The New Works Artist Project Grant seeks to support the depth and breadth of innovative new artwork created and produced in the City of Tucson and Pima County. The grant program supports individual artist projects that meet the highest standards of excellence across a diverse spectrum of artistic disciplines and cultural expressions. Proposed projects must include the production of new artwork, an original and imaginative approach to content and form, and a public presentation of the work (virtual or in-person premieres are acceptable).

Quick Start Guide Project Mesquite New Works 2023

The Quick Start Guide provides a general overview of the grant program requirements. For added transparency and clear definition, more thorough Guidelines are provided in pages 3 to 19 with additional guidance, help desk, FAQ's and any requirements defined by the funding sources. Applicants are encouraged to reference each section for clarification.

Program Title	**Project Mesquite New Works 2023**
Funding Purpose	New Works seeks to support the depth and breadth of innovative new artwork created and produced in the City of Tucson and Pima County.
Arts Foundation Intention	The grant program supports individual artist projects that meet the highest standards of excellence across a diverse spectrum of artistic disciplines and cultural expressions. Proposed projects must include the production of new artwork, an original and imaginative approach to content and form, and a public presentation of the work (virtual or in-person premieres are acceptable).
Open to	Artists and Artist Groups in City of Tucson, City of South Tucson, Pima County, Native Sovereign Nations of Tohono O'Odham Nation and Pascua Yaqui Tribe
Award Amount	$5,000
Funding Period	June 1, 2023-June 1, 2024
Eligible Costs	Project-related expenses including supplies, Artist Fees, honorariums, and contractors.
Funders	City of Tucson and Pima County
Guidelines & FAQ's	https://artsfoundtucson.org/grant/project-mesquite-new-works-project-grant/
Application Portal	https://artsfoundtucson.submittable.com/submit
Application Period	Open Monday, February 13, 2023 to Tuesday, March 28, 2023
Deadline to Apply	Tuesday, March 28, 2023 by 11:59pm Arizona Time
Review Criteria of Artistic Excellence and Artistic Merit	1. Artistic Excellence- Applicant demonstrates the skills and techniques relevant to carry out the New Work project. 2. Idea- The proposed project is original and imaginative in its approach to content and form. 3. Capacity- Capacity to successfully complete project is shown through past experience, related projects, or appropriate work samples. Applicant has a reasonable budget for scope of project.
Narrative Questions	1. Describe the new work you propose to create with the grant funds. What are your specific proposed activities? 2. How does this proposal relate to the work you currently do? 3. How would receiving this grant deepen your overall artistic practice? 4. Describe how you will premiere the artwork during the funding period. New Works may be premiered in its completed state, or as a work in progress. The public presentation may be virtual, in-person, or hybrid.
Materials to Prepare	Narrative; Resume or Bio, Work Samples, Budget, (Collaborative Projects Only: Collaboration Verification, Collaborator Bio, Collaborator Work Samples)
Application Flow	The Guidelines and Submittable Application Portal will guide you through the following sections. 1. Eligibility 4. Work Samples 2. Applicant Profile 5. Budget 3. Narrative 6. Disclosure and Signature
Resources	Budget Template -Webinar Sign Up Bilingual Technical Assistance -Submittable Support Grant Coaching

PROJECT MESQUITE: NEW WORKS 2023 GUIDELINES

Funded in part by the City of Tucson and Pima County.

Table of Contents

OVERVIEW

The New Works Artist Project Grant seeks to support the depth and breadth of innovative new artwork created and produced in the City of Tucson and Pima County. The grant program supports individual artist projects that meet the highest standards of excellence across a diverse spectrum of artistic disciplines and cultural expressions. Proposed projects must include the production of new artwork, an original and imaginative approach to content and form, and a public presentation of the work (virtual or in-person premieres are acceptable).

Application Deadline: Tuesday, March 28, 2023 at 11:59 p.m. Arizona Time

AWARD

Up to five awards of $5,000 each will be granted to selected projects.

ELIGIBILITY

Open to individual artists that meet all of the following criteria at the time of application:

Criteria 1. Applicant must be a working artist in any arts and culture discipline.

Criteria 2. Applicant must currently reside within the City of Tucson, City of South Tucson, Pima County, Pascua Yaqui Reservation, or The Tohono O'Odham Nation.

