



ARTS FOUNDATION FOR TUCSON AND SOUTHERN ARIZONA

2017-2018 General Operating Support (GOS) Grant Guidelines DEADLINE: Wednesday, September 13, 2017 at 11:59 PM

Grant Calendar

- **Wednesday, August 9, 2017** – General Operating Support Grant opens
- **Wednesday, September 13, 2017 at 11:59 PM** – GOS Grant deadline
- **Wednesday, August 23, 2 PM – 3:30 PM** – GOS Grant Workshop
 - Held at Connect Coworking, 33 S. Fifth Ave., Tucson, AZ 85701
 - Space is limited. Please RSVP to Natalia Gabrielsen, Grants Program Coordinator, at ngabrielsen@artsfoundtucson.org.

Overview

The 2017-2018 GOS Grant is part of The Arts Foundation services developed to support non-profit arts and cultural organizations that reside and operate within the City of Tucson. It is 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. The GOS offers organizations an opportunity to reflect on how they serve the public at large and find ways of strengthening their capacity and economic viability. We do this by:

- Prompting creative thinking in organizational management
- Ensuring that The Arts Foundation's grantees provide the public with opportunities to engage in art and cultural expression as a means of social development
- Supporting the economic development of the cultural sector

Award Amounts

Funding allocations are made according to your organization's budget size.

- \$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
 - Applicants must have a history of programming within Tucson for 3 consecutive years, including the current year
 - 30% of the organization's projects must be produced within Tucson on an annual basis
 - The organizations must maintain an office presence with a physical address in Tucson

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- 30% of the organization's Board of Directors must reside within Tucson
 - At least 50% of the organization's programming must be dedicated to arts and culture
 - Organizations must provide evidence of current 501c3 non-profit status
 - Applicants must have recently completed three years of the DataArts organizational profile
 - If you have been awarded a GOS grant in the last grant cycle (2016-2017), you must have sent in your final report, including the DataArts Funder Report prior to applying for the 2017-2018 GOS Grant
 - Incomplete applications will not be accepted

Restrictions and Notes

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 non-profit schools, except for those whose sole purpose is arts education

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

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
- It is highly recommended that applicants attend the scheduled orientations and professional development opportunities offered as part of the GOS Grant process

Preparing the GOS Application

Checklist

Prepare the following information offline, then cut and paste it into your online application. Refer to the FAQs for more tips to help you create a successful application.

1. **Grant Narrative – 70% of score**
2. **Budget (DataArts Funder Report) and Compensation Report – 10% of score**
 - This is the Arts Foundation Funder Report for your most recent 3 fiscal years, generated from your organization’s DataArts (formerly CDP) profile
 - The Compensation Report is a mandatory addition to the Budget for some organizations
3. **Budget Overview and Notes – 10% of score**
4. **Support Materials – 10% of score**
 - Bio or Resume(s)
 - Current board members list
 - Evidence of your organization’s 501c3 status
 - Additional support materials – up to 2 maximum, aside from your organization’s website
5. **Government Data Collection**
 - This section is mandatory, but the data is not viewed by the panel and does not affect your application score. These include: Quality of Life Impact Area and Demographics Information
 - We ask that you create your own document and then upload it. Please see the FAQs for more information

Online Grant Portal – Submittable.com

All applications must be completed online using Submittable.com. If you have not used Submittable before, you will need to set up a free account, using your email.

- Be sure to use an email where you can reliably be reached – all notifications regarding your grant status through the Submittable portal will be sent to this email
- Before you begin filling out the application, be sure to look over all the parts that you will need to fill out so that you can anticipate what information you’ll need to gather
- Compose your narrative offline using a text-based application (such as Microsoft Word), then cut and paste the text into the online form
 - Do not compose your narrative answers directly online because you may lose important data should there be a technical problem
 - Please note the word count limitations
- Prepare your DataArts Funder Report and other materials (Bios, Board information, etc.), as well as the government statistics document, in the file format requested
- Do not wait until the last minute! Late applications or incomplete ones are not accepted
- Applicants will receive an electronic confirmation that their application was received within 24 hours of submitting the application online

To begin your GOS Grant application, click on the appropriate category below:

- SMALL (Organizational budgets below \$100,000)
- MID-SIZE A (Organizational budgets over \$100,000 but below \$300,000)
- MID-SIZE B (Organizational budgets over \$300,000 but below \$1,000,000)
- LARGE (Organizational budgets over \$1,000,000)

Having trouble with your application?

