

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



Arizona Community Foundation of Yavapai County

2019 Grant Guidelines & Application Questions

Guidelines Available: 9:00am, January 7, 2019

Open Date: 9:00am, February 7, 2019

Close Date: 4:00pm, February 28, 2019

Introduction

The mission of the Arizona Community Foundation of Yavapai County (ACFYC) is to lead, serve and collaborate to mobilize enduring philanthropy for a better Yavapai County. An affiliate of the Arizona Community Foundation, ACFYC is a 26-year-old permanent philanthropic endowment organization that connects community needs to donors who have a passion for meeting those needs. A local Board of Advisors guide this family of charitable funds and benefits from cost-efficient, centralized professional services provided by the Arizona Community Foundation. Founded in 1978, the Arizona Community Foundation is a statewide philanthropy with regional offices serving communities across Arizona. Last year, Arizona Community Foundation granted more than \$55 million to more than 2,324 nonprofit organizations, schools and government agencies. Since inception in 1993, ACFYC has awarded more than \$15 million in grants and scholarships to Yavapai County nonprofit organizations, schools and municipalities serving local needs. To learn more, visit www.azfoundation.org/yavapai.

ACFYC encourages proposals that:

- Leverage matching funds.
- Engage strategic, mission-driven collaborations/partnerships.
- Build capacity of the organization.
- Support direct service projects and programs.
- Support capital expenditures related to equipment necessary to carry out a program, project, or service. Please note, however, that grant amounts awards may not support “brick and mortar” capital expenditures or a capital campaign effort.
- Support general operating budget.
- Support one-year and/or renewable funding proposals; however, funding in this cycle does not imply nor guarantee funding for second/future year.
- 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, equipment, newly-acquired information technology, etc. Direct costs can also include directly attributable administrative support, legal or accounting functions, with distinct and measured effort on the project.
- Applications that support event sponsorships or fundraising events **cannot be considered**.

ACFYC will accept proposals that benefit and support:

- **Children (Margaret T. Morris Children’s Fund and Arizona Community Foundation of Yavapai County Children’s Fund)** - The scope of the fund is to exclusively benefit children’s projects within Yavapai County.
- **Environment (Yavapai County Fund for the Environment)** - The scope of this fund is to exclusively

benefit projects to sustain the environment, as in protecting and preserving open spaces, vistas, wildlife habitat; and helping solve environmental problems such as air and water pollution through programs, projects and education.

- **Eye Care for Children (Ophthalmic Science Foundation)** - The scope of this fund is to exclusively support the needs of children in Yavapai County with visual impairments. Applicants must provide eye care for children with visual impairments, provide for educational needs of children with visual impairments or provide for care of children with visual impairments.
- **Healthcare (Yavapai County Healthcare Fund)** - The scope of this fund is to exclusively support medical, dental and mental healthcare to underinsured and uninsured persons.
- **Law Enforcement Canine Units (Janet Coddling Law Enforcement Canine Fund)** - The scope of this fund is to exclusively benefit law enforcement organizations in Yavapai County that utilize canines for law enforcement purposes, including but not limited to, patrol tracking, locating illegal drugs, search & rescue and locating cadavers.
- **Music and Art (Prescott Gateway Music & Art Fund)** - The scope of this fund is to exclusively benefit projects whose purpose is to support music and art.
- **Social Services (Richard & Jonne Markham Fund)** - The scope of this fund is to exclusively benefit projects whose purpose is to provide social services.
- **Yavapai County Communities (Yavapai County Community Fund)** - The scope of this fund is to exclusively benefit the residents located in the geographic area of Yavapai County.

Funding Request Range

ACFYC will accept only one proposal from a qualified organization. Proposals may be submitted for a **minimum of \$1,000 to a maximum of \$20,000**. Total available funding will depend in part on funding amounts from the Foundation's Field of Interest funds.

