



2024 OPERATING SUPPORT GRANT FOR ORGANIZATIONS

The Arts Foundation for Tucson and Southern Arizona, with support from the National Endowment for the Arts, the City of Tucson, and Pima County will accept proposals for funding from arts and culture organizations in Tucson and Southern Arizona. The Arts Foundation will steward local, regional and federal funds to complement a 3-year initiative to equitably rebuild arts economies in the borderlands and strengthen civic participation. Operating Support Grants will invest in Southern Arizona’s arts economy to 1) Restore/create jobs and 2) Incentivize arts & civic engagement.



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GUIDELINES AT A GLANCE

The Guidelines at a Glance provides a general overview of the grant program requirements. For added transparency and clear definition, more thorough Guidelines are provided on pages 6 to 33 with additional guidance, a help desk number, FAQ's and any requirements defined by the funding sources. Applicants should reference each section for clarification.

Program Title	2024 Operating Support for Organizations
Open To	501(c)3 Arts Organizations in City of Tucson, Pima County, Southern Arizona and Tribal Nations. *Fiscally Sponsored Arts Organizations within Pima County are eligible to apply.
Award Amount	\$5,000 to \$10,000
Funding Period	July 1, 2024 - June 30, 2025
Eligible Costs	<p>City of Tucson and Pima County Arts Organizations will be funded by City of Tucson and Pima County grant portfolios. Arts Organizations in these jurisdictions may apply for operational expenses. Cost share/matching funds are not required.</p> <p>Southern Arizona Arts Organizations outside of Pima County will be funded by the National Endowment for the Arts grant portfolio. Nonprofit 501(c)3 Arts Organizations in Southern Arizona may only request funds to pay for Artist fees, Artist contracts, or Artist employment. This arts-worker centered subgranting program focuses on hiring artists at any stage in their career to deliver quality arts programming and services that meet the needs of their self-described communities.</p>
Funders	City of Tucson, Pima County, National Endowment for the Arts
Grant Webpage	https://artsfoundtucson.org/grant/2024-operating-support-grant-for-organizations/
Application Portal	https://artsfoundtucson.submittable.com/submit

Application Period	Thursday, April 11 – Thursday, May 9, 2024
Grant Webinar	Monday, April 22, 1:00-2:30pm
Deadline to Apply	Thursday, May 9, 2024 by 11:59pm Arizona Time
Review Criteria of Artistic Excellence and Artistic Merit	<ol style="list-style-type: none"> 1. Potential to have an immediate impact on the arts workforce. 2. Potential to serve, reach, hire and/or support individuals whose opportunities to experience the arts are limited by ethnicity, economics, geography, or disability. 3. Ability to carry out an award as shown by the alignment of the budget and other resources with the goals and requirements of this funding opportunity. 4. Significance to the arts and culture mission and core work of the organization. 5. Evidence of affirmatively advancing equity, civil rights, racial justice, and equal opportunity as part of the organizational culture.
Narrative Questions	<ol style="list-style-type: none"> 1. Tell us how you plan to use the funds, and how this will have an immediate equitable impact on your arts workforce during the funding period. 2. Tell us how your programs have the potential to serve, reach, hire and/or support individuals whose opportunities to experience the arts are limited by ethnicity, economics, geography, or disability. 3. Tell us about your ability to carry out the financial and equitable responsibilities of this award as shown by the alignment of the budget and other resources with the goals and requirements of this funding opportunity. 4. Tell us about your arts and culture mission and the core work of your organization. 5. Tell us how your organization has normalized or affirmatively advanced equity, civil rights, racial justice, and equal opportunity in its organizational culture and public programming.
Materials to Prepare	Narrative; Budget; SAM Unique Entity Identifier (UEI); Minimum 1 digital image as cover art for application; Work Samples.

<p>Application Flow</p>	<p>The Guidelines and Submittable Application Portal will guide you through the following sections.</p> <ol style="list-style-type: none"> 1. Eligibility 2. Organization Profile 3. Organization Service & Activity Type 4. Narrative 5. Community Alignment 6. Finances 7. Disclosure and Signature
<p>Resources</p>	<ul style="list-style-type: none"> • Bilingual Technical Assistance • Webinar • Executive Order on Diversity, Equity, Inclusion, and Accessibility in the Federal Workforce • Resolution Declaring Racial and Ethnic Health Inequities and Income Inequality in Pima County to be a Public Health Crisis • UEI Entity ID (SAMS) Required Registration • Codes of Federal Regulations (CFR) Part 200 Uniform Administrative Requirements • SMU DataArts Cultural Data Profile (CDP)
<p>Helpline</p>	<p>Contact Gabriela Muñoz, Grants Manager Email: grants@artsfoundtucson.org Call: (520) 460-4483</p> <ul style="list-style-type: none"> • Office: (520) 624-0595 ext. 2
<p>Submittable Support</p>	<p>If you encounter any technical issues with the online application platform: Contact Submittable team at support@submittable.com or (855) 467-8264.</p>

OVERVIEW

2024 Operating support grants for Organizations are Funded by the National Endowment for the Arts, City of Tucson, and PIMA County, with program support from the Arizona Commission on the Arts.

The Arts Foundation for Tucson and Southern Arizona, with support from the National Endowment for the Arts, the City of Tucson, and Pima County will accept proposals for funding from arts and culture organizations in Tucson and Southern Arizona.