- Before contacting the Arts Foundation, please visit the Submittable.com help section to assist you in uploading your application, or call them for help
- View our PowerPoint or Screencast about how to apply (available following the workshop on Wednesday, August 23, 2017)
- If you still have questions, the Arts Foundation staff can assist you up until 3 working days before the application deadline – Friday, September 8, 2017
- Contact Natalia Gabrielsen, Grants Program Coordinator at ngabrielsen@artsfoundtucson.org

1. Narrative Questions

Make sure to answer each question descriptively and with detailed language. When appropriate, provide specific examples. Note that you cannot use formatting (bullet points, underlining) when you cut and paste your answers into the online form. You may, however, begin a new block paragraph, or use capital letters to highlight a new section. This may help the panel to read in some instances, but don't overdo it.

Please respond to the following questions. Each response is weighted equally. Refer to the FAQs for details.

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

2. Budget – DataArts Funder Report and Compensation Report

Previously known as the Cultural Data Plan, DataArts will generate a Funder Report for your organization that helps give the panel an understanding of the financial health and management of your organization. Make sure you generate a Funder Report specifically for the Arts Foundation.

- Upload your **Funder Report** as a single PDF File
- If the Expense Pie Chart in your Organization Summary section of your Funder Report shows your "G&A" (General and Administration) allocation of 30% or more, for either fiscal year, you **must** attach a one page Compensation Report
- **Compensation Report:** On one page, report a list of your organization's top 3 compensated individuals, their compensation, and their titles and/or general duties
- **PLEASE NOTE:** Because of issues obtaining budgetary information coinciding with audit timelines, your organization's Funder Report may include its most recent year as FY 2015-2016. If FY 2016-2017 budgetary information is available to you, please provide it. If not, you will not be docked for utilizing the FY 2015-2016 as the most recent information.

3. Budget Overview and Notes

As much information and transparency as you can provide will be beneficial to the panelists as they review your application. This is your opportunity to bring your Funder Report to life, as if you were explaining it to the review panel. If you don't utilize this chance to clarify aspects of your organization's budget, the panelists may be confused or take away the wrong impression regarding your financial state.

- **Budget Overview:** Provide a brief overview of your organization's current financial status (1/4

page maximum space)

- **Budget Notes:** Below the overview, enter budget notes
 - Include the Budget heading, line item number, and explanation with notes for the following
 - For any variance of 15% or more
 - Any variance you think may require explanation (even if it is less than 15%)
 - 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

4. Support Materials

All supporting materials listed below are required. The application will be considered incomplete and will be disqualified if any of the materials below are missing.

- A **one-page biography or resume** of the key person(s) responsible for the artistic growth and for the management of the organization that includes their qualifications, background, and experience
 - Upload as a PDF, .doc, or .docx
- A **list of current board members** indicating their ethnicity, occupation, and the number of years each has served on your board
 - Please spell out ethnicities, do not abbreviate
 - Upload as PDF, .doc, or .docx
- **Evidence of your organization’s 501c3 status**
 - Upload as PDF, .doc, or .docx
- **Additional support materials** should help support your Narrative – provide a link to your organization’s website (should you have one), and up to two more items that are promotional materials, press, work samples, and/or website links
 - It is advisable to have at least one quality video or image of an event your organization presented that helps support your narrative – upload as PDF, .jpg, or specific URL links

5. Government Data Collection

This section is mandatory, but is not viewed by panelists. In order to help us fulfill our government data gathering obligations, provide your organization’s estimated numbers for the areas below to reflect the 2016-2017 fiscal year. **Do not** provide percentages.

This year we ask that you use the following data prompts to create your own document offline. Cut and paste the following information to a document and complete it, then upload this to the online application as a PDF, .doc, or .docx file.

Demographics

Provide the number of program participants (or households if applicable) in each category:

Age

Birth to 5:

6-12:

13-17:

18-22:

23-59:

60-65:

65-85:

85+: Unknown:

Gender

Male:

Female:

Transgender:

Unknown:

Ethnicity/Race

African American:

Asian/Pacific Islander American:

Native American/Alaskan Native:

Multi-ethnic/multi-racial:

Anglo/White:

Hispanic/Latino:

Other Ethnic Origins:

Unknown:

Persons with Disabilities

Mental, behavioral (including substance abuse and addictions), and developmental and/or physical:

Residence

Within the City of Tucson:

Non-metro areas (rural, Reservations, areas outside of Tucson urban areas):

Unknown:

