



ARIZONA COMMUNITY FOUNDATION

Kellenberger + Tollefson
Center for LGBTQ Philanthropy

The Kellenberger + Tollefson Center for LGBTQ Philanthropy Grant Cycle 2024 Grant Guidelines & Application Questions

Open Date: 9:00 am, March 18, 2024

Close Date: 4:00 pm, April 15, 2024

Introduction

The mission of the Kellenberger + Tollefson Center for LGBTQ Philanthropy at the Arizona Community Foundation is to contribute to an Arizona and society that advances justice and opportunity for LGBTQ people and the communities where they live.

The Kellenberger + Tollefson Center responds to statewide need through three program focus areas:

- **Youth:** Foster an environment where every child can achieve happiness and live to their full potential.
- **Aging/Seniors:** Ensure seniors are able to live free from discrimination and can age with dignity.
- **Transgender People:** Improve the well-being of transgender communities.

We will also consider applications that advance the mission of the Kellenberger + Tollefson Center on a broader basis. You are invited to apply for a grant from ACF's Kellenberger + Tollefson Center to make a lasting difference for LGBTQ individuals in communities across Arizona.

Funding Request Range

The Kellenberger + Tollefson Center for LGBTQ Philanthropy will accept only one application from each qualified organization. **Grants typically range between \$5,000 and \$25,000.**

Who is eligible to apply? Provided an organization is in good standing with the IRS and meets [conditions relevant to ACF grantmaking](#) and fields of interest, the following organization types are generally eligible for funding: 501(c)(3) nonprofit organizations, schools, municipalities, government agencies, tribal entities, houses of worship (for non-sectarian programs), and other organizations operating with a charitable purpose or with a nonprofit fiscal agent.

Timeline for 2024 Grantmaking

- Grant cycle opens **Monday, March 18, 2024**
- Applications are due **by 4:00 pm on Monday, April 15, 2024**
- Grant Panel will review in **April-May 2024**
- Grant awards and an announcement will be made in **June 2024**
- If awarded, mid-term progress report will be due **January 31, 2025**
- Final report will be due **June 30, 2025**

Grant Deadline

Proposals must be submitted online by **4:00 pm on April 15, 2024. No exceptions.**

How to Apply Online

Applications must be submitted online to the Arizona Community Foundation at www.azfoundation.org/grants. Hard copy applications and attachments will not be accepted.

Creating a profile:

Please click on "Create New Account" to complete the registration process and create your logon credentials. Once you are registered, you may begin the application process by starting a new application. You may also edit organizational information once you have logged in and attached your organization to your profile.

If your organization has an online profile please use your credentials to login. If you need to reset your password please use the "forgot password" link.

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.
- 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.

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 inquiries as the deadline nears, organizations are encouraged to contact staff well in advance of the deadline with any questions! During the last week of any grant cycle's duration, you will likely have limited access to ACF technical support.

For technical assistance with the website, including organizational profile and the online application, please email grants@azfoundation.org or call 602.381.1400.

Review and Evaluation Process

All proposals will be reviewed through a competitive evaluation process. Proposals are reviewed and evaluated by grant committee panels, comprised of volunteer community leaders who assess proposal strengths and weaknesses according to evaluation criteria.

Review Rubric

Criteria	Measure	Weak		Average		Strong
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.	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

Grant Application Questions

Project Name: (Character Limit - 100)

Project Summary: In one sentence, 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 - 120)

Brief Project Description: What will you do and why? When and where will you do it? Who will benefit or receive service from your project? How many individuals/communities will be served? Does your project address a challenge or benefit a community/underserved population, and if so, how is that community/population involved in the project's development and implementation? Describe collaborative community efforts in project. What is the project timeline? (Character Limit - 2600)

