



Flagstaff Cultural Partners



Art & Science Fund July 1, 2012 – June 30, 2013 Grant Application

Guidelines

Application Deadline: Thursday, March 29, 2012, 5:00 pm

Introduction

Flagstaff Cultural Partners (FCP) is dedicated to providing opportunities in the arts, sciences and culture. FCP serves as the granting agency for City of Flagstaff funds including the Bed, Board, and Beverage tax funds allocated to support local arts, science, and cultural organizations and their projects.

FCP invites non-profit organizations to submit proposals for arts, science, and cultural programs taking place in the immediate Flagstaff area between July 1, 2012, and June 30, 2013, through the Art & Science Fund grant program.

Mission Statements

Flagstaff Cultural Partners

The mission of Flagstaff Cultural Partners is to enhance the spectrum and quality of cultural experiences available to residents of and visitors to our community.

Art & Science Fund Mission

The Mission of the Art & Science Fund Committee is to responsibly and effectively invest the City's resources to benefit residents and visitors through excellence in artistic, scientific, and cultural programming.

*****New This Year*****

There are several changes to this year's documents. **It is recommended that you read the Guidelines and Application documents completely and carefully.** We highlight some of the new items here for your convenience. But again, it is strongly recommended that you read the entire Guidelines and Applications documents thoroughly.

Cultural Data Project

Flagstaff Cultural Partners has engaged in a new partnership with the Arizona Cultural Data Project (Arizona CDP). The first management tool of its kind, the Arizona CDP is a state-wide, collaborative effort of public and private funders throughout Arizona and consists of an online system for collecting and standardizing historical financial and organizational data. Flagstaff Cultural Partners, along with other funders in Arizona, now requires applicants to complete a Data Profile annually through the Arizona CDP website (<http://www.azculturaldata.org>). You will use the information you enter into the Data Profile in your application to Flagstaff Cultural Partners, as well as other participating funders throughout the state.

The Arizona CDP will provide the cultural community with consistent, reliable, comprehensive data on arts and culture in Arizona, and enable organizations to view trends in their data, benchmark themselves against peer organizations, and enhance their financial management capacity.

For more information about the Arizona Cultural Data Project, please see **Section VII below** or visit our website at www.azculturaldata.org.

See also Section III of Project Support Application, Sections III and V of General Operating Support Application, and Section IV of the Alternate Year Application for more information.

Alternate Year Applications

Some applicants were chosen this year for Alternate Year Applications, an abbreviated application process. Applicants chosen for Alternate Year Applications **are NOT guaranteed funding**, however, their ranking score from last year is carried forward to this year's grant program. In next year's grant cycle (2013-2014), the highest-ranking GOS applicants from this grant cycle (2012-2013) will be chosen for Alternate Year Applications. Project applicants are not eligible for Alternate Year Applications. See Section VI for more information.

Funding Amount Request

Applicants may request funding for either General Operating Support or Projects between \$1,000 and \$30,000. See Section IV for more information.

Section I- Definitions

Arts, Cultural, and/or Science Based Organizations- the applicant organization's mission should reflect a primary commitment to the arts, culture, and/or the sciences.

Project- special, one-time, or on-going series of activities such as public performances, lectures, workshops, concerts or exhibitions.

Non-profit Organization- a legally constituted organization that is classified by the IRS as a 501 (c) 3, non-profit institution, whose objective is to support or engage in activities of public or private interest without any commercial or monetary profit.

Fiscal Agent- a non-profit organization that agrees to accept and be responsible for grant monies on behalf of the grantee. *Please note: an organization applying for a grant cannot serve as a fiscal agent for another applicant.*

Immediate Flagstaff Area- is proximate to the City of Flagstaff and refers to programs that specifically benefit residents of and visitors to Flagstaff.

Art & Science Fund Committee- the Art & Science Fund Committee is composed of 7 - 10 members who determine allocation of the Art & Science Fund. The majority of Committee members are not members of the FCP Board and not affiliated with FCP in any other capacity.

Section II– Eligibility

There are two types of applications that can be submitted for funding.

1. **Organization General Operating Support.**

This funding is for organizations whose mission statement clearly defines them as arts, cultural and/or science-based institutions. Applicants must be IRS-approved 501(c) 3 non-profit organizations registered with the State of Arizona that provide a direct public benefit to the community of Flagstaff, as stated in the applicant's mission statement. All applicant organizations must have a managing board that meets regularly, whose members serve without compensation and are representative of the community they serve.

