Arizona Community Foundation of Flagstaff
2021 Grant Guidelines & Application Questions

Open Date: 9:00 a.m., May 7, 2021
Close Date: 4:00 p.m., May 28, 2021

Introduction

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

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

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

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

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

- **Flagstaff Education Fund**: This fund shall be used exclusively to benefit organizations whose purpose is education, both public and private programs. For example, past

recipients have included community classes for adult literacy and young authors summer camp scholarships.

- **Flagstaff P-12 Educational Resources Fund**: The scope of this fund is to increase educational opportunities for children in preschool through 12th grade, their teachers and their families, in the community of Flagstaff, Arizona. Proposals must focus on Experiential Learning and the Whole Child.
- **Flagstaff Environmental Education and Conservation Fund:** This fund is used exclusively to benefit organizations whose purpose it is to sustain the environment in Flagstaff. For example, past recipients have included youth summer forestry and environmental programs and general operating sustainability funding for a local environmental education center.
- **Flagstaff Healthcare Fund:** The scope of this fund is to exclusively benefit organizations whose purpose is to provide community health care services to the Flagstaff community. For example, past recipients have included education and awareness programs for juvenile diabetes and medical cost assistance for a reproductive health program.
- **Flagstaff Music Education Fund**: The scope of the fund is to exclusively benefit schools and organizations that provide music education to the Flagstaff community. Services and programs shall include, but are not limited to, school music programs, music scholarships, cultural enrichment programs, music performances, and guest musicians. For example, past recipients have included a bilingual music show in school, scholarships for a children's choir and operating expenses for a symphony.
- **Pickard Arts & Culture Fund For Flagstaff**: The scope of this fund is to exclusively benefit organizations and schools providing Arts and Cultural services to the Flagstaff community. Services and programs shall include, but are not limited to, artist in schools residencies, arts scholarships, visual art community showcasing, cultural enrichment programs, and operational support for arts in education. For example, past recipients have included dance studio facility improvement, youth poetry exhibition and a summer theater series.
- **Flagstaff Social Services Fund**: The scope of this fund is to exclusively benefit projects whose purpose is to provide social services (basic needs) in Flagstaff. For example, past recipients have included relative and caregiver assistance, homeless assistance, school-based services and general operating expenses.
- **Flagstaff Victim Services Fund**: This fund is to benefit organizations whose purpose it is to provide services to crime victims, their families and others affected by crime, in such areas as advocacy, protection, shelter, training, counseling, transition, and similar programs. For example, past recipients have included victim assistance/advocacy, crime scene cleanup, and general operating expenses.
- **Flagstaff Youth Fund**: The scope of this fund is to exclusively benefit organizations whose purpose is to promote and provide programs that benefit all youth in grades K-12 and younger. For example, past recipients have included scholarships for local youth clubs and funding for career and financial education for middle school children.
- **Flagstaff Animal Welfare Fund**: This fund provides grants to local animal welfare organizations for a variety of programs including low cost spay and neuter services, animal rescue and rehabilitation.

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

   ** Choose your Field of Interest carefully. These funds are set up by donors with specific intent. During the review, the committees reserve the right to disqualify an application without moving it forward to the interview if it does not fit the Field of Interest.

The Arizona Community Foundation of Flagstaff encourages proposals that:
- have significant community impact which provide benefits for the largest number of people possible, with a modest investment of funds
- serve a variety of ethnic, economic or cultural backgrounds
- include new or creative solutions to problems or issues
- involve volunteers and in-kind gifts that demonstrate community involvement
- leverage matching funds.
- foster cooperative efforts between organizations
- support underserved and unrepresented populations.

Funds can be used to:

- build the capacity of the organization.
- support direct service projects and programs.
- support capital expenditures. Grant amounts awarded through this funding opportunity typically cannot support "bricks and mortar" capital expenditures. Please review the funding range stated below.
- provide general operating support.
- support one-year and/or renewable funding proposals; however, there is no guarantee for 2nd year funding
- support direct and indirect administrative costs associated with carrying out the program, such as staff salary/wages, project management, marketing, consultants, supplies, postage, travel, training or equipment, newly-acquired information technology, etc. will be allowed. Direct costs can also include directly attributable administrative support, legal or accounting functions, with distinct and measured effort on the project.

Eligibility Requirements
- Organization without 501(c)(3) status must use a fiscal agent to apply on their 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.** Applications that are missing the required documentation will be considered incomplete and will not be forwarded for review by the grant committee.
- 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. If internet connectivity continues to be an issue, please contact our office.
- 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.
- Download the latest version of the grant guidelines and questions by clicking the "Grant Guidelines" link at the bottom of the application description.

What If...

- **Situation 1:** My organization is a standalone organization? You may submit one application.