Brief Outcome Description: Specifically, what does your project aim to achieve? How will you measure and evaluate your progress? Be as specific as possible about intended outcomes, outputs, and measures, as relevant to your project. Please indicate how your project fits the mission of the Kellenberger + Tollefson Center to contribute to an Arizona and society that advances justice and opportunity for LGBTQ people and the communities where they live. *If your project is awarded a Kellenberger + Tollefson Center grant, you will be asked to complete a mid-year progress report and a final report, wherein you will report upon the outcomes you articulated in your application.* (Character limit - 2600)

Total Project Dollar Amount: (Character Limit - 20)

Dollar Amount Requested: (Character Limit - 20)

Brief Project Budget Description: Provide an overview of project expenses, which may include staffing, operations, insurance, etc.; and revenue, including any additional funding sources secured for your project. (Character Limit - 1200)

Description of Your Organization: Please provide a copy of your last Annual Report or describe your mission, budget, and demographic data regarding your board, workforce, and clients. (Character Limit - 1800)

With which Kellenberger + Tollefson Center Program Focus Area Does Your Project Most Closely Align:

- Youth 21 and under
- Seniors 55 and over
- Trans Individuals
- Other

Unduplicated Numbers: How many unduplicated LGBTQ participants 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 participants multiple times.* (Character limit 100)

Location: Select the geographic location of the target population you intend to serve. **(Select all that apply)**

- Apache County
- Cochise County
- Coconino County
- Gila County
- Graham County
- Greenlee County
- La Paz County
- Maricopa County
- Mohave County
- Navajo County
- Pima County
- Pinal County
- Santa Cruz County
- Yavapai County
- Yuma County
- State-wide
- Multiple States
- Nationwide

Terms & Conditions

1. I acknowledge that funding by the Kellenberger + Tollefson Center for LGBTQ Philanthropy through 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 Money.** The Grantee shall use the Grant Money only for the Project and in accordance with the application and budget previously submitted to and approved by the Kellenberger + Tollefson Center for LGBTQ Philanthropy at 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.
 - b. **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 Kellenberger + Tollefson Center 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.

- c. **Meeting Requirement.** The Grantee may be asked to attend a meeting with the Kellenberger + Tollefson Center, to discuss your project. Discussions on capacity building in the future and other topics will also take place.
- d. **Publicity.** You will allow the Arizona Community Foundation to review and approve the text, including quotes, of any proposed publicity concerning this grant prior to its release. The Kellenberger + Tollefson Center and/or the Arizona Community Foundation 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 periodic public reports, newsletters, news releases or any other printed materials distributed by the Kellenberger + Tollefson Center and/or the Arizona Community Foundation. Please ensure that all publicity (including printed material, press releases, and websites) states "partial funding provided by the Kellenberger + Tollefson Center for LGBTQ Philanthropy at the Arizona Community Foundation." If you require an electronic copy of the Kellenberger +Tollefson Center logo, please contact the Marketing/Communications department at the Arizona 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 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 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code" and is classified as other than a private foundation under Section 509(a) of the Code.
- g. **Grant Does Not Create a Partnership.** The Grantee shall not in any manner indicate, nor shall the grant or any documents related thereto be in any manner deemed to create or construed as creating, any kind of partnership, joint venture or other similar relationship between the Arizona Community Foundation and the Grantee or other party. The Arizona Community Foundation shall not be deemed in any manner responsible for the debts, liabilities or other obligations of the Grantee, including any such debts relating to this Project.
- h. **Amendment.** This Grant Agreement shall not be amended or revised except by a written document signed by the parties hereto.
- i. **Changes or Problems Occurring During Grant Year.** Any changes or problems in the Grantee Agency that affects the Project must be reported to the Arizona Community Foundation immediately.

Grantee Final Report

Organization Name:

Project Name:

Person Submitting Report:

Contact Phone & E-mail:

Mid-Term Progress Report Due: January 31, 2025

Describe your progress on goals and any challenges faced. (Character count 2000)

Final Report Due: June 30, 2025

Describe what was accomplished with your grant. Tell us who was impacted by the grant and how. Share inspirational stories and photos and photos if available. If you did not achieve your project outcomes, what prevented you from doing so?

(Character count 3500)