Operating support grants are used at the discretion of the recipients, within the limits of laws governing the use of public funds. These funds can be used to cover administrative and/or program costs including salaries, facilities, travel, equipment, supplies, training, membership, and specific program activities. See "We Do Not Fund" in Section III - Eligibility Limitations.

Applications from organizations that do not meet the above description will be rejected. Do NOT apply in this category if:

- Your organization has a majority of its activities outside of the scope of arts, cultural or science based programming. Instead, apply for Project Support, #2 below. Contact FCP staff if you have questions about this.
- Your organization is using a fiscal agent. All applicants that are using a fiscal agent should apply for Project Support under item #2 below.

Download and complete the General Operating Support Application to apply for general operating support, at www.culturalpartners.org.

2. **Project Support.**

This funding is for non-profit organizations and post-secondary education institutions that wish to apply for funding for arts, cultural or science-based programs that take place in the greater Flagstaff area. Organizations do NOT need to be arts, cultural or science institutions based on their mission statement; however, the project for which funding is being requested must be an arts, cultural or science-based project with direct public benefit. These include, but are not limited to, festivals, exhibitions, concerts, workshops, performances, and lectures.

Arts, science, and cultural organizations that do not have 501(c) 3 status may apply for Project Support funding using a fiscal agent for a maximum of two years. A fiscal agent is a non-profit organization that takes responsibility for the fiscal duties of an unrelated party. It does not have to be an arts, science or cultural non-profit organization. If your fiscal agent is asking a fee that is a percentage of the grant amount, be sure to provide a detailed breakdown that justifies the use of those fees by the fiscal agent.

Carefully review “We Do Not Fund” in Section III, Eligibility Limitations, to be sure that your organization and specific project are eligible for funding. Contact FCP staff if you have questions about this.

Download and complete the Project Grant Application to apply for project support at www.culturalpartners.org.

Section III – Eligibility Limitations

Maximum Applications

Each organization may submit only one application in this current grant funding cycle. An applicant organization may NOT serve as a fiscal agent on a second application for another organization.

Organizations that apply for funding directly to the City of Flagstaff through the Special Events program or for any other City of Flagstaff BBB funds will be automatically disqualified for funding from FCP.

We do NOT fund

- Organizations that were funded by FCP in the 2010-2011 grant cycle but failed to file a final report by the deadline (July 30, 2011)
- Individuals
- K-12 schools
- Projects by for-profit organizations
- Projects involving the construction of facilities
- Debt reduction
- Fundraising projects or events
- Scholarships, awards, and re-granting
- Capital expenditures
- Lobbying expenses
- Post secondary educational institution sponsored projects **that do not serve the greater Flagstaff community**
- Activities that do not serve the residents and visitors to the immediate Flagstaff area

Section IV – Funding Availability

Applicants may request grants between \$1,000 and \$30,000, within the following rules:

- The maximum award available is \$30,000.00. The minimum award available is \$1,000.00.
- **No applicant will be funded for more than 40%** of the total cost of the project or organization's most recent fiscal year total expenses (cash only – in kind contributions do not count towards the calculated expense total).
- Applicants applying for Project Support under a fiscal agent may not receive more than \$5,000.00 in funding.

Applicants should also consider that total available funding for the Art & Science Fund grant program is likely to be at **the same level or less than last year**. Therefore, should an applicant request more funding than received in past years, the grant narrative must make a **strong, compelling case** for use of additional funds. Applicants should consider the following:

- Historically, grant awards for organizations or projects with budgets under \$50,000 typically have ranged between 5%-40% of the applicant's total expenses.
- Historically, grant awards for organizations or projects with budgets between \$50,000 and \$100,000 typically have ranged between 5%-20% of the applicant's total expenses.
- Historically, grant awards for organizations or projects with budgets between \$100,000 and \$250,000 typically have ranged between 5%-15% of the applicant's total expenses.

Section V – Grantee Responsibilities

Liability Insurance

Upon signing a contract for funding, the grantee must provide **two forms** showing proof of liability insurance with a minimum coverage of \$1,000,000 naming two organizations, *Flagstaff Cultural Partners* and, separately, *the City of Flagstaff*, as additional insured. See attached sample insurance form. Be sure to include the cost of this insurance in your organization's budget.

