



Project Creosote: Rebuilding Grant for those Organizing in the Arts

Funded in Part by The National Endowment for the Arts CARES, City of Tucson and Pima County

OVERVIEW

Project Creosote: Rebuilding Grant is a program intended to help save jobs in the arts sector and keep the doors open to the thousands of organizations that add value to America's economy and the creative life of our communities. The grant program is open to arts organizations located within the Arts Foundation's service area which includes counties and Native Sovereign Nations that reside between the southern edges of the Gila River to the US Mexico international border. Project Creosote intends to make awards that will impact a broad constituency. This includes a wide geographic range and organizations that serve underserved populations such as those whose opportunities to experience the arts are limited by geography, ethnicity, economics, or disability.

Applicants will be asked to complete an online form including contact information, artistic mission, arts programming, demographics, and budget.

Application Deadline: Thursday, April 29, 2021 at 11:59 p.m. Arizona Time

AWARD

One-time emergency relief funds between \$2,000 to \$10,000 for eligible expenses.

No cash match is required. The final determination of award amount will be made based on volume of eligible applications and available funds. While applicants may request up to \$10,000, final award may be less than requested. All awarded funds must be expended within the funding period.

ELIGIBILITY

Open to arts organizations that meet all of the following criteria at the time of application:

- Tax-exempt 501(c)(3), or charitable organization that is in good standing with the IRS. Organizations without a 501(c)(3) designation may apply with a fiscal sponsor.
- Reside and provide services in counties and regions south of the Gila River. This includes Pima, Santa Cruz and Cochise counties and southern portions of Pinal, Yuma, Greenlee, Graham, Maricopa County and/or Native Sovereign Nations of Ak-Chin Indian Community, Sovereign Nation of the Cocopahs, Quechan Tribe of the Fort Yuma Indian Reservation, Gila River Indian Community, Pascua Yaqui Tribe, Tohono O'Odham Nation, San Carlos Apache Nation.
- Grantees will be required to have an active DUNS number registration to receive funding.
- Grantees will be required to submit a brief final report 30 days after the end of the funding period to document expenses and provide a brief description of programming.

The following entities are ineligible to apply:

- Religious institutions or religious group-sponsored organizations whose primary purpose is the religious socialization of individuals or whose arts programming exists as parts of religious sermons or services.
- Political organizations
- Any agency that receives more than 50% of its total gross income in a typical year from a combined total of local public sources (City of Tucson or Pima County).
- Private and non-profit schools, except for those sole purpose is arts education
- Any division or department of municipal, county, state, or federal government, including elementary schools, middle schools, high schools, colleges, universities and school districts. A waiver to this criterion may be granted to an arts organization that is deemed the sole provider of arts programming in their rural community or Native Sovereign Nation, if they meet all of the other eligibility requirements.

APPLICATION TIMELINE

The condensed deadlines outlined below are meant to get funding out quickly. Please be sure to submit applications as soon as you are able. We cannot accept late or incomplete applications.

Application Window: March 23, 2021 - April 29, 2021

Application Deadline: Thursday, April 29, 2021 at 11:59 p.m. Arizona Time

Review Period: April 30 - May 21, 2021

Notifications and Award Materials: Week of May 31, 2021

Funding Period: June 1, 2021 to May 31, 2022

ELIGIBLE EXPENSES

Funds from this award may only be used to cover the following costs incurred between the funding period. (see FAQ document for more information):

1. Salary support, full or partial, for one or more positions that are critical to an organization's artistic mission. Grantees may not claim more than 100% of salary when combined with relief provided by other Federal agencies such as the Small Business Administration, the National Endowment for the Humanities, etc.
2. Fees for artists and/or contractual personnel to maintain or expand the period during which such persons would be engaged.
3. Facilities costs such as rent and utilities.

This program cannot fund:

- Capital improvements, new construction, renovation, or restoration.
- Debt and deficit reduction that was incurred before the COVID-19 impacts.
- Subgranting funds.

HOW TO APPLY

Review Guidelines

1. Visit the Arts Foundation's [web page](#) to access guidelines and application link.
2. Review the complete guidelines, application questions, and FAQ's ([Frequently Asked Questions](#)).

3. Prepare responses, including contact information, narrative questions, artistic mission, arts programming, demographics, and budget.
4. Secure organization's budget document for most recently completed fiscal year.

