Arizona Community Foundation of Sedona
2022 Competitive Grant Guidelines & Application Questions

Open Date: 9:00am, August 1, 2022
Close Date: 4:00pm, August 18, 2022
Quick Reference Guide

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Introduction
The Arizona Community Foundation of Sedona (ACF of Sedona), established in 1991, is the local affiliate of the Arizona Community Foundation, a 501(c)(3) nonprofit organization headquartered in Phoenix.

Our goal is to improve the quality of life in Sedona and the Verde Valley. We do this by facilitating local philanthropy, growing these assets by investing wisely, and granting a portion of the investment returns annually into the community.

ACF of Sedona encourages and supports grant requests that:
- Have significant community impact
- Use funds efficiently
- Serve people from a variety of ethnic, economic and cultural backgrounds
- Include new or creative solutions to problems or issues
- Involve volunteers and in-kind gifts that demonstrate community involvement
- Foster cooperative efforts between organizations
- Support underserved and unrepresented populations

Geographic Area Served
Proposed projects for the ACF of Sedona Competitive Grant Cycle must serve residents in Sedona and/or the Verde Valley.

Source of Competitive Grant Funding
Our annual competitive grant cycle is funded by several endowed funds created and sustained by local donors. Grants will be made from the following funds. Proposed projects should directly align with one of the field of interests listed below.

- **Animal Welfare (Sedona Animal Welfare Fund)**
  Supports the physical, emotional and social care of animals, as well as animal rights, public policy, public education and research on animal welfare-related issues. This includes rescue/adoption of unwanted pets and wildlife rehabilitation.

- **Arts (Sedona Arts Fund)**
  Supports efforts to enrich the cultural life of our community through art, performance, and arts education. Proposals may include, but are not limited to, the performing and fine arts as embodied by sculpture, painting, drawing, music, theatre, dance, film, poetry, and architecture.

- **Diversity Education (Tolerance Learning Center Fund)**
  Supports cultural diversity education and training, including programs designed to combat hate, prejudice, discrimination, stereotypes and violence, and to foster understanding, tolerance, inclusion, and mutual acceptance of religious, racial, ethnic and other differences.

- **Social Welfare & Justice (Martinez Family Fund and the Glenys and Gerry Wilson Family Fund)**
  Supports programs that assist the marginalized and the underserved populations of Sedona and the Verde Valley. Programs may address access to housing, emergency shelter, healthcare, education, employment, food, human services and other resources. Issues such as domestic violence, immigration, civil rights, and worker concerns are also supported.

- **Environment (Greater Sedona Fund for the Environment)**
Supports organizations whose purpose is to sustain the local environment, as in preserving open spaces, protecting wildlife habitat, and helping solve environmental problems such as air, light, noise, and water pollution. This fund supports environmental services, research, education, and legislative efforts.

- **Health Care (Sedona Health Care Fund)**
  Supports programs that provide quality healthcare services to residents of Sedona and/or the Verde Valley.

- **General Community Benefit (Sedona Community Fund)**
  Supports a wide range of projects that benefit the residents of Sedona and the Verde Valley.

### Funding Request Range

Proposals may be submitted for a maximum of $10,000. Amounts available will depend, in part, on funding available from ACF’s endowed Community Fund and Field of Interest funds, listed above. Not all grant applications will be funded.

In general, ACF of Sedona will accept **one application per organization** as defined by the organization’s tax identification number. This means that an organization and its fiscal sponsor(s) may not each submit separate applications. Only one application will be allowed per tax ID. More than one application may be submitted in the following situations.

- The organization is a **chapter of a national or statewide organization**, in which case one application may be submitted **per chapter**.
  - If several chapters are applying for the same project, please treat it as a collaborative application.
  - *This does not apply to local organizations with multiple offices or locations.* Only one application may be submitted in this case.

- The organization is a **school district or a public school within a district**, in which case one application may be submitted **per school**. The district may also submit a proposal for a separate project.
  - If multiple schools and/or districts are applying for the same project, please treat it as a collaborative application.

- The organization is a **government or tribal entity or a university**, in which case, one application may be submitted **per department**.
  - If several departments are applying for the same project, please treat it as a collaborative application.
  - A government or tribal agency or university may apply for projects separate from the projects of its individual departments.

### Eligibility Requirements

- Applicants must be nonprofit organizations with 501(c)(3) tax-exempt status or be a public school, tribal entity, municipality or government agency. If an organization does not have 501(c)(3) status, it must use a fiscal agent to apply on its behalf. Fiscal agents must be a 501(c)(3) organization. **A copy of the agreement between the fiscal sponsor and the sponsored organization is required.**

- 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 and provide evidence of the policy.