Audits

After awarding a grant, FCP may audit the grantee's records, at any time, to verify that the grantee is complying with the terms, conditions, and requirements of the contract. FCP may require that the applicant organization pay for the cost of the audit.

Acknowledgment

Organizations *must acknowledge the support of Flagstaff Cultural Partners and the City of Flagstaff – BBB Revenues* in advertisements and promotional materials. FCP and the City of Flagstaff's BBB logos should be used when possible and may be obtained on the FCP website (www.culturalpartners.org/grants.htm). The requirements for this acknowledgment are shown in Exhibit D at the end of this document.

Report Requirements

All applicants who have been funded in the 2011-2012 (previous) grant cycle must submit a final report by the deadline stated in their grant contract. The Final Report forms can be obtained from the FCP website (www.culturalpartners.org/grants.htm). Applicants funded in the 2012-2013 grant cycle must submit a final report by the deadline stated in the grant contract issued in July 2012. If FCP does not receive either of these final reports by the due date, the organization may lose current year funding and will not be eligible for funding in the 2013-2014 grant cycle.

Section VI – Alternate Year Applications

In order to make the Art & Science Fund grant program more efficient, and to reward applicants who produce quality grant applications, Flagstaff Cultural Partners will begin asking for abbreviated applications from the applicants with the highest scores in the previous year funding cycle.

This year, Flagstaff Cultural Partners chose applicants from amongst the highest-ranking applications to complete Alternate Year Applications. Applicants chosen for Alternate Year Applications **are NOT guaranteed funding**, however, their ranking score from last year is carried forward to this year's grant program. In next year's grant cycle (2013-2014), the highest-ranking GOS applicants from this grant cycle (2012-2013) will be chosen for Alternate Year Applications. **Project applicants are not eligible for Alternate Year Applications.**

If circumstances change, such as significant changes in the organization's leadership, FCP may choose to require a full application of any applicant listed below, with notice at least 30 days prior to the application deadline.

Alternate Year Applicants are NOT guaranteed funding, nor are they guaranteed the same amount of funding as they received in the prior fiscal year grant cycle.

This year, Alternate Year Applicants are:

Ballet Folklorico de Colores
Flagstaff Festival of Science
Flagstaff Friends of Traditional Music
Flagstaff Symphony Orchestra
Heritage Square Trust
Master Chorale of Flagstaff
Northern Arizona Celtic Heritage Society
Willow Bend Environmental Education Center

Alternate Year applicants need to fill out and follow instructions on the Alternate Year Application, and should not use any other Application.

Alternate Year applicants may choose to turn in a full application if they wish to improve upon their score. If your organization is listed as an Alternate Year applicant, but you wish to turn in a full application, **you must receive approval** from Flagstaff Cultural Partners by February 29, 2012. Please contact John Tannous at (928) 779-2300 x101, or jtannous@culturalpartners.org.

All other applicants should complete a full application and follow instructions on either the General Operating Support Application or the Project Support Application.

Section VII – Cultural Data Project

The Arizona CDP is an online system for collecting and standardizing historical financial and organizational data. The first management tool of its kind, the Arizona CDP will enable organizations to view trends in their data, benchmark themselves against peer organizations, and enhance their financial management capacity.

Flagstaff Cultural Partners now requires applicants to complete a Data Profile through the Arizona Cultural Data Project (Arizona CDP) website (www.azculturaldata.org).

Instructions for the use of the Arizona CDP:

1. Go to www.azculturaldata.org and click on “New User Registration”
2. If you have not already created and submitted a Data Profile: Create new Data Profile. Complete a Data Profile for each of the TWO most recently completed fiscal years; start with the earliest year.

If you have already created and submitted one Data Profile: Create a second Data Profile and complete for your most recently completed fiscal year.

3. Enter data using your board-approved financial audit/review or year-end financial statements.
 - a. If your organization is not audited/reviewed, enter data based on board-approved year-end financial statements.
 - b. If your organization is an arts program/department within larger institution, enter data based on internal financial statements of the arts program/department and indicate that you have a parent organization in Section 1.
 - c. DO NOT enter project budgets, budgets for future years, or data from incomplete or not-yet-approved audits/reviews/financial statements.
4. When finished entering data, click on Submit/Error Check; address any errors and call the CDP Help Desk if you have questions.
5. On My CDP, go to the Funders Reports section, select the fiscal year for the report and click on “GO”. Click on the link for Flagstaff Cultural Partners to generate the report and print or save the report in order to include it in your grant application. The CDP Funder Report for FCP will become available on the Arizona CDP website on March 1, 2012.
6. Review your Funder Report; if you need to make changes, call the CDP Help Desk.
7. Include the Funder Report along with your FCP application materials.

