Our mission is to lead, serve and collaborate
to mobilize enduring philanthropy
for a better Arizona.

ARIZONA
COMMUNITY FOUNDATION
OF FLAGSTAFF

Arizona Community Foundation of Flagstaff

Grant Guidelines & Application Questions
Open Date: 9:00am, May 20, 2019
Close Date: 4:00pm, June 14, 2019

Introduction

The Arizona Community Foundation of Flagstaff was founded in 1987 and is dedicated to providing a continuing source of funding support to the Flagstaff nonprofit community. The Arizona Community Foundation of Flagstaff is an affiliate of the Arizona Community Foundation (ACF). The Arizona Community Foundation of Flagstaff secures, manages and allocates donor gifts for charitable purposes in the Flagstaff area, working to improve the quality of life for all residents. Gifts to Arizona Community Foundation of Flagstaff are held and managed as part of a permanent endowment. Endowed funds maximize donor gifts, improving the welfare of the community today while leaving a legacy for future generations.

The Arizona Community Foundation of Flagstaff's mission is to create a culture of community philanthropy and to generate the financial capacity to provide support in perpetuity for vital community programs which meet the ever-changing needs of a vibrant Flagstaff community.

Awarding grants to Flagstaff's nonprofit organizations is at the center of the Foundation's service to the local community. In this effort grant applicants are our partners, bringing services and programs directly to people throughout the community. To help carry out this mutual goal, the Arizona Community Foundation of Flagstaff provides a variety of funding opportunities that enable schools, organizations and community groups to carry out projects, and maintain ongoing, high-quality services and programs.

Nonprofit organizations, schools, government agencies and tribal organizations are invited to apply for funding. To qualify for the Arizona Community Foundation of Flagstaff grants, applicants must meet stringent criteria, including proving financial viability and lasting value. Through the generosity of donors across Flagstaff, the growing funds will continue to invest millions of dollars in our community.

The Arizona Community Foundation of Flagstaff seeks to build on the strengths and assets of Flagstaff nonprofit organizations by offering a competitive grant program focused on Fields of Interest or initiatives in one or more of the following areas:

- **Flagstaff Education Fund**: This fund shall be used exclusively to benefit organizations whose purpose is education, both public and private programs. For example, past recipients have included community classes for adult literacy and young authors summer camp scholarships.

- **Flagstaff P-12 Educational Resources Fund**: The scope of this fund is to increase educational opportunities for children in preschool through 12th grade, their teachers and their families, in the community of Flagstaff, Arizona. Proposals must focus on Experiential Learning and the Whole Child.

- **Flagstaff Environmental Education and Conservation Fund**: This fund is used exclusively to

benefit organizations whose purpose it is to sustain the environment in Flagstaff. For example, past recipients have included youth summer forestry and environmental programs and general operating sustainability funding for a local environmental education center.

- **Flagstaff Healthcare Fund**: The scope of this fund is to exclusively benefit organizations whose purpose is to provide community health care services to the Flagstaff community. For example, past recipients have included education and awareness programs for juvenile diabetes and medical cost assistance for a reproductive health program.

- **Flagstaff Music Education Fund**: The scope of the fund is to exclusively benefit schools and organizations that provide music education to the Flagstaff community. Services and programs shall include, but are not limited to, school music programs, music scholarships, cultural enrichment programs, music performances, and guest musicians. For example, past recipients have included a bilingual music show in school, scholarships for a children's choir and operating expenses for a symphony.

- **Pickard Arts & Culture Fund For Flagstaff**: The scope of this fund is to exclusively benefit organizations and schools providing Arts and Cultural services to the Flagstaff community. Services and programs shall include, but are not limited to, artist in schools residencies, arts scholarships, visual art community showcasing, cultural enrichment programs, and operational support for arts in education. For example, past recipients have included dance studio facility improvement, youth poetry exhibition and a summer theater series.

- **Flagstaff Social Services Fund**: The scope of this fund is to exclusively benefit projects whose purpose is to provide social services(basic needs) in Flagstaff. For example, past recipients have included relative and caregiver assistance, homeless assistance, school-based services and general operating expenses.

- **Flagstaff Victim Services Fund**: This fund is to benefit organizations whose purpose it is to provide services to crime victims, their families and others affected by crime, in such areas as advocacy, protection, shelter, training, counseling, transition, and similar programs. For example, past recipients have included victim assistance/advocacy, crime scene cleanup, and general operating expenses.

- **Flagstaff Youth Fund**: The scope of this fund is to exclusively benefit organizations whose purpose is to promote and provide programs that benefit all youth in grades K-12 and younger. For example, past recipients have included scholarships for local youth clubs and funding for career and financial education for middle school children.

- **Flagstaff Animal Welfare Fund**: This fund provides grants to local animal welfare organizations for a variety of programs including low cost spay and neuter services, animal rescue and rehabilitation.

- **Flagstaff Substance Abuse Prevention Fund:** The scope of this fund shall be used exclusively for researched-based prevention and reduction of substance abuse for youth (Preschool-12th grade) through information, education, advocacy or innovative drug-free alternative activities.

The Arizona Community Foundation of Flagstaff encourages proposals that:

- Leverage matching funds.

- Engage strategic, mission-driven collaborations/partnerships.

- Build the capacity of the organization.

■ Support direct service projects and programs.

■ Support capital expenditures. Grant amounts awarded through this funding opportunity typically cannot support "bricks and mortar" capital expenditures. Please review the funding range stated below.

■ Provide general operating support.

■ Support one-year and/or renewable funding proposals; however, there is no guarantee for 2nd year funding

■ Support direct and indirect administrative costs associated with carrying out the program, such as staff salary/wages, project management, marketing, consultants, supplies, postage, travel, training or equipment, newly-acquired information technology, etc. will be allowed. Direct costs can also include directly attributable administrative support, legal or accounting functions, with distinct and measured effort on the project.

