



ARIZONA COMMUNITY  
FOUNDATION  
OF FLAGSTAFF

## Page/Lake Powell, Tuba City, and Williams Grant Cycle Grant Guidelines & Application Questions

Open Date: 9:00 a.m., March 6, 2024

Close Date: 4:00 p.m., March 27, 2024

### Timeline for 2024 Grant Cycle

- Grant Application Workshops (attendance at one is highly encouraged):

#### **GRANT APPLICATION WORKSHOP #1**

Wednesday, February 14

12:00 to 1:30 p.m. (Arizona time)

Virtual event

#### **GRANT APPLICATION WORKSHOP #2**

Tuesday, February 27

5:30 to 7:00 p.m. (Arizona time)

Virtual event

- **Grant cycle opens:** Wednesday, March 6, 2024 at 9:00 a.m.
- **DEADLINE:** Applications are due by 4:00 p.m. on March 27, 2024. No exceptions!
- Grant awards and decline letters sent via email by May 12, 2024.
- Grant award checks presented locally or mailed to organizations by the end of May 2024.
- If funded, 2024 Final Report Due by May 31, 2025 (final reports are required)

### Grant Deadline

Proposals must be submitted online by **4:00 p.m. on Wednesday, March 27, 2024**. No exceptions.

### Funding Request Range

Grant proposals may range from **\$250.00 to \$5,000.00**. Amounts available will depend, in part, on funding available from the Community Foundation's Unrestricted and Field of Interest Funds. Not all grant applications will necessarily be funded, partially funded, or fully funded.

### Funds can be used to:

- build the capacity of the organization
- support direct service projects and programs
- support capital expenditures. Please review the funding range available through this grant
- provide general operating support and indirect/direct administrative costs
- support one-year and/or renewable funding proposals (there is no guarantee for second year funding)

## Immediate Geographic Area

**Greater Williams Community Fund:** Organizations must serve the residents within the Greater Williams geographical boundaries, and areas serviced by the Williams Unified School District.

**Page/Lake Powell Community Fund:** Is proximate to Page/Lake Powell and refers to programs that specifically benefit residents of the area.

**Tuba City Community Fund:** Organizations must serve the residents within the Tuba City boundaries and proximate area, and that the programs benefit Tuba City residents.

**If you are applying to more than one geographic area, you need a separate application for each area. These are separate funds with separate committee.**

## Eligibility Quiz/Criteria

**You will be required to disclose if your organization meets the criteria listed below before you get access to the application.**

- The applicant organization is fully authorized by its board and other applicable partners/collaborators to submit this application.
- Is your organizational profile up to date? 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 Williams, Tuba City or Page/Lake Powell. This is based on donor intent when funds were established.
- If your organization received a grant in 2022, you must have completed the final report for that grant by the 2023 deadline. If a final report was not submitted by the deadline, this will result in a declined application.
- If you are a grant writer working with more than one agency, please inform the affiliate office of each organization you have written a grant for prior to the close of the application portal. Please email Gwen Groth at [ggroth@azfoundation.org](mailto:ggroth@azfoundation.org) with the list of organizations you represent.

For information or to apply, go to the Arizona Community Foundation's grants page at [www.azfoundation.org/grants](http://www.azfoundation.org/grants).

## Introduction

The Page/Lake Powell, Tuba City and Williams Community Funds are part of the Arizona Community Foundation of Flagstaff, an affiliate of the Arizona Community Foundation (ACF) whose mission is to lead, serve and collaborate to mobilize enduring philanthropy for a better Arizona.

The ACF of Flagstaff Community Funds bring people and organizations together around local issues and

opportunities. These Community Fund endowments were set up for the specific communities of Page/Lake Powell, Tuba City and Williams. They are restricted by donor intent to be used within the boundaries set forth in the fund agreements.

Income generated from the endowed funds is returned to the community annually as grants, while the principal continues to grow to provide for community needs in perpetuity. Local Steering Committee members share their knowledge and expertise to address needs specific to the area and spearhead the fundraising and grant cycles. With a deep understanding of the concerns and resources that shape the community, local grant reviewers make recommendations on funding.

**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.

If you are a **grant writer working with more than one agency**, inform the regional office of each organization you have written a grant for prior to the close of the application portal. You must email Gwen Groth at [ggroth@azfoundation.org](mailto:ggroth@azfoundation.org) with the list of organizations you represent.

#### **Exceptions:**

- The applicant 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.
- The applicant 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.
- The applicant 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.
- The applicant 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.
- Colleges can submit one application.
- A fiscal sponsor 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. \*\*

#### **Review and Evaluation Process**

All proposals will be reviewed through a competitive evaluation process and ratified by the Regional Community Fund Steering Committee members. Reviewers will read 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.

- Proposals are reviewed and evaluated by peer grant committee panels, comprised of volunteer community leaders who assess proposal strengths and weaknesses according to evaluation criteria.
- Evaluation criteria consists of a point system awarded for alignment with the applicant's mission, clearly defined community need, and populations served, comprehensive project plan and clear

outcomes, defined community impact, appropriate project collaboration among other organizations, and a reasonable budget.