Please Note: As part of the effort to ensure the accuracy of your data, throughout the year the Arizona CDP Help Desk will review each of your submitted Data Profile(s) and contact you with suggested revisions. **It is your responsibility to respond to the Help Desk and to make any necessary changes to the submitted Cultural Data Profile(s).** This process will not interfere with your ability to run Funder Reports and apply for grants.

Complete instructions for getting started with the Arizona CDP are available here:
<http://www.azculturaldata.org/orientation.aspx>.

Online training is also available here: <http://www.azculturaldata.org/training.aspx>.

Please direct questions concerning the Cultural Data Profile to:

Arizona CDP Help Desk:

Toll Free: 1-855-77-AZCDP (1-855-772-9237)

Email: help@azculturaldata.org

The Arizona CDP Help Desk is available Monday – Friday from 9:00am – 5:00pm MST.

Arizona CDP website: <http://www.azculturaldata.org>

Section VIII – Schedule

All activities and meetings take place at the Coconino Center for the Arts, 2300 N. Fort Valley Road, Flagstaff, Arizona, unless otherwise noted. All meetings listed herein are open to the public; however, public comments will not be allowed during Committee and Board meetings.

- **Grant Guidelines Published: Monday, January 9, 2012**
Art & Science Fund Guidelines and Applications are announced and published on FCP's website at www.culturalpartners.org/grants.htm
- **Grant Workshops**
Thursday, February 16, 2012, 5:00-6:30pm
Monday, February 27, 2012, 5:00-6:30pm (same workshop repeated)
Attendance is OPTIONAL for applicants who have received a grant last year (FY2011-12). Applicants that did not receive a grant last year (FY2011-12) are REQUIRED to send a representative to one of these workshops.
At the workshop, you will learn more about the grant application process, and hear some tips and best practices for completing a successful application. There will also be time for questions.
- **Cultural Data Project New User Orientation**
Wednesday, February 1, 8:00 am MT
(register at: <http://newuserwebinars10am.eventbrite.com/>)
or
Wednesday, February 1, 12:00 pm MT
(register at: <http://newuserwebinars2pm.eventbrite.com/>)
or
Wednesday, March 7, 8:00 am MT
(register at: <http://newuserwebinars10am.eventbrite.com/>)
or
Wednesday, March 7, 12:00 pm MT
(register at: <http://newuserwebinars2pm.eventbrite.com/>)
Participation is OPTIONAL for applicants who have received a grant last year (FY2011-2012). Applicants that did not receive a grant last year (FY2011-2012) are REQUIRED to participate in at least one of these CDP Orientation webinars.
Please feel free to participate in the session with more than one representative of your organization, including your executive director, your finance manager/bookkeeper and your development director. This important orientation session will provide you with an overview of the history and goals of the CDP, as well as an introduction to the types of data collected. By participating in the CDP, you will be part of a successful and growing project that will allow the arts community as a whole to better articulate and provide evidence for the sector's assets and needs, as well as its contributions to the state and the country. The system will enable you to run reports on your organization, which you can use as one part of the grant application process to partnering funders (FCP, the Arizona Commission on the Arts, others) and to

make your case to board members, potential donors, advocates and policy makers.

- **Grant Applications Due: Thursday, March 29, 2012, by 5:00pm**

All grant applications must arrive at the Flagstaff Cultural Partners office no later than Thursday, March 29, at 5:00pm. **Late applications will not be accepted.** Applications may be sent by mail; however, applicants should be warned that applications must arrive at the Coconino Center for the Arts by the deadline, regardless of any postal delivery delays, or they will not be accepted for consideration.