Eligibility Requirements

■ Any Arizona 501(c)(3) organization, government agency, and tribal entity that operates with fiscal accountability and responsibility. Religious organizations may apply for funding of non-sectarian programs.

■ Organizations may apply for funding for general operations, staffing, existing programs, expanded programs, new or pilot programs**.** The Arizona Community Foundation of Flagstaff does not award grants for conference sponsorship.

■ Organizations must demonstrate a non-discrimination policy regarding staff, employment, governing board and service delivery based on race, ethnicity, religion, gender, sexual orientation, gender identity, age, disability or national origin.

■ The application for this grant cycle is online. If applicants do not have internet access, they are advised to contact local public libraries, which offer free public internet access.

■ Organizations are required to have a completed and visible profile on ACF's website: www.azfoundation.org. Submission of an incomplete profile will result in a declined application.

■ Organizations without 501(c)(3) status must use a fiscal agent to apply on their behalf. Fiscal agents must have a visible profile on the ACF website, and also be a 501(c)(3) organization.

■ Organizations must be in good standing with the IRS at the time of review or else the submitted application(s) will be immediately declined.

■ Organizations uncertain of their eligibility may inquire by sending an e-mail to grants@azfoundation.org.

■ Incomplete applications will not be forwarded to review by the grant committee.

■ Update your browser. Google Chrome is the recommended browser. You can download Chrome here: https://support.google.com/chrome/answer/95346?hl=en . If you would prefer to use another browser, please download Mozilla Firefox or update to the current version of this program. You can do that here: https://support.mozilla.org/en-US/kb/update-firefox-latest-version . We do not recommend using Internet Explorer.

■ Add no-reply@jlweb.co to your contact list to ensure automated messages generated by online grants system do not end up in spam.

■ Download the latest version of the grant guidelines and questions by clicking the Preview link

for the grant cycle in the Grantee Portal.

What If…

- ■ Situation 1: My organization is a **standalone organization**? You may submit one application. You may submit another if, and only if, you are collaborating with another organization.

  - If you would like to submit a second application on behalf of a collaborative group of organizations, you may submit one additional application. This means choosing just one collaborative project for funding consideration

- ■ Situation 2: My organization is a **chapter of a broader organization**? You may submit one application *per chapter*. You may submit another if, and only if, you are collaborating with another organization.

  - If you would like to submit a second application on behalf of a collaborative group of organizations, you may submit one additional application. This means choosing just one collaborative project for funding consideration

  - If several chapters are applying for the same project, please treat it as a collaborative application.

- ■ Situation 3: My organization is a **school district or a school within a district**? You may submit one application *per school.* You may submit another if, and only if, you are collaborating with another organization.

  - If you would like to submit a second application on behalf of a collaborative group of organizations, you may submit one additional application. This means choosing just one collaborative project for funding consideration.

  - If several schools are applying for the same project, please treat it as a collaborative application.

  - A district may apply separately for projects separate from those the schools apply for.

- ■ Situation 4: My organization is a **government or tribal entity?** You may submit one application *per department.* You may submit another if, and only if, you are collaborating with another external organization.

  - If you would like to submit a second application on behalf of a collaborative group of organizations, you may submit one additional application. This means choosing just one collaborative project for funding consideration.

  - A government or tribal agency may apply for projects separate from those the individual departments apply for.

- ■ Situation 5: My organization is a **university?** You may submit one application per *college/school.* You may submit another if, and only if, you are collaborating with another external organization.

  - If you would like to submit a second application on behalf of a collaborative group of organizations, you may submit one additional application. This means choosing just one collaborative project for funding consideration. The partnership must be with an organization outside of the applicants college/school.

- ■ Situation 6: My organization is a **fiscal sponsor for other organizations?** You may submit one application per *sponsored organization.* You may submit another if, and only if, you are

collaborating with another organization.

- If you would like to submit a second application on behalf of a collaborative group of organizations, you may submit one additional application. This means choosing just one collaborative project for funding consideration.
- A fiscal sponsor may apply for projects separate from those its sponsored organizations apply for.

Please note: *Each organization can submit one standalone application and one collaborative application.*

Immediate Flagstaff Area -
Proposals must serve the Flagstaff area. The approximate area covered by the Flagstaff Metropolitan Planning Organization including, Bellemont on the west, Kachina Village and Mountainaire on the south, Winona on the east, and San Francisco Peaks on the north and also will include the Flagstaff Unified School District (FUSD) service area. Organizations and programs must specifically benefit the residents of Flagstaff.

Timeline for 2019 Grant Making

- ■ **Mandatory** Grant Application Workshop (logistics and what's new) on April 24, 2019 and May 8, 2019.
- ■ Grant cycle opens May 20, 2019
- ■ DEADLINE: Applications are due on Friday, June 14, 2019 at 4:00pm, no exceptions
- ■ Applicant Interviews July 16 – July 25, 2019
- ■ Grant awards and decline letters sent by September 10, 2019
- ■ 22nd Annual Grant Event: September 23, 2019, High Country Conference Center
- ■ If funded, 2019 Final Report Due by September 23, 2020

*Final reports are expected to include a grant impact story and photographs.

Grant Deadline

Proposals must be submitted online by **4:00 p.m. on Friday, June 14, 2019. No exceptions.**

Funding Request Range

The Arizona Community Foundation of Flagstaff will accept only one application from each qualified organization. Proposals may be submitted for any amount, there is no specified funding request range. Total available funding will depend in part on funding amounts from the Foundation's Field of Interest funds and Collaborators. **Grants have typically been awarded from $750 to $5,000.**

Healthcare proposals requesting $5,000 or more must be submitted to the Northern Arizona Community Health grant which opens May 20th and closes on June 14th. Details will be presented by a representative of Northern Arizona Healthcare at the mandatory grants workshop (above).

