

General Operating Support (GOS) Grant 2019-2020 Application Guidelines

→ ¿Le gustaría recibir las pautas en español?

Las pautas en español estarán disponibles en el sitio web próximamente. Busque las pautas en <https://artsfoundtucson.org/grants/general-operating-support/>

Overview

The Arts Foundation for Tucson and Southern Arizona’s General Operating Support (GOS) Grant provides unrestricted awards to non-profit arts and culture organizations located in Pima County. GOS funds invest in an organization’s mission and impact, rather than a specific project or program, and help to support the infrastructure and operational needs of an organization.

Community impact and organizational sustainability are two of the top priorities identified in the Three Year Strategic Plan guiding the Arts Foundation for Tucson and Southern Arizona until 2021. Implicit in AFTSA’s vision is a desire for diverse arts organizations within Pima County to be able to engage in their craft without having to struggle economically.

This investment in organizational health through the GOS Grant works to increase fiscal vitality and economic sustainability among arts and culture organizations within the region. Applicants will be asked to submit their SMU DataArts Funder Report, discuss their mission and goals for the next year, as well as audience demographics and outreach strategies to help the Arts Foundation determine if and how well we are meeting our goals. Specific scoring criteria are available on page 8 of this document.

GOS Grant Calendar

Monday, July 8, 2019	Application open – submission portal and guidelines available.
Tuesday, July 30, 2019	Information Session
Monday, September 9, 2019	Information Session
Friday, October 4, 2019	Application deadline – submission portal closes at 11:59 PM.
Monday, December 2, 2019	Applicants will receive notification of funding decisions.
Friday, January 10, 2020	Award funds will be available.

Please note: Locations for the information sessions are to be determined, and additional information sessions may be added. The audio of this presentation will be available on the website following the first information session.

Categories

These funds are administered through four different categories, determined by organizational budget size. Award amounts will be determined based on the organization's score, amount of funding available, and number of awards that can be made in each category. The ranges for the awards per category are below.

Category 1	Budgets of \$24,999 and under	Award range of \$1,000 - \$3,000
Category 2	Budgets between \$25,000 and \$99,999	Award range of \$2,500 - \$5,000
Category 3	Budgets between \$100,000 and \$549,999	Award range of \$5,000 - \$7,500
Category 4	Budgets above \$550,000	Award range of \$7,500 - \$10,000

Eligibility

- Organizations must have had 501c3 non-profit status for the last three consecutive years, including the current year. For this GOS Grant 2019-2020 cycle, organizations with a date of determination in the year 2016 or prior are eligible.
 - o Organizations must provide evidence of current 501c3 status, as well as their official registered office address.
- Organizations must have been located within Pima County Limits for the last three consecutive years.
 - o 50% of the organization's programming must be dedicated to the arts.
 - o 50% of the organization's projects must take place within Pima County on an annual basis.
 - o 50% of the organization's Board of Directors must reside within Pima County.
- Organizations who have received prior awards from AFTSA and are eligible for the General Operating Support Grant must have completed all necessary final reports, including from the previous 2018-2019 fiscal year.

Restrictions

- The following entities are **ineligible** to apply:
 - o 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)
 - o Any division or department of municipal, county, state, or federal government, including elementary schools, middle schools, high schools, colleges, universities and school districts
 - o Political and/or religious organizations
 - o Private and non-profit schools, except for those whose sole purpose is arts education
- Grant funds **cannot** be used toward:
 - o Tuition costs/class fees
 - o Debt retirement, the purchase of real property, or establishing/augmenting an endowment fund

Preparing and Submitting the Grant Application

Online Grant Submission Portal – Submittable.com

The Arts Foundation for Tucson and Southern Arizona uses Submittable, an online, third-party platform to accept all grant applications and other grant related materials. 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 address.

- Be sure to use an email address through which you can reliably be reached.
- **All notifications regarding your grant status from the Submittable portal will be sent to this email address.**
- Before you begin filling out the application, be sure to look over all the parts that you will need to compile so you can anticipate what information you'll need to gather.
- Compose your narrative offline using a text-based application, then copy and paste the text into the online, Submittable form.
 - o Do not compose your narrative answers directly into Submittable because you may lose important data should there be a technical problem.
 - o Please make note of the word count limitations.
- Prepare your SMU DataArts Funder Report and other materials (board and staff information, support items, etc.) in the file format requested.
- Submittable allows you to save your application and return to it later. Be sure you have saved before you exit the application.
- Do not wait until the last minute! Late or incomplete applications are not accepted.
- Upon submission, applicants will receive email confirmation that their application was received.
- **Be sure to check your junk folder and mark notifications as "not spam."**

Technical Difficulties?