The Arts Foundation will steward local, regional and federal funds to complement a 3-year initiative to equitably rebuild arts economies in the borderlands and strengthen civic participation. Operating Support Grants will invest in Southern Arizona’s arts economy to 1) Restore/create jobs and 2) Incentivize arts & civic engagement.

The grant program is open to 501(c)3 Arts Organizations located within the Arts Foundation’s service area, which includes counties and Tribal Nations that reside between the southern edges of the Gila River to the US-Mexico international border. *Fiscally sponsored organizations residing within Pima County may apply. Operating Support Grants intend to make awards that will impact a broad constituency. This includes a wide geographic range and organizations that support 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.

TIMELINE

Some dates and times may be subject to change.

Application Cycle	Thursday, April 11 – Thursday, May 9, 2024
Application Deadline	Thursday, May 9, 2024, by 11: 59 p.m. Arizona Time
Review Period	Monday, May 13 – Wednesday, June 12, 2024
Notifications and Award Materials	Wednesday, June 19 – Thursday, June 27, 2024
Funding Period	July 1, 2024 - June 30, 2025
Final Report Due	Tuesday, August 12, 2025

AWARD AMOUNT

\$5,000 to \$10,000 for eligible expenses. No cash match is required.

The final determination of the 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. Grant funds are intended to support specific operating costs only, with an emphasis towards equitable compensation to arts workers. All awarded funds must be expended within the funding period.

ELIGIBLE ORGANIZATIONS

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

- Eligibility 1. Tax-exempt 501(c)(3), or charitable arts organizations that are in good standing with the IRS and federally recognized Indian tribal governments are eligible to receive funds.
- Eligibility 2. Pima County arts organizations may apply with a Fiscal Sponsor that is in good standing with the IRS and federally recognized Indian tribal governments, in order to receive funds. (Fiscally sponsored organizations outside Pima County are not eligible to apply, due to restrictions from funding source).
- Eligibility 3. 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.
- Eligibility 4. The primary mission of the organization is explicitly to produce, present, teach, serve or preserve through arts and culture.
- Eligibility 5. At least one year of artistic or cultural production or programming in Southern Arizona.
- Eligibility 6. Over 51% of the arts organization's programming and budget must be dedicated to the arts.
- Eligibility 7. Previous Grantees must be current and in compliance with all reporting to the Arts Foundation.
- Eligibility 8. Grantees will be required to create a profile for the Arts and Culture Directory within one month of receiving the award letter.
- Eligibility 9. Grantees will be required to have an active SAMs Unique Entity Identifier (UEI) number to accept the award and receive funds. See "Appendix B Unique Entity Identifier" for instructions.
- Eligibility 10. Grantees will be required to submit a current W9 IRS form.
- Eligibility 11. Grantees will be required to create a free Bill.com account to receive payment.
- Eligibility 12. Grantees will be required to complete a Risk Assessment by submitting a Self-certification to ensure the organization is not disbarred, suspended, nor have any other exclusions or disqualifications.

- Eligibility 13. Grantees will be required to provide documentation of good standing; IRS determination as 501(c)3; the most recent 990, within one month of receiving the award letter.
- Eligibility 14. Grantees will be required to disclose in writing any potential conflicts of interest that may be present when conducting funded activities.
- Eligibility 15. Grantees will be required to submit a final report to the Arts Foundation 30 days (about 4 and a half weeks) after the end of the funding period to document expenses and provide a brief description of programming.
- Eligibility 16. Grantees will be required to comply with all National Policies, including the completion of Section 504 Self-Assessment and appointing a Section 504 staff coordinator. See Appendix C for all National Policies.

Ineligible

The following entities are **not eligible** subrecipients for the federal funds.

- For-profit entities.
- Fiscally sponsored organizations outside Pima County.
- 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.
- Private and non-profit schools, except for those whose 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 a 501c3 arts organization that is deemed the sole provider of arts programming in their rural community or Tribal Nation, if they meet all the other eligibility requirements.*

ELIGIBLE EXPENSES

Pima County Arts Organizations may request funds for operational expenses.

Southern Arizona 501(c)3 Arts Organizations may request funds to pay for Artist fees, Artist contracts, or Artist employment.

Funds from this award may only be used to cover the eligible expenses incurred between the funding period dates. Cost share/matching funds are not required. Unallowable expenses See Appendix A for a list of Unallowable Expenses.

FINANCIAL RECORD MANAGEMENT

Grantees will be required to submit a report to the Arts Foundation by Tuesday, August 12, 2025. All funds must be accounted for and accurately documented. You must retain financial records and other supporting documents related to this grant for a period of four (4) years from the date the final report is submitted to the Arts Foundation. Grantees must permit the Arts Foundation and our auditors access to your records and financial statements, as necessary, to ensure

compliance with federal award requirements. If you do not use the funds or if the funds are used for unauthorized/unallowable costs or activities, you must return the funds to the Arts Foundation. (Compliance within CRF 200 Uniform Administrative Requirements).

HOW TO APPLY

Review Guidelines

- Step 1. Visit the Arts Foundation’s webpage to access guidelines and the application link in the resources.
- Step 2. Review the complete guidelines, application questions, and FAQ in Appendix D.
- Step 3. Prepare responses, including contact information, narrative questions, artistic mission, arts programming, demographics, and budget.
- Step 4. Secure organization’s budget document for most recently completed fiscal year.