- Religious organizations may submit proposals for non-sectarian services.
• Applications must be submitted online. If applicants do not have internet access, they are advised to contact local public libraries, which offer free public internet access, or call our local office for assistance at (928)282-2042.
• Organizations are required to have a completed and visible profile on ACF’s grant portal: https://www.grantinterface.com/Home/Logon?urlkey=azfoundation. Incomplete organizational profiles will result in immediate declination of the submitted application.
• 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. This includes unanswered questions and incomplete budget.
• Add administrator@grantinterface.com to your contact list to ensure automated messages generated by online grants system do not end up in spam. Be sure to check for a confirmation email that the proposal was submitted successfully.

Timeline for 2022 Grant Making
• Grant cycle opens August 1, 2022 at 9:00am.
• DEADLINE. Applications are due August 18, 2022 at 4:00pm; no exceptions.
• Grant award and decline notifications sent out no later than December 1st.
• If funded, final report* due one year from funding notice date.

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

How to Get Help
Please contact Jennifer Perry or Brenda Moons in the Sedona Office to discuss any part of the grant application process.

    Jennifer Perry jwperry@azfoundation.org 928-399-7218
    Brenda Moons bmoons@azfoundation.org 928-282-2042

For assistance with the website, including organizational profile and the online application, please contact the ACF Grants Management Team at 602-381-1400 or grants@azfoundation.org.

Review and Evaluation Process
All proposals will be reviewed through a competitive evaluation process and ratified by the Arizona Community Foundation of Sedona Board of Advisors. Please feel free to use the rubric below as a reference when preparing your application.
# Grant Reviewer Decision-Making Rubric

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Measure</th>
<th>Weak</th>
<th>Average</th>
<th>Strong</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Significance/Community Need/Goods</strong></td>
<td>If the project goals are achieved, communities served will benefit. The population served is a good match for the project goals. The estimated size and range of the population served by the application is meaningful and appropriate.</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Defined need in the community. The need for duplication of services is defined, if applicable. Application is in line with the applicant’s mission.</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Appropriate resources (personnel, funding, time) are allocated to accomplish the goals.</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td><strong>Application Design/Approach/Collaborators</strong></td>
<td>The overall strategy, methodology, and analysis are clearly specified and are well reasoned, robust, and appropriate to accomplish the project’s goals.</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Benchmarks for success are clearly presented. If this is a first time or early-stage project, the strategy establishes feasibility (e.g. prior work) and manages risky aspects (e.g. collaborators)</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td><strong>Milestones and Evaluation</strong></td>
<td>Robust milestones with clear, quantitative criteria for success enabling assessment, decisions, and measure of success.</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Results are significant and can be demonstrated.</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td><strong>Budget Resources and Sustainability</strong></td>
<td>The budget is easy to understand and logical. Budget is balanced (in-kind income is offset by in-kind expenses) with clarity and feasibility of project income and expenses.</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Diversity of funding sources (financial backing, in-kind support and/or volunteer support from the community) indicates that the application is sustainable.</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
</tbody>
</table>
How to Apply Online
We have attached a copy of the grant application for your review. Please note that grant applications may only be submitted online through our grants portal at: www.azfoundation.org/grants

If your organization has an ACF profile:
Go to the Arizona Community Foundation’s grants page at www.azfoundation.org/grants. Click grantee login at the top right corner of the main page to sign in and begin an application. If you need to reset your password please use the “forgot password” link.

If your organization does not have a registered ACF profile:
If your organization needs to be registered, please go to www.azfoundation.org/grants. Click grantee login at the top right corner of the main page. Please click on "Create New Account" to complete the registration process and create your login credentials.

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.
• It is recommended that the application be prepared offline in a text editor such as Microsoft Word to ensure a duplicate exists.
• Narrative responses are limited to the maximum character count. You do not have to use all the characters. 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.
• Check your tax-exempt status. Applications 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.
2022 ACF of Sedona Verde Valley Application

Pre-Qualifying Questions

- Is the person submitting the application fully authorized by the organization’s board and other applicable partners/collaborators?
- Has your organizational profile been updated? Please check mailing addresses and contact information.
- 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.
- Have you downloaded the latest guidelines and questions document?
- 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.
- Does the applicant organization have current tax-exempt status? Applications from organizations with a non-exempt status at the time of submission will be declined.
- Do you understand that, if funded, a report on expenditure of funds will be due approximately one year from the funding date? Will you contact ACF for instructions if you fail to receive instructions?
- Will the proposed program serve the residents in Sedona and/or the Verde Valley of Arizona?

