



Arts & Science Project Grant 2027

Frequently Asked Questions (FAQ)

First-time applicants are required to contact the Primary Grant Staff at Creative Flagstaff (see contact info below) at least 72 hours prior to the Grant Deadline to discuss eligibility BEFORE applying.

Where do these Grant Funds come from?

The Grant funds are supported by the City of Flagstaff, which imposes a dedicated 2.000% Bed, Board, and Beverage (BBB) tax on lodging, short-term rentals, restaurants, and bars, and are explicitly earmarked to support local parks and recreation facilities, the Flagstaff Urban Trail System (FUTS), tourism marketing, economic development, arts and sciences, and city beautification. Creative Flagstaff is contracted by the City as the Lead Arts Agency and the Grant Making Agency to administer a portion of the arts and science BBB funding to Non-Profit Organizations and Individuals that meet specific criteria to directly support the community of Flagstaff.

Is this the same application form as last year?

No. The application narrative questions are the same, but the budget form has been changed from an uploaded form to an embedded form in the application and streamlined. Work samples provide a new option to include a 1-2 minute audio or video sample that describes the project in more detail.

Do I need nonprofit status?

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

Can I apply as an individual?

Yes. You may apply as an individual with a nonprofit 501(c)(3) or 501(c)(6) Fiscal Agent.

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

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

Does the applicant need to be based within the Flagstaff Metropolitan Planning Organization (FMPO) in the Grant Guidelines?

No. However, the project activities must be within the Flagstaff Metropolitan Planning Organization (FMPO) Boundary map as outlined in the Grant Guidelines.

How do I determine the alignment of the project with Innovation and/or Capacity Building?

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

Is insurance coverage necessary?

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 need 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.

How do I build a project budget?

The budget form is built into the application. You will need to start the application to see it. Watch the video recording on the website and call staff for help.

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

No. Project Grant award funding must be expended during the specified funding period.

However, some large projects are implemented in distinct phases that are eligible to apply over multiple funding years 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 the project development and implementation.

Is there an interview?

No. This is a change from past years. The Grant review process now includes an opportunity for the grant reviewers to ask additional questions, which if applicable, staff will provide to the applicants. The applicants will then respond in writing within the application platform. See the Grant Guidelines for the timeline.

How can I describe my project if it has never been done before?

Work Samples (max 5) are available as uploads or URL links (PDF, Video, Audio) to provide a more relevant and efficient applicant experience. Show works that are examples of ability. Ask staff for guidance and take advantage of the video option. New this year, applicants may include a video or audio recording (1-2 minutes) describing the proposed project in more detail.

How do I submit the best application possible?

- Watch the “How to apply for the 2027 Project Grant” recording on Creative Flagstaff’s grants webpage
- Have someone who knows nothing about your project read and provide feedback on your application
- Attend Creative Flagstaff Professional Development Free Grant Writing workshops
- Use combinations of paragraphs and bullets for clear and concise answers to the narrative prompts
- Projects that have a compelling plan to engage the community within the Flagstaff Metropolitan Planning Organization (FMPO) Boundary map as outlined in the Grant Guidelines are strongly encouraged to apply

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 a larger group or multiple groups?

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

Can schools or school clubs apply?

No:

- K-12 schools, including public, private, and charter, are not eligible to apply.
- Post-secondary education institutions 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.
- We strongly encourage projects that serve the youth general population and that have a compelling plan to engage the community within the Flagstaff Metropolitan Planning Organization (FMPO) Boundary map, as outlined in the Grant Guidelines.

Does my project have to have programming?

The project proposed may or may not include programming. The project may be comprised of tangible assets, experiential elements, professional development, etc., and may impact the public benefit either directly or indirectly. Contact staff for clarification if needed.

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

The Primary Staff Contact 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 Submittable Technical Support 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