Eligibility Requirements

- Any Arizona 501(c)(3) organization, government agency, school, and tribal entity that operates with fiscal accountability and responsibility. Religious organizations may apply for funding of non-sectarian programs.
- Organizations must serve the residents within the Yavapai County geographic boundaries. Sedona agencies must use funding to benefit residents of Yavapai County outside of Sedona (defined as outside the Sedona city limits).
- Organizations must be in good standing with the IRS at the time of application submission or submitted application(s) will be declined.
- 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.
- 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: <https://www.azfoundation.org/GrantsLoans/GrantTypesProcess.aspx>. 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. The fiscal agent

will be allowed to submit one application.

- Organizations uncertain of their eligibility may inquire by sending an e-mail to grants@azfoundation.org.
- Organizations, government agencies, schools, and tribal entities that wish to apply for a grant through ACF of Yavapai County must attend a grant application workshop. If not, that organization's application will not be accepted.
- Attachments are no longer a part of the grant application.
- Organizations will be limited to the number of times they can apply for a grant. If an organization has submitted a grant application three years in a row and has not received funding in any of those three years, that organization will not be allowed to apply during the fourth year. This timeframe began as of 2017.
- Incomplete applications will not be forwarded for review by the grant panel. This includes unanswered questions and incomplete project budgets.
- 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@gdg.do 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.
- If you are a grant writer working with more than one agency, please inform the affiliate office of each organization you have written a grant for prior to the close of the application portal.

What If...

- Situation 1: My organization is a **standalone organization**. You may submit one application.
- Situation 2: My organization is a **chapter of a broader, national organization**. You may submit one application *per chapter*.
 - 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*.
 - If several schools are applying for the same project, please treat it as a collaborative application.
 - A district may apply separately for a project separate from those the schools apply for.
- Situation 4: My organization is a **government, tribal entity, or a university**: You may submit one application *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 those the individual departments apply for.

- Situation 5: My organization is a **fiscal sponsor for another organization**. You may submit one application, whether that application is for your organization or as a fiscal sponsor for another organization.

Timeline for 2019 Grant Cycle

- Grant opportunity announced to the community by Tuesday, December 18, 2019.
- Grant Application Workshop on Tuesday, January 22, 2019 from 1:00 to 3:00 pm in Prescott, Yavapai College.
- Grant Application Workshop on Wednesday, January 23, 2019 from 1:00 to 3:00 pm in Camp Verde, Public Library.
- Grant Application Workshop on Wednesday, January 30, 2019 from 1:00 to 3:00 pm in Prescott Valley, Public Library.
- Grant Application Workshop on Thursday, January 31, 2019 from 1:00 to 3:00 pm in Clarkdale, Yavapai College.
- Grant Cycle opens Thursday, February 7, 2019.
- Application are due Friday, February 28, 2019 by 4:00 pm; no exceptions.
- Grant Panels will review applications by Friday, April 12, 2019.
- ACFYC Board of Advisors will make final recommendations on Thursday, June 6, 2019.
- The Joy of Giving Philanthropic Awards Luncheon to be held on Friday, August 9, 2019 from 11:30 am to 1:00 pm at the Prescott Resort.
- If Funded, Final Report due one year from funding date. (The date you receive an email from our grants team that you have been awarded a grant).

Grant Deadline

Proposals must be submitted online by **4:00PM on Friday, February 28, 2019**. No exceptions.

Review and Evaluation Process

All complete proposals will be reviewed through a competitive evaluation process and ratified by the Arizona Community Foundation of Yavapai County 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. Make sure your contact information is correct.

- Proposals are reviewed and evaluated by peer grant panels, comprised of volunteer community leaders, 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 whether the project/organization enhances collaboration with other community organizations and/or agencies.

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 updated your organizational 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.
- 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.
- Be sure to review your application for spelling and grammar errors.
- Be sure that all required application questions have been answered. Incomplete applications will not be forwarded for review by the grant panel.
- Be sure to check for an email notification indicating that your application has been submitted. If you do not receive an email please contact our grants team at grants@azfoundation.org.
- Save a copy of your submitted application.
- Save your work frequently.
 - 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.

How to Get Help

Please contact **Affiliate/ACF** staff to discuss any part of the grant application process.

Regional Philanthropic Advisor Lisa Sahady (928) 583-7815 or lsahady@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. Please allow 24 hours for a response from staff.

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.