- If you encounter any problems with the online application platform, please reach out to the Submittable team at support@submittable.com or (855) 467-8264.
- View the Arts Foundation's powerpoint about how to apply, available following the first workshop on July 30, 2019.
- If you have questions about the application process or content of your proposal, staff can assist you up until three weekdays before the application deadline – Monday, September 30, 2019 (with a deadline of Friday, October 4, 2019). Please contact Natalia Gabrielsen, Program Coordinator, at ngabrielsen@artsfoundtucson.org or (520) 624-0595.

To begin your GOS Grant application, please visit the link below.

<https://artsfoundtucson.submittable.com/submit>

Application Checklist

Prepare the following information offline, then copy and paste it into your online application. Be sure to save as you complete the application, especially if you would like to return to it later.

1. **Grant Narrative – 70% of score**
2. **Organization’s Budget (SMU DataArts Funder Report) – 10% of score**
 - a. This is the Arts Foundation Funder Report for your most recent three fiscal years, generated from your organization’s SMU DataArts profile.
3. **Budget Overview and Notes – 10% of score**
4. **Support Items – 10% of score**
 - a. Current board members list with home address zip codes and demographic information
 - b. Current staff members list with home address zip codes and demographic information
 - c. Evidence of your organization’s 501c3 status for the last three fiscal years
 - d. Promotional materials (organization’s website + 2 additional items)
5. **Demographic Data Collection**
 - a. This section is mandatory, but the data is not viewed by the panel and does not influence your application score. This includes Demographic Information, a short question about quality of life/economic development, and confirmation of compliance with the Fair Labor Standards.

1. Narrative Questions – 70% of Score

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 copy 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 readability when used appropriately but do be careful not to overuse emphasis.

[For information on evaluation criteria, please see page 8 of the guidelines.](#)

You will be asked to submit the mission of your organization. Please respond to the following questions with your organization’s mission statement in mind.

1. **What services or programs do you offer to fulfill your organization’s mission?**
(350 word count limit)
2. **What are your organization’s goals for the fiscal year, and how do you determine if your goals have been met?**
(350 word count limit)
3. **What is your organization’s current outreach/engagement strategy? Which communities do you serve and how do you incorporate feedback from those communities into your programming? Please include specific demographic information for your audiences if this information is available.**
(350 word count limit)

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4. Are there audiences you would like to serve beyond those currently served? If so, what are your plans, if any, to expand your outreach to that audience?
(350 word count limit)
 5. Please share one story of a person who benefited from your program in the last year, where that person was from, and how you collected this story.
(300 word count limit)

2. Budget – SMU DataArts Funder Report – 10% of Score

SMU DataArts will generate a Funder Report for your organization that helps give the grant review panel an understanding of the financial health and management of your organization. Please be sure you generate a Funder Report specifically for the GOS Grant 2019-2020 offered by Arts Foundation for Tucson and Southern Arizona.

- Upload your Funder Report as a single PDF file
- If FY 2018-2019 budget information/year-end close numbers are available to you, please provide it. If not, please simply complete the FY 2017-2018 as the most recent year information.
- The Funder Report must provide the most recent **three** fiscal years of your organization’s budget information.

→ *How do I determine what my organization’s budget size is/which category I should apply in?*

- You may need to generate your SMU DataArts Funder Report before you determine which category your organization will be applying in. Based on your organization’s most recently completed fiscal year, this number will be under “Total Revenue” found in the “Revenue Details” section of your Funder Report. Use this number to determine which category is applicable for your organization.

→ *How do I generate a SMU DataArts Funder Report for the Arts Foundation for Tucson and Southern Arizona?*

- You will create the Arts Foundation Funder Report using SMU DataArts (formerly DataArts’ the Cultural Data Project, or CDP). If you need assistance generating this report, **please call the help desk at SMU DataArts**. This is the most efficient way to receive help.
 - o You can call the SMU DataArts Helpline for Arts and Culture Organizations at **(877) 707-3282** or email at help@culturaldata.org
 - o You can access the SMU DataArts website and begin filling out your financial information at: <http://www.culturaldata.org>

3. Budget Overview and Notes – 10% of Score

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.