Submit Online Application

- Step 5. Go to the online application form, Submittable: <https://artsfoundtucson.submittable.com/submit>
- Step 6. Refer to the correct listing for this grant program: 2024 Operating Support Grant for Organizations.
- Step 7. Create a Submittable account. If you already have an account, just login.
- Step 8. Complete the online application form, including contact information, narrative questions, cover art, artistic mission, arts programming, demographics, and budget.
- Step 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.
- Step 10. Upload Budget. Click “Choose Files” to upload document.
- Step 11. Review your application one last time! Then, click “Submit Form” to submit.
- Step 12. Submit the complete online application before the deadline. Late or incomplete applications will not be accepted.

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.

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 in 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.

Criteria Artistic Excellence and Artistic Merit

The following criteria of **artistic excellence** and **artistic merit** of the proposal will be considered during the review of applications.

- Criteria 1. Potential to have an immediate impact on the arts workforce.
- Criteria 2. Potential to serve, reach, hire and/or support individuals whose opportunities to experience the arts are limited by ethnicity, economics, geography, or disability.
- Criteria 3. Ability to carry out an award as shown by the alignment of the budget and other resources with the goals and requirements of this funding opportunity.
- Criteria 4. Significance to the arts and culture mission and core work of the organization.
- Criteria 5. Evidence of affirmatively advancing equity, civil rights, racial justice, and equal opportunity as part of the organizational culture.

ASSISTANCE

Assistance 1.	Bilingual Information Webinars	The Arts Foundation Team will host and record an online information session. Refer to Guidelines At A Glance section>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 Guidelines At A Glance section>Resources for link
Assistance 3.	Grants Coaching	Applicants may request review of narrative question draft and receive a 15 to 30-min feedback call over phone or zoom. Refer to Guidelines At A Glance section>Resources for link
Assistance 4.	Frequently Asked Questions	Refer to Frequently Asked Questions in Appendix D for supplementary information.

ADDITIONAL ASSISTANCE

<p>Assistance 5. Call-In Application Interview</p>	<p>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 from a 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 2 weeks before the deadline. To schedule a Call- In Application Interview: call (520) 460-4483 or email grants@artsfoundtucson.org</p>
<p>Assistance 6. Other Questions?</p>	<p>If you have questions about the application process or content of your application, please contact an Arts Foundation Grants and Services Manager, at grants@artsfoundtucson.org or (520) 460-4483.</p>
<p>Assistance 7. Submittable Technical Questions</p>	<p>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.</p>
<p>Assistance 8. Alternate Format</p>	<p>Request this agency publication in an alternative format, contact grants@artsfoundtucson.org or (520) 460-4483.</p>

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

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

Question 1. City- In what city is your organization based?

Question 2. Organization Category- Does the applicant organization have 501c3 status?

Option A. Yes

Option B. No

[Branch Question 2.a will appear if 'No' was selected for Organization Category]

Question 2.a. Is the applicant organization located within Pima County?

Option A. Yes

Option B. No

i. If No, then Not eligible. Only Pima County organizations are eligible to apply with a Fiscal Sponsor.

[Branch Question 2.b will appear if 'Yes' was selected for Pima County location]

Question 2.b. Does the Pima County-based applicant organization have a Fiscal Sponsor?

Option C. Yes

Option D. No

i. If No, then Not eligible. Only 501c3 arts organizations or Pima County-based organization with a Fiscal Sponsor are eligible to apply.

[Branch Question 2.c will appear if 'Yes' was selected for Fiscal Sponsor]

Complete the Fiscal Sponsor profile and enter contact information for the primary personnel responsible for the fiscal management of the award funds.

Fiscal Sponsor Legal Name

Enter the legal name of your Fiscal Sponsor as it appears in IRS filings, and in the SAM Unique Identifier Number. This field will be used to conduct a risk assessment.

Fiscal Sponsor DBA

If the Fiscal Sponsor is currently "Doing Business As" (DBA) another entity, also enter that name here. Otherwise, leave this field blank.

Mailing Address – Street

City

State

ZIP Code

Tax ID Number (EIN)

Enter Tax ID number for the Fiscal Sponsor 501c3 organization.

SAM Unique Entity Identifier (UEI)

Enter the SAM Unique Entity Identifier (UEI) for the Fiscal Sponsor 501c3 organization. If not available please write 'none.'

Important: All grantees are required to have a SAM UEI in order to accept award and receive payment. Although a UEI is not required in order to apply, you may not receive the award without the UEI.

Primary Contact

First Name

Last Name

Position Title

Phone Number

Email

Question 3. Southern Arizona Serving- Does the applicant organization reside in and provide a majority of its services or programming within Southern Arizona?

Option A. Yes

Option B. No

i. If No, then Not Eligible. Only Southern Arizona non-profits are eligible for this program.

Question 4. Primary Mission- Is the primary mission of the organization explicitly to produce, present, teach, serve or preserve through arts and culture?

Option A. Yes

Option B. No

i. If No, then Not Eligible. Only Arts Organizations are eligible for this program.

Question 5. Arts Budget- Do the arts comprise over 51% of the organization's public programming and budget?

Option A. Yes

Option B. No

i. If No, then Not Eligible. Only Arts Organizations with 51% of their expenses dedicated to the arts are eligible for this program.

Question 6. Programming History- Does the organization have at least a one-year history of arts and culture programming in Southern Arizona?

Option A. Yes

Option B. No

i. If No, then Not Eligible. Only Arts Organizations with at least one-year of arts programming are eligible for this program.

Question 7. Past Grant Recipient- Has the organization received funding from Arts Foundation in the past?