Grant Reviewer Rubric

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.

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

1. Organization Name:
2. Year Founded:
3. Website:
4. EIN #:
5. Organization Type (select one):
 - 501(c)(3) Nonprofit Organization
 - School
 - Government Agency
 - Tribal Entity
 - Religious Organization
6. Fiscal Year End (MM/DD):
7. Organization Phone (include area code):
8. Fax (include area code):
9. Street Address:
10. City:
11. State:
12. Zip/Postal Code:
13. Organization Mission:
14. National Tax Exempt Entities (check all that apply):

<input type="checkbox"/> Animal Related	<input type="checkbox"/> International, Foreign Affairs and National Security
<input type="checkbox"/> Arts, Culture and Humanities	<input type="checkbox"/> Medical Research
<input type="checkbox"/> Civil Rights, Social Action and Advocacy	<input type="checkbox"/> Mental Health
<input type="checkbox"/> Community Improvement & Capacity Building	<input type="checkbox"/> Mutual and Membership Benefit
<input type="checkbox"/> Crime and Legal Related	<input type="checkbox"/> Philanthropy, Voluntarism & Grantmaking Foundations
<input type="checkbox"/> Diseases, Disorders and Medical Disciplines	<input type="checkbox"/> Public and Societal Benefit
<input type="checkbox"/> Education	<input type="checkbox"/> Public Safety, Disaster Preparedness and Relief
<input type="checkbox"/> Employment	<input type="checkbox"/> Recreation and Sports
<input type="checkbox"/> Environment	<input type="checkbox"/> Religion Related
<input type="checkbox"/> Food, Agriculture and Nutrition	<input type="checkbox"/> Science and Technology
<input type="checkbox"/> Health Care	<input type="checkbox"/> Social Science
<input type="checkbox"/> Housing and Shelter	<input type="checkbox"/> Youth Development
<input type="checkbox"/> Human Services	

I. Supporting Documents

1. Board Members
2. Organizational Budget
3. 501(c)(3) Determination Letter
4. I verify that the information listed above is accurate and up-to-date. (Yes or No): _____

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? Submission of an incomplete profile will result in a declined 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.
- 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.
- My organization serves residents within the Yavapai County geographic boundaries. Sedona agencies must use funding to benefit residents of Yavapai County outside of Sedona (defined as outside the Sedona city limits).
- I understand that if all required fields are not completed, my application will not be reviewed by the grant panel.
- 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.

Application Questions

Project Overview

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

Project Details

4. 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. (Word Limit- **200**)
5. 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

6. 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.
7. 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**)
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. Please select the fund your organization will be applying for:
 - Children (Margaret T. Morris Children’s Fund and Arizona Community Foundation of Yavapai County Children’s Fund)
 - Environment (Yavapai County Fund for the Environment)
 - Eye Care for Children (Ophthalmic Science Foundation)
 - Healthcare (Yavapai County Healthcare Fund)
 - Music and Art (Prescott Gateway Music & Art Fund)

- Social Services (Richard & Jonne Markham Fund)
 - Yavapai County Communities (Yavapai County Community Fund)
10. Please cite any resources, statistics, and/or studies provided in the program proposal detail above. (Word Limit - 100)
 11. Are there any known industry standards? Yes No
 12. Please describe the known industry standards.(Word Limit - 200)
 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. 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
 16. 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)
 17. 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.
 18. 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.

19. 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
- LGBTQ
- Offenders & Ex-Offenders
- Older Adults
- Single Parents
- Substance Abusers
- Veterans & Military
- Other
- 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

Additional Comments (Word Limit 100)

Documentation

20. Attachments are no longer permitted with the grant application.

Interim Progress Report

21. Was your organization awarded an Arizona Community Foundation of Yavapai County grant in 2018? 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 the program changed a life or community. (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 other funding sources 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.

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

501(c)(3) - A section of the Internal Revenue Service tax code. Often used as shorthand to designate an organization that has been accorded nonprofit status by the IRS. Funders and contributors will often require proof of 501(c)(3) status before making a grant or contribution. Donations to 501(c)(3) organizations are deductible from federal income taxes as charitable contributions; donations to other kinds of organizations may not qualify as charitable contributions.