FAQs & Appendix

For Narrative

Narrative Question #2

- ***How do I effectively describe how our organization serves the public at large, AND/OR improve the quality of life in Tucson, through its arts programs?***
 - This is an AND/OR question; you can respond either in terms of “service” or “improves quality of life” through your organization’s art programming. Be specific and give examples of how your organization accomplishes this.
- ***What is “Quality of Life”?***
 - Quality-of-life seems intangible, but is made from the things that enhance the livability of a community. These may include civic and social well-being, an improved sense of safety, transformations in thinking and perception, cultural vitality, a greater sense of place, a sense of belonging, etc. In your narrative, you can describe how your art programs help improve these components, and in turn, the quality of life in Tucson.

Narrative Question #3

- ***Why do you ask me to describe the core audience that attends our organization’s events? Why do you ask me to describe how my organization reaches out beyond its primary audience through its programming?***
 - As stewards of public funds, The Arts Foundation has an obligation to support arts and cultural programming for our diverse population. Therefore, it is part of The Arts Foundation’s mandate to ensure that the organizations that receive public funding reflect that obligation. Because of the city’s limited public funding, it is even more imperative that we are diligent in ensuring public funds have the greatest impact on the city’s diverse population.
 - Please describe your core audience, defined as the people who currently attend or participate with your programming. Be specific. You may include data for you have actually served and, including demographics regarding ethnicity, age, gender, cultural and economic characteristics, geography, etc.)
 - Next, describe what you are doing to understand the barriers you might face to diversify your core audience. Be specific in how are you attempting to address these barriers through your programming (this may include new strategies to reach new audiences, such as partnering with local community groups, providing affordable admission prices, and may also include strategies to increase diversifying your board and/or staff, etc.) Provide evidence that you have begun to reach a more diverse audience.

For Budget and Compensation Report

DataArts Funder Report

- ***How do I generate a DataArts Funder Report for the Arts Foundation?***
 - You will create the Arts Foundation Funder Report using DataArts (formerly the Cultural Data Project, CDP). If you need assistance generating this report, please **call** the help desk at

DataArts. This is quickest way to get a response.

- **Phone: (877) 707-3282**
- <http://www.culturaldata.org>

Compensation Report

- ***Do I need to create a GOS Compensation Report? If so, how do I do that?***
 - Refer to the pie chart in your Organization Summary section in your Data Arts Funder Report. 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. Use the following format:
 - List as “Individual #1”, “#2,” or “#3” (please do not list actual names)
 - The Individual’s total dollar compensation (as reflected by your organization’s Form W-2 or Form 1099, or other compensation reporting to the IRS)
 - The Individual’s status (employee, contractor, board member or other status at the time of compensation)
 - That individual’s title(s) and/or general duties, and approximate % of their total time spent for each duty, totaling 100%

Example Compensation Report

FY 2016 - 2017

Individual #1. \$60,000. Employee.
Artistic Director (60%), Marketing/Community Outreach (40%)

Individual #2. \$45,500. Employee.
Accountant (40%), Development Director (60%)

Individual #3. \$35,000. Contractor.
Web designer and IT consulting (100%)

FY 2015-2016

Individual #1. \$55,000. Employee.
Artistic Director (60%), Marketing/Community Outreach (40%)

Individual #2. \$45,500. Employee.
Accountant (40%), Development Director (60%)

Individual #3. \$5,000. Contractor.
IT consulting (100%)

For Budget Overview and Notes

The Budget Overview and Notes provide the panel with a clearer picture of the overall financial health of your organization. The panel pays careful attention to your Funder Report and this additional information you

provide is helpful. If you have specific questions on how to read the numbers on your Funder Report, contact DataArts directly at their help desk at 877-707-3282, or at info@culturaldata.org.

Budget Overview

- ***How do I create a successful Budget Overview?***
 - This is a brief narrative about your organization’s current financial status, up to ¼ page in length. Give context for what the panelists are seeing in your Funder Report.

Budget Notes

- ***How do I create a successful Budget Notes?***
 - This is used to clarify any anomalies or variances you think might require explanation. Remember, Budget Notes should include the following details:
 - Any variance 15% or more
 - Any variance that might require explanation
 - 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
 - Examples of variances may include, but are not limited to: increases/reductions in total expenses, debt, endowment, working capital, etc.

Example Budget Overview and Notes

Budget Overview

In FY 2015-16 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 2015-2016 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 2015. In the previous year our annual fundraising campaign income was grouped together in this category. [etc.]