Submit Online Application

5. Go to the online application form, Submittable: <https://artsfoundtucson.submittable.com/submit>
6. Refer to the correct listing for the Project Creosote: Rebuilding Grant
7. Create a Submittable account. If you already have an account, just login.
8. Complete the online application form, including contact information, narrative questions, artistic mission, arts programming, demographics, and budget.
9. Select your preferred method for submitting responses to the narrative questions and follow prompts to enter written information, or upload video or post a link.
10. Upload Budget. Click "Choose Files" to upload document.
11. Complete Southern Arizona Demographic Data.
12. Review your application one last time! Then, click "Apply Now" to submit.
13. Submit the complete online application before the deadline. We cannot accept late or incomplete applications.

Call-In Application Interview

To improve access to our application, applicants may schedule a 30-45 minute phone interview with Arts Foundation staff to complete the application form over the phone. The Call-In application method is available as an option for organizations who request assistance due to accessibility, limited technology or internet connectivity. Applicants who request this option will complete the application over the phone or video conference, where responses will be recorded and transcribed by the Arts Foundation staff on behalf of the applicant. The applicant will need to prepare responses in steps 1-4 well in advance of the scheduled Call-In Interview. Phone interviews must be completed before April 22, 2021 5:00pm AZ Time.

To schedule a Call-In Application Interview: call (520) 460-4483 or email grants@artsfoundtucson.org

REVIEW PROCESS

Applications will be reviewed for eligibility, completeness and artistic merit by a panel of artists, organizers, educators, and advocates. Following that review and consideration, applications will be entered into a process for randomized selection through the dual lens of demographic equity and geographic parity.

The following criteria of artistic excellence and artistic merit will be considered during the review of applications:

1. Appropriateness of the program to the organization's mission, audience, community, and/or constituency.
2. Potential to reach a broad geographic range of constituents.
3. Potential to reach underserved populations such as those whose opportunities to experience the arts are limited by geography, ethnicity, economics, or disability.
4. Demonstrated commitment to serve their community throughout the pandemic
5. Demonstrated commitment to retaining the creative workforce

EQUITY

The Arts Foundation for Tucson and Southern Arizona has an equity strategy that aims to identify and eliminate barriers that have prevented undercapitalized groups' full participation from the agency's

programs and to strengthen equity, diversity, and inclusion in the arts and culture sector for all communities of Southern Arizona. The program is committed to a just and equitable distribution of funding. To that commitment, the Arts Foundation for Tucson and Southern Arizona will consider equity and geographic parity as part of our decision-making and will work to expand the reach of this relief opportunity to a broad, diverse community of arts organizations.

Applicants which have not been recipients of CARES funding at the local, state, regional, or national level may be prioritized. If the applicant has already received organizational CARES funding, these funds may not be used to support expenses already covered by previous cycles of CARES funds.

APPLICATION ASSISTANCE

Bilingual Information Webinars	The Arts Foundation Team will host and record an online information session. Visit Website for details.
Bilingual Consultations	The Arts Foundation Team will provide technical assistance sessions in English and Spanish on zoom, over the phone, or via email. Click Here to sign-up for a consultation or call (520) 460-4483.
Frequently Asked Questions	Click Here to view a guide with Frequently Asked Questions or submit a question here.
Call-In Application	To improve access to our application, applicants may schedule a 30–45-minute phone interview with Arts Foundation staff to complete the application form over the phone. Answers will be transcribed, and a follow up phone call may be conducted to verify transcription. Phone interviews must be completed before April 22, 2021 5:00pm AZ Time. To schedule a Call-In Application Interview call (520) 460-4483, email grants@artsfoundtucson.org or Click Here to schedule the call.
Other Questions?	If you have questions about the application process or content of your application, please contact Yurika Isoe, Grants and Services Manager, at grants@artsfoundtucson.org or (520) 460-4483.
Submittable Technical Questions:	If you encounter any technical issues with the online application platform, please reach out to the Submittable team at support@submittable.com or (855) 467-8264.

To request this agency publication in an alternative format, contact Yurika Isoe at grants@artsfoundtucson.org or (520) 460-4483.

SECTION ONE: Eligibility Questions

Please answer the questions below to determine eligibility for this funding opportunity. If you are eligible, the remainder of the application will appear below.