Criteria 3. Grantee will be required to complete a W-9 and be responsible for the financial reporting on grant funds.

Criteria 4. Grantee 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.

Criteria 5. Grantee will be required to premier new artwork during the timeframe of the funding period. New work may be presented in its completed state or presented as a work in progress.

Criteria 6. Public presentation of new artwork must premier within Pima County limits, or be virtually accessible to Pima County residents.

Criteria 7. Funded project activities must take place between June 1, 2023 – June 1, 2024.

Criteria 8. Collaborative projects submitted by a group of individual artists are permitted. A "collaborator" or "collective member" is an artist considered to be a co-owner of the project and a generative part of the team. This is not someone who provides services on a "work-for-hire" basis. Collaborators are not required to reside in Pima County.

Criteria 9. Artist (primary applicant) or Collaborator may only apply for one single project.

The following entities are ineligible to apply:

Criteria 1. Grantees of the New Works Artist Project Grant from June 2022 – June 2023.

Criteria 2.   Organizations, corporations, schools, government agencies. This grant is not an organizational support grant. Collaborations should not be a part of already established season or regularly scheduled programming for an organization.

Criteria 3.   Undergraduate and graduate students enrolled in half-time or more status during the grant funding period.

Criteria 4.   Previous grantees or contractors who have delinquent final reports or projects from any past Arts Foundation award or contract (formerly the Tucson Pima Arts Council).

APPLICATION TIMELINE

Application Window Opens: Monday, February 13, 2023
Application Deadline: Tuesday, March 28, 2023 11:59PM Arizona Time
Review Period: March 29- April 25, 2023
Notifications and Award Materials: May 1, 2023
Funding Period: June 1, 2023- June 1, 2024
Final Report Due: Monday, July 1, 2024

ELIGIBLE EXPENSES

Project-related expenses including supplies, Artist Fees, honorariums, and contractors. (See Appendix A: FAQ for details)

HOW TO APPLY

1. Visit the Arts Foundation's web page to access guidelines and application link.
2. Review the complete guidelines, application questions, and FAQs (Appendix A)
3. Prepare responses, including contact information, Narrative Questions, Resume or Artist Bio, Work Samples and Work Sample Description, and Budget Form. See Submission Material Guidelines for details.
4. Go to the online application form,
   Submittable: https//artsfoundtucson.submittable.com/submit
5. Refer to the correct listing for New Works 2023
6. Create a Submittable account. If there is a pre-existing account, just login.
7. Complete the online application form.
8. Submit all Submission Materials. Refer to Submission Material Guidelines and Website for templates.
9. Complete optional demographic information.
10. Review application one last time! Then, click "Submit Form" to submit.
11. Submit the complete online application before the deadline. We cannot accept late or incomplete applications.

REVIEW PROCESS

A panel of artists, arts administrators, community advocates and cultural workers representing geographic, discipline, and ethnic diversity will review, deliberate, and score the materials submitted by each applicant. Materials will be assessed based on eligibility, completeness, and clarity based on the published review criteria. Panel recommendations will be submitted to the Arts Foundation Board of Directors for formal approval and authorization.

The following criteria will be considered during the review of applications:

1. **Artistic Excellence**- Applicant demonstrates the skills and techniques relevant to carry out the New Work project.
2. **Idea**- The proposed project is original and imaginative in its approach to content and form.
3. **Capacity**- Capacity to successfully complete project is shown through past experience, related projects, or appropriate work samples. Applicant has a reasonable budget for scope of project.

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.

ASSISTANCE

Assistance 1.   Bilingual Information Webinars- The Arts Foundation Team will host and record an online information session. Refer to Grant Overview>Resources for link.

Assistance 2.   Bilingual Consultations- The Arts Foundation Team will provide technical assistance sessions in English and Spanish on zoom, over the phone, or via email. Refer to Quick Start Guide> Resources for link.

Assistance 3.   Grants Coaching - Applicants may request review of narrative question draft and receive a 30-min feedback call over phone or zoom. Refer to Quick Start Guide> Resources for link.

Assistance 4.   Refer to Frequently Asked Questions in Appendix A for supplementary information.

