



# Flagstaff Cultural Partners



## **Art & Science Fund**

**July 1, 2010 – June 30, 2011 Grant Application**

# **Guidelines**

**Application Deadline: Monday, March 22, 2010, 5:00 pm**

## **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.

---

## **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, 2010 and June 30, 2011.

## **\*\*\*New This Year\*\*\***

There are several changes to this year's documents. We recommend that you read the Guidelines and Application documents completely and carefully.

The most important change to this year's Grant Guidelines is this item, from Section VII, Schedule:

**YOUR ATTENDANCE IS REQUIRED! Grant applicants MUST ATTEND a Grant Workshop, on either Monday, January 25, 5:00 – 7:00pm, or Wednesday, February 17, 5:00 – 7:00pm. If you do not have a representative from your organization at one of these workshops, you cannot apply for a grant.**

## 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.

## 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 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.

Funding may be used for administrative or program-based expenses. 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](http://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 program 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, and does not have to be an arts, science or cultural non-profit organization.

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](http://www.culturalpartners.org).**

## **Section III – Eligibility Limitations**

### **Maximum Applications**

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

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

### **Grant Applications**

All applications for project or operating support must include the applicant data sheet and budget form. These are available at the FCP website: [www.culturalpartners.org/grants.htm](http://www.culturalpartners.org/grants.htm)

To receive the application in an alternative form, contact Robin Cadigan at [rcadigan@culturalpartners.org](mailto:rcadigan@culturalpartners.org) or 928-779-2300 #104.

### **We do NOT fund**

- Organizations that were funded by FCP in the 2009-2010 grant cycle but failed to file a final report by the deadline (July 31, 2010)
- 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 Request

### Allowable Dollar Amount of Grant Requests

- Arts, science or cultural organizations whose **programs/activities are provided exclusively in the immediate Flagstaff area** may apply for general operating support funds based on a percentage of their 2009-2010 organization budget using the Funding Request Chart below. These organizations must submit the three-year budget for their organization.
- Arts, science or cultural organizations whose **programs/activities extend beyond the immediate Flagstaff area** may apply for general operating support funds based on the portion of their 2009-2010 organization budget for programs/activities that are provided within the immediate Flagstaff area using the Funding Request Chart below. These organizations must submit 1) the three-year budget for their organization, and 2) a 2009-2010 budget for that portion of their programs/activities that are provided within the immediate Flagstaff area.
- Organizations applying only for project support may apply for funding based upon the size of their project budget using the Funding Request Chart below. These organizations must submit a project budget.
- Emerging organizations operating under a fiscal agent may apply for project funding for up to two years only. The amount of funding that they may apply for is based on the chart below, and also limited to \$5,000 in the first year and \$3,000 in a second year.

## FUNDING REQUEST CHART

Line #	Your total revenue for your current fiscal year is between:		Then your maximum award (% of budget) is:
	From	To	
1	\$1	\$10,000	40%
2	10,001	11,000	38%
3	11,001	12,000	37%
4	12,001	13,000	36%
5	13,001	14,000	35%
6	14,001	15,000	34%
7	15,001	16,000	33%
8	16,001	17,000	32%
9	17,001	18,000	31%
10	18,001	20,000	30%
11	20,001	22,000	29%
12	22,001	24,000	28%
13	24,001	26,000	27%
14	26,001	29,000	26%
15	29,001	32,000	25%
16	32,001	35,000	24%
17	35,001	40,000	23%
18	40,001	45,000	22%
19	45,001	51,000	21%
20	51,001	58,000	20%
21	58,001	67,000	19%
22	67,001	78,000	18%
23	78,001	94,000	17%
24	94,001	112,000	16%
25	112,001	136,000	15%
26	136,001	171,000	14%
27	171,001	220,000	13%
28	220,001	250,000	12%
29	250,001	And Above	Not to Exceed \$30,000

## Section V – Grantee Responsibilities

### Liability Insurance

Upon signing a contract for funding, the grantee must provide proof of liability insurance with a minimum coverage of \$1,000,000 naming *Flagstaff Cultural Partners and the City of Flagstaff* as an 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](http://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 are funded in the 2010-2011 grant cycle must submit a final report by July 29, 2011. The Final Report forms can be obtained from the FCP website ([www.culturalpartners.org/grants.htm](http://www.culturalpartners.org/grants.htm)). Final Reports need to be signed and delivered as a hard copy. If FCP does not receive a final report by July 29, 2011, the organization will not be eligible for funding in the 2011-2012 grant cycle. Further, applicants who were funded in the 2009-2010 grant cycle must have turned in their final report by July 31, 2010, or they will not receive any funds for 2010-2011, even if awarded.