Review and Evaluation Process

All proposals will be reviewed through a competitive evaluation process and ratified by the Arizona Community Foundation of Flagstaff Board of Advisors. The reviewers will be reading the applicants' online

profiles on the ACF website to obtain information on the organization.
Please be sure to update your organization's profile before submitting your proposal.

- Proposals are reviewed and evaluated by peer grant committee panels, comprised of volunteer community leaders, Arizona Community Foundation of Flagstaff Board of Advisors members, Arizona Community Foundation of Flagstaff Donor Advised Fund Holders, Family and Corporate Foundations who assess proposal strengths and weaknesses according to evaluation criteria.

- Evaluation criteria consists of a point system awarded for impact on community need, measurable benefits, plan for sustainability, partnerships, goals and objectives clearly stated, measurable outcomes, population served, reasonable budget, and if the project/organization enhances collaboration with other community organizations and/or agencies.

- In addition to the volunteer grant committee panel, 2019 grant proposals may be reviewed and evaluated by the following Collaborators: American Society of Civil Engineer's Northern Arizona Younger Members Group, Arizona Community Foundation, Capstone Health Fund, Ernest and Evelyn Chilson Fund, Northern Arizona Healthcare Foundation, Forest Highlands Foundation, Geile Charitable Fund, GeoFund, McClanahan Family Unrestricted Fund, the Molly & Joseph Herman Family Fund, Stone Soup Fund and W. L. Gore & Associates, Inc..

- Volunteer grant committee panels are constructed annually by the Arizona Community Foundation of Flagstaff Grants Chair, who seeks out panelists that provide diverse cultural, gender, experiential, generational and geographic representation.

- Each grant committee panel is chaired either by a Arizona Community Foundation of Flagstaff Board of Advisors member or Emeritus member.

- **Required Interviews:**

  A **10** minute interview with Arizona Community Foundation of Flagstaff's committee grant panel and Collaborators is a requirement to be considered for funding. An organization's program representative, board member, school principal or department/program head are required to attend the organizational interview. Having both a staff member and a board member is highly recommended and shows strong support for your program. If your agency has a home office based outside of Flagstaff, there must be a representative in attendance who has first-hand experience with the program on a local level (program recipient, staff, etc.). Interviews will take place in July. Interviews will be scheduled **in a reverse-alphabet order (Z – A)** by the organization's name; they are required and cannot be rescheduled or changed. Failure to attend the interview will prohibit any funding by Arizona Community Foundation of Flagstaff or any Collaborator for 2019.

Collaborators

While Collaborators have the opportunity to review any and all grants, a few of them have specific missions or focus areas. Please review specifics below for W. L. Gore & Associates, Inc.

Creative Technologies
Worldwide

W. L. Gore & Associates, Inc.

Mission for Grant making

Invest in our local community by providing K-12 educational experiences that will increase students' awareness and interest in STEM (Science, Technology, Engineering, and Math) in the Flagstaff area.
W. L. Gore & Associates, Inc. (GORE) Grants Committee will look for:

- Programs serving children in K-12th grade in the Flagstaff area.

- Excellence in education.

- Innovative projects with direct, hands-on experiential learning.

- Focus on STEM.

- Overall student impact (# of students, skills gained, exposure to STEM concepts, etc.).

- Impact on students from underrepresented backgrounds (low income, ethnic minority, etc.).

Note: This is not a separate application and being considered for GORE collaborative funds is simple:

- Pick your field of interest.

- Complete the grant application.

- Be sure to answer the application questions about your STEM related project.

- GORE will see your application and have the opportunity to fund your project through the ACF Flagstaff collaborative process.

A STEM-based application falls under the standard guidelines of submitting multiple grants: You may submit only one application. You may submit another if, and only if, you are collaborating with another organization.

How to Apply Online

If your organization has an ACF profile:
> Go to the Arizona Community Foundation's grants page on their website at
> www.azfoundation.org/grants

If your organization does not have a registered ACF profile:
> If your organization needs to be registered, please go to www.azfoundation.org/grants to sign up. Once you are registered, you may begin the application process by starting a new application. You may also edit organizational information once you have logged in and attached your application to your profile.

For assistance with technical questions regarding the online registration and application, please contact our Competitive Grants Management Team at grants@azfoundation.org or 602-381-1400.

Tips for Submitting

- All users will be required to update and complete their organizational profile *before* being able to submit any grant application.

- Do not wait until the deadline date to apply. Due to high volume of calls and inquiries as the deadline nears, organizations are encouraged to contact staff well in advance of the deadline with questions. During the last week of any grant cycle's duration, you may have limited access

to ACF technical support. Please allow 24 hours for a response from staff.

■ Download the latest version of the grant guidelines and questions by clicking the **"Preview"** link next to the grant cycle name on the ACF online grants management system.

■ It is recommended that the application be prepared offline in a text editor such as Microsoft Word to ensure a duplicate exists.

■ There are new fields in the organizational profile to complete. Be sure to update and complete the profile before submitting your proposal. Submission of an incomplete profile will result in a declined application.

■ Narrative responses are limited to the maximum word count. You do not have to use all the words. Only provide information that is pertinent.

■ The application does not allow attachments – all narration/answers must be given in the space provided within the online application.

■ Be sure to review applications for spelling and grammar errors.

■ Be sure to check for an email notification indicating that your application has been submitted.

■ Save a copy of your submitted application.

■ Save your work frequently.

■ Check your tax exempt status. Application from organizations with a non-exempt status at the time of submission will be declined.