Assistance 5.   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 "How to Apply" steps 1-4 well in advance of the scheduled Call-In Interview. Phone interviews must be completed 1 week prior to deadline. To schedule a Call-In Application Interview: call (520) 460-4483 or email grants@artsfoundtucson.org

Assistance 6.   Other Questions?- If you have questions about the application process or content of your application, please contact a Grants and Services Manager, at grants@artsfoundtucson.org or (520) 460-4483.

Assistance 7.   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.

Assistance 8.   To request this agency publication in an alternative format, contact Yurika Isoe at grants@artsfoundtucson.org or (520) 460-4483.

SUBMISSION MATERIAL GUIDE

Prepare the following materials that will be uploaded through the online submission form in English or Spanish:

Narrative Questions

Respond to the Narrative Questions through text or video submission. Written Submission may not exceed 750 word limit. Video Submission must be less than four (4) minutes in length.

1. Describe the new work you propose to create with the grant funds. What are your specific proposed activities?
2. How does this proposal relate to the work you currently do?
3. How would receiving this grant deepen your overall artistic practice?
4. Describe how you will premier the artwork during the funding period. New Work(s) may be premiered in its completed state, or as a work in progress. The public presentation may be virtual, in-person, or hybrid.

NOTE Video Submissions: Videos will not be assessed on the production quality of the video. Applicant use the video function on a 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 extensions: mp4, mov, mpg.

Project Premier Plan

Q. Is the venue or means of distribution for the public presentation secured for the project premier (broadcast, stage, venue, location, gallery, etc)? (50 word max)

YES: Applicants with confirmed plan for presentation: Describe how and where the project will premier. Describe the intended audience for the premier.

NO: Applicants without confirmed presentation plan: Describe how the project will premier. Describe the work's intended audience. Describe how you plan to secure a venue or means of distribution for the proposed work.

Work Samples

Submit only work samples that have relevance to the proposed project. These should be the best representation of applicant's artwork, as well as consistent with the medium or discipline of the project request. Enter "Title, Date, Medium, Size" in the Work Sample Description Box for each work sample.

Submit work samples using the following parameters. Do not send more than the maximum stated quantity of samples, files, or minutes:

- 3 minutes of recorded audio
- 3 minutes of recorded video
- 6 images

- 3-5 poems or a maximum of 5 pages of double-spaced text
- Combination of materials listed above: Edit accordingly for no more than a total of 3 minutes of reviewing time (2 images = 1 min.)

Other Submission Material

Artist Bio, Resume(s) or C.V.(s) – Provide a short Artist Bio, resume or C.V. Uploaded files should be in .pdf format.

Budget – The budget form should include an itemized breakdown of project-related income and expenses. Indicate requested grant amount. See [website](#) for templates and examples or [Download Template](#).

Additional Support Materials for Collaborative Projects (Collaborative Projects Only)

Collaborators: Projects that name a Collaborator are <u>required</u> to supply the following support materials.

Community Partners: Projects that name confirmed venues or organizational partners are <u>encouraged</u> to supply the following support materials. project names a confirmed venue or organizational partner (not collaborator). Uploaded files should be in .pdf format.

Collaboration Verification
Select one of the following methods to provide the review panel confirmation that the named Collaborators agree to the engagement described in the proposal.
 a) Contact Information for each Collaborator. List Collaborator Name, Role, Email, AND Phone number; OR
 b) Upload a Letter of Consent signed by each named Collaborator. The letter needs to state that the named collaborator agrees to the engagement described in the proposed project. –

Collaborator Bios
 Provide a short Artist Bio, resume or C.V. for each collaborator in the project. Make sure these documents are current and show each artists' qualifications and experience in their field. Failure to include the appropriate bios may affect applicant's score.

Collaborator Work Samples
Provide work samples based on previously completed collaborations, or individual samples from up to three (3) collaborators. Be aware that panelists may only view up to three minutes of work sample materials.
Collaborator Work Samples
- 3 minutes of recorded audio
- 3 minutes of recorded video

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- 6 images
- 3-5 poems or a maximum of 5 pages of double-spaced text
- Combination of materials listed above: Edit accordingly for no more than a total of 3 minutes of reviewing time (2 images = 1 min.)

APPLICATION QUESTIONS

NOTE: Questions provided below are for reference purposes only. The full application materials must be submitted online through the Submittable Portal.