## Section VI- Application Format

These rules are required for the format of your application.

- Provide 12 copies of the application
- Your application must be double-sided, paper clipped, and 3-hole punched (do not staple)
- Do NOT include cover sheets or any material that is not requested
- Use a readable font, with font size no smaller than 12 point
- Do not insert photographs or visuals into your narrative
- Each page of your narrative should include a header or footer with your organization name and project name (if applicable).

## Section VII – Schedule

*All activities and meetings take place at Coconino Center for the Arts, 2300 N. Fort Valley Road, Flagstaff, Arizona. 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 11, 2010**

Art & Science Fund Guidelines and Applications are announced and published on FCP's website at [www.culturalpartners.org/grants.htm](http://www.culturalpartners.org/grants.htm)

### **NEW THIS YEAR**

#### **Grant Workshop: Monday, January 25, 5:00-7:00pm, and Wednesday, February 17, 5:00-7:00pm**

Attendance at one of these workshops is REQUIRED for all applicants. Learn more about the grant application process and budget requirements. This presentation will take you through the Guidelines and Grant Application materials. There will also be time for questions. **It is required that all applicants attend one of these workshops.**

#### **Grant Applications Due: Monday, March 22, 2010, by 5:00pm**

All grant applications must arrive at the Flagstaff Cultural Partners office no later than Monday, March 22, 2010, 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 our office 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 Saturday.**

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

#### **Art & Science Fund Committee Meeting: Wednesday, March 31, 2010, at 5:00pm**

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

#### **Applicant Presentations to Art & Science Fund Committee: Monday, May 10, 2010, 6:00-9:00pm, and Thursday, May 13, 2010, 6:00-9:00pm**

Each eligible grant applicant will be invited to 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 22, 2010, 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 all grant applicants to schedule your presentation time.

#### **Art & Science Fund Committee Meeting: Saturday, May 15, 2010, 10:00am-3:00pm**

The Committee reviews, discusses and ranks all applications.

**Art & Science Fund Committee Meeting: Wednesday, June 2, 2010 , 5:00-7:00pm**

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

**FCP Board of Directors Meeting: Wednesday, June 23, 2010, 4:30-6:00pm**

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

**Notification of Awards: Thursday, July 1, 2010**

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.

**Final Reports & Signed Contracts due: Saturday, July 31, 2010, by 5:00pm**

Grantees who were funded in the 2009-2010 grant cycle must submit their final report by July 31, 2010, or risk losing all 2010-2011 grant funds. **If FCP does not receive a final report by July 31, 2010, the organization will lose all funds from the grant award for 2010-2011.** The Final Report forms can be obtained from the FCP website ([www.culturalpartners.org/grants.htm](http://www.culturalpartners.org/grants.htm)). Signed contracts for 2010-2011 funded applicants must also be received by July 31, 2010.

**Grantee Celebration – August 2010**

FCP will host a celebration for the 2010-2011 grant recipients at Coconino Center for the Arts. The specific date will be announced in July.

**Final Reports & Signed Contracts: Friday, July 29, 2011, by 5:00pm**

All applicants who are funded in the 2010-2011 grant cycle must submit a final report by July 29, 2011. Final Report forms can be obtained from the FCP website ([www.culturalpartners.org/grants.htm](http://www.culturalpartners.org/grants.htm)). Final Reports need to be signed and delivered as a hard copy. If FCP does not receive a final report by July 29, 2011, the organization will not be eligible for funding in 2011-2012.

## **Section VIII - 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 22, 2010.
- 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
- Organization's budget documents as stated in Section III of the Application
- Budget addendums 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 IV – 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](http://www.culturalpartners.org)**

**All announced grant awards are subject to change by FCP based on the availability of Bed, Board and Beverage (BBB) Revenues.**