



APS Grant Cycle

Available: 9:00am, April 1, 2024

Close Date: 5:00pm, May 15, 2024

Introduction

Since 2001, APS has partnered with Arizona Community Foundation to provide funding to qualified nonprofit agencies that support growth and community needs in the west valley. Agencies eligible for funding must be nonprofit organizations with at least 3 years of continued operation serving residents in the geographical area listed below.

- North to Bell Road (extend boundary line west when Bell Road ends);
- West to 459th Avenue;
- South to Estrella/Gillespie Dam; and
- East to 19th Avenue.

Funding Request Range

The Fund will accept only one proposal from a qualified organization per year. Proposals may be submitted for a **minimum of \$1,000 to a maximum of \$10,000**.

Statement of Purpose

Through an open, competitive cycle the APS funds will benefit & support eligible nonprofits through grants in the areas of arts & culture, community development, education, environment, and human services.

In addition, the APS Fund encourages and supports projects that meet the following criteria:

- 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
- foster cooperative efforts between organizations

As a general rule, the Fund does NOT support projects that:

- relate to religious or political activities,
- cover costs or expenses related to fundraisers,
- sponsor events,
- finance capital improvements.

Timeline for 2024 Grant Making

- Grant cycle opens **April 1, 2024**
- Applications are due **May 15, 2024 at 5:00 PM, no exceptions**
- Review committee will make final recommendations by **June 28, 2024**
- Grant awards and decline letters out by **July 15, 2024**
- If funded, 2020 Final Report Due by **July 15, 2024**

Grant Deadline

Proposals must be submitted online by **5:00 pm on May 15, 2024. No exceptions.**

Online Submission

All users will be required to update and complete each page of their organizational profile *before* being able to submit any grant application. Guidelines on how to do this are covered in the section below that describes how to apply online.

Eligibility Requirements

- Any Arizona 501(c)(3) organization that has been in operation for a minimum of 3 years, government agency, or tribal entity that operates with fiscal accountability and responsibility. Religious organizations may apply for funding of non-sectarian 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.
- The application for this grant cycle is available online. If applicants do not have internet access, they are advised to contact local public libraries, which offer free public internet access.
- 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 the submitted application(s) will be immediately declined.
- Organizations uncertain of their eligibility may inquire by sending an e-mail to grants@azfoundation.org.
- Immediate Geographic Area - Organizations must serve the residents within the following geographic boundaries:
 - North to Bell Road (extend boundary line west when Bell Road ends);
 - West to 459th Avenue;
 - South to Estrella/Gillepsie Dam; and
 - East to 19th Avenue.

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 **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 4: 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 for.

How to Apply Online

If your organization has an ACF profile:

Go to the Arizona Community Foundation's grants page on their website at www.azfoundation.org then select grantee login.

If your organization does not have a registered ACF profile:

If your organization needs to be registered, please go to www.azfoundation.org and select "Grantee Login" then "Create New Account".

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 set up your organization's profile and apply.**
- During the last week of any grant cycle's duration, due to the volume of inquiries, you will likely have limited access to ACF technical support, so working in advance is strongly advised.
- It is recommended that the application be prepared offline in a text editor such as Microsoft Word to ensure a duplicate exists.
- There are new fields in the organizational profile to complete. Be sure to update and complete the profile before submitting your proposal. Submission of an incomplete organizational profile will result in a declined application.
- 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 to review applications for spelling and grammar errors.
- Be sure to check for an email notification indicating that your application has been submitted.
- Check your tax-exempt status. Organizations must be in good standing with the IRS at the time of review or the submitted application(s) will be immediately declined.

How to Get Help

Please contact ACF staff to discuss any part of the grant application process. 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 will likely have limited access to ACF technical support.

For technical assistance with the web site, including organizational profile and the online application, please email grants@azfoundation.org or call (602) 381-1400.

Grant Review Rubric

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

Pre-Qualifying Questions

- Is your organization fully authorized by its board and other applicable partners/collaborators to submit this application?
- 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.
- Is your organization an Arizona 501(c)(3) organization that has been in operation for a minimum of 3 years, a government agency, or tribal entity that operates with fiscal accountability and responsibility? Religious organizations may apply for funding of non-sectarian programs.
- Does your organization serve the community within the listed West Valley geographic boundaries?
- Have you updated your browser? We recommend using Google Chrome or the most updated version of Firefox. Please check the grant guidelines, which you can download by clicking on the Preview button above, for more information. It is not recommended that you use Internet Explorer.
- Have you added administrator@grantinterface.com to your email address book? You may receive emails from this address that contain important information about this grant cycle.
- I understand my organizations must be in good standing with the IRS at the time of review or my application(s) will be immediately declined.
- I understand that funding will generally not be considered for projects or programs that relate to religious or political activities, are costs or expenses related to fundraisers, are sponsorships of events or are capital improvements.