■ Notify the ACF Grants Management with application contact changes. The online account used to submit the grant application will be the point of contact for all future correspondence unless changed. ACF Grants Management staff can be reached at 602-381-1400 or grants@azfoundation.org.

How to Get Help

Please contact Arizona Community Foundation of Flagstaff staff to discuss any part of the grant application process.

Pats Shriver, Northern Regional Director, 928.526.1956 or pshriver@azfoundation.org
Gwen Groth, Philanthropic Services Coordinator, 928.526.1956 or ggroth@azfoundation.org

Due to the high volume of calls and inquiries as the deadline nears, organizations are encouraged to contact staff well in advance of the deadline with any questions! During the last week of any grant cycle's duration, you will have limited access to ACF technical support.

For assistance with technical questions regarding the online registration and application, please contact the ACF Grants Management Team at grants@azfoundation.org or 602.381.1400 or 800.222.8221.

Proposals will be reviewed and evaluated by a panel comprised of local, volunteer community leaders using the following rubric. Please feel free to use this rubric as a reference when preparing your application.

Grant Reviewer Rubric

Criteria		Measure	Weak		Average		Strong
Purpose of Grant	Situation/ Community Need	Defined need is a priority or urgent issue in the community.	1	3	5	7	10
		Application activities clearly address the articulated need.	1	3	5	7	10
		Application targets underserved populations; the estimated size and range of population directly served by application is meaningful and appropriate.	1	3	5	7	10
	Application Design	Application is in line with the applicant's mission statement and has a distinct focus, format and objective.	1	3	5	7	10
		Activities, timetable, and goals are clear and well thought out.	1	3	5	7	10
		Appropriate resources (personnel, funding, time) are allocated to accomplish the goals - including collaborative partnerships with other organizations that improve impact or leverage resources.	1	3	5	7	10
Results/ Evaluation		Evidence is provided that indicate the program will achieve the desired results.	1	3	5	7	10
		Results are significant and can be demonstrated.	1	3	5	7	10
Community Support		Diversity of funding sources (financial backing, in-kind support, and/or volunteer support from the community) indicates that application is sustainable.	1	3	5	7	10
Financial Indicators		The budget is easy to understand and logical. Clarity and feasibility of proposed project expenses and income.	1	3	5	7	10

Organizational Profile

All applicants must complete or update their organizational profile before they submit their application. The following fields must be filled in. **Please also note that all mandatory fields must be filled in before the information is saved. If the profile is incomplete and the applicant attempts to save the information all of the information entered for the organizational profile will be lost. For more in depth instructions on how to add an organizational profile or update information for an organization please go to: http://azfoundation.org/Portals/0/Uploads/Documents/ForNonprofits/GranteePortal_Instructions.pdf**

- ■ Organization Name
- ■ Year Founded
- ■ Website: (if applicable)
- ■ EIN #:
- ■ Organization Phone (include area code)
- ■ Fax (include area code)
- ■ Area Served
- ■ Organization Type (select one)
  - ☐ 501(c)(3) Nonprofit Organization
  - ☐ School
  - ☐ Government Agency
  - ☐ Tribal Entity
  - ☐ Religious Organization

- ■ Organization Address
- ■ Signatory Authority
- ■ Organization Mission
- ■ National Taxonomy of Exempt Entities (check all that apply)

☐ Animal Related
☐ Arts, Culture and Humanities
☐ Civil Rights, Social Action and Advocacy
☐ Community Improvement & Capacity Building
☐ Crime and Legal Related
☐ Diseases, Disorders and Medical Disciplines
☐ Education
☐ Employment
☐ Environment
☐ Food, Agriculture and Nutrition
☐ Health Care
☐ Housing and Shelter
☐ Human Services
☐ International, Foreign Affairs and National Security

☐ Medical Research
☐ Mental Health
☐ Mutual and Membership Benefit
☐ Philanthropy, Voluntarism & Grantmaking Foundations
☐ Public and Societal Benefit
☐ Public Safety, Disaster Preparedness and Relief
☐ Recreation and Sports
☐ Religion Related
☐ Science and Technology
☐ Social Science
☐ Youth Development

*This only applies if the organization is a 501(c)(3). This is a code system used by the IRS to classify nonprofit organizations. This can information can be found at www.guidestar.org.

Supporting Documents

- ■ Board Members
- ■ Organizational Budget
- ■ 501(c)(3) Determination Letter
  - • This only applies if the organization is a 501(c)(3)

Pre-Qualifying Questions

- ◼ The applicant organization is fully authorized by its board and other applicable partners/collaborators to submit this application.

- ◼ Does your organization (and fiscal sponsor, if applicable) have a complete and visible profile on ACF's website: www.azfoundation.org? Incomplete organizational profiles will result in the immediate declination of your application.

- ◼ Is your organization (or fiscal sponsor) a 501(c)(3) organization, school, municipality or tribal entity that operates with fiscal accountability and responsibility? Religious organizations may apply for funding of non-sectarian programs. Applications from organizations with a non-exempt status at the time of submission will be declined.

- ◼ I have downloaded the latest guidelines and questions document.

- ◼ Have you updated your browser? We recommend using **Google Chrome** or the most updated version of **Firefox**. It is not recommended that you use Internet Explorer.

- ◼ ACF requires all applicants for grants to comply with its non-discrimination policy. Please confirm that the organization applying for this grant does not unlawfully discriminate against employees, volunteers, board members, or the members, clients, or students it serves on the basis of race, color, religion, gender, national origin, age, medical condition, veteran status, marital status, disability, ancestry, sexual orientation, or any other characteristic protected by law.

- ◼ My organization has current tax exempt status. Applications from organizations with a non-exempt status at the time of submission will be declined.

- ◼ I understand that, if funded, a report on expenditure of funds will be due approximately one year from the funding date. I will receive notification of this date, and instructions for completing this report, through email. Should I not receive this notice, I will contact ACF for instructions.

