



# ARTS

FOUNDATION  
FOR TUCSON AND  
SOUTHERN ARIZONA

General Operating Support Grant (GOS)  
FY 2017-2018

**DEADLINE:**  
**Wednesday,**  
**September 13, 2017**  
**at 11:59pm**



**ARTS**  
FOUNDATION  
FOR TUCSON AND  
SOUTHERN ARIZONA

Sustaining, Promoting, and  
Advocating for an  
Equitable Arts and Culture  
Ecosystem

## Our Mission:

The Arts Foundation Mission is to advance artistic expression, civic participation, and equitable economic growth of our diverse community by supporting, promoting, and advocating for arts and culture in our region.

---

# GOS Overview



*Sonoran Glass School's Camp Fuego 2016  
Photo by: Nick Leston*

- Designed to sustain and grow the cultural vitality of our non-profit arts and cultural sector by supporting the presentation, aesthetic advancement and engagement with art and culture in the City of Tucson.
- It offers organizations an opportunity to articulate how they serve the public at large and find ways of strengthening their capacity and economic viability.
- This grant applies to an organization's operations through the entire 2017-2018 fiscal year.

# AWARD AMOUNTS

**\$1,500** – Organizational budgets below \$100,000

**\$5,000** – Organizational budgets over \$100,000 but below \$300,000

**\$5,000** – Organizational budgets over \$300,000 but below \$1,000,000

**\$7,500** – Organizational budgets over \$1,000,000

# Eligibility

- All organizations must **operate** within the Tucson City Limits
  - 30% of its projects must be produced on an annual basis in Tucson
  - Applicants must have a history of programming within Tucson for 3 consecutive years that includes the current year
  - 30% of its Board of Directors must reside in Tucson
  - The organization must maintain an **office presence with a physical address** within Tucson City Limits
- Organizations must provide evidence of current 501c3 non-profit status
- **At least 50%** of the organization's programming must be **arts and culture based**
- Applicants must have recently completed **three years of the DataArts organizational profile**
- If you have been awarded a GOS grant in FY 2016-2017, you must have completed your GOS Final Report, including your Data Arts Funder Report, by August 30, 2017
- Incomplete applications will **not be accepted**

# Eligibility Restrictions

The following entities are **not** eligible to apply:

- Any agency that receives more than 50% of its total gross income (in the last fiscal year) from a combined total of local public sources (City of Tucson or Pima County)
- Any division or department of municipal, county, state or federal government, including elementary schools, middle schools, high schools, colleges, universities and school districts
- Political and/or religious organizations and committees
- Private and nonprofit schools (except for those whose sole purpose is arts education)

# Please Note:

- This is a competitive grant
- Funding will not be determined based on a percentage of your organizational budget
- Partial awards will not be allocated
- Budgetary information will be used to determine the appropriate panel category for the grant panel review and deliberation process
- Grants **cannot** be awarded for travel outside of Pima County (travel into Pima County is acceptable), debt retirement, capital improvement, purchase of real property, tuition costs, refreshment costs, or establishing/augmenting an endowment fund



# The Application Process



# Timeline



*Arizona Theatre Company's Summer On Stage/Summer Backstage, a five-week immersive training program in performance and technical theatre.*

*Photo by: Katie Christensen*

## **Application Opens:**

Wednesday, August 9, 2017

## **Application Deadline:**

Wednesday, September 13, 2017 at 11:59 pm

## **Panel Review:**

October 2017

## **Notification:**

Wednesday, October 25, 2017

## **Awardee Final Reports due:**

Friday, June 29, 2018

# How are the applications scored?

1. Grant Narrative	70%
2. DataArts Funder Report and Compensation Report	10%
3. Budget Overview and Notes	10%
4. Support Materials	10%
<b>TOTAL</b>	<b>100%</b>

---

# Grant Narrative

There are 3 Narrative Questions. Each is weighted (scored) the same:

- 1. How does your organization fulfill its mission? Include details about the organization's programs. How do your organization's goals for the current fiscal year support the organization's mission? (450 word limit)**

# Grant Narrative

There are 3 Narrative Questions. Each is weighted (scored) the same:

- 2. How does your organization serve the public at large, AND/OR improve the quality of life in Tucson, through its arts programs? (450 word limit)**

# Grant Narrative

There are 3 Narrative Questions. Each is weighted (scored) the same:

- 3. Describe the core audience that attends your organization's events. How does your organization reach beyond its primary audience through its programming?  
(450 word limit)**

# Narrative Writing Tips



*Ballet Arts Foundation - Elizabeth Egleson, Mauricio Vergara & Caitlin Calligan in "Spirit Garden"  
Photo: Ed Flores*

- Make sure you are actually answering the question!
  - Be specific in your narrative responses and give examples as evidence in support of your statements.
  - Use clear, concrete language and avoid very dense sentences or too much jargon.
  - Be compelling...
  - ... But don't make claims that you are unable to back up! ("Our organization is the world's greatest XYZ!")
  - Have someone else look over your grant to give you feedback.
-

# Budget

The more information and transparency you provide in your budget, the better. This is your opportunity to bring your Data Arts Funder Report to life, as if you were explaining it to the review panel.