Grant Application Questions

Project Overview

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

Project Details

4. Is this project being done in collaboration with other nonprofits? If so, please list each nonprofit and their role in the collaboration. If no, please discuss the resources available to fulfill the proposal. (Character Limit- **1200**)
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 what changes are affected through your program/project. For example: 100 children will read at grade level or 300 stray animal births will be prevented. 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**)

Narrative

6. Please describe the direct impact APS funds will have in the west valley community. Provide specific data (clients served, meals provided, etc.). (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. When applicable, please present data/evidence that documents the significance of the issue. (Character Limit – **1800**)
8. Please select the APS Philanthropic Agenda area that best describes this application's primary focus:
 - Arts & Culture
 - Community Development
 - Education
 - Environment
 - Human Services
9. Are there any known industry standards? (Character Limit- **1200**)
10. Please cite any resources, statistics, and/or studies provided in the program proposal detail above. (Character Limit – **650**)
11. Please indicate if this is a new project, a project expansion or a continuing project. If this is not a one-time project, please describe any sustainability plans or efforts to continue the project past the funding year. (Character Limit- **1200**)
12. 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- **1200**)
13. Please also describe the evaluation process(es) or method(s) you will use to measure your progress in order to determine the degree to which you met the intended outputs.
 - Annual Polling
 - Focus Groups
 - Pre and Post Interviews
 - Pre and Post Surveys
 - Other

14. 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). Enter any demographics comments below.

■ **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:**

- Working Poor
- Unemployed
- Below Poverty Level
- Homeless
- N/A

■ **Disabilities:**

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

■ **Populations:**

- Children & Youth
- Crime or Abuse Victims
- Environment
- Immigrants & Refugees
- LGBTQ
- Older Adults
- Single Parents
- Veterans & Military
- N/A
- Other

Documentation

15. In the upload area below, you may add up to **two** additional documents pertaining to the project. These documents may include (but are not limited to): brochures, photos, news articles, letters of support, etc.

Interim Progress Report

16. Was your organization awarded APS grant last year? If yes, please answer the following questions:
9. Describe in two or three sentences the impact the APS funds made and how the funds were used. (Character Limit – **350**)
17. **Challenges:** List any challenges encountered during the grant period that diminished your organization's ability to achieve the intended outcomes. (Character Limit- **1200**)
18. **Future Funding Strategy:** What is your future funding strategy to continue the program and/or the organizational work the funding supported? (Character Limit- **1200**)
19. **Impact Story:** Please include an 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!** (Character limit – **1500**)
20. In the space below, please discuss any deviance between proposed and actual budget.
21. Please provide a minimum of one, and as many as six, of the intended outputs you planned to accomplish with this proposed project. Be sure the outputs are clear, measurable, significant, demonstrable and well thought out. Please provide evidence that the methods you are using will achieve the desired results, and that you have the resources necessary to track and measure the outputs and outcomes. **Please provide the outputs that have been realized so far.**

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 projection completion.

Terms and Conditions

1. I acknowledge that funding by the Arizona Community Foundation, its affiliates, or any of its philanthropic partners is not guaranteed simply by virtue of completing this application.
2. Should my organization be awarded a grant through this funding opportunity, I agree to submit a final report for this project by the final report due date.
3. Should my organization be awarded a grant through this funding opportunity, I agree to the following terms and conditions:

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

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

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

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

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

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

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

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

Important Definitions

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.

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

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

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

Grant - An award of funds to undertake charitable activities.

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

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

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

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

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

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

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

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

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

Grantee Final Report Due by July 15, 2025

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.

Grant Cycle:
Applicant:
Organization:
Request:
Decision:
Payment:

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. Please describe the direct impact APS funds will have in the west valley community. Provide specific data (clients served, meals provided, etc.).**

*Did you accomplish this?
Additional Comments.*

- 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 collaboration with other nonprofits? If so, please list each nonprofit and their role in the collaboration. If no, please discuss the resources available to fulfill the proposal.

*Did you accomplish this?
Additional Comments.*

7. Please provide a minimum of one, and as many as six, of the intended outputs you plan to accomplish with this proposed project. Each output should simply state the number of lives impacted and how they will be impacted. For example: serve 100 children between the ages of 5 and 18 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?
Additional Comments.*

8. Please also describe at least one evaluation process or method(s) you will use to measure your progress in order to determine the degree to which annual polling, focus groups, etc.)

*Did you accomplish this?
Additional Comments.*

Project Budget

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

*Did you work within the budget?
Additional Comments.*

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

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

*Did you accomplish this?
Additional Comments.*

- 11. List any unintended results that the program caused. These could include things like unexpected collaboration opportunities, serving a larger target population than expected, or missing an opportunity to work with a funder you weren't aware of.*
- 12. List any challenges encountered during the grant period that diminished your organization's ability to achieve the intended outcomes.*
- 13. What is your future funding strategy to continue the program and/or the organizational work the funding supported?*
- 14. Please include a 150 to 250-word inspiring impact story and submit up to three (3) digital photos (size 300 dpi or larger) along with consent for publication. Share how a life or community was changed by the program or project. We want to share the good news of your great work!*
- 15. Do you have any other comments or important information to share?*