word count. It is recommended to draft and edit succinct responses and copy/paste into Submittable, checking formatting for consistency. Drafts may be saved in Submittable before final submission.

Project Description

Describe the project for requested funding (1000 words). Include the following:

- **Brief description of the project, goals & objectives**
- **How is the project aligned with Innovation and/or Capacity Building?**
- **If this is a new project or an ongoing project with expanded reach**
- **Why you or the organization are the right people to do the project**
- **Where in the greater Flagstaff area will the project take place**
- **How will project success be measured and evaluated**

Project Timeline

Describe how the project supports current or future efforts or program goals (500 words). Include the following:

- **Why is this the best time for the project**
- **A brief timeline of the project**

Flagstaff Community Engagement

Describe how the project engages and enriches the Flagstaff community (750 words). Include the following:

- How the project addresses community needs
- The demographic that the project aims to reach
- What strategies will be used to reach a broad and inclusive audience
- What accessibility measures will be addressed in addition to ADA compliance
- Any partnerships that are important to the project's success
- What efforts will be made for promotion and awareness of the project

Budget Narrative

After completing the embedded project budget within the application, expand on any budget lines that may need clarification (250 words). Include the following:

- How does the budget align with the project description and timeline
- How would the project be affected if it does not receive the full funding request

Note: Project Grant application-specific information recording is available on the Creative Flagstaff website that directly addresses how to complete the budget correctly. All submissions must have a Balanced Budget/Zero Net.

Supporting Documentation

- **Partner/collaborator current letters of support (optional, only if directly involved in the Project).**
 - Partnership/collaborator letters aid in your project application by showing the partnership has been established and confirmed.
- For individuals applying with a Fiscal Agent, applicants will need to provide a current letter from the Fiscal Agent detailing the Fiscal Agent's EIN# and stating the project and the individual/group they will be overseeing.
- For post-secondary education, applicants will need to provide a letter from the department's Dean approving their submission.

Work Samples

Applicants may submit up to 5 total work samples, which may include a video or audio recording (1-2 minutes) describing the proposed project in more detail.

- **Work samples can be uploaded files and/or provided as URL links**
 - Accepted file types: .doc, .docx, .pdf, .jpg, .png, .m4a, .mp3, .wav, .wma, .m4v, .mov, .mp4

Next Steps - Additional Questions

During the review process, the committee/reviewers will be able to generate additional questions if needed. Reviewer questions will be provided within the Submittable messaging attached to the application. This will include instructions for how to respond in writing within the platform by the posted deadline (see pg. 1).

If no additional responses are provided by the applicant, the reviewers will score the application as-is.

Final Report

Project Grant recipients are required to submit a final report after the close of the project and/or 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 28, 2028. Include the following:

- If and how the Project differed from the description as proposed
- What measurements were used for evaluation
- Total number of audience members/visitation people served
- Final project budget based on actual revenues and expenses
- Share an impact story that exemplifies why your organization completed this project or phase
- Photos or videos for the grant program for City and Creative Flagstaff's use

Application Review Process

Project Grants are awarded through a competitive review process. Creative Flagstaff's Grantmaking Panel 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. Panelists read, review, and rank all applications based on project merit and determine funding allocations from the City of Flagstaff Art & Science Fund. Based on the appointed review panel's final scores, recommendations, and feedback, the Grantmaking Panel 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.**

Grant Award Requirements

Liability Insurance

All grantees are required to provide two separate Certificates 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 or Internal Review

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

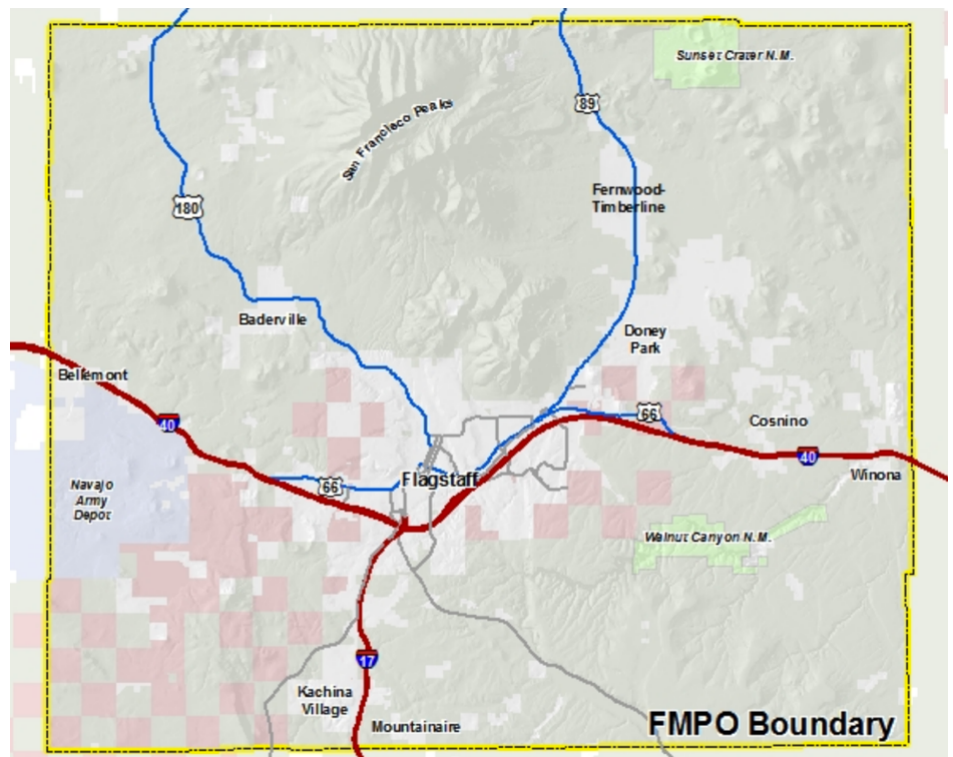
Acknowledgment

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

Funding Restrictions

The following are INELIGIBLE for an Arts & Science Project Grant:

- Organizations that were funded by Creative Flagstaff in the last two years but failed to file a final report by the deadline.
- Programming and events that occur outside of the FMPO map in these guidelines
- Any division of local, state, or federal government not operating as a 501(c)3 or c6 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.
- Funding is not available for programs focused on K-12 participants that primarily target students from a single school or a limited number of schools, rather than serving the general public.
- 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 without permission from Creative Flagstaff
- Grant administration, overhead, or processing fees that an umbrella parent organization takes as a percentage of the total award.
- Lobbying expenses and/or political activities
- Expenses related to the construction of facilities.
- Food and beverages may not be covered by this grant.
- 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.



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.