990-PF - The reporting form that all private grantmaking foundations must submit annually to the Internal Revenue Service to document their financial activities during the year. 990-PFs are public documents and can be a rich source of supplemental information about grantmaking foundations, including their trustees, the sources of their funds, and their grantmaking and charitable contributions during the year. Two websites that post recent 990-PFs of thousands of private foundations are: [GrantSmart](#) and [GuideStar](#).

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 and make a real difference in the lives of the people or the cause the organization is committed to serving.

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.

Donated Products - Any goods, products, equipment, or other tangible property that is donated to an organization to become its property and for its use. These can include consumable products (such as food items, paper goods, office supplies, etc.) as well as furnishings, computer equipment, automobiles, etc. Donated products are part of an agency's "in-kind" support and should be included in an agency's budget, at fair-market value.

Endowment - A body of funding that generates investment or interest income for an agency. Usually the principal of the endowment fund remains untouched, while the agency is free to spend or reinvest the interest income it generates.

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

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

Goals and Objectives - The section of a funding proposal commonly called "Goals and Objectives" is one of the most important components of your request for funding -- and one of the easiest to misunderstand. The terms themselves are often confused or used differently by organizations in different fields. Basically, the two terms refer to two different levels of changes, outcomes or impacts that will be achieved through your program or services. The first is the broad, *overarching purpose* served by your program or service -- for instance, "Our purpose [or goal] is to help women victimized by abuse recover their strength, stability and self-esteem." The second might best be called your *targets* or *success indicators* -- those results that are specific, measurable and time-bound and that directly contribute toward accomplishing the overall purpose. An example: "Within 6 months of graduating from our program, 75% of the women will have secured and maintained employment at or above the median income level by household size." (See also "Outcome objective.")

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.

In-kind support - Any contributions to an agency that have value but are not monetary in nature. In-kind support can include the value of donated products or equipment; volunteer services; donated office space or staff time; loaned executives; and donated professional services, among others. In-kind support should always be included in an agency's budget, at fair-market value.

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.

Outputs – In the nonprofit world, outputs are programs, training, and workshops; the means by which change is produced.

Outcomes – **Outcomes are the difference made by the outputs** (i.e. knowledge transferred and behaviors changed).

Outcome objective - This terminology describes a target or success indicator that directly addresses the *change* that will "come out of" your proposed service or program. The "outcome" is the change itself -- the answer to the question, "What will be different in our community or in the lives of the people we're serving as a result of our effort?" An outcome objective is distinct from a *process or input objective*, which focuses on activities or to-do list items. An example of an *output objective* would be: "By Dec. 2003, we will provide 60 hours of reading instruction to 50 adult learners." A related, and much stronger, *outcome objective* -- focusing on the change, not what it takes to produce the change -- would be: "After 60 hours of instruction, 75% of the adult learners will have improved their reading abilities by at least two grade levels."

Outcome evaluation - An evaluation process that focuses on measuring success in achieving specific, measurable and meaningful change in the community or in the lives of people being served (see "Outcome objective") rather than simply counting outputs or reporting on the process.

Performance measures - Performance measurement is the systematic monitoring and reporting of an organization's results, particularly progress towards pre-established goals. Performance measures can be used to monitor processes (i.e. the type or level of activities), outputs (i.e. the direct products and services delivered) or outcomes (i.e. the results of those products and services). Performance measurement can be applied to programmatic as well as non-programmatic objectives (i.e. measuring financial, management or community processes, outputs or outcomes).

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 One Year from Funding Date

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. 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.

- 3. 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.

- 4. 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.

- 5. 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.

- 6. 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.

7. **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.

8. **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 annual polling, focus groups, etc.)**

Did you accomplish this? Additional Comments.

Project Budget

9. **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.

10. **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.

11. *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.*
12. *List any challenges encountered during the grant period that diminished your organization's ability to achieve the intended outcomes.*
13. *What is your future funding strategy to continue the program and/or the organizational work the funding supported?*
14. *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!*
15. *Do you have any other comments or important information to share?*