



ARTx & ArtWalk Funding Opportunity

ARTx is a series of multimedia art experiences dispersed across Flagstaff in unexpected places, aiming to spark ideas, stimulate conversation, and inspire response. For 2026/27, ARTx activations are encouraged to align with Flagstaff First Friday ArtWalk dates.

ELIGIBILITY AND AWARD

Applicants may request between \$500 and \$5,000
The number of awards is dependent upon the amount of funds available.

No match is required.

Eligibility: Individuals, groups, non-profits
(applicants must be 18 and older). Projects must be within the FMPO Boundary Map on the last page.*

APPLICATION TIMELINE

Application Rolling through April 30, 2027, or until funding fully dispersed

Funding Period

Nov 1, 2026 - June 30, 2027

Proposals must not be currently funded by the City of Flagstaff Bed, Board, and Beverage tax or included in previous Creative Flagstaff Arts & Science FY27 General Operating Support or 2026 or 2027 Project Grant funding.

Resources and Support

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

How to Apply

Creative Flagstaff operates the application process through the Submittable online submission platform.

Set up a Submittable 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/artx

Applicant Information

- Secondary contact info
- Mailing address
- 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.

Short Description

1-2 sentences to be utilized in media and marketing materials

Project Description

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

- **Overview:** The project's description, goals, and objectives.
- **Location:** The specific site in the greater Flagstaff area or indicate if you are open to a Creative Flagstaff site selection.
- **Logistics:** Required space and utility needs.
- **Audience:** Your target demographic and strategies for reaching a broad, inclusive audience.
- **Accessibility:** Specific accessibility measures implemented beyond standard ADA compliance.

Timeline & Budget Narrative

Expand on any budget lines that need clarification (500 words). Include the following:

- **Timeline:** A brief project timeline demonstrating feasibility by the completion deadline.
- **Budget Alignment:** An explanation of how the budget aligns with the project description and timeline.
- **Funding Impact:** Details on how the project will be affected if it does not receive the full funding request.

Supporting Documents

- **Project Budget** form within the application
- **Work Samples** or past projects PDF (5 examples maximum), list of URL links is acceptable. If this is your first time seeking funding or creating at a large scale, provide an example that demonstrates your ability to create your project on time and on budget.
- **Letters of Support** from partners or collaborators (if applicable)

Application Review and Summary

Applications are reviewed by a volunteer committee comprised of Arts & Science professionals residing in greater Flagstaff, including at least one representative of the City of Flagstaff and one Creative Flagstaff

Board Member. Award notices are sent out to the applicant by the Creative Flagstaff staff via the submission platform. If awarded, an agreement is sent out via Adobe Sign to the submitter for electronic signing.

Final Summary

Award recipients are required to submit a final summary in Submittable within 30 days after the close of the project. Include the following:

- If and how the Project differed from the description as proposed
- What measurements were used for evaluation
- Total number of people served (audience members/visitors)
- 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

Award Payments

If awarded: Applicant will provide Financial Forms which include banking information and a W9. Payment will be issued via ACH as follows, 70% at time of Agreement signing, 30% at completion of Final Summary submission.

Ancillary

Marketing and Promotional Materials

Creative Flagstaff shall fulfill marketing responsibilities for ARTx, which shall include, but is not limited to, website promotion, social media, publicity, and printed collateral or mailings. The Applicant agrees that any additional promotional materials produced by the Applicant must be submitted to and approved by Creative Flagstaff prior to distribution. The Applicant retains full copyright of the artwork. By accepting funding, the Applicant grants Creative Flagstaff and the City of Flagstaff a non-exclusive, royalty-free license to use images and documentation of the project for non-commercial promotional, educational, and reporting purposes.

Insurance, Logistics, and Liability

The Applicant shall bear full responsibility for all shipping and delivery expenses, return shipping or pick-up expenses, as well as insurance coverage during transport, activation, or exhibition. Creative Flagstaff's responsibility is strictly limited to providing liability insurance covering the period of the ARTx event at the designated location. Creative Flagstaff accepts no responsibility or liability for any damage to or theft of artwork exhibited during ARTx.

Artwork Sales and Commissions

The Applicant retains the sole right to designate whether the project and/or its contents will be available for sale after the close of the project activation. In the event of a sale, the Applicant shall be solely responsible for handling the transaction and managing all arrangements for the buyer to obtain their purchase at the close of the event. Creative Flagstaff shall not retain any commission for artwork sales or commissions resulting from this project.

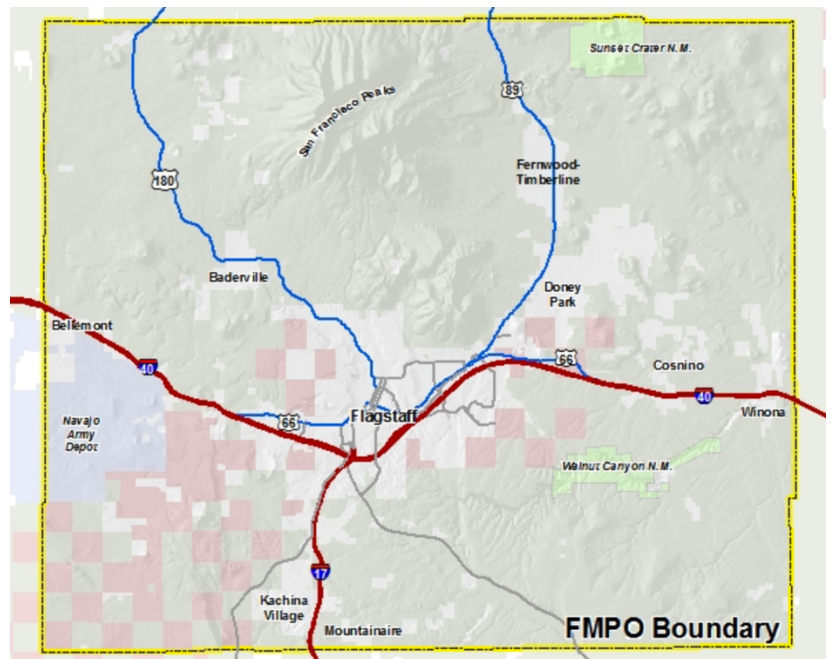
* Creative Flagstaff employees and their immediate family members have limited eligibility to apply for and receive grants and monetary awards administered by this organization, subject to specific restrictions. Employees are not directly eligible to receive financial awards offered through this opportunity. However, a staff member may receive funding from the award as a member or contributor of an external organization, provided they do not serve as the sole or lead Applicant on any project that is awarded funding.

Award recipients must complete a W-9 form and will be issued a Form 1099 for this income.

Funding Restrictions

The following are INELIGIBLE for ARTx & ArtWalk Funding Opportunities and Grants:

- Organizations that were funded by Creative Flagstaff in the last two years but failed to file a Final Report or Summary 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.