SECTION ONE: Eligibility

Section 1.   Eligibility

Answer the questions below to determine eligibility for this funding opportunity. If applicant is eligible, the remainder of the application will appear below.

Question 1.   City
Select the city you are based.

Question 2.   Category
Which category best describes your application?
Option A.   Individual Artist
Option B.   Artist Group

Question 3.   Age
Are you over the age of 18?
Option A.   Yes
Option B.   No

Question 4.   History
Do you have a least a one-year history of arts production?
Option A.   Yes
Option B.   No

Question 5.   W-9
Are you able to provide a W-9 as an individual or secure a 501(c)3 fiscal sponsor if selected as a grantee?
Option A.   Yes
Option B.   No

Question 6.   Past Grant Recipient
Have you received funding from Arts Foundation in the past?
Option A.   Yes
Option B.   No

Question 7.   [Branch Question 6] Final Report- If Yes, have you completed all final reports for past Arts Foundation Grants?

Option A.   Yes

Option B.   No

SECTION TWO: Applicant Profile

Section 2.   Applicant Profile

Complete the Applicant profile. If applying as a group, enter contact information for the primary personnel responsible for this proposal.

Question 1.   Primary Individual Applicant Legal Name

Question 2.   Artistic Name for Individual or Artist Group:

Question 3.   Mailing Address – Street

Question 4.   City

Question 5.   State

Question 6.   ZIP Code

Question 7.   US County

    Option A.   Cochise

    Option B.   Santa Cruz

    Option C.   Pima

    Option D.   Pinal

    Option E.   Yuma

    Option F.   Greenlee

    Option G.   Graham

    Option H.   Maricopa

    Option I.   Does Not Apply

Question 8.   Native Sovereign Nation

    Option A.   Ak-Chin Indian Community

    Option B.   Sovereign Nation of the Cocopahs

    Option C.   Quechan Tribe of the Fort Yuma Indian Reservation

    Option D.   Gila River Indian Community

    Option E.   Pascua Yaqui Tribe

    Option F.   Tohono O'Odham Nation

    Option G.   San Carlos Apache Nation

    Option H.   Does Not Apply

Question 9.   Website

Question 10.   Social Media

Question 11.   Upload Cover Photo

This photo will serve as a visual identifier for your application. It may be a logo, a photo of a work sample, etc.

Question 12.   Primary Contact 1 Full Name

    Phone Number

    Email

Question 13.   Secondary Contact 2 Full Name

    Phone

Email

Question 14.   Communication Method

By default, all Arts Foundation Communications will be routed through Submittable, and on occasion using the email used to create the Submittable Account.

You may indicate an additional preferred method of communication for additional support.

Option A.   Phone Call

Option B.   Email

Option C.   Video Call

Option D.   Instant Messaging

  i. SMS Texting

  ii. Google Chat

  iii. Facebook Messenger

  iv. Instagram Messenger

  v. WhatsApp

  vi. Signal

  vii. Specify Instant Messaging Platform

Question 15.   Arizona State Legislative District https://irc-az.maps.arcgis.com/apps/instant/lookup/index.html?appid=424810a4667049388ef6df4f0c73098b

Option A.   District 2-14

Question 16.   U.S. Federal Congressional District https://irc-az.maps.arcgis.com/apps/instant/lookup/index.html?appid=ffc3e1bac1ed4350923608ae8e3544c7

Option A.   District 1-4

Question 17.   City of Tucson Ward

Option A.   City of Tucson Wards 1 – 6

Option B.   Outside of Tucson City Boundaries

Question 18.   Pima County District

Option A.   Pima County Supervisorial Districts 1 – 5

Option B.   Outside of Pima County Boundaries

Question 19.   Are you applying with a 501(c)3 fiscal sponsor?