For Panel Review Process

The Panel reviews all material online at least two weeks prior to panel meetings. The makeup of a panel consists of a minimum of one The Arts Foundation grants committee member, one The Arts Foundation board member and up to five civic community panelists. The Arts Foundation Grants Program Coordinator is the facilitator at the panel meeting and reports on its proceedings as needed to The Arts Foundation grants committee.

The Arts Foundation reserves the right for the panel to make an initial online “gated” selection. This means that while all applications are scored and all receive panelist comments, some may not move on to live panel. You will be notified if your application has moved on or not to live panel.

Each application is scored by individual panelists according to the criteria listed 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 of any individual panelist. There may, in fact, be opposing views expressed within the comments.

All Grant Review Panel members **must** declare any conflict of interest and will not participate in discussions or scoring of any programs presenting a conflict.

The GOS Panels are open to the public. Applicants are welcome and encouraged to attend the panel deliberations.

For Appeals Process

The Arts Foundation Grants Committee will hear appeals from grant applicants upon written request within 21 calendar days after the date of the notification letter. An appeal will be considered only if the applicant can demonstrate that:

- There was an undisclosed conflict of interest on the part of a panel member; *or*
- A clerical mistake was made in the computation of panel scoring criteria; *or*
- Review criteria other than the criteria published in the grant guidelines were a major part of the decision

Disagreement with panel ranking or comments does not constitute grounds for an appeal.

For GOS Awardee – Legal Requirements

The following conditions must be met upon award of the General Operating Support Grant. They include:

- In the performance of the contract, the applicant organization shall abide by and conform to any and all applicable laws of the United States, State of Arizona, Pima County, and the City of Tucson. Tucson, Pima County, and the Arts Foundation for Tucson and Southern Arizona are committed to providing equal employment opportunity and affirmative action.
 - The contracted arts organization shall not discriminate in its employment practices against any employee or applicant for employment because of the employee’s or applicant’s race, religion, national origin, ancestry, gender, age, sexual orientation or physical disability. Read the Fair Labor Standards.
 - The contracted arts organization’s performance of the contract shall be in the capacity of an independent contractor and in this regard, shall indemnify and hold harmless the Arts Foundation, City of Tucson, and Pima County from all injury to persons or damage to property arising out of the act or omissions of the contracted arts organization or its officers, agents, and employees.
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- The Arts Foundation shall, through a duly authorized representative, have the right to examine and conduct an audit and re-audit of any pertinent books, documents, or other records involving transactions relating to grant recipients for a period of one year after final payment for grant related activities.
 - You must contact the Arts Foundation immediately if you make significant changes to your organization that would render it ineligible for GOS funding (such as not retaining your 501c3 status, or relocating outside Pima County). In such a case, it is up to staff to may assess if your organization must forfeit its award, and your organization remains ineligible for future funding from the Arts Foundation until it is within eligible status. Failure to report any significant changes automatically requires you to forfeit your award and renders you ineligible for future funding from the Arts Foundation until it is within eligible status.

All Arts Foundation Grant recipients must abide by the following standards:

Fair Labor Standards

All professional performers related or supporting professional personnel employed on projects or productions which are financed in whole or in part under the grant will be paid, without subsequent deduction or rebate on any account, not less than the minimum compensation as determined by the Secretary of Labor to be the prevailing minimum compensation for persons employed in similar activities.

No part of any project or production which is financed in whole or in part under the grant will be engaged in or performed under working conditions which are unsanitary or hazardous or dangerous to the health and safety of the employees engaged in such project or production. Compliance with the safety and sanitary laws of the State in which the performance or part thereof is to take place shall be prima facie evidence of compliance.

Civil Rights

All grants and awards from The Arts Foundation for Tucson and Southern Arizona are in accordance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and Title IX of the Education Amendments of 1972. No person in the United States shall on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance section (601). No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance. No otherwise qualified handicapped individual in the United States, as defined in Section 7 (6) shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance.

Certification

You must certify (at the end of your online application, check the box) that the principal individual of the organization with legal authority to obligate and with knowledge of matters contained herein, has read the above Fair Labor Standards and Civil Rights Act.

The undersigned certifies: 1) all information contained herein is accurate or represents a reasonable estimate of future operations based on data available at the time of application; 2) That there are no misstatements or misrepresentations in the information submitted herein or as a supplement; and 3) the organization will comply with the Fair Labor, Civil Rights and Handicapped Regulations.