1. Which category best describes your organization?
 - a. 501 (c) 3 Organization
 - b. 501 (c) 3 Organization
 - c. Organization with a 501(c)3 fiscal sponsor
 - d. Other-Waiver Request: We are an arts organization that is deemed the sole provider of arts programming in our rural community or Native Sovereign Nation
 - i. College or University Affiliate
 - ii. Unit of Local or State Government
 - iii. Unit of Native Sovereign Nation
2. Does the applicant organization reside in and provide a majority of its services or programming within Southern Arizona? Yes/No
3. Is the primary mission of the organization explicitly to produce, present, teach, serve or preserve through arts and culture? Yes/No
4. Do the arts comprise over 51% of the organization's public programming and budget? Yes/No
5. Does the organization have a least a one-year history of arts and culture programming in Southern Arizona? Yes/No

SECTION TWO: Applicant Contact Information

Please provide contact information for the primary contact on this application.

1. Organization Name:
2. DBA Organization Name (If different from Organization Name):
3. Mailing Address – Street:
4. Mailing Address – City:
5. Mailing Address – State:
6. Mailing Address - Zip Code:
7. US County
 - a. Cochise, Santa Cruz, Pima, Pinal, Yuma, Greenlee, Graham, Maricopa, Does Not Apply
8. Native Sovereign Nation
 - a. Ak-Chin Indian Community, Sovereign Nation of the Cocopahs, Quechan Tribe of the Fort Yuma Indian Reservation, Gila River Indian Community, Pascua Yaqui Tribe, Tohono O'Odham Nation, San Carlos Apache Nation, Does Not Apply
9. Primary Contact 1: First Name
10. Primary Contact 1: Last Name
11. Primary Contact 1: Position
12. Primary Contact 1: Phone Number
13. Primary Contact 1: Email
14. Secondary Contact 2: Full Name
15. Secondary Contact 2: Phone
16. Secondary Contact 2: Email
17. Organization Website:
18. Organization Social Media:
19. Preferred Method of Communication for Follow Up
 - a. Phone Call

- b. Email
 - c. Video Call
 - d. Instant Messaging: SMS Texting, Google Chat, Facebook Messenger, Instagram Messenger, WhatsApp, Signal
- [BRANCH] Specify
20. Arizona State Legislative District <https://azredistricting.org/districtlocator/>
 - a. District 2-14
 21. U.S. Federal Congressional District <https://azredistricting.org/districtlocator/>
 - a. District 1-4
 22. City of Tucson Applicants:
 - a. City of Tucson Wards 1 – 6, Outside of Tucson City Boundaries
 23. Pima County Applicants:
 - a. Pima County Supervisorial Districts 1 – 5, Outside of Pima County Boundaries
 24. Is your organization applying with a fiscal sponsor?
 - a. No
 - b. Yes
 - [BRANCH] Fiscal Sponsor Information
 - i. Fiscal Sponsor Name
 - ii. Fiscal Sponsor: Mailing Address - Street
 - iii. Fiscal Sponsor: Mailing Address - City
 - iv. Fiscal Sponsor: Mailing Address - Zip Code
 - v. Fiscal Sponsor: Mailing Address – State
 - vi. Fiscal Sponsor: Phone
 - vii. Fiscal Sponsor: Email Address
 - viii. Fiscal Sponsor: Contact Person
 25. Tax ID Number for Applicant Organization or Fiscal Sponsor:
 26. Organization DUNS Number Please indicate your Organization’s DUNS Number here:
If your organization does not have a DUNS Number yet, please write ‘none.’ In order to receive funding, your organization will be required to register for a DUNS Number, but it is not required to submit this application.

SECTION THREE: Organization Service & Activity Type

Please provide further context about your organization and programming in the fields below.

1. Organization Mission Statement: *(Maximum 250 words)*
2. Year Organization was Incorporated or formed:
3. Enter the year when the organization began providing arts and culture-based programming in southern Arizona:
4. Percentage of arts-based programming in a typical year, based on expense:
 - a. 50%-below (Ineligible)
 - b. 51%-6
 - c. 0%
 - d. 61%-70%
 - e. 81%-90%
 - f. 91%-100%
5. Which of the following categories includes your organization’s operating budget in a typical year, pre-covid?
 - a. Less than \$100,000