- ◼ My program specifically benefits residents of the Flagstaff area (the approximate area covered by the Flagstaff Metropolitan Planning Organization including, Bellemont on the west, Kachina Village and Mountainaire on the south, Winona on the east, and San Francisco Peaks on the north and also will include the Flagstaff Unified School District (FUSD) service area).

- ◼ I understand that my application will not be reviewed by the grant panel if it is incomplete.

- ◼ I understand that an interview with the grant panel is required.

- ◼ I have read all Field of Interest Fund descriptions provided above and understand that my organization is responsible for selecting the field that best fits our proposal. Once your application has been submitted, it cannot be moved from one Field of Interest to another.

Grant Application Questions

Project Overview

1. Project Name

2. Requested Amount

3. Total Project Amount

Narrative

The Arizona Community Foundation allows for multiple applications to be submitted through this funding opportunity under certain circumstances. Please review the "What If" section of the guidelines for this grant cycle for an explanation of these circumstances and to be able to answer the following question.

1. Are you submitting this application as a lead organization on behalf of a collaborative group that will share any forthcoming grant funding provided through this process? If so, type **COLLABORATION** in the box below. OR, Are you applying as a single organization (that may or may not be working with collaborators) that will be not be sharing any forthcoming grant funding provided through this process? If so, please type **SINGLE** in the box below.

2. Is this project being done in partnership with other nonprofits? If so, please list each nonprofit and their role in the project. If no, please discuss the resources available to fulfill the proposal. (Word Limit- **200**)

4. Please provide a minimum of one and as many as six of the intended outputs you plan to accomplish with this proposed project. Each output should simply state the number of lives impacted and how they will be impacted. For example: serve 100 children between the ages of 5 and 18. Note: For final reporting purposes, you will be asked to provide actual outputs (the results) that reflect the degree to which the goals you established have been realized. (Word Limit- **200**)

Project Narrative

5. Describe in two or three sentences what you will do with the funds (Word Limit – **50**) Note: It is important to be aware that these descriptive sentences may be used in marketing collateral and publicity if awarded funding.

6. Please describe the program proposal in detail. Define the need in the community: tell us the goals of the project and how they align with your mission, describe the activities you will undertake, indicate the population served, specify the resources (personnel, partnerships, funding, time, etc.) that will be used, provide a timeline of events as appropriate. When applicable, please present data/evidence that documents the significance of the issue. (Word Limit – **300**)

Please select ONE field of interest. Choose the Field of Interest (FOI) that best suits your application. Once your application has been submitted, it cannot be moved from one FOI to another.

7. Select the funding Field of Interest you are applying to:

   ■ Flagstaff Education Fund

   ■ Flagstaff Environmental Education and Conservation Fund

   ■ Flagstaff Healthcare Fund

   ■ Flagstaff Music Education Fund

- ■ Flagstaff P-12 Educational Resources Fund

- ■ Flagstaff Social Services Fund

- ■ Flagstaff Victim Services Fund

- ■ Flagstaff Youth Fund

- ■ Pickard Arts & Culture Fund for Flagstaff

- ■ Flagstaff Animal Welfare Fund

- ■ Flagstaff Substance Abuse Prevention Fund

If you selected the Healthcare Fund, please answer the following two questions:

    a. How will your project or program impact community health? (Word Limit **– 200**)

    b. List the metrics you will use to measure your project or programs' success. (Word Limit **– 200**)

If you selected Flagstaff P-12 Educational Resources Fund, please answer the following two questions:
(Please see the P-12 Grant Guidelines Appendices for definitions)

    a. Describe how your project or program will offer children an opportunity to engage in "experiential learning". (Word Limit **– 200**)

    b. Describe how your project or program focuses on educating or serving the "whole child". (Word Limit **– 200)**

For STEM-related applications, regardless of which Field of Interest selected, answer the following two questions: (*Please see W. L. Gore's information in the guidelines for more information***)**

    a. Is this project STEM education based? Please explain how this grant will impact and support excellence in STEM education targeting students from K-12th grade. How does this program increase awareness and interest in STEM? (Word Limit **– 200**)

    b. Please describe the direct student experiential, hands-on learning project, and the expected outcomes of the STEM experience. Please be specific about skills gained by students, exposure to STEM concepts, and what the students learned. (Word limit **– 200)**

8. Please select the ACF Philanthropic Agenda area that best describes this application's primary focus:
   - ■ Quality Education
   - ■ Health Innovations
   - ■ Community Improvement & Development (i.e., Affordable Housing, Working Poor, & Basic Needs)
   - ■ Arts & Culture
   - ■ Environment & Sustainability (i.e., Preservation, Natural Resources, & Animal Welfare)

9. Are there any known industry standards? (Yes/No)

10. Please describe the known industry standards. (Word Limit - **200**)

11. Please cite any resources, statistics, and/or studies provided in the program proposal detail. (Word Limit - **100**)

12. Select the demographic populations, such as the age group, race, gender, socio-economic status and geographic location of the target population you intend to serve (Select all that apply).