Project Summary

1. Project Name
2. Requested Amount
3. Total Project Amount

Organization Mission and Description

4. Describe your organization including its mission, number of years serving the community and its major activities. (Character Limit – 1500)

5. Is this application being submitted on behalf of a formal collaboration that will share funding from this grant if awarded? Please describe. (Character Limit – 1500)

6. Describe any community partners who will be significantly involved in this project? (Character Limit – 1200)

Community Need and Target Population

7. Describe the need for this project in your community. Are other organizations addressing this need already? Why does the community or target population need this project? (Character Limit – 1200)

8. Describe the target population for this project. What geographical area will the project serve? How many people will benefit from this project? (Character Limit – 1500)
9. Please tell us how your organization’s funding request does not duplicate existing services or describe the need for a duplication of services. (Character Limit – 1200)

**Project Description**

10. Using no more than two to three sentences, describe the project and its impact in the community. This statement will be used in marketing materials if awarded funding. (Character Limit – 350)

11. Describe the project in detail. What activities will you engage in to address the need identified above? (Character Limit – 1500)

12. Is this an existing program, one-time project, or on-going effort?

13. How does the project support your overall mission? (Character Limit – 1200)

14. Describe how your organization is qualified to administer this program and reach the target population. (Character Limit – 1200)

15. Include information about best practices used to design this program and any innovative outreach efforts or service methods. (Character Limit – 1200)

**Project Goals Objectives and Timeline**

16. Identify the goals of your project and measurable objectives to reach those goals. (For example, if the goal is to improve adult literacy, objectives may be to increase enrollment in literacy tutoring by 30% over last year’s level, increase the number of adults passing basic literacy exam by 20% etc…) (Character Limit – 1500)

   a. Note that if you receive funding you will need to report on progress toward any objectives listed here. Make sure they are measurable and realistic.

17. Describe the timeline for project implementation. (Character Limit – 1200)

18. Please check any of the following evaluation techniques that your organization plans to use to measure the success of this project.
   - Annual Polling
   - Focus Groups
   - Pre and Post Interviews
   - Pre and Post Surveys
   - Other

**Project Budget**

19. Please fill out the budget worksheet. Note that the proposed revenue plan must be equal to or greater than the proposed expenses. Also include in-kind and volunteer resources in this project.

20. How specifically will you use ACF funds if awarded? (Character Limit – 1200)

21. What is your plan for this project if it cannot be fully funded? Can certain critical components be implemented with partial funding? Describe the most important components of your project and the costs associated with them. (Character Limit – 1200)
Project Demographics

*Please note the following questions pertain to the project being proposed not the organization.

22. Please select the ACF of Sedona Fund you are applying to:
   - Animal Welfare
   - Arts and Culture
   - Community
   - Diversity Education
   - Environment
   - Healthcare
   - Social Welfare and Justice

Project Beneficiaries

23. How many unduplicated families or individuals do you anticipate will directly benefit or receive service as a result of your project? By unduplicated, we mean counted only once, as some projects serve beneficiaries multiple times. Specify if your numbers are families or individuals. (Character Limit – 100)

24. **What is the geographic location of families or individuals directly benefitting or receiving service as a result of your project?** [Arizona Statewide, Tribal Nation, Counties, Multiple States, United States Nationwide, International/Multinational, Location is not listed, Not applicable/My organization does not collect this information] (Select all that apply)

25. **What percentage of beneficiaries of your project do you anticipate will fit within the following age categories?** [Babies and Children, Youth, Young Adults, Adults, Older Adults, Multigenerational Groups/Families, Not applicable/My organization does not collect this information] (Percentage/totals to 100)

26. **Race and ethnicity of community directly benefitting from your project (anticipated or actual, if known).** [Asian or Asian American (including Central, South, and East Asia), Black or African American, Hispanic or Latinx/Latine/Latina/Latino (any race), Middle Eastern, Native American, Native Hawaiian or Pacific Islander, White/Caucasian, Multiracial, Race/ethnicity not listed (please specify), Not applicable/My organization does not collect this information] (Percentage/totals to 100)

27. **Gender identities of community directly benefitting from your project (anticipated or actual, if known).** [Women, Men, Transgender, Non-binary, Two-Spirit, Gender identifier not listed, Not applicable/My organization does not collect this information] (Percentage/totals to 100)