### 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)

Scoring Rubric						
Criteria	Measure	Weak		Average		Strong
Mission	<b>Project is in line with organization's mission.</b>	1	2	3	4	5
Impact	<b>Community Need:</b> The project application clearly defines the population to be served and aims to address a significant community need. The need for duplication of services is defined, if applicable.	1	3	5	7	10
	<b>Project Impact:</b> The organization has articulated the impact of the project for the populations served and community.	1	3	5	7	10
	<b>Project Plan and Evaluation:</b> The organization has provided a realistic and comprehensive project plan. The organization has a plan for implementing the project and achieving outcomes stated in the application. The organization has set forth goals for the project which can be evaluated or measured for success.	1	3	5	7	10
Planning/Design	<b>Project Resources:</b> The organization has allocated sufficient resources (personnel, partners, time, existing materials, facilities) to ensure that the project is completed successfully.	1	2	3	4	5
	<b>Project Budget:</b> The organization has provided a comprehensive list of program expenses that articulates the need of the project. The organization has identified their greatest needs for funding and provided narrative detail on additional funding and support.	1	3	5	7	10
<b>Total Points Possible:</b>						<b>50</b>

## How to Apply Online

### If your organization has an ACF profile:

Go to the Arizona Community Foundation's grants page at [www.azfoundation.org/grants](http://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](http://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.

## How to Get Help

Please contact Gwen Groth, Regional Philanthropic Advisor, for questions regarding eligibility at [ggroth@azfoundation.org](mailto: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](mailto:grants@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 may have limited access to ACF technical support. Please allow 24 hours for a response from staff.

## Grant Application Questions

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

*\*Note: Character limits include spaces.*

## Application Summary

**Fiscal Sponsor, if applicable** (Character limit 100)

**Project Name** (Character limit 100)

**Project Summary:** In two or three sentences, describe what your project is or aims to do, and how grant funds will be used. *Your response to this prompt may be utilized in ACF marketing and promotional materials should a grant be awarded.* (Character limit 350)

**Organization's Geographic Area of Service:**

**Total Project \$ Amount** (Character limit 20). This amount should be reflected in the embedded budget table below.

**\$ Amount Requested from ACF** (Character limit 20). Explain this amount in the Budget Narrative.

**Select the grant cycle you are applying in:**

- Greater Williams Community Fund
- Page/Lake Powell Community Fund
- Tuba City Community Fund

**With which ACF philanthropic agenda area does your project most closely align?**

- Arts & Culture
- Community Improvement & Development
- Environment & Sustainability
- Health Innovation
- Quality Education

### Organization Summary

**Organization Description:** In brief, describe your organization’s purpose or mission, history, and programs or services. (Character limit 1500)

**Total \$ amount of overall organizational expenses for the most recently completed fiscal year:**  
(Character limit 20)

### Project Information

**Project Type** [New Project, Project Expansion, Continuing Project] (Select one)

**Project Description:** What will you do and why? When and where will you do it? Who will benefit or receive service from your project? *Include any relevant statistics and resources.* (Character limit 3000)

**Outcome Description:** How will you measure and evaluate your progress in ways that are relevant and meaningful to your project? Be as specific as possible about intended outcomes, outputs, and measures, as relevant to your project. *If your project is awarded an ACF grant, you will be asked to complete a final report, wherein you will reflect upon the outcomes you articulated at the time of application.* (Character limit 3000)

**Partnerships:** Is the community/population who will benefit or receive service from your project involved in the project’s development and implementation, and/or is the project being developed or implemented with other organizations? Please identify community partners and their roles in the project. (Character limit 1500)

**Project Need:** Describe how your project does or does not duplicate existing programs or services provided to the community/population your project aims to benefit. *Include any relevant statistics and resources.* (Character limit 1500)

### Project Budget

**Project Budget:** List all expenses relevant to your project including, but not limited to labor, supplies, equipment, fees, travel, or any other items required for successful completion of your project. Please use the imbedded table provided.

**Project Budget Narrative:** This is your opportunity to explain your project budget to reviewers, including any relevant information about in-kind support, confirmed funding, and specifically how you would apply any ACF grant funds. (Character limit 1500)

### Optional Demographic Information

#### Communities/Populations Served

**Unduplicated Numbers:** How many unduplicated families or individuals do you anticipate will directly benefit or receive service as a result of your project? *By unduplicated, we mean counted only once, as some projects serve an individual multiple times.* Specify if your numbers are families or individuals. (Character limit 100)

Some projects are designed specifically to benefit or serve certain communities. For example, a project could be focused on meal services for people with disabilities living in Yuma, or a program might focus on engaging Navajo youth in language preservation activities. For projects with broader “audiences” or populations served, an organization may still collect or maintain demographic information on attendees, members, or recipients of services. If your organization collects or maintains demographic information on beneficiaries or recipients of services relevant to your project, you will be invited to enter data as follows.

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

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

**What percentage of the population your project intends to serve fits within the following age categories?** [Babies and Children, Youth, Young Adults, Adults, Older Adults, Multigenerational Groups/Families, Not applicable/My organization does not collect this information] (Percentage/totals to 100)

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

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

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

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

**What percentage of families or individuals benefitting from your project are currently classified as *Below the Median Income Level* as defined by the [Federal Poverty Guidelines](#)?** [Families/individuals below the poverty guideline, Families/individuals above the poverty guideline, Not applicable/My organization does not collect this information] (Percentage/totals 100)

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

## Organization Workforce and Board

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

### **Provide a current workforce tally.**

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

- FTE (Full-Time Equivalent) paid employees: \_\_
- Long-term committed volunteers: \_\_
- Paid contractors/Other: \_\_

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

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

**Workforce and Board:** Describe how your workforce and board are representative of the community/population who will benefit or receive service from your project. (Character limit 1500)

## Documentation to Upload

If you are applying under a fiscal sponsor, please upload a copy of a written agreement between your organization and the fiscal sponsor.

## Grantee Final Report Due by May 31, 2025

Mark your calendar to complete a final report which will be due roughly one year after funds were awarded. Report is filed online in the portal utilizing a form with pre-populated questions that directly correspond to the application questions.

### **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 Brand & Impact 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.