Project 2021
Innovation & Capacity Grant

What is it?
Innovation & Capacity Grants (Project) provide flexible funds to support a specific project designed to introduce a new program or experience, prove a concept, or build operational capacity in the art, science, and cultural sectors in greater Flagstaff. In most cases, projects are only eligible for one Innovation & Capacity grant.

Projects must result in or support:
- production, presentation, teaching or that otherwise serve the arts.
- cultural equity, preservation, or awareness.
- production, presentation, or teaching of science programming to the public.

Projects may be awarded up to $20,000, depending on eligibility, however applicants should keep in mind the competitive nature of the grant when determining their requested amount. Grants are reimbursement-based and must be matched 1:1.

Who can apply?
Eligible applicant organizations/groups:
- are based in the greater Flagstaff area as defined by the Flagstaff Metropolitan Planning Organization. Subsidiaries are eligible if their parent organization is based in Arizona.
- are incorporated with the IRS as a nonprofit 501(c)3 organization, have a formal agreement with a nonprofit fiscal sponsor, or are a post-secondary education institution.
- Capacity building project grants are restricted to organizations that have a primary mission dedicated to:
  - produce, present, teach or serve the arts.
  - cultural equity, preservation, or awareness.
  - Produce, present, or teach science programming to the public.

Funding Period
July 1, 2020 to June 30, 2021

Application & Review Timeline

Online Applications Open
Tuesday, February 4, 2020

Mandatory Information Session
Tuesday, February 4, 2020 at 5:30 pm or Thursday, February 13, 2020 at 5:30 pm

Art & Science Fund Committee Meeting
Wednesday, April 10, 2020 at 5:00 pm
Open to the public, comment is not accepted.

Application Deadline
Monday, March 30, 2020 at 11:30 pm

Art & Science Fund Committee Meetings
Wednesday, April 8, 2020 at 5:00 pm
Open to the public, comment is not accepted.

Mandatory Presentations
Thursday, May 14, 2020, Tuesday, May 19, 2020, or Thursday, May 28, 2020 evenings.

Art & Science Fund Committee Meetings
Saturday, June 6, 2020 at 9:00 am to 4:00 pm and Wednesday, June 10, 2020 at 5:00 pm
Open to the public, comment is not accepted.

Board Review & Approval
Wednesday, June 24, 2020 at 4:30 pm
Open to the public, comment is not accepted.

Grantees notified
Thursday, July 2, 2020

Primary Staff Contact
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Technical Support
For questions about the Submittable submission platform:
Email: support@submittable.com
Phone: (855) 467-8264 ext. 2
Web: help.submittable.com
**Important Note for FY2021**

The Innovation & Capacity (Project) Grant program underwent criteria and application question updates. These changes distinguish the program from the General Operating Support grant program and help applicants articulate how proposed projects are important and timely. Separate criteria for capacity building and innovation projects allows applicants to choose what most aligns with their goals.

**Grant Levels & Award Ranges**

Grants are a maximum of $5,000 for post-secondary institutions. All other applicants are eligible for up to $20,000. GOS applicants must demonstrate how their application is beyond their normal scope of work. Grants are reimbursement-based and must be matched 1:1 with grantees providing documentation proving eligible expenses and matching income. Grantees may request up to 50% of grant funds at the beginning of their project period.

Note, potential Innovation & Capacity (Project) award amounts vary by requested amount, need, and overall application score. Applicants will be asked to determine a minimum and maximum request in order for their project to move forward and to explain how the project details might change based on different award amounts. If awarded, grants will only be within the applicant’s requested range. Applications that provide a narrow range with a large request risk not being funded entirely, especially if their overall score is low. The committee may decide to fund relatively few projects at the higher end of the requested ranges or allow for funding of more projects.

Each year award amounts are determined based on an allocation from the City of Flagstaff BBB tax funds and the number of qualified applications and relative score. Any published award amounts listed for the previous cycle do not represent guaranteed minimums. Organizations are encouraged to budget conservatively when forecasting potential awards.

**How to Apply**

The Flagstaff Arts Council runs its application processes through Submittable, an online submissions platform which is cloud-based and can be accessed on most computers including mobile devices. Using an online platform helps maintain consistency of application materials and to conduct panel reviews.

To begin, you will set up a Submittal user account for your organization. If you think your organization might already have a profile but are not sure how to access it, contact the primary staff contact or Submittable Technical Support.

Please contact the Arts Council at least one month before the application deadline if you require an accessibility accommodation or have other extenuating circumstances affecting your use of the online platform.

All applicants must attend a mandatory workshop date and be available for all presentation dates listed on page 7.

**The Application**

When you’re ready to apply, go to [https://flagartscouncil.org/the-arts-council/grants/](https://flagartscouncil.org/the-arts-council/grants/) and click “Apply Now.” This will take you to the Submittable platform. The Innovation & Capacity (Project) grant opportunity will only be visible on the Online Open Application Date. You do not have to complete the application in one session; Submittable allows you to save a draft of your application and complete/submit later.