If there have been losses, please address how the organization is addressing those moving forward. If there are surpluses, please mention what the organization's plans are for funds in surplus years.

- **Budget Overview:** Provide a brief overview of your organization's current financial status. Give context for what the panelists are seeing in your SMU DataArts Funder Report. This will appear as a field within the Submittable application.
(200 word count limit)
- **Budget Notes:** Please upload a PDF file containing the Budget Notes. This is used to clarify any anomalies or variances you think might require explanation.
(No word count limit)
 - o Include the budget heading you are referring to and explanation with notes for **any variance you think may require explanation**. (For example, variances might include, but are not limited to: increased/reductions in total expenses, debt, endowments, working capital, etc.)
Depending on the budget item, variations larger than 30% generally prompt questions from panelists.

4. Support Items – 10% of Score

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 **list of current board members**, indicating their race/ethnicity, gender, and any other demographic information that is relevant to you within your organization, the board member's occupation, zip code, and the number of years each board member has served. Upload as PDF.
 - o Template available at: <https://artsfoundtucson.org/grants/general-operating-support/>
- A **list of current staff positions**, indicating their race/ethnicity, gender, and any other demographic information that is relevant to you within your organization, the staff member's position, zip code, and the number of years each staff person has been employed. Upload as PDF.
 - o Template available at: <https://artsfoundtucson.org/grants/general-operating-support/>
- **Evidence of your organization's 501c3 status**, indicating your organization's date of determination from 2016 or prior.
 - o Upload as a PDF
- **Promotional materials** should work to support your narrative. Provide a link to your organization's website (should you have one), and up to two more total additional items such as video links, flyers, photos, press coverage, work samples, and/or website links.
 - o **It is advisable to have at least one quality video of an event your organization presented or a program your organization led that helps support your narrative.** Panelists consistently respond very positively to videos.
 - o Panelists are not obligated to view more than three minutes worth of your additional support materials. Should you provide a long video, please also supply a time code.

5. Demographic Data Collection – Unscored

In order for AFTSA to determine if we are meeting and fulfilling our own organizational goals, we will provide space for you to report on the demographics of those served by your organization in your last fiscal year. Due to the variety of arts organizations which apply for the General Operating Support Grant, the population served by your organization may be considered, but are not limited to, participants, audience members, students, or visitors. You are free to determine who makes up the population of those which you directly serve in a way that makes the most sense for your organization.

We will ask for the number of persons served by your organization in categories associated with Age, Gender, Ethnicity/Race, Persons with Disabilities, Residency, Immigration Status, and Military Status, as listed below. Not all of these will be applicable to the population your organization serves and that is okay. Please fill out to the best of your ability.

Age	Birth to 6 6-12 13-17 18-22 23-59 60-65 85+ Unknown/Prefer not to state	Residency	Residency within City of Tucson Residency within Pima County, outside City of Tucson Residency outside Pima County Unknown/Prefer not to state
Gender	Male Female Trans male/Trans man Trans female/Trans woman Genderqueer/Gender non-conforming Unknown/Prefer not to state	Military Status	Civilian Active Reserve Retired Veteran Unknown/Prefer not to state
Ethnicity/Race	African American or Black Asian Latinx, Hispanic, or Spanish origin Indigenous Middle Eastern or North African Native Hawaiian or other Pacific Islander White Unknown/Prefer not to state	Immigration Status	U.S. Citizen Legal Permanent Resident Conditional Permanent Resident Asylee or Refugee Non-immigrant Undocumented Person Unknown/Prefer not to state
Persons with Disabilities	Those who are blind or have low vision Those who are deaf or hard of hearing Those with intellectual or developmental disabilities Those with dementia or memory difficulty Those with mobility difficulty Those with other disabilities unlisted Unknown/Prefer not to state		

After Submitting the Grant Application

Application Review Process

Following submission, GOS Grant applications are reviewed for completeness by Arts Foundation staff, then deliberated and scored by a community panel. The makeup of a panel will consist of at least four civic community members. Panels may also contain a member from the Arts Foundation Grants Committee and a member from the Arts Foundation Board of Directors. All grant review panelists must declare any conflict of interest and will not participate in discussions or scoring of any programs presenting a conflict.

The General Operating Support panels are open to the public. Applicants are welcome and encouraged to attend the panel deliberations. The Arts Foundation Program Coordinator is the facilitator at the panel meeting and reports on its proceedings as needed to the Arts Foundation Grants Committee.