- b. \$100,000 to \$249,999
 - c. \$250,000 to \$499,999
 - d. \$500,000 to \$999,999
 - e. \$1,000,000 to \$4,999,999
 - f. \$5,000,000 to \$9,999,999
 - g. \$10,000,000 or more
6. Select one primary artistic discipline that is most relevant to your organization
7. Select up to two additional artistic disciplines that are relevant to your organization.
- a. Art conservation or historic preservation
 - b. Community arts (e.g., public art, creative placemaking, social practice art)
 - c. Craft (e.g., ceramics, fiber, glass, jewelry, metals, textiles)
 - d. Dance (e.g., dancers, choreographers in all genres)
 - e. Design (e.g., fashion, graphic, industrial, object, all forms of architecture)
 - f. Film (e.g., animation, documentary, episodic, experimental, narrative)
 - g. Media (e.g., technology, aesthetics, storytelling, digital cultures, immersive design, interactive media, podcasts, virtual reality, web-based projects)
 - h. Music (e.g., composers, musicians in all genres)
 - i. Teaching artist, teacher, or professor (e.g., pre-K-12, undergrad, grad, creative youth development)
 - j. Theatre & Performance (e.g., directing, experimental, live action, playwriting, puppetry, tactical and site performance)
 - k. Traditional arts (e.g., work related to the continuity and evolution of a tradition and/or cultural heritage such as cultural dance, cultural music, oral expression, and traditional crafts)
 - l. Visual Arts (e.g., installation, painting, performance art, photography, sculpture, sound art, video)
 - m. Writing & Literature (e.g., criticism, fiction, graphic novels, journalism, nonfiction, poetry)
 - n. Other: Please specify

SECTION FOUR: Artistic Excellence and Artistic Merit

The following section will guide you through narrative questions that will help the reader understand the scope of your work. Applicants may choose to submit narrative responses via written text, by uploading a video file, or by submitting a URL link to the video statement. Responses may be provided in English or Spanish.

Select your preferred format for submitting all narrative responses.

- A. Enter statement as written narrative.
- B. Video file
[BRANCH] Upload Button- Password Enabled
- C. Submit URL link to video statement.
[BRANCH] Video Link

Video Response

Applicants may submit a video no longer than five (5) minutes in length. Videos will not be assessed on the production quality of the video. Please feel free to use the video function on your phone, webcam on a computer or a digital camera. Videos may be included as a URL link from a video hosting site (such as YouTube or Vimeo), or the video may be uploaded as a file. Acceptable file types: mp4, mov, avi, mpg, 3gp, flv, webm, wmv, mkv, m4v.

Narrative Response

Please respond to questions 1-6. Narrative questions are limited to a response of 300 words or less (written or video). Video responses must begin with the stated question being answered, and then followed by the response. Example: (ie. Verbalize “What is the work that your organization does to fulfill its primary mission to produce, present, teach, serve or preserve through arts and culture?” then answer the question.)

Appropriateness of the program to the organization's mission, audience, community, and/or constituency.

1. What is the work that your organization does to fulfill its primary mission to produce, present, teach, serve or preserve through arts and culture? (programming, activities, services, etc.)
(Maximum 300 words)
2. Describe how your organization has met the needs of its community through the COVID-19 pandemic.
(Maximum 300 words)

Potential to reach a broad geographic range of constituents.

3. Who are the communities that specifically engage with and/or participate in your organization’s work? Consider artists, audience members, local, regional and segmented/special populations.
(Maximum 300 words)

Potential to reach underserved populations such as those whose opportunities to experience the arts are limited by geography, ethnicity, economics, or disability. See FAQ for Southern Arizona Demographic Statistics.

4. Please indicate if the organization’s primary mission and programming is explicitly dedicated to centering specific cultural community. Click on the options that best apply, and answer the follow up question.
 - a. BIPOC (Black, Indigenous and People of Color) or ALAANA (African, Latinx, Arab, Asian, Native-American) Communities
 - b. Communities Living with Disabilities
 - c. Rural residents
 - d. Refugee, Migrant Communities, Communities Seeking Asylum
 - e. Communities Experiencing Poverty
 - f. Gender Specific Services
 - g. LGBTQAI Communities
 - h. Specific Generations (Youth, Elders, etc)
 - i. Veteran Services
 - j. Additional Social Identities
 - k. Applicant organization mission and services are NOT primarily dedicated to a specific cultural community.