Option A. Yes

Option B. No

[Branch Question 7.a will appear if 'Yes' was selected for Past Grant Recipient] Final Report

Question 7.a. If the applicant organization is a past grantee of the Arts Foundation, were all Final Reports completed?

Option C. Yes

Option D. No

i. If No, then Not Eligible. Prior grantees with a proven track record of complying with grant reporting and are in good standing with Arts Foundation reports are eligible for this program.

SECTION TWO: ORGANIZATION PROFILE

Section 1. Organization Profile

Complete the organizational profile and enter contact information for the primary personnel responsible for this proposal.

Question 1. Organization Legal Name

Enter the legal name of your organization as it appears in your IRS filings, and in the SAM Unique Identifier Number. This field will be used to conduct a risk assessment.

Question 2. Organization DBA

If your organization is currently "Doing Business As" (DBA) another entity, also enter that name here. Otherwise, leave this field blank.

Question 3. Mailing Address – Street

City

Which Southern Arizona City or Town is your organization located in?

State

ZIP Code

- Question 4. US County
Which Southern Arizona County, below the Gila River, is your organization located in?
- 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 5. Tribal Nation
Is your organization formally affiliated with, or serve a specific Tribal Nation?
- Option A. Not Applicable
 - Option B. Yes
- [Branch Question 8.a] Tribal Nation Served
If Yes, please indicate which specific Tribal Nation is served.
- Option C. Ak-Chin Indian Community
 - Option D. Sovereign Nation of the Cocopahs
 - Option E. Quechan Tribe of the Fort Yuma Indian Reservation
 - Option F. Gila River Indian Community
 - Option G. Pascua Yaqui Tribe
 - Option H. Tohono O’odham Nation
 - Option I. San Carlos Apache Nation
- Question 6. Website URL
- Question 7. Social Media Handle
- Question 8. Upload Cover Photo
This photo will serve as a visual identifier for your application. It may be a logo, a photo of a program, participants, etc. You may upload additional photos.
- Question 9. Tax ID Number (EIN)
Enter Tax ID number for 501c3 organization.
- Question 10. SAM Unique Entity Identifier (UEI)
Enter the SAM Unique Entity Identifier (UEI) for the 501c3 organization. If the 501c3 applicant organization does not have a SAM Unique Entity Identifier (UEI) yet, please write ‘none.’
Important: All grantees are required to have a SAM UEI in order to accept award and receive payment. Although a UEI is not required in order to apply, you may not receive the award without the UEI.
- Question 11. Primary Contact 1 First Name
 Last Name
 Position Title
 Phone Number

- Email
- Question 12. Secondary Contact 2 Full Name
Phone
Email
- Question 13. Communication Method
*By default, all Arts Foundation Communications will be routed through Submittable, and on occasion send communication via the email address 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
- Question 14. Arizona State Legislative District
*Which state legislative district is your organization located in?
*State Legislative Districts with an asterisk have extremely small geographic areas that fall below the Gila River and into the Foundation's Service region.
To look up your legislative district by address visit:
<https://irc-az.maps.arcgis.com/apps/instant/lookup/index.html?appid=424810a4667049388ef6df4f0c73098b>*
Option A. District 6*
Option B. District 7*
Option C. District 16
Option D. District 17
Option E. District 18
Option F. District 19
Option G. District 21
Option H. District 22*
Option I. District 23
Option J. District 25*
- Question 15. U.S. Federal Congressional District
*Which federal congressional district is your organization located in?
*Congressional Districts with an asterisk have extremely small geographic areas that fall below the Gila River and into the Foundation's service region.
To look up your congressional district by address visit:
<https://irc-az.maps.arcgis.com/apps/instant/lookup/index.html?appid=ffc3e1bac1ed4350923608ae8e3544c7>*
Option A. District 2*
Option B. District 6
Option C. District 7
Option D. District 9*
- Question 16. City of Tucson Ward
Which City of Tucson Ward is your organization located in?

To look up your City of Tucson Ward by address visit:

<https://cotgis.maps.arcgis.com/apps/webappviewer/index.html?id=b07b1470c24648aa94ace298cd88239c>

- Option A. Ward 1
- Option B. Ward 2
- Option C. Ward 3
- Option D. Ward 4
- Option E. Ward 5
- Option F. Ward 6
- Option G. Outside of Tucson City Boundaries

Question 17. Pima County District

Which Pima County Supervisorial District is your organization located in?

To look up your Pima County District by address visit:

<https://www.recorder.pima.gov/districtmaps>

- Option A. District 1
- Option B. District 2
- Option C. District 3
- Option D. District 4
- Option E. District 5
- Option F. Outside of Pima County Boundaries

SECTION THREE: ORGANIZATION SERVICE & ACTIVITY TYPE

Section 3. Organization Services & Activity Type

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

Question 1. Program Summary

In two or three sentences, clearly describe the specific arts programming you would like us to support, and state why the programming is important. Include, as applicable, the target population that will be served, and where the programming will take place during the period of performance. (750 character limit, including spaces)

Question 2. Mission Statement

Enter your organization's Mission Statement (Maximum 250 words)

Question 3. Year Founded

Enter the year the organization was Incorporated or formed.

Question 4. Arts Programming History

Enter the date MMMMDDDDYYYY when the organization began providing arts and culture-based programming in Southern Arizona.