Ages:
☐ 0 – 5
☐ 6 – 17
☐ 18 – 25
☐ 26 – 65
☐ 65+
☐ N/A

Race/ Ethnicity:
☐ African American or Black
☐ Asian/Pacific Islander
☐ Hispanic or Latino
☐ Native American/Indigenous
☐ White
☐ Other
☐ N/A

Gender:
☐ Female
☐ Male
☐ Both
☐ N/A

Socio-Economic:
☐ Below Poverty Level
☐ Homeless
☐ Unemployed
☐ Working Poor
☐ N/A

Disabilities:
☐ Ambulatory Disability
☐ Developmental Disabilities
☐ Diseases/Illnesses
☐ Hearing Disability
☐ Learning Disabilities
☐ Mental Disability
☐ Other Physical Disability
☐ Self-Care Disability
☐ Visual Disability
☐ N/A

Populations:
☐ Animals
☐ Children & Youth
☐ Crime or Abuse Victims
☐ Environment
☐ Faith Based
☐ Immigrants & Refugees
☐ LBGTQ
☐ Offenders & Ex-Offenders
☐ Older Adults
☐ Single Parents
☐ Substance Abusers
☐ Veterans & Military
☐ N/A

Location:
☐ Apache County
☐ Cochise County
☐ Coconino County
☐ Gila County
☐ Graham County
☐ Greenlee County
☐ La Paz County
☐ Maricopa County
☐ Mohave County
☐ Navajo County
☐ Pima County
☐ Pinal County
☐ Santa Cruz County
☐ Yavapai County
☐ Yuma County
☐ State-wide
☐ Multiple States
☐ Nationwide
☐ N/A

Ability to add comments (Word Limit - 5**0**)

13. Please indicate if this is a new project, a project expansion or a continuing project.

14. If this is not a one-time project, please describe any sustainability plans or efforts to continue the project past the funding year. (Word Limit - **200**)

15. Are any other organizations in your area performing the same services for which you are requesting funding? If yes, please list the organizations below and explain what sets your program apart. (Word Limit - **200**)

16. How will your organization recognize the Arizona Community Foundation of Flagstaff if you are selected as a grant recipient? (Word Limit – **200**)

17. Discuss the impact of volunteers on this project. (Word Limit - **100**)

18. Please select the evaluation process(es) or method(s) you will use to measure your progress in order to determine the degree to which you met the intended outputs.

   ■ Annual Polling

   ■ Focus Groups

   ■ Pre and Post Interviews

   ■ Pre and Post Surveys

   ■ Other

19. Describe the evaluation process(es) or method(s) you will use to measure your progress in order to determine the degree to which you met the intended outputs (i.e., pre and post surveys, annual polling, focus groups, etc.). (Word Limit - **200**)

20. How will you proceed with this project if you only receive partial funding? Are there components that are more critical than others? If so, please itemize and prioritize the components and corresponding costs. (Word Limit - **300**)

Interim Progress Report

21. Was your organization awarded an Arizona Community Foundation of Flagstaff grant last year? If yes, please answer the following questions:

22. Describe in two or three sentences what you did with the funds. (Word Limit – **50**)

23. **Challenges**: List any challenges encountered during the grant period that diminished your organization's ability to achieve the intended outcomes. (Word limit – **200**)

24. **Future Funding Strategy**: What is your future funding strategy to continue the program and/or the organizational work the funding supported? (Word limit – **200**)

25. **Impact Story:** If possible, please share how a life or community was changed by the program. (Word limit – **250**)

26. In the space below, please discuss any deviance between proposed and actual budget.

27. Please provide a minimum of one and as many as six of the intended outputs you planned to accomplish with this proposed project. Be sure the outputs are clear, measurable, significant, demonstrable and well thought out. Please provide evidence that the methods you are using will achieve the desired results, and that you have the resources necessary to track and measure the outputs and outcomes. **Please provide the outputs that have been realized so far.**

Project Budget

28. The project budget you include should show financial data for the proposed project during the grant period, not the organization's overall operating budget. Please only include revenue and expenses related to the proposed project, such as salaries, fees for services, etc. Please list all funding sources (including ACF) you have applied to, both pending and secured, for this project. In the comments area below, please describe the use of requested funds by providing a timeline, steps and costs associated with successful projection completion. The form provided in the online application must be used, uploads will not be accepted. **A clear, concise and logical budget is required, and considered in the overall score of the proposal. An application without a logical budget is incomplete and will not be considered for funding.**

29. Budget Comments. (Word limit – **100**)

Example:

Project Revenue	Amount	Description
Individual Contributions	$1,500	Online gifts
Foundations	$3,000	Pending- ACF/BPI
Endowment Income	$800	Portion of annual endowment earnings
In-Kind Support	$500	Books
Corporations	$1,200	UPS grant
TOTAL:	$7,000	

Project Expenses	Amount	Description
Supplies	$500	Books
Salaries & Wages	$3,000	Teacher salary
Printing/Copying/Postage/Delivery	$1,000	Workbook Printing
Rent/Utilities/Phone	$2,500	Building rental (includes utilities)
TOTAL:	$7,000	

Terms and Conditions

1. I acknowledge that funding by the Arizona Community Foundation, its affiliates, or any of its philanthropic partners is not guaranteed simply by virtue of completing this application.

2. Should my organization be awarded a grant through this funding opportunity, I agree to submit a final report for this project by the final report due date.

3. Should my organization be awarded a grant through this funding opportunity, I agree to the following terms and conditions:

   Use of Grant Money. The Grantee shall use the Grant Money only for the Project and in accordance with the proposal and budget previously submitted to and approved by The Arizona Community Foundation. The Grantee shall not make any significant change in the Project without the prior approval of The Arizona Community Foundation. At the end of the grant period, the Grantee shall promptly return to The Arizona Community Foundation any unused portion of the Grant Money.

   Reports. The Grantee shall submit written reports on the accomplishments of this Project as well as an accounting of expenditure of grant funds. Reporting and documentation required by The Arizona Community Foundation shall be provided as outlined in the Grantee Final Report, which will be available as the final report due date nears. The Grantee shall provide The Arizona Community Foundation with copies (if available) of any press releases, photographs and published material about the Grant Money and the work it made possible.

   Meeting Requirement. The Grantee may be asked to attend a meeting at the Arizona Community Foundation, to be set at a later date, to discuss your project. Discussions on capacity building in the future and other topics will also take place.