Option A.   No

Option B.   Yes

  i. Fiscal Sponsor Information

  ii. Fiscal Sponsor Name

  iii. Fiscal Sponsor: Mailing Address - Street

  iv. Fiscal Sponsor: Mailing Address - City

  v. Fiscal Sponsor: Mailing Address - Zip Code

  vi. Fiscal Sponsor: Mailing Address – State

  vii. Fiscal Sponsor: Phone

  viii. Fiscal Sponsor: Email Address

      ix. Fiscal Sponsor: Contact Person
      x. Fiscal Sponsor: Tax ID Number
      xi. Fiscal Sponsor: Upload Memorandum of Agreement

SECTION THREE: Artistic Practice

Section 3.   Artistic Practice
Provide further context about the project.
    Question 1.   Project Type
        Option A.   Individual Project
        Option B.   Collaborative Project
    Question 2.   Project Name:
    Question 3.   Requested Award Amount:
    Question 4.   How long have you or your group engaged in professional artistic production or cultural work:
        Option A.   1-4 years
        Option B.   5-10 years
        Option C.   10 years +
    Question 5.   Select one primary artistic discipline that is most relevant to your practice
        Option A.   Art conservation or historic preservation
        Option B.   Community arts (e.g., public art, creative placemaking, social practice art)
        Option C.   Craft (e.g., ceramics, fiber, glass, jewelry, metals, textiles)
        Option D.   Dance (e.g., dancers, choreographers in all genres)
        Option E.   Design (e.g., fashion, graphic, industrial, object, all forms of architecture)
        Option F.   Film (e.g., animation, documentary, episodic, experimental, narrative)
        Option G.   Media (e.g., technology, aesthetics, storytelling, digital cultures, immersive design, interactive media, podcasts, virtual reality, web-based projects)
        Option H.   Music (e.g., composers, musicians in all genres)
        Option I.   Teaching artist, teacher, or professor (e.g., pre-K-12, undergrad, grad, creative youth development)
        Option J.   Theatre & Performance (e.g., directing, experimental, live action, playwriting, puppetry, tactical and site performance)
        Option 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)
        Option L.   Visual Arts (e.g., installation, painting, performance art, photography, sculpture, sound art, video)
        Option M.   Writing & Literature (e.g., criticism, fiction, graphic novels, journalism, nonfiction, poetry)
        Option N.   Other: Specify
            i. Specify

Question 6. Select up two additional artistic disciplines that are relevant to your practice:

SECTION FOUR: Submission Materials

Section 4. Submission Material

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.

Narrative Section Questions

A. Describe the new work you propose to create with the grant funds. What are your specific proposed activities?
B. How does this proposal relate to the work you currently do?
C. How would receiving this grant deepen your overall artistic practice?
D. Describe how you will premiere the artwork during the funding period. New Works may be premiered in its completed state, or as a work in progress. The public presentation may be virtual, in-person, or hybrid.

Question 1. Submit Narrative Questions:
Option A. Provide Link
Option B. Upload File
Option C. Enter response

Question 2. Premier
Select which method of presentation that the project will premier:
Option A. Virtual
Option B. In-person
Option C. Hybrid

Question 3. Venue
Is the venue or means of distribution for the public presentation secured for the project premier (broadcast, stage, venue, location, gallery, etc)?
Option A. Yes
  i. Describe how and where you will premier your project. Describe your intended audience. Word Limit: 50
Option B. No
  i. Describe how you will premier your project. Describe your intended audience. Share how you plan to find a venue or means of distribution for your work. Word Limit: 50

Question 4. **Professional Resume or Bio**
Option A. Provide Link
  i. If password protected, Provide Password:
Option B. Upload File

Question 5. **Work Samples-** refer to the Formatting Guidelines for more information.
Option A. Provide Link
  i. If password protected, Provide Password:

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Option B.   Upload File(s)

Question 6.   **Work Sample Description** Box- Work Sample Description [Long Response]
Provide image Description including title, date of completion, medium, size
(if applicable), and description of corresponding work sample

Question 7.   **Budget Form**- Refer to website for templates and examples
Option A.   Provide Link
Option B.   Upload File

Question 8.   [Branch] Collaborative Projects- Support Material
Option A.   Provide Contact Information for collaborating Artists or
Organizations
Option B.   Upload Letter of Support

Question 9.   [Branch] Collaborative Projects- Upload Collaborator Artist Bio, CV, or
Resume

Question 10.   [Branch] Collaborative Projects- Upload Collaborator Work Samples

SECTION FIVE: Demographic Data

Section 5.   Demographic Data

*The mission of the Arts Foundation 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. Through forward-thinking accountable
leadership, the Arts Foundation for Tucson and Southern Arizona works to affect systemic
change that fosters an accessible, diverse, inclusive, and equitable arts community.*