Question 5. Percent Arts Budget

Percentage of arts-based programming in a typical year, based on budget expenses:

Option A. 50%-below (Ineligible)

Option B. 51%-60%

Option C. 61%-70%

Option D. 71%-80%

Option E. 81%-90%

Option F. 91%-100%

Question 6. Operating Budget

Which of the following categories includes your organization's current operating budget?

Option A. Less than \$49,999

Option B. \$50,000 to \$99,999

Option C. \$100,000 to \$249,999

Option D. \$250,000 to \$499,999

Option E. \$500,000 to \$999,999

Option F. \$1,000,000 to \$4,999,999

Option G. \$5,000,000 to \$9,999,999

Option H. \$10,000,000 or more

Question 7. Primary Artistic Discipline

Select one primary artistic discipline that is most relevant to your organization.

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:** Please specify
 - i. Please Specify

SECTION FOUR: NARRATIVE

Section 4. Narrative

The following section will guide you through narrative questions that will help the reader understand the scope of your work and plans for requested funds. 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

Please answer each of the following questions in your Narrative Response. Number your responses within the Narrative, and limit your response to 1,200 words (written; or 7 minute video).

1. Arts Workforce Impact

Tell us how you plan to use the funds, and how this will have an immediate equitable impact on your arts workforce during the funding period.

Note: Proposals may focus on reaching a particular constituency; however, they may not be exclusionary under national civil rights laws and policies prohibiting discrimination. This extends to hiring practices and audience engagement activities. Please refer to Appendix A for unallowable expenses.

2. Equitable Arts Programming

Tell us how your programs have the potential to serve, reach, hire and/or support individuals whose opportunities to experience the arts are limited by ethnicity, economics, geography, or disability.

3. Capacity to Manage Funds

Tell us about your ability to carry out the financial and equitable responsibilities of this award as shown by the alignment of the budget and other resources with the goals and requirements of this funding opportunity.

4. Arts and Culture Programming

Tell us about your arts and culture mission and the core work of your organization.

5. Advancing Equity

Tell us how your organization has normalized or affirmatively advanced equity, civil rights, racial justice, and equal opportunity in its organizational culture and public programming.

Question 1. Submit Narrative

Answer all Narrative Section Questions by selecting your preferred format.

Word limit 1200 words or 7 minute video.

Option A. Enter statement as written narrative.

Option B. Video file

i. Upload Button - Password Enabled

Option C. Submit URL link to video statement.

i. Video Link

Question 2. Work Sample

Upload up a work sample to provide visual context to your organization's arts programming.

Acceptable Applicant Work Samples include:

• *Max 3 minutes of recorded audio, OR*

- *Max 3 minutes of recorded video, OR*
- *Max 6 images, OR*
- *Combination of materials listed above: Please edit accordingly for no more than a total of 3 minutes of reviewing time (2 images = 1 min.)*

Question 3. Describe Work Samples
[Long Response] Provide image Description and Image Credit

Additional Guidelines for Narrative Video Responses:

- Only one video may be submitted and all narrative questions must be answered in this section.
Video responses must begin with the stated question being answered, and then followed by the response. Example: (i.e. Verbalize “Tell us how you plan to use the funds, and how this will have an immediate equitable impact on the arts workforce during the funding period?” then answer the question.
- The video must no more than 7 minutes in length. Videos will not be assessed on the production quality of the video.
- You may opt to use the video function on your phone, webcam on a computer, digital camera, or record it on Zoom.
- 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.

SECTION FIVE: COMMUNITY ALIGNMENT

Section 5. Community Alignment

Question 1. Community and Mission Alignment

Indicate if the organization’s primary mission and programming is explicitly dedicated to centering a specific cultural community.

Click on the options that best apply and answer the follow up question.

- Option A. BIPOC (Black, Indigenous and People of Color) or ALAANA (African, Latinx, Arab, Asian, Native-American) Communities
- Option B. Communities Living with Disabilities
- Option C. Rural residents
- Option D. Refugee, Migrant Communities, Communities Seeking Asylum
- Option E. Communities Experiencing Poverty
- Option F. Gender Specific Services
- Option G. LGBTQAI Communities
- Option H. Specific Generations (Youth, Elders, etc.)
- Option I. Veteran Services
- Option J. Additional Social Identities
- Option K. Applicant organization mission and services are NOT primarily dedicated to a specific cultural community.

Question 2. Leadership and Mission Alignment

Does 51% of the organization's leadership (Board Members, CEO, Program Directors, Organizers) identify and reflect the communities identified in Question 1. Community and Mission Alignment?

Option A. Yes

Option B. No

Question 3. Workforce and Mission Alignment

Does 51% of the organization's workers (paid staff, volunteers, creative contractors) identify and reflect the communities served in Question 1 Community and Mission Alignment?

Option A. Yes

Option B. No

SECTION SIX: FINANCES

Section 6. Finances

Question 1. Fiscal Year Start and End Dates

Enter the start and end dates of the organization's fiscal year.

Question 2. Income FY 2021:

Question 3. Expenses FY 2021:

Question 4. Income FY 2022:

Question 5. Expenses FY 2022:

Question 6. Budgeted Income FY 2023

Question 7. Budgeted Expenses FY 2023:

Question 8. Requested Award Amount

Select Award Amount

Option A. \$5,000

Option B. \$10,000

Question 9. Eligible Expenses

If awarded, how will the Requested Award Amount be allocated? Enter the dollar amount of grant funds that will be allocated in any of the eligible line items below.

Option A. Artist Contracts- Expenses related to artists and/or contractual personnel to support the services they provide for specific activities of the grantee organization's day-to-day operations.