   Publicity. You will allow the Arizona Community Foundation (ACF) to review and approve the text, including quotes, of any proposed publicity concerning this grant prior to its release. ACF may include information regarding this grant, including the amount and purpose of the grant, any photographs you may have provided, your logo or trademark, or other information or materials about your organization and its activities, in ACF's periodic public reports, newsletters, news releases or any other printed materials distributed by the Community Foundation. Please ensure that all publicity (including printed material, press releases and Web sites) states "partial funding provided by the Arizona Community Foundation". If you require an electronic copy of ACF's official logo please contact the Marketing/Communications department at the Community Foundation.

   Retention of Records. The Grantee shall keep all financial records pertaining to the Project for at least four years and shall make such records available to The Arizona Community Foundation at reasonable times upon The Arizona Community Foundation's request.

   Revocation of Grant Money. The Grantee must return all unexpended grant funds immediately upon request by The Arizona Community Foundation if (1) the Foundation, at its sole discretion, determines that the Grantee has not performed in accordance with this Agreement, or (2) the Grantee loses its exemption from federal income tax under Section 501C 3 of the Internal Revenue Code of 1986, as amended (the) "Code" and is classified as other than a private foundation under Section 509(a) of the Code.

Grant Does Not Create a Partnership. The Grantee shall not in any manner indicate, nor shall the grant or any documents related thereto be in any manner deemed to create or construed as creating, any kind of partnership, joint venture or other similar relationship between The Arizona Community Foundation and the Grantee or other party. The Arizona Community Foundation shall not be deemed in any manner responsible for the debts, liabilities or other obligations of the Grantee, including any such debts relating to this Project. Amendment. This Grant Agreement shall not be amended or revised except by a written document signed by the parties hereto.

Changes or Problems Occurring During Grant Year. Any changes or problems in the Grantee Agency that affects the Project must be reported to The Arizona Community Foundation immediately.

Important Definitions

Capacity Building Grant - Grants intended to strengthen the management capacity of nonprofits in ways that will enhance institutional and programmatic development and enable the NPO to further its mission.

Capital Campaign - A capital campaign is an organized drive to collect and accumulate substantial funds to finance major needs of an organization, such as a building or major repair project, or to build endowment. Endowment is considered a capital asset.

Challenge Grant - A grant that is made on the condition that other monies must be secured, either on a matching basis or via some other formula, usually within a specified period of time, with the objective of stimulating giving from additional sources.

Community Foundation - A community foundation is a tax-exempt, nonprofit, autonomous, publicly supported, philanthropic institution composed primarily of permanent funds established by many separate donors for the long-term diverse, charitable benefit of the residents of a defined geographic area. Typically, a community foundation serves an area no larger than a state. Community foundations provide an array of services to donors who wish to establish endowed funds without incurring the administrative and legal costs of starting independent foundations.

Community Fund - A community fund is a local "savings account" where charitable donations are collected to serve a broad array of needs within a defined geographic area. Community funds are endowments— permanent funds in which the principal is invested, with a portion of the returns awarded locally as grants and scholarships. The Fund continues to grow forever, creating a permanent source of financial support for local needs. Community funds are developed by local citizens and built with gifts from many people, corporations and service organizations. They are guided by a local advisory panel that is empowered to award grants.

Fiscal Agent - a nonprofit 501(c)(3) organization that agrees to accept and be responsible for grant monies on behalf of the nonprofit grantee.

Form 990/Form 990-PF - The IRS forms filed annually by public charities and private foundations respectively. This information can be accessed at www.guidestar.com.

Funding Cycle - A chronological pattern of proposal review, decision making, and applicant notification.

Grant - An award of funds to undertake charitable activities.

Grant Application - The medium in which to submit a grant request. Applications are posted and accessed via the Arizona Community Foundation website. The site outlines the grant eligibility requirements, focus area and application questions.

Grant Proposal - The document that makes up a grant request. The proposal is the final product of answering all application questions. It is the document that is submitted through the online application and is used in grants review. Once saved, it can be accessed through the organizational profile.

Grantee - The individual or organization who/that receives a grant. Grantees for Community Foundations funding may be 501(C)(3) organizations, public schools, municipalities, and American Indian Tribes.

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

Operating Support - A contribution given to cover an organization's day-to-day, ongoing expenses, such as salaries, utilities, office supplies, etc.

Philanthropy - Philanthropy is defined in different ways. The origin of the word philanthropy is Greek and means "love for mankind." Today, philanthropy includes the concept of voluntary giving by an individual or group to promote the common good. Philanthropy also commonly refers to grants of money given by foundations to nonprofit organizations. Philanthropy addresses the contribution of an individual or group to other organizations that in turn work for the cause of alleviating poverty or social problems, thereby improving the quality of life for all citizens. Philanthropic giving supports a variety of activities including research, health, education, arts, and culture, as well as alleviating poverty.

Post-grant Evaluation - A review of the results of a grant, with the emphasis upon whether or not the grant achieved its desired objective.

Seed Money - A grant or contribution used to start a new project or organization.

Site Visit - Visiting a grantee organization at its office location or area of operation, or meeting with its staff, directors, or recipients of its services.

Grantee Final Report
Due by September 23, 2020

All information in **Bold** will be pulled from the Grant Application. All information in *gray italic* is additional information that will need to be filled out while completing the final report.

Organization:
Project Name:
Requested Amount:
Person Submitting Report:
Contact Phone & Email:
Grant Amount:
Project Summary:

Below are the project details provided by the grantee applicant when the grant was submitted last year. Please review and answer the associated questions regarding actual results.

Project Narrative

1. **Describe in two or three sentences what you will do with the funds**

2. **Select the funding Field of Interest you are applying to:**

You may select Dental Health Services plus ONE additional Field of Interest if applicable. Otherwise please select ONE field of interest.