- Submit a copy of your **DataArts** funder report (for the most three recent fiscal years available; this should at least include FY 2015-2016).
- Arizona Cultural Data Project ([www.azculturaldata.org](http://www.azculturaldata.org))
- **If you have specific questions on how to read the numbers on your Funder Report, contact DataArts directly at their help desk (877)-707-3282 or at [help@culturaldata.org](mailto:help@culturaldata.org)**



# Budget

*Do I need to create a GOS Compensation Report? If so, how do I do that?*

1. Refer to the pie chart in your Organization Summary section in your CDP Funder Report
2. If the pie chart shows “G&A” (General and Administration) allocation of 30% or more (for either fiscal year) you must attach a one page report that lists your organization’s top 3 compensated individuals.
3. See the GOS 2017-2018 Guidelines and Preparation PDF file for details.

# Budget

**Budget Overview:** Provide a brief overview of your organization's current financial status (¼ page maximum). Here you can speak directly to the panel about your up-to-date situation, which may give us more recent information than your Funder Report.

# Budget

**Budget Notes:** Below the overview, enter budget notes. Include the budget heading, line item number and explanation with notes for the following guidelines:

- For any variance 15% or more, AND
- Any variance you think may require explanation (even if it is less than 15%), AND
- Variances default to “n/a” if you only entered numbers in one FY column. In such a case, you **MUST** provide budget notes to explain this line item.

# Example - Budget Overview & Notes

In FY 2014-15 our organization showed a Net Total Activity of \$50,904. This is our second season in which we have operated in the black, in part to an increase in ticket sales from our sold out performances of \$7,502. In addition, we have an increase in Trustee/Board Contributions totaling \$5,235. We had a major increase in printing expenses of \$1036, as we are now printing our season calendar in full color and investing in large full-color posters to post throughout the community. We have also hired a full-time Development Director which is reflected in Staff & Non-Staff Statistics. (etc.)

Budget notes:

## **Revenue – Earned**

2. Ticket Sales: Increase in ticket sales for 8 sold out performances during our FY 2014-2015 season
4. Workshops & Lecture Fees: We had a decrease in workshops due to less focus on teaching our ongoing stage combat workshop [etc.]

## **Revenue – Contributed**

22. Individual contributions: increase in contributions due to more accurate reporting in FY 2013. In the previous year our annual fundraising campaign income was grouped together in this category. [etc.]

# Supporting Materials

- A one-page biography or resume of the key person(s) responsible for the artistic growth and for the management of the organization - including their qualifications, background, and experience
- A list of **current** board members indicating their ethnicity, occupation and the number of years each has served on the board
- Evidence of your organization's 501 c3 status
- Additional support materials - See GOS Guidelines for details on support materials



*Kore Press - Tracie Morris performing at The  
Scottish Rites Temple  
Photo by: Tom Willett*

# Additional Support Materials

These are not scored themselves, but help to inform the Narrative and Budget scores.

- You may include up to 3 items in this section - may be uploaded as files or included as URLs
  - Provide a link to your organization's website
  - Include two more items - may be promotional materials, press, work samples, and/or website links
- It is advised that you include at least one high quality video or photograph displaying an event your organization presented that helps support your narrative

# Government Data Collection

This section is **mandatory**, but not viewed by panelists. This is necessary in order for us to fulfill our governmental data gathering obligations.

- Cut and paste **Demographics** section from the GOS Grant Guidelines into a separate, offline document
- Provide your organization's estimated program participant numbers for each area (Age, Gender, Ethnicity/Race, Anglo/White, Persons with Disabilities, and Residence)
- **DO NOT** provide percentages! (Example: 20 people, **not** 50% of program participants)

# The Panel Process





# Who sits on the panel?

A panel consists of a minimum of one Arts Foundation Grants Committee member, one Arts Foundation board member and up to five civic community panelists. The Arts Foundation Grants Program Coordinator facilitates the panel meeting and reports on its proceedings.

---

# How are applications scored?

- Each application is scored by individual panelists according to the criteria in the guidelines.
  - The final score is an average of the individual scores.
- The panel comments represent a consensus of the panelists' review and discussion and do not express the opinion on any individual panelist.
  - There may, in fact, be opposing views expressed within the comments.

**Having Trouble?**



# Technical Support

## Help on uploading your application:

- Visit the Submittable.com help section
- Call Submittable at (855) 467-8264

## DataArts (CDP) Questions or assistance generating a Funder Report:

- Contact the Help Desk at DataArts
- The Help Desk is open from 9am-8pm ET, Monday-Friday
- Toll Free: (877) 707-3282
- Email: [help@culturaldata.org](mailto:help@culturaldata.org)

# Further Questions

Feel free to contact me!

**Natalia Gabrielsen**

Grants Program Coordinator

(520) 624-0595

[ngabrielsen@artsfoundtucson.org](mailto:ngabrielsen@artsfoundtucson.org)