Option B. Salary support, full or partial, for one or more staff positions. Timesheets Required.

Option C. Facilities costs such as rent, and utilities.

Option D. Other Eligible Expenses

Question 10. Organization's most current budget

Upload File

SECTION SEVEN: DISCLOSURE AND SIGNATURE

Section 7. Disclosure and Signature

Question 1. Non-discrimination Clause

The applicant organization 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.

Option A. [Check Box]

Question 2. Media Release

I agree that the Arts Foundation and its assigns and designees may use any media (artwork samples) uploaded in this application to educate and inform the public about Art Foundation programs or to educate about the Arts Foundation. I recognize that any educational materials containing the media may be distributed or broadcast globally. I release the Arts Foundation and its assignees and designees from all claims and demands arising out of or in connection with the use of the media. I certify that I have all the rights necessary to agree to these terms.

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, X (formerly Twitter), TikTok)

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. Flyer

Option L. Loft Cinema

Option M. Other (fill in answer)

- Question 4. Select other Arts Foundation opportunities that you are interested in:
- Option A. Arts Foundation Instagram Takeover
 - Option B. Newsletter Feature Interview
 - Option C. Color Palette of the Month Feature
 - Option D. Past Grantee Success Story
 - Option E. Nothing now, Thanks!
- Question 5. Acknowledgement- Authorized Organization Representative
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. I certify that I have the authority to submit this application on behalf of the organization.
- Option A. [Check Box]
- Question 6. Contact- Authorized Organization Representative
Enter the name and title of the authorized person who is acknowledging submission.
- Option A. Full Name
 - Option B. Title/Role
 - Option C. Email Address
 - Option D. Phone Number
- Question 7. Contact – Financial Authorized Organization Representative
Enter the name and title of the authorized person who will sign Grant Letter of Agreement and manage receipt of awarded funding.
- Option A. Full Name
 - Option B. Title/Role
 - Option C. Email Address
 - Option D. Phone Number

APPENDIX A UNALLOWABLE EXPENSES



Overlapping Costs

Overlapping costs are not allowable. In other words, federal funds cannot support the same costs during the same period of time with two different federal grants (no overlapping costs). These costs must not be covered by any other Federal agency, such as the Small Business Administration, the National Endowment for the Humanities, etc. during the grant period. Organizations are eligible to apply for ARP subgrant funding even if they have applied for and/or received funding from other federal or state agencies, provided that the organization isn't double claiming any costs. For example, subgrantees must keep documentation to show which employees are being paid from each funding source so that the federal government isn't paying more than 100 percent of a salary during the same period of time.

Additional Unallowable Expenses

- “Artist relief” programs where the funding is intended to alleviate financial hardship (i.e., rent or food assistance to individuals) and does not require the artist to undertake work.
- Alcoholic beverages.
- Food
- Commercial (for-profit) enterprises or activities, including concessions, food, clothing, artwork, or other items for resale. This includes online or virtual sales/shops.
- Construction, purchase, or renovation of facilities.
- General fundraising.
- General miscellaneous or contingency costs.
- Land purchase costs.
- Lobbying, including activities intended to influence the outcome of elections or influence government officials regarding pending legislation, either directly or through specific lobbying appeals to the public.
- Mortgage interest, fines and penalties, bad debt costs, or deficit reduction.
- Rental costs for home office workspace owned by individuals or entities affiliated with the applicant organization.
- Awards to individuals or organizations to honor or recognize achievement.
- Social activities such as receptions, parties, or galas.
- Subawards to replace lost revenue.
- Travel costs.
- Vehicles purchases. Visa costs paid to the U.S. government.
- Voter registration drives and related activities.
- Costs supported by any other federal funding. This includes federal funding received either directly from a federal agency or indirectly from a pass-through organization such as a state arts agency, regional arts organization, or a grant made to another entity.
- Expenditures related to compensation to foreign nationals when those expenditures are not in compliance with regulations issued by the U.S. Treasury Department Office of Foreign Assets Control. For further information, see <https://www.treasury.gov/about/organizationalstructure/offices/pages/office-of-foreign-assets-control.aspx>.
- All other costs that are unallowable per 2 CFR 200 and other laws

This list is not comprehensive.

APPENDIX B UNIQUE ENTITY IDENTIFIER

The Arts Foundation is stewarding federal funds for the grant program. As a subrecipient (grantee) of the federal award, all grantees must acquire a Unique Entity Identifier to accept the award and receive payment.

The Unique Entity ID is generated in SAM.gov. If your organization is registered in SAM.gov (active or not), you already have a Unique Entity ID. It is viewable at SAM.gov.

<https://sam.gov/content/duns-uei>

The National Endowment for the Arts has a very helpful guide to describe the process:
<https://www.arts.gov/grants/first-time-applicant-guide-for-organizations>

Beginning April 4, 2022, the Unique Entity ID from SAM.gov is the authoritative identifier for those doing business with the federal government. The DUNS Number is no longer valid for federal award identification. All of the Integrated Award Environment (IAE) systems—SAM.gov, eSRS, FSRS, FPDS, FAPIIS, and CPARS—are now only using the Unique Entity ID to identify entities.

Arts Foundation grantees must maintain current information in the SAM. This requires the grantee to review and update the information at least annually after the initial registration, and more frequently if required by changes in organization's information.