- **Situation 2:** My organization is a chapter or affiliate of a local or national nonprofit organization? The local nonprofit organization may submit one application, the chapters or affiliates need to be included within that one application.

- **Situation 3:** My organization is within a school district? You may submit one application per school.
    - If several schools are applying for the same project, please treat it as one, collaborative application.
    - A district may apply separately for a project separate from those the schools apply for.
    - The district office will have a contact person to approve and track the applications.

- **Situation 4:** My organization is part of a government establishment or tribal entity? You may submit one application per department
    - If several departments are applying for the same project, please treat it as a collaborative application.

- **Situation 5**: My organization is within a university? You may submit one application per college/school.
    - The university will have a contact person to approve and track the applications.

- **Situation 6:** My organization is within a college? You may submit one application.

- **Situation 7:** 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.   A copy of the agreement between the fiscal sponsor and sponsored organization is required. See note below.**

Please note: Each organization can submit one standalone application. The grants portal tracks this by EIN number, hence each EIN number can only appear once in the grant cycle.

**An exception may be considered where an organization sponsors a start-up nonprofit that is in the process of obtaining their own 501(c)3 and has not previously applied. Contact ACF of Flagstaff for more information.

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

Timeline for 2021 Grant Making

- Grant Application Workshops (logistics and what's new): Attendance at a virtual workshop is mandatory this year. With recent changes we want to be sure all applicants have the information needed to apply. Find the workshop information here: https://www.azfoundation.org/GiveWhereYouLive/Flagstaff/GrantsInitiatives.aspx and call 928.526.1956 with any questions.
- **Workshop Option #1:** April 20, 4:00 – 6:00 pm
- **Workshop Option #2:** April 29, 12:00 – 2:00 pm
- **Grant cycle opens:** Friday, May 7, 2021
- **Deadline**: Applications are due on Friday, May 28, 2021 at 4:00pm, no exceptions
- Applicant Interviews July 14 – July 22, 2021 (mandatory and held virtually)
- Grant awards and decline letters sent by August 28, 2021
- 24th Annual Grants Event: September 22, 2021, Riordan Mansion State Historic Park (subject to change based on COVID regulations)
- If funded, 2021 Final Report Due by September 24, 2022. Final reports are expected to include a grant impact story and photographs.

Grant Deadline
Proposals must be submitted online by **4:00 p.m. on Friday, May 28, 2021**. No exceptions.

Funding Request Range

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

Review and Evaluation Process

All proposals will be reviewed through a competitive evaluation process and ratified by the Arizona Community Foundation of Flagstaff Board of Advisors. The reviewers will be reading the applicants' online profiles on the ACF website to obtain information on the organization. <u>Please be sure to update your organization's profile before submitting your proposal.</u>

- Proposals are reviewed and evaluated by peer grant committee panels, comprised of volunteer community leaders, Arizona Community Foundation of Flagstaff Board of Advisors members, Arizona Community Foundation of Flagstaff Donor Advised Fund Holders, Family and Corporate Foundations who assess proposal strengths and weaknesses according to evaluation criteria.
- Evaluation criteria consists of a point system awarded for impact on community need, measurable benefits, plan for sustainability, partnerships, goals and objectives clearly stated, measurable outcomes, population served, reasonable budget, and if the project/organization enhances collaboration with other community organizations and/or agencies.
- In addition to the volunteer grant committee panel, 2021 grant proposals may be reviewed and evaluated by the following Collaborators: American Society of Civil Engineer's Northern Arizona Younger Members Group, Arizona Community Foundation, Cambium Wealth and Legacy Strategies, Capstone Health Fund, The Erin and Tad Moore Charitable Fund, Ernest and Evelyn Chilson Fund, Forest Highlands Foundation, Geile Charitable Fund, GeoFund, McClanahan Family Unrestricted Fund, The Molly & Joseph Herman Family Fund, and W. L. Gore & Associates, Inc.
- Volunteer grant committee panels are constructed annually by the Arizona Community Foundation of Flagstaff Grants Chair, who seeks out panelists that provide diverse cultural, gender, experiential, generational and geographic representation.
- Each grant committee panel is chaired either by an Arizona Community Foundation of Flagstaff Board of Advisors member or Emeritus member.
- **Required Interviews:**
  A 10 minute interview with Arizona Community Foundation of Flagstaff's committee grant panel and Collaborators is a requirement to be considered for funding. The interview is for those applications that have met the requirements of the Field of Interest they were submitted to. You will be notified if your application has or has not moved forward to the interview process. An organization's program representative, board member, school principal or department/program head are required to attend the organizational interview. Having both a staff member and a board member is highly recommended and shows strong support for your program. If your agency has a home office based outside of Flagstaff, there must be a representative in attendance who has

first-hand experience with the program on a local level (program recipient, staff, etc.). Interviews will take place in July. Interviews will be scheduled in alphabetical order (A –Z) by the organization's name; they are required and cannot be rescheduled or changed. Failure to attend the interview will prohibit any funding by Arizona Community Foundation of Flagstaff or any Collaborator for 2021. The interview allows the grant panel to ask clarifying questions and the organization has the opportunity to provide an impact story.