*The following demographic information is collected as an agency-wide strategy to ensure
equitable access to our programs and services, and to determine the extent to which we are
fulfilling our mission and vision. This information will be used in aggregate and for internal
purposes only.*

Question 1.   Age
I was born in the following range of years…
Option A.   1946 or earlier
Option B.   1947 to 1964
Option C.   1965 to 1980
Option D.   1981 to 1996
Option E.   1997 or later
Option F.   Unknown/Prefer not to answer

Question 2.   I self-identify as… (Check all that apply)
Option A.   Gender non-conforming
Option B.   Genderqueer
Option C.   Non-binary
Option D.   Two-spirit
Option E.   Intersex
Option F.   Man
Option G.   Woman
Option H.   I prefer not to answer

Option I.	I prefer to self-describe
Question 3.	I self-identify as… (Check all that apply)
Option A.	Cisgender
Option B.	[Non-binary
Option C.	Transgender
Option D.	Two-spirit
Option E.	Intersex
Option F.	I prefer not to answer
Option G.	I prefer to self-describe
Question 4.	I self-identify as… (Check all that apply)
Option A.	Asexual
Option B.	Bisexual
Option C.	Demisexual
Option D.	Gay
Option E.	Heterosexual
Option F.	Lesbian
Option G.	Pansexual
Option H.	Queer
Option I.	Same-gender loving
Option J.	Two-spirit
Option K.	I prefer not to answer
Option L.	I prefer to self-describe

Question 5.	Disability
	I self-identify as a person with a disability (a sensory, physical, mobility, health or age-related, cognitive, mental health, or other impairment or medical condition).
Option A.	Yes
Option B.	No
Option C.	I prefer not to answer
Option D.	I prefer to self-describe
Question 6.	Cultural Heritage
	Which categories best describe your cultural heritage(s)? (Check all that apply).
Option A.	Black/African American/African Diaspora
Option B.	American Indian/Native American/Alaska Native/Indigenous/First Nations
Option C.	Arab, Middle Eastern, Southwest Asia, North Africa (SWANA)
Option D.	Asian/Asian American
Option E.	Latino/Latinx/Hispanic/Latino Diaspora
Option F.	Native Hawaiian or Pacific Islander
Option G.	India Subcontinent
Option H.	White or Caucasian or European
Option I.	I prefer not to answer
Question 7.	(Optional) Cultural Heritage Description

How do you self-identify your race/ethnic/cultural heritages? Self-describe: Limit: 100 words

Question 8.   Annual Household Income
Which of the following categories best describes your annual total household income?
Option A. $14,999 or less
Option B. $15,000 to $24,999
Option C. $25,000 to $34,999
Option D. $35,000 to $49,999
Option E. $50,000 to $74,999
Option F. $75,000 to $99,999
Option G. $100,000 to $149,999
Option H. $150,000 to 299,999
Option I. $300,000 or more
Option J.   I prefer not to answer

SECTION SIX: Disclosure and Signature

Section 6.   Disclosure and Signature
Question 1.   [Dropdown] Media Release: I agree the Arts Foundation and its assigns and designees may use any media uploaded in this application to educate and inform the public about Art Foundation programs or to educate about the Arts Foundation in any of the ways outlined in Media Release below.
Option A.   Yes
Option B.   No

Media Release

I agree The Arts Foundation for Tucson and Southern Arizona and its assigns and designees may use enclosed media (work samples, photography, video files, etc.) to educate and inform the public about Art Foundation programs or to educate about the Arts Foundation in any of the ways outlined in Media Release:

Print Media. The Arts Foundation may use the media in print materials.

Lectures. The Arts Foundation may utilize the media for presentations about Arts Foundation programs which are open to the public.

The Internet. The Arts Foundation may utilize the media on its website or through electronic mailings.

Television. The Arts Foundation may utilize the media in television segments or programs to be aired on local, public, cable, satellite, and/or digital TV.

Social Media. The Arts Foundation may utilize the media on social media networking sites. Opt-out available.

Successor Technologies. The Arts Foundation may utilize the media in subsequently developed technologies.

I recognize that any educational materials containing the media may be distributed or broadcast nationwide. I release the Arts Foundation and its assignees and designees from any and all claims and demands arising out of or in connection with the use of the media. I certify that I have all rights necessary to agree to these terms.