**Applicant Information**

- Organization name and (if applicable) DBA
- Organization mailing address
- Primary and secondary contact info
- Board of Directors and key staff list
- Nonprofit status and Federal EIN (if applicable)
- Attendee designated for mandatory grant workshop
- Whether organization uses Flagstaff365.com
- Brief history of the organization
- Organization Mission Statement as adopted by the Board of Directors
- Whether this is your first Art & Science fund request
- Art & Science grant history within last 3 years
- Status of open Art & Science grant
- Project period
- Grant type: Innovation or Capacity Building
- Request Amount, Maximum and Minimum
Narrative Questions
Some applicants find it helpful to develop responses using word processing software, then copy/paste them into the Submittable application when they’re ready. Please keep in mind the platform may truncate responses when pasted into the fields based on character or word limits. You are strongly encouraged to verify all pasted answers appear as intended.

While there is plenty of opportunity in the provided questions to write a lot of text, please keep in mind that the grant reviewers are reviewing more than 50 applications each. The questions are deliberately specific in some cases to help guide common information across applications. Please be succinct if an answer can be well stated in just a sentence or two. Whenever possible, use specific data to support metrics and goals.

Project Description
1. Will this grant-funding request be used for the first phase of a project, with possible requests for future phases? If yes, please explain.
2. If you are not requesting funding for future phases, will this project become an ongoing program beyond the grant period? Please explain.
3. Briefly describe the project for which you are requesting funds.
4. Describe why this project was selected and the need(s) to which it will respond.
5. For GOS applicants and post-secondary education institutions only: Describe how the project serves and reaches beyond your typical audience. Describe how you will ensure the greater community will be included.

Alignment
1. Why is this grant cycle the best time for the proposed project?
2. Why are Art & Science funds important to successfully complete the project at this time?
3. Will this project help build capacity to fulfill the organization’s mission or future program goals? If not applicable, please explain.
4. Will this project lay the groundwork for lasting community benefit or organizational capacity?
5. If your project is awarded less than your requested amount, how will that impact your project?

Benefit to the Public of Flagstaff
1. How does this project contribute to the quality of life in Flagstaff? Please be specific.
2. Are there specific groups that benefit from your project more than others? How many people do you plan to reach? If one group is benefited over another, is it intentional? If it is not intentional, how are you trying change that?
3. If applicable, please explain how you plan to promote and build awareness for your project?
4. What is the geographic area that this project will take place?
5. How is the programming made possible by your project unique or different in the community?

Organizational Capacity / Opportunity for Success
1. Briefly describe prior experience managing similar projects, including any past Art & Science grant projects.
2. List anticipated project milestones and dates (e.g. groundbreakings, significant deliverables, large gatherings of volunteers, public meetings, conferences, special activities and events).
3. List three quantifiable goals by which you will measure your project’s success. Describe how you will know that you achieved success. (Note, you will be required to submit a final report 1 year after your project is completed to report on your metrics.)
4. What partnerships, if any, are important for the project’s success? Please list each partnership and their roles. Note, letters of support are required from all listed partners.

Supporting Documentation
1. Online fillable project budget form.
2. Upload a resume of the Executive Director or person responsible for this proposal (ONE page maximum in PDF format).
   Partnership letters of support. (Maximum 3 if not from stated partners.)
3. Letter from Fiscal Agent and/or post-secondary education dean, if applicable.
Evaluation Criteria
The Art & Science Fund grant committee consists of 7 to 10 volunteers who are citizens of Flagstaff. The majority of Committee members are not members of the Arts Council Board and not affiliated with the Flagstaff Arts Council in any other capacity. These volunteer committee members read, review, and rank all applications and determine funding allocations for the Art & Science Fund.

The committee considers the following when ranking applications.

Innovation or Capacity Building
Applications select innovation or capacity building as the primary emphasis of their application.

Innovation: Introduces new accessible creative experiences, art forms, or ways to integrate art, science, or culture. Capacity Building: Permanently increases the ability of an art, science, or culture organization to operate efficiently, produce more programming, or serve different audiences.

Alignment
Is the proposed project an important part of organization’s mission and strategic goals? Would the project happen without grant support or would the impact of the project be greatly diminished without grant support? Is the time period proposed the best time for the project to be implemented? Does the proposed project result in lasting enhancements that benefit the organization or the community?

Public Benefit
Does the application demonstrate how the quality of life is enhanced in Flagstaff? Is the project responsive to the needs of the community? Is the community involved in planning? Is the work described in the application unique and important of the art, science, or cultural sectors? Does it enhance cultural equity or preservation?

Opportunity for Success
Does project leadership have the necessary skill to implement and is committed to the project’s success? Do partnerships, if any, enhance the project? If there are no partnerships, would the project be better supported with partnerships? Is there clear evidence of support? Are there other identified funders? Does the organization or project leadership have a track record of executing similar projects? Does the project have a clear achievable plan and timeline?

