



Arizona Community Foundation of Flagstaff 2023 Grant Guidelines & Application Questions

Open Date: 9:00 a.m., May 2, 2023

Close Date: 4:00 p.m., May 23, 2023

Timeline for 2023 Grant Cycle

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

GRANT APPLICATION WORKSHOP #1

Tuesday, April 25

12:00 to 2:00 p.m. (Arizona time)

Virtual event

GRANT APPLICATION WORKSHOP #2

Thursday, April 27

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

Virtual event

- **Grant cycle opens:** Tuesday, May 2, 2023 at 9:00 a.m.
- **DEADLINE:** Applications are due by 4:00 p.m. on Tuesday, May 23, 2023. No exceptions!
- **Mandatory Interviews:** June 20 – June 30
- Grant awards and decline letters sent via email by July 30, 2023
- Grant award checks presented in person on August 17.
- If funded, 2023 Final Report Due by August 30, 2024 (final reports are required)
- Please note that the funding period is approximately one year from the date the check is presented to the final report deadline. Funding is not retroactive.

Grant Deadline

Proposals must be submitted online by **4:00 p.m. on Tuesday, May 23, 2023**. 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.**

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 Flagstaff Area - Proposals must specifically benefit the residents of Flagstaff. The approximate area covered by the Flagstaff Metropolitan Planning Organization including, Bellemont on the west, Kachina Village and Mountaineer 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.

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.
- 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.
- If your organization is a 501(c)3 nonprofit, is your tax-exempt status current? 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. This is based on donor intent when funds were established.
- I understand my organization must attend a mandatory interview with the grants panel and collaborative donors.
- If your organization received a grant in 2021, you must have completed the final report for that grant by the 2022 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 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.

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 a regional office 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:** Donor intent for this fund is to Increase educational opportunities for children in pre-school through 12th grade, their teachers, and their families in the community of Flagstaff. This fund supports the following: 1) Outdoor and environmental educational programs by non-profits organizations and public-school programs. Emphasis should be on expanding the offering to children and students of lower economic status and a wide range of cultures or 2) Public school classroom projects and related materials that encompass environmental, community service and experiential learning or 3) Early Childhood Education programs.
- **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.**

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 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. This agreement needs to outline the relationship and that the fiscal sponsor organization is responsible for the funds. It should be signed by the fiscal sponsor and the sponsored group.

**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.

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.

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, 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, 2023 grant proposals may be reviewed and evaluated by the following Collaborators: 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, Northern Arizona Healthcare Office of Philanthropy, The Molly & Joseph Herman Family Fund, W. L. Gore & Associates, Inc. and anonymous donors.
- 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 the last two weeks of June. Interviews will be scheduled in reverse alphabetical order (Z–A) 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 2023. 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.**

Interview Schedule by Field of Interest:

| | | | |
|-------|------|------|---|
| Tues | 6/20 | (AM) | Animal Welfare and Substance Abuse |
| | | (PM) | Environmental Education |
| Weds | 6/21 | (AM) | Flagstaff Youth Fund |
| | | (PM) | Flagstaff Education Fund |
| Thurs | 6/22 | (AM) | Flagstaff Healthcare |
| | | (PM) | Flagstaff Healthcare and Victim Services Funds |
| Tues | 6/27 | (AM) | Pickard Arts & Culture |
| | | (PM) | Pickard Arts & Culture and Flagstaff Music Education |
| Weds | 6/28 | (AM) | Social Services |
| | | (PM) | Social Services |
| Thurs | 6/29 | (AM) | P-12 Educational Resources |
| | | (PM) | P-12 Educational Resources |
| Fri | 6/30 | (AM) | Overflow (If Needed) for Pickard Arts, Social Services and P-12 |

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.

| Scoring Rubric | | | | | | |
|-------------------------------|---|------|---|---------|---|-----------|
| Criteria | Measure | Weak | | Average | | Strong |
| Mission | Project is in line with organization's mission. | 1 | 2 | 3 | 4 | 5 |
| Impact | Community Need: 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 |
| | Project Impact: The organization has articulated the impact of the project for the populations served and community. | 1 | 3 | 5 | 7 | 10 |
| | Project Plan and Evaluation: 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 | Project Resources: 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 |
| | Project Budget: 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 |
| Total Points Possible: | | | | | | 50 |

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. 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.

How to Get Help

Please contact Gwen Groth, Regional Philanthropic Advisor, 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 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 must be reflected in the embedded budget table below.

\$ Amount Requested from ACF (Character limit 20)

Explain this amount in the Budget Narrative.

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.

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

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)

If you selected the Healthcare Fund, please answer the following question:

How will your project or program impact community health? (Character Limit – 1200)

If you selected Flagstaff P-12 Educational Resources Fund, please answer the following question:

Describe how your project or program will offer children an opportunity to engage in “experiential learning”. (Character Limit – 1200)

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)

1. 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)
2. 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

Total 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 total project budget to reviewers, including any relevant information about in-kind support, confirmed funding, and specifically how you would apply the requested 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 August 30, 2024

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. Failure to submit a final report will result in ineligibility in future funding cycles.

Terms and Conditions

1. I acknowledge that funding by the Arizona Community Foundation, its regional offices, 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.