- **Hand delivery:** Grant application must be handed to an FCP staff person, with receipt given to applicant. Bring to the Coconino Center for the Arts, 2300 N Fort Valley Road, Flagstaff, AZ. **Office hours are 11:00am to 5:00pm, Monday through Friday.**

- **Mail:** Flagstaff Cultural Partners, PO Box 296, Flagstaff, AZ 86002

- **Art & Science Fund Committee Meeting: Monday, April 9, 2012, at 5:00pm**

The Committee meets for the first time to receive applications and review eligibility.

- **Applicant Presentations to Art & Science Fund Committee:**

ATTENDANCE REQUIRED

**Monday, June 4, 2012, 5:30-9:00pm, and
Thursday, June 7, 2012, 5:30-9:00pm**

Attendance by a representative of your organization at your scheduled presentation is **REQUIRED**; failure to attend will result in the AUTOMATIC DISQUALIFICATION of your grant application. Each eligible grant applicant will give a four (4) minute presentation to the Art & Science Fund Committee, followed by a four (4) minute period for questions and answers. You may make verbal clarifications, report any new developments within your organization since March 29, 2012, and distribute any brochures. No rewrites of the application or budget forms will be accepted. No further information will be accepted after the presentation. An FCP staff member will contact you to schedule your presentation time during the dates/times listed.

- **Art & Science Fund Committee Meeting: Saturday, Jun 9, 2012, 10:00am-3:00pm**

The Committee reviews, discusses and ranks all applications.

- **Art & Science Fund Committee Meeting: Thursday, June 14, 2012, 5:00-7:00pm**

The Committee meets for a final review and to make funding allocation recommendations.

- **FCP Board of Directors Meeting: Wednesday, June 27, 2012, 4:30-6:00pm**

The FCP Board of Directors meets to approve the final allocation of the Art & Science Fund.

- **Notification of Awards: Monday, July 2, 2012**

Notification letters are mailed to all applicant organizations. Notification of awards is dependent upon final allocation and approval of funding to the Art & Science Fund through the City of Flagstaff.

- **Signed Contracts due: Friday, August 3, 2012, by 5:00pm**
Grant award packets and contracts are sent out to funded applicants mid-July. Signed contracts must be returned to FCP by August 3.
- **Grantee Celebration – August 2011**
FCP will host a celebration for the 2012-2013 grant recipients at City Hall. Grant recipients are expected to attend the Grant Award Celebration in August in order to receive the first quarter payment of grants.
- **Final Reports Due**
All applicants who are funded in the 2012-2013 grant cycle must submit a final report within 60-120 days after the end of the applicant's fiscal year in 2013. Final Report forms and instructions can be obtained from the FCP website (www.culturalpartners.org/grants.htm).

Section IX - Review Criteria and Procedure

The Art and Science Fund Committee will review all applications. The following criteria must be met or the application will be declined.

- 1) The completed application must arrive at FCP offices by 5:00pm, on March 29, 2012.
- 2) The applicant meets the criteria for eligibility as stated in the Guidelines under Section II.
- 3) The requested grant monies serve the immediate Flagstaff area.
- 4) When submitted, the application packet must contain the following documents. If these are not present, the application will be disqualified, without exception:
 - Signed Applicant Data Sheet
 - Grant narrative pages
 - CDP Funder Report
 - Organization's budget documents as stated in Section III of the Application (PS applicants only)
 - Budget addendum to CDP Funder Report if applicable
 - Federal Tax Exemption Letter
 - Balance Sheet (signed by Board President and Treasurer)
 - Profit and Loss Statement (signed by Board President and Treasurer)

The following documents, if not present with an application, will not result in disqualification. However, for each document that is absent (or incomplete) from the application, one full point will be deducted from the applicant's overall score:

- List of organization's key staff members with their job titles

- Managing/executive director resume
- List of Board of Directors
- List of contracts and grants

If the above criteria are met, committee members will individually evaluate and rank the application based on the following criteria:

- Program meets the goals of the FCP Art & Science Fund
- Overall scope and quality of the organization/project
- Community outreach/public benefits
- Organizational/administrative profile
- Financial status and fiscal management

As outlined in Section VIII – Schedule, the Committee as a whole will hear the applicants’ presentations. The Committee will then meet to complete composite recommendations that will be presented to the Flagstaff Cultural Partners Board of Directors for ratification at a regularly scheduled Board meeting. The Committee will also offer comments on the submitted proposals to applicants wishing feedback.

All guidelines and application documents are subject to modification by FCP at any time - changes will be posted online at: www.culturalpartners.org

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