Application Review Process
Grants are awarded through a competitive review process. Applications are first reviewed by Arts Council staff for completeness and eligibility. Late or incomplete applications or not attending mandatory workshops or assigned presentation date will be ineligible for review or funding.

Eligible applications are reviewed by a review committee comprised of Arts Council board members, City of Flagstaff representatives, and community members at large. Each application is evaluated based on how well it demonstrates alignment with the evaluation criteria.

Panelists first review applications individually then meet to discuss the applications as a group. This meeting is open to the public and applicants are encouraged to attend. Then, applicants attend a mandatory presentation (applicants choose from available timeslots over 3 dates) where they present a 4-minute presentation.

Once all presentations are completed, the review committee meets to discuss the applications and refers their recommendations to the Arts Council board which approves final award amounts. Final scores and funding amounts are then provided to the City of Flagstaff for funding.
FY2021 Innovation & Capacity Grants Timeline
All activities and meetings take place at Coconino Center for the Arts, 2300 N. Fort Valley Road, Flagstaff, Arizona, unless otherwise noted. All meetings are open to the public. However, public comment is not allowed during Committee and Board meetings.

- Tuesday, February 4, 2020 – Grant Guidelines Published & Online Application Available
- **MANDATORY** Tuesday, February 4, 2020 or Thursday, February 13, 2020, 5:30 pm to 7:00 pm – Information Session (choose one)
- **DEADLINE** Monday, March 30, 2020 at 11:30 am – Grant Applications Due via Submittable
- Wednesday, April 8 at 5:00 pm – Art & Science Committee Meeting
- **MANDATORY** Thursday, May 14, 2020, Tuesday, May 19, 2020, or Thursday, May 28, 2020 – Presentations to Art & Science Fund Committee. Applicants will be assigned a time between 5:30 pm and 9:30 pm. Attendance by a representative of your organization at your scheduled presentation is **mandatory**. Each eligible grant applicant will give a four (4) minute presentation to the 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 the application date, and distribute collateral. No rewrites of the application or budget forms will be accepted. No further information will be accepted after the presentation. You will be contacted by email to schedule your presentation during the dates/times listed. No appointments are available. Applicants agree to be available on all presentation dates by submitting an application.
- Saturday, June 6, 2020 at 9:00 am to 4:00 pm – Art & Science Fund Committee Meeting
- Wednesday, June 10, 2020 at 5:00 pm – Art & Science Fund Committee Meeting
- Wednesday, June 24, 2020 at 4:30 pm to 6:00 pm – Flagstaff Arts Council Board of Directors Meeting
- Wednesday, July 1, 2020 – Notification of Grant Awards by email
- **MANDATORY** Mid to late August – Grantee Celebration.
- **DEADLINE** Saturday, August 15, 2020 – FY20 Final Reports Due. Failure to submit will result in revocation of any open or current grants and may additionally make an organization ineligible for future grant funding.
- **DEADLINE** Monday, August 17, 2020 – Signed FY21 Contracts Due
- **DEADLINE** Monday, August 16, 2021 – FY21 Final Reports Due. Failure to submit will result in revocation of any open or current grants and may additionally make an organization ineligible for future grant funding.

Other Grantee Requirements

**Liability Insurance**
All grantees are required to provide two separate Certificate of Liability Insurance forms with a minimum coverage of $1,000,000. One document must name Flagstaff Arts Council and a separate document must name City of Flagstaff as additionally insured. Be sure to include the cost of this insurance in your organization’s budget.

**Audit**
The Arts Council may audit a grantee’s records, at any time at grantee expense, to verify compliance with contract terms.

**Acknowledgement**
Funded organizations must acknowledge the support of Flagstaff Arts Council and the City of Flagstaff – BBB Revenues in advertisements and promotional materials. The Flagstaff Arts Council’s logo and the City of Flagstaff’s BBB logo must be used when possible and can be obtained on the Arts Council website (http://flagartscouncil.org/the-arts-council/grants/). Detailed requirements for this acknowledgment will be provided with the agreement upon acceptance of grant funding.

Recipients of Art & Science Fund grants will also be required to show the logo for Flagstaff365.com on the recipient organization’s webpage associated with the funded project (if applicable), and the logo must link to http://flagstaff365.com. Detailed information about this will be provided in grant award packets in July 2020.
**Funding Restrictions**
This program does not fund the following:

- Organizations that were funded by the Arts Council in the last two years but failed to file a final report by the deadline.
- Any division of local, state, or federal government not operating as a 501(c)3 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.
- Programs focused on K-12 participants.
- Scientific research.
- Religious institutions or religious group-sponsored organizations 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 unless permission is received.
- Grant administration, overhead, or processing fees taken by an umbrella parent organization as a percentage of the total award, with the exception of fiscal sponsors.
- Fiscal agent fees in excess of 5% of the awarded amount.
- Lobbying expenses.
- Expenses related to the construction of facilities.
- Food and beverage for receptions and hospitality functions.
- Fundraising projects.
- Non-equipment capital expenditures.
- Indirect costs.
- Debt reduction.

*This list is not comprehensive.*

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