Arizona Community Foundation of Yuma
2020 Grant Guidelines & Application Questions

Open Date: 9:00am, July 15, 2020
Close Date: 4:00pm, August 21, 2020

The Arizona Community Foundation of Yuma, founded in 1993, leads, serves, and collaborates to mobilize enduring philanthropy for a better Yuma, Arizona. ACF of Yuma is an endowment organization that connects community needs to donors who have a passion for meeting those needs. Thanks to the individuals, families, and corporations who have created more than 70 philanthropic funds, ACF of Yuma invested over $500,000 in grants and programs to the community last year. With assets exceeding $15.8 million, it has provided more than $7.5 million to the Yuma community since inception. ACF of Yuma has been able to increase their competitive grant-making activities in Yuma County through generous annual contributions from Sturges Charitable Trust.

To learn more about ACF of Yuma, visit www.azfoundation.org/yuma

Arizona Community Foundation of Yuma encourage proposals that:
- Leverage matching funds
- Engage strategic, mission-driven collaborations/partnerships
- Build the capacity of the organization
- Support direct services projects
- Support capital or program projects
- Support one-year funding proposals
- Support direct 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.
- Applications that support event sponsorship or conferences will not be considered.

Funding Request Range
Grant proposal accepted for a minimum of $1,000 to a maximum of $10,000. ACF of Yuma will typically accept no more than one proposal from a qualified organization. Certain circumstances will allow for more than one submission. Please refer to the “What If” section (Page 3) of these guidelines for more information. Amounts available will depend, in part, on funding available from the Community Foundation’s Unrestricted and Field of Interest Funds and the contribution from Sturges Charitable Trust. Not all proposals will receive funding, and some may receive partial funding.
The ACF of Yuma will be accepting proposals that benefit and support:

- **Youth** - The scope of this fund is to benefit youth projects/programs within Yuma County.
- **Healthcare** - The scope of this fund is to support healthcare projects/programs within Yuma County.
- **Arts and Culture** - The scope of this fund is to benefit projects/programs whose purpose is to support arts and culture in Yuma County.
- **Unrestricted** funding is available for areas that do not fit into the categories listed above. The scope of this fund is to benefit projects/programs serving the geographic area of Yuma County.

Although San Luis based nonprofits are welcome to submit applications through both the ACF of Yuma and San Luis Community Fund, the total award from the ACF of Yuma or in combination with the San Luis Community Fund, cannot exceed $10,000 or the submitted total cost of the project/program. Grant submissions are reviewed by the Arizona Community Foundation of Yuma Grants Committee to ensure equitable distribution of funds.

**Immediate Geographic Area**

Organizations must serve the residents within the Yuma County, AZ geographic boundaries.

- Because of the challenges faced by local nonprofits due to the economy, **grant-making preference will be given to those organizations that have a home office, or an affiliate office/field office in the Yuma, AZ community.**

**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 nonsectarian programs.
- 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.
- Organizations are required to have a complete, updated, and visible profile on ACF’s website: [www.azfoundation.org](http://www.azfoundation.org).
- 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](mailto:grants@azfoundation.org).
**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, submit only one application per project. This means choosing just one organization to submit the collaborative application.

- **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, submit only one application per project. This means choosing just one organization to submit the collaborative application.
  - 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, submit only one application per project. This means choosing just one organization to submit the collaborative application.
  - If several schools are applying for the same project, please treat it as a collaborative application.
  - A school district may apply separately for projects separate those the schools applying for.
  - A school district may apply separately for projects separate those the schools applying for.

- **Situation 4:** My organization is a **government or tribal entity, or a university.** You may submit one application per department. 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, submit only one application per project. This means choosing just one organization to submit the collaborative application.
  - 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 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, submit only one application per project. This means choosing just one organization to submit the collaborative application.
  - A fiscal sponsor may apply for projects separate from those its sponsored organizations apply.
Grant Timeline

- Virtual Grants workshops:
  
  **GRANT APPLICATION WORKSHOP #1**
  
  Tuesday, July 14
  
  2:00 to 3:00 p.m.
  
  **GRANT APPLICATION WORKSHOP #2**
  
  Wednesday, July 15
  
  9:00 to 10:00 a.m.
  
- Grant cycle opens **July 15, 2020**.
- Applications are due **Friday, August 21, 2020 by 4:00 p.m. NO EXCEPTIONS**.
- Yuma Advisory Board will make final grant recommendations in **September 2020**.
- Awarded organizations announced at the Heart of Yuma virtual event on **Tuesday, October 20, 2020**. Checks mailed following the Heart of Yuma.
- If funded, Grantee mid-term site visit **April-May 2021** dates TBA.
- If funded, Final Report Due by **November 1, 2021**.
  
  o Final reports expected to include a grant impact story and photographs.

Review and Evaluation Process

All ACF of Yuma grant proposals go through a competitive evaluation process and ratified by the ACF of Yuma Grants Review Panel. 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.

- All grant proposals go through an evaluation process conducted by peer grant reviewers, comprised of volunteer community leaders, members, 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.

Apply Online

All applicants must complete or update their organizational profile before they submit their application. Please answer all mandatory fields for the information to save. 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.

- If your organization has an ACF profile, simply go to the ACF grants page at www.azfoundation.org to login.
- If your organization does not have a registered ACF profile, please register your organization at www.azfoundation.org to sign up.

You may also edit organizational information once you have logged in and attached your organization 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 602.682.1400.