*The grants review panel will score the interviews based on the following:
- Organizations' ability to answer questions with knowledge/provide clarity.
- Impact story: does it support the application and demonstrate community impact?

***Please refer to the Grant Reviewer Rubric as a reference when preparing your application.**

How to Apply Online
* THIS IS A NEW GRANT PORTAL – login information from your previous account does not work on the new platform.

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 logon 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.
- Download the latest version of the grant guidelines and questions by clicking the "Grant Guidelines" link at the bottom of the application description.
- 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 words. Only provide information that is pertinent.
- 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 review your application for spelling and grammar errors.

- The application does not allow attachments – all narration/answers must be given in the space provided within the online application.
- 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 Gwen Groth, Philanthropic Services Coordinator, for questions regarding eligibility at ggroth@azfoundation.org or 928.526.1956.

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

Due to the high volume of calls and inquires 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 may have limited access to ACF technical support. Please allow 24 hours for a response from staff.

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. (see following page)

Criteria		Measure	Weak		Averag		Stron
Community Impact, Purpose, & Design	Significance/ Community Need/Goals	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.	1	3	5	7	10
		Defined need in the community. The need for duplication of services is defined, if applicable. Application is in line with the applicant's mission.	1	3	5	7	10
		Appropriate resources (personnel, funding, time) are allocated to accomplish the goals.	1	3	5	7	10
	Application Design/ Approach/ Collaborators	The overall strategy, methodology, and analysis are clearly specified and are well reasoned, robust, and appropriate to accomplish the project's goals.	1	3	5	7	10
		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)	1	3	5	7	10
Milestones and Evaluation		Robust milestones with clear, quantitative criteria for success enabling assessment, decisions, and measure of success.	1	3	5	7	10
		Results are significant and can be demonstrated.	1	3	5	7	10
Budget Resources and Sustainability		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.	1	3	5	7	10
		Diversity of funding sources (financial backing, in-kind support and/or volunteer support from the community) indicates that the application is sustainable.	1	3	5	7	10

Pre-Qualifying Questions/Criteria

- The applicant organization is fully authorized by its board and other applicable partners/collaborators to submit this application.
- 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.
- I have downloaded the latest guidelines and questions document.
- I understand that my application will not be reviewed by the grant panel if it is incomplete.
- ACF requires all applicants for grants to comply with its non-discrimination policy. Please confirm that the organization applying for this grant does not unlawfully discriminate against employees, volunteers, board members, or the members, clients, or students it serves on the basis of race, color, religion, gender, national origin, age, medical condition, veteran status, marital status, disability, ancestry, sexual orientation, or any other characteristic protected by law.
- My organization has current tax-exempt status. Applications from organizations with a non-exempt status at the time of submission will be declined.
- I understand that, if funded, a report on expenditure of funds will be due approximately one year from the funding date. I will receive notification of this date, and instructions for completing this report, through email. Should I not receive this notice, I will contact ACF for instructions.
- My project or program will serve residents of Flagstaff (as defined by the Flagstaff Unified School District). This is based on donor intent when funds were established.
- I understand that my application will not be reviewed by the grant panel if it is incomplete.
- I understand that an interview with the grant panel is required.
- I have read all Field of Interest Fund descriptions provided above and understand that my organization is responsible for selecting the field that best fits our proposal. Once your application has been submitted, it cannot be moved from one Field of Interest to another.

Grant Application Questions

Project Summary

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

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

4. Select the funding Field of Interest you are applying to:
    - Flagstaff Education Fund
    - Flagstaff Environmental Education and Conservation Fund
    - Flagstaff Healthcare Fund
    - Flagstaff Music Education Fund
    - Flagstaff P-12 Educational Resources Fund
    - Flagstaff Social Services Fund
    - Flagstaff Victim Services Fund
    - Flagstaff Youth Fund
    - Pickard Arts & Culture Fund for Flagstaff
    - Flagstaff Animal Welfare Fund
    - Flagstaff Substance Abuse Prevention Fund

Organization Mission

5. Please tell us your organization's mission. Describe who your organization is and whom your organization serves. (Character Limit – **1500**)