28. **What percentage of beneficiaries of your project do you anticipate will belong to the LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer, etc.) community?** [Member of the LGBTQ+ community, Not a member of the LGBTQ+ community, Not applicable/My organization does not collect this information] (Percentage/totals to 100)

29. **What percentage of beneficiaries of your project do you anticipate will identify as a disabled person/person with a disability?** [Identifies as a disabled person/a person with a
30. **What percentage of families or individuals benefitting from your project are currently classified as Below the Median Income Level as defined by the Federal Poverty Guidelines?** [Families/individuals below the poverty guideline, Families/individuals above the poverty guideline, Not applicable/My organization does not collect this information] (Percentage/totals to 100)

31. How did you collect the demographic information provided here? When did you last collect this information? Is there anything else you’d like to share about this information? (Character limit -1000)

**Workforce and Board**
* ACF acknowledges the many ways organizations choose to organize themselves and that not all organizations are managed by paid permanent staff. “Workforce” is defined as a group of persons who hold decision-making authority over an organization’s programs and operations. This may include full-time or part-time paid employees, long-term committed volunteers, and/or paid contractors.

32. **Provide a current workforce tally.**
   Enter zeros or decimals to describe the reality of your organization’s workforce. For example, if your organization does not consider its core volunteers or paid contractors to have organizational decision-making authority or to be part of its ongoing workforce, enter zero in those fields. If your organization is staffed by one part-time employee, you would enter 0.5 FTE (Full-Time Equivalent).
   - FTE (Full-Time Equivalent) paid employees
   - Long-term committed volunteers
   - Paid contractors/Other

* ACF acknowledges that while most applicants are nonprofit organizations with boards of directors, trustees, or advisors, other eligible applicants may be governed by different types of oversight bodies. “Board” is defined as a group of persons who are responsible for an organization’s high-level strategy, oversight, and accountability.

33. **Provide a current board tally, as in number of active members.**

* If your organization collects or maintains demographic information for its workforce and board, you will be invited to enter data for each (separately, for workforce and board) as follows.

For questions in this section, standard options will be provided, alongside the ability to articulate an option not listed, and the option of choosing “Not applicable/My organization does not collect this information.”

34. **Race and ethnicity of community directly benefitting from your project (anticipated or actual, if known).** [Asian or Asian American (including Central, South, and East Asia), Black or African American, Hispanic or Latinx/Latine/Latina/Latino (any race), Middle Eastern, Native American, Native Hawaiian or Pacific Islander, White/Caucasian, Multiracial, Race/ethnicity not listed (please specify), Not applicable/My organization does not collect disability, Does not identify as a disabled person/a person with a disability, Not applicable/My organization does not collect this information] (Percentage/totals to 100)
35. **Gender identities of community directly benefitting from your project (anticipated or actual, if known).** [Women, Men, Transgender, Non-binary, Two-Spirit, Gender identifier not listed, Not applicable/My organization does not collect this information] (Percentage/totals to 100)

36. **What percentage of beneficiaries of your project do you anticipate will belong to the LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer, etc.) community?** [Member of the LGBTQ+ community, Not a member of the LGBTQ+ community, Not applicable/My organization does not collect this information] (Percentage/totals to 100)

37. **What percentage of beneficiaries of your project do you anticipate will identify as a disabled person/person with a disability?** [Identifies as a disabled person/a person with a disability, Does not identify as a disabled person/a person with a disability, Not applicable/My organization does not collect this information] (Percentage/totals to 100)

38. **How did you collect the demographic information provided here? When did you last collect this information? Is there anything else you’d like to share about this information?** (Character limit -1000)

**Documentation**
39. Current Organizational Budget
40. Current List of Board Members
41. If you are applying under a fiscal sponsor, please upload a copy of the agreement between your organization and the fiscal sponsor.

**Final Report Requirements**
Your organization will be required to complete a final report at the end of the grant period if a grant is awarded. Final reports are due one year from the date of funding (typically by December 1 for ACF of Sedona grants). Final report instructions will be included in your award letter.
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. The Grantee shall use the grant 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.

   Reports. The Grantee shall submit written reports on the accomplishments of the 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 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 at the meeting. A site visit to review the progress of funded projects will also be conducted.

   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 websites) 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. 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 capital needs of an organization (such as a new building) or to build an endowment. Endowment funds are 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
Grantee - The individual or organization who/that receives a grant. Grantees for community foundation 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.