3. **If you chose Dental Health Services, you may select ONE additional Field of Interest if applicable. Choose one from this list:**

4. **Please describe the program proposal in detail. Define the need in the community: tell us the goals of the project and how they align with your mission, describe the activities you will undertake, indicate the population served, specify the resources (personnel, partnerships, funding, time, etc.) that will be used, provide a timeline of events as appropriate. When applicable, please present data/evidence that documents the significance of the issue. (Word Limit – 300)**

   > *Did you accomplish this?*
   > *Additional Comments.*

5. **If you selected Dental Health Services as one of the funding Field of Interests you are applying to, please answer the following mandatory questions (a-e). Also, in the Documentation Section please upload an insurance binder (a one page summary) confirming the clinic's malpractice insurance, property and liability insurance If you selected any other Field of Interest please skip questions a-e.**

   a. How does the clinic determine eligibility for the individuals you serve? (Word Limit - **200**)

   b. What percentage of the patient population are children and youth, seniors or pregnant mothers? (Word Limit - **200**)

   c. How many dental staff are employed and what level of credentialing do they have?
      (Word Limit - **200**)

   d. How many operatories are available? How many are routinely used? (Word Limit - **200**)

   e. What sources of revenue support the operations of the clinic? Please list your five largest
      funders. (Word Limit - **200**)

> *Did you accomplish this?*
> *Additional Comments.*

6. **If you selected the Healthcare Fund, please answer the following two questions:**

   a. How will your project or program impact community health? (Word Limit – **200**)

   b. List the metrics you will use to measure your project or programs' success. (Word Limit – **200**)

> *Did you accomplish this?*
> *Additional Comments.*

7. **If you selected Flagstaff P-12 Educational Resources Fund, please answer the following two
   questions:** *(Please see the P-12 Grant Guidelines Appendices for definitions)*

   a. Describe how your project or program will offer children an opportunity to engage in "experiential
      learning" (Word Limit – **200**)

   b. Describe how your project or program focuses on educating or serving the "whole child" (Word
      Limit – **200**)

> *Did you accomplish this?*
> *Additional Comments.*

8. **For STEM-related applications, regardless of which Field of Interest selected, answer the following
   two questions: (***Please see W. L. Gore's information in the guidelines for more information***)**

   a. Is this project STEM education based? Please explain how this grant will impact and support
      excellence in STEM education targeting students from K-12. How does this program increase
      awareness and interest in STEM?
      (Word limit – **200**)

   b. Please describe the direct student experiential, hands-on learning project, and the expected
      outcomes of the STEM experience. Please be specific about skills gained by students, exposure
      to STEM concepts, and what the students learned. (Word limit – **200**)

> *Did you accomplish this?*
> *Additional Comments.*

9. **Please select the ACF Philanthropic Agenda area that best describes this application's primary focus: - a. Quality Education - b. Health Innovations - c. Community Improvement & Development (i.e., Affordable Housing, Working Poor, & Basic Needs) - d. Arts & Culture - e. Environment & Sustainability (i.e., Preservation, Natural Resources, & Animal Welfare)**

Did you accomplish this?
Additional Comments.

10. **Select the demographic populations, such as the age group, race, gender, and socio-economic status of the target population you intend to serve (Select all that apply).**

Did you accomplish this?
Additional Comments.

11. **Please indicate if this is a new project, a project expansion or a continuing project. If this is not a one-time project, please describe any sustainability plans or efforts to continue the project past the funding year.**

Did you accomplish this?
Additional Comments.

12. **Is this project being done in collaboration with other nonprofits? If so, please list each nonprofit and their role in the collaboration. If no, please discuss the resources available to fulfill the proposal.**

Did you accomplish this?
Additional Comments.

13. **Please provide a minimum of one and as many as six of the intended outputs you plan to accomplish with this proposed project. Each output should simply state the number of lives impacted and how they will be impacted. For example: serve 100 children between the ages of 5 and 18. Note: For final reporting purposes, you will be asked to provide actual outputs (the results) that reflect the degree to which the goals you established have been realized.**

Did you accomplish this?
Additional Comments.

14. **Please also describe at least one evaluation process or method(s) you will use to measure your progress in order to determine the degree to which you met the intended outputs.**

Did you accomplish this?
Additional Comments.

Project Budget

15. **The project budget on the following page should show financial data for the proposed project during the grant period, not the organization's overall operating budget. Please only include revenue and expenses related to the proposed project, such as salaries, fees for services, etc. Please list all other funding sources you have applied to, both pending and secured, for this project. In the space below, please describe the use of requested funds by providing a timeline, steps and costs associated with successful projection completion.**

Did you work within the budget?
Additional Comments.

*How were the funds from this grant actually used--demonstrate by providing an
itemized budget? What percentage above or below budget the project was
actualized? Please provide the itemized project budget (from the proposal) with the
corresponding actual expenditure in the space provided. If there are any significant
variances from the original application budget, please explain.*

16. **How will you proceed with this project if you only receive partial funding? Are there components
that are more critical than others?**

    Did you accomplish this?
    Additional Comments.

17. *List any unintended results that the program caused. These could include things like unexpected
collaboration opportunities, serving a larger target population than expected, or missing an
opportunity to work with a funder you weren't aware of.*

18. *List any challenges encountered during the grant period that diminished your organization's ability
to achieve the intended outcomes.*

19. *What is your future funding strategy to continue the program and/or the organizational work the
funding supported?*

20. *Please include a 150 to 250-word inspiring impact story and submit up to three (3) digital photos
(size 300 dpi or larger) along with consent for publication. Share how a life or community was
changed by the program or project. We want to share the good news of your great work!*

21. *Do you have any other comments or important information to share?*