APPENDIX C NATIONAL POLICY

Nondiscrimination Policies

As a condition of receipt of Federal financial assistance, you acknowledge and agree to execute your project, and require any contractors, successors, transferees, and assignees to comply with applicable provisions of national laws and policies prohibiting discrimination, including but not limited to:

1.a Title VI of the Civil Rights Act of 1964, as amended, and implemented by the National Endowment for the Arts at 45 USC 1110, provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance. Title VI also extends protection to persons with limited English proficiency (42 USC 2000d et seq.)

1.b As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. You are encouraged to consider the need for language services for LEP persons in conducting your programs and activities. For assistance and information go to www.arts.gov/foia/reading-room/nea-limited-english-proficiency-policy-guidance.

1.c Title IX of the Education Amendments of 1972, as amended, provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance (20 USC 1681 et seq.)

1.d The Age Discrimination Act of 1975, as amended, provides that no person in the United States shall, on the basis of age, be excluded from participation in, be denied benefits of, or be subject to

discrimination under any program or activity receiving Federal financial assistance (42 USC 6101 et seq.)

1.e The Americans with Disabilities Act of 1990 (ADA), as amended, prohibits discrimination on the basis of disability in employment (Title I); State and local government services (Title II); and places of public accommodation and commercial facilities (Title III) (42 USC 12101-12213).

1.f Section 504 of the Rehabilitation Act of 1973, as amended, provides that no otherwise qualified individual with a disability in the United States shall, solely by reason of his/her disability, be excluded Rev. 3/9/22 (11/3/21) National Endowment for the Arts: Specific Terms and Conditions for the American Rescue Plan Grants to Local Arts Agencies Page 15 of 17 from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance (29 USC 794). Access should be integrated into all facets and activities of an organization, from day to day operations to long range goals and objectives. Access accommodations and services should be given a high priority and funds should be available for these services. All organizations are legally required to provide reasonable and necessary accommodations for staff and visitors with disabilities.

Section 504 - Self-Evaluation and Additional Resources

- i. A Section 504 self-evaluation must be on file at your organization. To help your organization evaluate its programs, activities, and facilities with regard to Section 504 accessibility requirements, the Civil Rights Office has a Section 504 Self Evaluation Workbook available on our website.
- ii. You should designate a staff member to serve as a 504 Coordinator. The completed workbook or similar compliance and supporting documentation should be kept on file for a period of three (3) years from the date the Federal Financial Report (FFR) is filed, and made available to the public and the National Endowment for the Arts upon request. The National Endowment for the Arts may request the 504 Workbook or your compliance documents for various potential scenarios including an Inspector General audit and/or civil rights investigation.
- iii. Design for Accessibility: A Cultural Administrator's Handbook provides guidance on making access an integral part of an organization's staffing, mission, budget, and programs. This Handbook and other resources may be downloaded from the National Endowment for the Arts website. If you have questions, contact the Office of Accessibility at accessibility@arts.gov; (202) 682-5532; fax (202) 682-5715; or TTY (202) 682-5496.

Environmental And Preservation Policies

2.a The National Environmental Policy Act of 1969, as amended, applies to any Federal funds that would support an activity that may have environmental implications. We may ask you to respond to specific questions or provide additional information in accordance with the Act. If there are environmental implications, we will determine whether a categorical exclusion may apply; to undertake an environmental assessment; or to issue a "finding of no significant impact," pursuant to applicable regulations and 42 USC Sec. 4332.

2.b The National Historic Preservation Act of 1966, as amended, applies to any Federal funds that support activities that have the potential to impact any structure eligible for or on the National Register of Historic Places, adjacent to a structure that is eligible for or on the National Register of Historic Places, or located in a historic district, in accordance with Section 106. This also applies to planning activities that may affect historic properties or districts. We will conduct a review of your project activities, as appropriate, to determine the impact of your project activities on the structure or any affected properties. Agency review must be completed prior to any agency funds being released. You may be asked to provide additional information on your project to ensure compliance with the Act at any time during your award period (16 USC 470). Rev. 3/9/22 (11/3/21).

Debarment and Suspension

3. Debarment and Suspension. You must comply with requirements regarding debarment and suspension in Subpart C of 2 CFR Part 180, as adopted by the National Endowment for the Arts in 2 CFR 3254.10. There are circumstances under which we may receive information concerning your fitness to carry out a project and administer Federal funds, such as:

- i. Conviction of, or a civil judgment for, the commission of fraud, embezzlement, theft, forgery, or making false statements;
- ii. Any other offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility;
- iii. Any other cause of so serious or compelling a nature that it affects an organization's present responsibility. In these circumstances, we may need to act quickly to protect the interest of the government by suspending your funding while we undertake an investigation of the specific facts. We may coordinate our suspension actions with other Federal agencies that have an interest in our findings. A suspension may result in your debarment from receiving Federal funding government-wide for up to three (3) years.

Drug Free Workplace ACT

4. The Drug Free Workplace Act requires you to publish a statement about your drug-free workplace program. You must give a copy of this statement to each employee (including consultants and temporary personnel) who will be involved in award-supported activities at any site where these activities will be carried out. You must maintain on file the place(s) where work is being performed under this award (i.e., street address, city, state, and zip code). You must notify the National Endowment for the Arts Office of Grants Management of any employee convicted of a violation of a criminal drug statute that occurs in the workplace (41 USC 701 et seq. and 2 CFR Part 3256).