[BRANCH A-J]: Please specify how the applicant organization's mission and programming is explicitly dedicated to the selected communities (300 words maximum)

[BRANCH K]: Describe if and how your organization amplifies the voices, perspectives, talents, and artistic expression of people from historically marginalized communities.
(300 words maximum)

5. Does 51% of the organization’s leadership (Board Members, Organizers) identify and reflect the communities identified in Section 4 Question 4? Yes/No
6. Does 51% of the organization’s workers (paid staff, volunteers, creative contractors) identify and reflect the communities served in Section 4 Question 4? Yes/No

SECTION FIVE: Financial Status

1. Organization FY 2019 Income:
2. Organization FY 2019 Expenses:

3. Organization FY 2020 Income:
4. Organization FY 2020 Expenses:
5. Organization FY 2021 Budgeted Income:
6. Organization FY 2021 Budgeted Expenses:
7. Estimate of total lost income between March 1, 2020 to December 1, 2020:
8. Enter the Requested Award Amount, up to \$10,000:

Eligible Expenses

9. If awarded, how would the Requested Award Amount be used? [Table]

NOTE: If the applicant has already received organizational CARES funding, these funds may not be used to support expenses already covered by previous cycles of CARES funds.

Expense	Award Amount Distribution
Executive leadership staff salary support, full or partial	\$
Staff salary support, full or partial	\$
Fees for artists	\$
Contractual personnel	\$
Facilities costs such as rent and utilities	\$

10. Has the applicant organization previously been the recipient of COVID-19 related grants or loans at any level? Please check all that apply
 - a. Tucson CARES for Arts and Culture Organizations (Arts Foundation)
 - b. Tucson CARES for Entertainment Venues and Stages (Arts Foundation)
 - c. Community Foundation for Southern Arizona CARES
 - d. Other City of Tucson Somos Uno CARES fund
 - e. Arizona Commission for the Arts CARES
 - f. National Endowment for the Arts CARES
 - g. CARES Paycheck Protection Program (PPP)
 - h. Arizona Humanities CARES Act
 - i. Other CARES funding
 - j. [BRANCH]: Please note here the CARES funding your organization has received.
 - k. Other COVID-19 Related Grants or Loans
 - l. [BRANCH]: Please note here the CARES funding your organization has received.
 - m. Have not received CARES funding or Other Disaster Relief Grants or Loans

CARES Funding and Other Disaster Relief Grants and Loans

- a. Tucson CARES for Arts and Culture Organizations (Arts Foundation)
- b. Tucson CARES for Entertainment Venues and Stages (Arts Foundation)
- c. Community Foundation for Southern Arizona CARES
- d. Other City of Tucson Somos Uno CARES fund
- e. Arizona Commission for the Arts CARES
- f. National Endowment for the Arts CARES
- g. CARES Paycheck Protection Program (PPP)
- h. Arizona Humanities CARES Act
- i. Other CARES funding
 - [BRANCH]: Please note here the CARES funding your organization has received.
- j. Other COVID-19 Related Grants or Loans
 - [BRANCH]: Please note here the CARES funding your organization has received.

- k. Have not received CARES funding or Other Disaster Relief Grants or Loans

11. Total COVID-19 Relief Received in Grants and Loans:

12. Organization's most current budget: Upload File

SECTION SIX: Non-discrimination Clause

1. The applicant organization certifies that it does not discriminate in their employment practices, volunteer opportunities, or delivery of programs and services on the basis of Race, Religion, Gender or Gender Identity (including gender nonconformity and status as a transgender individual), Gender Expression, Sexual orientation, Age, Ancestry, Citizenship, Ethnicity, Familial Status, Socioeconomic Status (economic circumstances), Color, Creed, Sex (including pregnancy), Phases of Parenthood, National Origin, Marital Status, Veteran Status (past, current or prospective service in the armed forces), Genetic Information, Physical Characteristics or Appearance, Mental or Physical Disability, Any other status prohibited by applicable law.

[Check Box]

2. Staff Check Box

By checking the box below, I acknowledge that I have read this application and approve its submission.

I verify that the information submitted above is true. [check box]

3. Staff Name/Title

Please enter the name and title of the staff person who is acknowledging submission. If no staff, then enter name and title (if applicable) of an appropriate volunteer.

[Text box]

4. Do you allow Arts Foundation to share this grant application for other funding opportunities?

a. Yes/No

5. How did you find out about this grant?

a. TV news station

b. Radio

c. Podcast

d. Article in the newspaper

e. From a friend

f. Social Media from Arts Foundation (Instagram, Facebook, Twitter)

g. Social Media from Another Account

h. Ward/District/County/Tribal Government newsletter or social media

i. Arts Foundation Email newsletter

j. Arts Foundation website

k. Other (fill in answer)

6. Is there anything else you would like to share with AFTSA? 200 word limit