Each application is scored by individual panelists, and 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 or the Arts Foundation. There may, in fact, be opposing views expressed within the comments.

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 the live panel. You will be notified if your application has moved on to the live panel deliberations.

Application Evaluation Criteria

Each application will be evaluated based on its own merit, according to the evaluation criteria and scoring system outlined below. Panelists will be asked to evaluate applications with the following statements in mind:

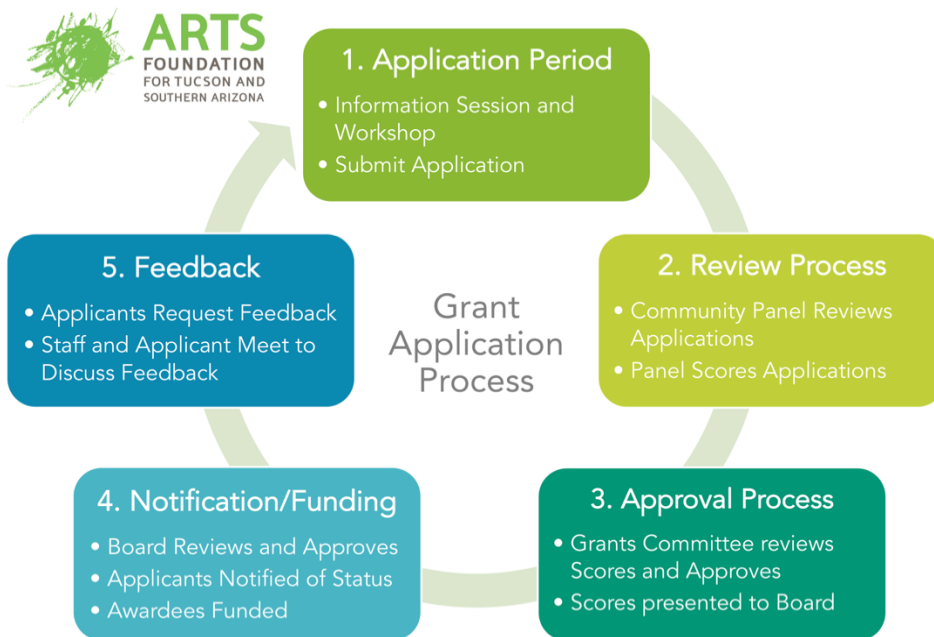
Narrative Question #1	15 points	Organization demonstrates commitment to the arts and illustrates alignment of mission and programming.
Narrative Question #2	15 points	Organization's goals are aligned with mission, a clear way to determine attainment is provided, and long-term strategies for community investment are developed.
Narrative Question #3	15 points	Organization has engagement plan and supports public accessibility and provides quality programming or service in support of its communities.
Narrative Question #4	15 points	Organization works to achieve broad, diverse participation within its communities.
Narrative Question #5	10 points	Organization demonstrates positive impact on an individual level.
SMU DataArts Funder Report	10 points	Organization demonstrates fiscal ingenuity over three years of budgetary data.

Budget Overview and Notes	10 points	Organization clearly demonstrates fiscal state of the organization and clarifies anomalies or questions from the Funder Report.
Support Items	10 points	Additional materials support the organization’s mission and supplement the grant narrative, adding to the panelists’ understanding of the organization.

Grantee Requirements

- Credit the Arts Foundation for Tucson and Southern Arizona for support of your organization in all electronic and broadcast promotion, as well as printed materials (i.e. flyers, brochures, posters, programs, etc.), including use of the Arts Foundation’s logo. (Example: “This program is partially funded by the Arts Foundation for Tucson and Southern Arizona with funds from the City of Tucson and Pima County.”)
- Supply two promotional images and/or videos we may use for publicizing purposes, advertising both your organization and the grant.
- Submit to the Arts Foundation a final report, which includes a brief narrative and images we may use for promotional purposes to Submittable by June 30, 2020.
- We hope that grantees make a brief presentation at either a City of Tucson Council Meeting or a Pima County Board of Supervisors meeting. Information about this will be available following the approval process.

Funding Approval Process



All applications for grants through the Arts Foundation follow the process outlined above for review and approval. Applications are first reviewed and scored by a community panel.

That ranking proceeds to the Arts Foundation Grants Committee, which reviews and recommends funding allocations to the Arts Foundation Board of Directors.