**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 submit your application.
- The application for this grant cycle is online. If applicants do not have internet access, we advise to contact local public libraries, which offer free public internet access.
- During the last week of any grant cycle’s duration, you will have limited access to ACF technical support.
- ACF recommends 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.
- Narrative responses are limited to the maximum word count. You do not have to use all the words. Only provide pertinent information.
- Be sure to review application(s) for spelling and grammar errors.
- Be sure to check for an email notification indicating a successful application submission.
- Save a copy of your submitted application and its attachments.
- Save your work frequently.
- Update your browser. Google Chrome is the recommended browser. If you would prefer to use another browser, please download Mozilla Firefox or update to the current version of this program.
  - **We do NOT recommend using Internet Explorer.**
- Add no-reply@jlweb.co to your accepted email contact list to ensure that messages from the automated online grants management system do not enter your spam inbox.
- Download the latest version of the grant guidelines and questions by clicking the Preview link next to the grant opportunity.

**How to Get Help**

You may contact Arizona Community Foundation of Yuma staff to discuss any part of the grant application process. If you have questions related to the application components, please contact Veronica Shorr, Regional Director, 928.817.8842 or VShorr@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 technical assistance with the website, including organizational profile and the online application, please contact the ACF Competitive Grants Management Team at 602.381.1400 or Grants@azfoundation.org.
Grant Reviewer Rubric

All proposals are reviewed and evaluated by a panel of local community leaders using the following rubric. Please feel free to use this rubric as a reference when preparing your application.

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

### Organizational Summary
1. Organization Legal Name
2. Year Founded
3. Website
4. EIN #
5. Organization Phone
6. Fax
7. Area Served
8. Organization Type (select one):
   - 501(c)(3) Nonprofit Organization
   - School
   - Government Agency
   - Tribal Entity
   - Religious Organization

### Organization Address
9. Primary Mailing Address
10. Secondary Mailing Address
11. City
12. State
13. Zip/Postal Code
14. Country

### Signatory Authority
15. Salutation Sign Authority
16. Signatory First Name
17. Signatory Last Name
18. Signatory Title
19. Signatory Email Address
20. Signatory Phone

### Supporting Documents – Uploads
21. Board Members
22. Organizational Budget
23. 501(c)(3) Determination Letter – If applicable
Organization Overview

24. National Tax Exempt Entities (select 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

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 geographic boundaries of Yuma, AZ.
- 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.
Grant Application Questions

Project Overview
1. Project Name
2. Request Amount
3. Total Project Amount

Project Details
4. Is this project being done in collaboration with other nonprofits? Yes/No
   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 outcomes you plan to accomplish with this proposed project. Each outcome 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 outcomes (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. Which grant cycle are you applying to? If you are applying to both, please submit one application per cycle.
   • Arizona Community Foundation of Yuma
   • San Luis Community Fund
8. Please describe the program proposal in detail. Define the need in the community: tell us the goals of the project and how they align to 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)
9. 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)
10. What ACF of Yuma Field of Interest Fund are you applying to?
    • Arts & Culture
    • Health
    • Youth
    • Unrestricted
11. Please cite any resources, statistics, and/or studies provided in the program proposal detail above. (Word Limit - 100)

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

13. 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)

14. Please select the evaluation process or method 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

15. Describe the evaluation process or method 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)

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

17. Has this project been funded by ACF of Yuma in the past? If so, please list the funding year(s) and amounts.

18. Please provide the contact information for the program manager/director.

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. Hold Ctrl to select more than one).
   - **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
   - **Disabilities:**
     - Ambulatory Disability
     - Developmental Disabilities
     - Diseases/Illnesses
     - Hearing Disability
     - Learning Disabilities
     - Mental Disability
     - Other Physical Disability
     - Self-Care Disability
     - Visual Disability
     - N/A
   - **Gender:**
     - Female
     - Male
     - Both
     - N/A
   - **Socio-Economic:**
     - Below Poverty Level
     - Homeless
     - Unemployed
     - Working Poor
     - 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  
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

*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.

20. 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.

Documentation

21. In the upload area below, you may add up to two additional documents pertaining to the project. These documents may include brochures, photos, news articles, letters of support, etc.

Preview:
Project Budget
22. 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 project completion.

<table>
<thead>
<tr>
<th>Project Budget Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Revenue</strong></td>
</tr>
<tr>
<td>Individual Contributions</td>
</tr>
<tr>
<td>Foundations</td>
</tr>
<tr>
<td>Endowment Income</td>
</tr>
<tr>
<td>In-Kind Support</td>
</tr>
<tr>
<td>Corporations</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Project Expenses</strong></th>
<th><strong>Amount</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies</td>
<td>$500</td>
<td>Books</td>
</tr>
<tr>
<td>Salaries &amp; Wages</td>
<td>$3,000</td>
<td>Teacher salary</td>
</tr>
<tr>
<td>Marketing</td>
<td>$1,000</td>
<td>Flyers, posters, etc.</td>
</tr>
<tr>
<td>Rent/Utilities/Phone</td>
<td>$2,500</td>
<td>Building rental (includes utilities)</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$7,000</strong></td>
<td></td>
</tr>
</tbody>
</table>

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.

Output - Outputs tell the story of what you wish to produce or your organization's activities. Output measures do not address the value or impact of your services for your clients.

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 November 1, 2020

All information in Bold will be pulled from the Grant Application. All information in 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?

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?

4. Select the demographic populations, such as the age group, race, gender, and socioeconomic status of the target population you intend to serve (Select all that apply).

- Did you accomplish this?

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?

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?

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 or spay/neuter 56 animals. 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?

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?

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.

- 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.

- Did you work within the budget?

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?

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?