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Question 2.   Do you allow Arts Foundation to share this grant application for other funding opportunities?
Option A.   Yes
Option B.   No

Question 3.   How did you find out about this grant?
Option A.   TV news station
Option B.   Radio
Option C.   Podcast
Option D.   Article in the newspaper
Option E.   From a friend
Option F.   Social Media from Arts Foundation (Instagram, Facebook, Twitter)
Option G.   Social Media from Another Account
Option H.   Ward/District/County/Tribal Government newsletter or social media
Option I.   Arts Foundation Email newsletter
Option J.   Arts Foundation website
Option K.   Other (fill in answer)

Question 4.   Select other Arts Foundation opportunities that you are interested in:
Option A.   Arts Foundation Instagram Takeover
Option B.   Social Media Influencer Program
Option C.   Artistories Podcast
Option D.   Newsletter Feature Interview
Option E.   Nothing now, Thanks!

Question 5.   Is there anything else you would like to share with Arts Foundation? 200 word limit

Question 6.   [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.

Appendix A Frequently Asked Questions

Eligibility

1Q. Can I apply if I have Project Creosote New Works in 2022?

    A. No, you cannot apply consecutively for the same award program. New Work grantees from 2020 and before may apply as long as all grant programs are closed out through a final report.

2Q. I received CARES Act funding from Arts Foundation. Are we eligible to apply for New Works?

    A. Yes. Eligible individuals that received CARES Act funding from the NEA or Arts Foundation may apply to New Works.

3Q. How can grant funds be spent?

    A. Applicant must assign expenses in the application form and spend grant funds. If necessary, grantees may seek pre-approval from Arts Foundation to modify expense. Once approved, grantees are authorized to spend grant funds reflecting the approved changes.

Fiscal Sponsorship

4Q. Can we apply with a fiscal sponsor?

    A. Yes, fiscal sponsor must provide a valid EIN and documentation outlining the fiscal sponsor relationship (I.E. Memorandum of Understanding, Memo, Letter of Agreement, etc). The fiscal sponsor will also submit a W-9 and complete any tax requirements.

Process

5Q. How much can we apply for?

    A. Applicants may only apply for $5,000.

6Q. How do we get our grant funds?

    A. Grant funds are disbursed through a one-time payment by check through the postal service or electronically through bill.com at the beginning of the grant cycle. Once all funds have been spent, you will be eligible to submit a final report with Arts Foundation to close out your grant.

Submitting the Application

7Q. How long will this grant program accept applications?

    A. All online applications will remain open and available for submission until 11:59 p.m. Arizona time, on the deadline date in the guidelines. We recommend that you complete your online application materials well in advance of the deadline.

8Q. If I start an online application through the Arts Foundation's Submittable, can I save it and submit it later?

    A. Yes, Submittable has a "Save Draft" function to save and complete the application at a later time. It is advised that you save your application

throughout the application process to ensure that data is not lost by refreshing the page.

9Q. Will I receive confirmation that my application was received?

    A. Yes, you will receive a submission confirmation to your email associated with your Submittable account if we successfully received your application.

Review Process

10Q.   Can I find out about the status of my application during the panel review process?

    A. No, review outcomes will only be available after the review process.

11Q.   What is the Review Process?

    A. The Review Process consists of a staff-led Technical Review and a community panel review. Arts Foundation staff are not a part of the community panel review process.

12Q.   Will panel feedback be available to us after?

    A. Yes, aggregated feedback will be available to all applicants regardless of their funding status.

Financial Questions

13Q.   Is a cost-match required for this program?

    A. No, there is no cost-match requirement for this program.

14Q.   What kind of accounting is required to receive a grant?

    A. Grantees must maintain details the expenses according to the grant budget. This can range from a professional accounting system to an Excel spread sheet with itemized expenses. It should identify the who/what was paid, the amount, the date and a very brief entry for what was provided. Grantees do not have to submit copies of receipts or invoices, but all records must be retained for the period specified in the guidelines.

Deadlines

15Q.   Will Arts Foundation make exceptions to the deadlines for the grant application?

    A. No. All applications must be submitted before the published deadline to be considered.

16Q.   How do I check the status of the grant proposal I submitted?

    A. You will receive email notifications of your application status during the published Award Notification period.