Project Narrative

6. Describe in two or three sentences what you will do with the funds. Note: It is important to be aware that these descriptive sentences may be used in marketing collateral and publicity if awarded funding. (Character Limit – **350**)
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. (Character Limit – **1800**)
8. 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 Details

9. 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.
10. Is this project being done in partnership with other organizations? If so, please list each organization and their role in the project. If no, please discuss the resources available to fulfill the proposal. (Character Limit- **1200**)
11. 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. (Character Limit- **1200**)

12. Please cite any resources, statistics, and/or studies that document the significance of the need for your project/service. (Character Limit – **700**)

13. Are there any known "best practices" or standards that relate to your application?   This includes state/federal regulations or other industry standards. Yes/No

14. Please describe the known regulations and/or industry standards. (Character Limit – **1200**)

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

16. If this is not a one-time project, please describe any sustainability plans or efforts to continue the project past the funding year. (Character Limit - **1200**)

17. 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 outcomes.
    - Annual Polling
    - Focus Groups
    - Pre and Post Interviews
    - Pre and Post Surveys
    - Other

18. 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 outcomes (i.e., pre and post surveys, annual polling, focus groups, etc.). (Character Limit - **1200**)

19. Discuss the impact of volunteers on this project. (Character Limit - **600**)

20. **If you selected the Healthcare Fund, please answer the following question:**
    a. How will your project or program impact community health? (Character Limit **– 1200**)

21. **If you selected Flagstaff P-12 Educational Resources Fund, please answer the following two questions:** *(Please see the P-12 Grant Guidelines Appendices for definitions)*
    a. Describe how your project or program will offer children an opportunity to engage in "experiential learning". (Character Limit **– 1200**)
    b. Describe how your project or program focuses on educating or serving the "whole child". (Character Limit **– 1200**)

22. **For STEM-related applications, regardless of which Field of Interest selected, answer the following two questions: (***Please see W. L. Gore's information in the guidelines for more information***)**
    a. Is this project STEM education based? Please explain how this grant will impact and support excellence in STEM education targeting students from K-12th grade. How does this program increase awareness and interest in STEM? (Character Limit **– 1200**)
    b. Please describe the direct student experiential, hands-on learning project, and the expected outcomes of the STEM experience. Please be specific about skills gained by students, exposure to STEM concepts, and what the students learned. (Character Limit **– 1200**)

Project Budget

23. 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.

24. 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 the components and corresponding costs. (Character Limit – **1800**)

Project Demographics

25. 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
- Environmental & Sustainability (i.e. Preservation. Natural Resources, & Animal Welfare)

26. 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
- Transgender
- Mixed Gender/Gender Fluid

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

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

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

27. Explain the importance of the problem or critical barrier to progress in the community/population that the proposed project addresses. (Character Limit – **1500**)

Documentation
28. If you are applying under a fiscal sponsor, please upload a copy of the agreement between your organization and the fiscal sponsor.
29. Current Organizational Budget
30. Current List of Board Members

Interim Progress Report
31. Was your organization awarded an ACF of Flagstaff grant last year? If yes, please answer the following questions:
32. Describe in two or three sentences what you did with the funds. (Character Limit – **350**)
33. **Challenges**: List any challenges encountered during the grant period that diminished your organization's ability to achieve the intended outcomes. (Character Limit – **1200**)
34. **Future Funding Strategy**: What is your future funding strategy to continue the program and/or the organizational work the funding supported? (Character Limit – **1200**)
35. **Impact Story**: If possible, please share how the program changed a life or community. **We want to share the good news of your great work!** (Character Limit – **1500**)
36. In the space below, please discuss any deviance between proposed and actual budget.
37. Are you on track to spend all grant funds on this program/project by the end of the grant year? If no, please give an explanation.
38. Please provide a minimum of one and as many as six of the intended outcomes you planned to accomplish with this funded project. Be sure the outcomes 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 outcomes that have been realized so far.**

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:

    a. **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.

    b. **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.

    c. **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.

    d. **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.

    e. **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.

f. **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.

g. **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.

h. **Amendment.** This Grant Agreement shall not be amended or revised except by a written document signed by the parties hereto.

i. **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.

Grantee Final Report
Due by September 24, 2022

This is a preview of the final report questions your organization will be required to answer at the end of the grant period if a grant is awarded. 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. Final reports are due one year from the date of funding (typically by September 24th for ACF of Flagstaff grants).

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.**

   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 partnership with other organizations? If so, please list each organization and their role in the project. 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 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.**

    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 (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.**

    How were the funds from this grant actually used--demonstrate by providing an itemized budget? At what percentage above or below budget was 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 accomplish this?
    Additional Comments.

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 were not 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?*

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.

Collaborative Grant – An application being submitted on behalf of two or more organizations, sharing the goals and outcomes for one particular project.

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 service.