Lobbying

5. Lobbying. You may not conduct political lobbying, as defined in the statutes and regulations listed below, within your Federally-supported project. In addition, you may not use Federal funds for lobbying specifically to obtain awards. For definitions and other information on these restrictions, refer to the following:

5.1 No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law, ratification, policy, or appropriation, whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy, or appropriation; but this shall not prevent officers or employees of the United States or of its departments or agencies from communicating to any such Member or official, at his request, or to Congress or such official, through the proper official channels, requests for any legislation, law, ratification, policy, or appropriations which they deem necessary for the efficient conduct of the public business, or from making any communication whose prohibition by this section might, in the opinion of the Attorney General, violate the Constitution or interfere with the conduct of foreign policy, counter-intelligence, intelligence, or national security activities (18 USC 1913). Rev. 3/9/22 (11/3/21)

5.2 Lobbying (2 CFR 200.450) describes the cost of certain influencing activities associated with obtaining grants, contracts, cooperative agreements, or loans as an unallowable project cost. The regulation generally defines lobbying as conduct intended to influence the outcome of elections or to influence elected officials regarding pending legislation, either directly or through specific lobbying appeals to the public.

5.3 Certification Regarding Lobbying to Obtain Awards. Section 319 of Public Law 101-121, codified at 31 USC 1352, prohibits the use of Federal funds in lobbying members and employees of Congress, as well as employees of Federal agencies, with respect to the award or amendment of any Federal grant, cooperative agreement, contract, or loan. While non-Federal funds may be used for such activities, they may not be included in your project budget, and their use must be disclosed to the awarding Federal agency. Disclosure of lobbying activities by long-term employees (employed or expected to be employed for more than 130 days) is, however, not required. In addition, the law exempts from definition of lobbying certain professional and technical services by applicants and awardees.

Minimum Wage

6. Davis-Bacon and Related Acts (DBRA), as amended, requires that each contract over \$2,000 to which the United States is a party for the construction, alteration, or repair of public buildings or public works (these activities include, but are not limited to, painting, decorating, altering, remodeling, installing pieces fabricated off-site, and furnishing supplies or equipment for a work-site) must contain a clause setting forth the **minimum wages to be paid to laborers** and mechanics employed under the contract. Under the provisions of DBRA, contractors or their subcontractors must pay workers who qualify under DBRA no less than the locally prevailing wages and fringe benefits paid on projects of a similar character. Information about the laborers and projects that fall under DBRA can be found in the U.S. Department of Labor's Compliance Guide at <https://www.dol.gov/agencies/whd/government-contracts/construction>. DBRA wage determinations are to be used in accordance with the provisions of Regulations, 29 CFR Part 1, Part 3, and Part 5, and with DOL's Compliance Guide. The provisions of DBRA apply within the 50

states, territories, protectorates, and Native American nations (if the labor is completed by non-tribal laborers).

Native American Graves Protection and Repatriation Act

7. The Native American Graves Protection and Repatriation Act of 1990 applies to any organization that controls or possesses Native American human remains and associated funerary objects and receives Federal funding, even for a purpose unrelated to the Act (25 USC 3001 et seq.).

U.S. Constitution Education Program

8. U.S. Constitution Education Program. Educational institutions (including but not limited to "local educational agencies" and "institutions of higher education") receiving Federal funds from any agency are required to provide an educational program on the U.S. Constitution on September 17 (P.L. 108-447, Division J, Sec. 111(b)). For more information on how to implement this requirement and suggested resources, see www2.ed.gov/policy/fund/guid/constitutionday and <https://www.loc.gov/extranet/cld/constitution.html>.

Prohibition on use of funds to ACORN or its subsidiaries

9. Prohibition on use of funds to ACORN or its subsidiaries. None of the federal or matching funds expended for your awarded project may be distributed to the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries (P.L. 111-88 Sec. 427).

APPENDIX D FREQUENTLY ASKED QUESTIONS



Eligibility

- 1Q. Can my organization apply for the 2024 Operating Support Grant if we received a 2024 ARPA Grants for Organizations from the Arts Foundation?
- A. Yes, on the condition that all final reports have been submitted. The funding may not overlap costs.
- 2Q. My organization received other ARPA Act funding (may include funding from the Arts Foundation, National Endowment for the Arts, City of Tucson, Pima County). Are we eligible to apply for the 2024 Operating Support Grant through the Arts Foundation?
- A. Yes. Eligible organizations that received any ARPA Act funding program may apply as long as there are no overlapping costs. For example, we can't support the same costs during the same period of time with two different grants. Please inquire with Arts Foundation staff if you have any questions.
- 3Q. My Organization has not registered for a SAM UEI. Can we still apply?
- A. Yes. An, eligible organization may submit an application without a UEI; but **grantee organization must have a valid SAM UEI to accept award funding.**
- 4Q. How can grant funds be spent?
- A. Organizations must assign expenses to specific categories in the application form and spend grant funds in those categories. If necessary, grantees may seek pre-approval from Arts Foundation staff to modify project expenses. Once approved, grantees will be authorized to spend grant funds reflecting the approved changes.
- 5Q. Our organization received a prior grant from the Arts Foundation and we have not submitted our final report. Can we still apply?
- A. No. Only Grantees who have closed out their final reports can apply for this grant.
- 6Q. Our organization or collective is not formally incorporated as a non-profit 501c3. Can we apply with a fiscal sponsor?
- A. Only organizations residing in Pima County may apply with a fiscal sponsor. Risk assessment will apply to both the Grantee and their Fiscal Sponsor.
- A. Due to funder restrictions, fiscally sponsored organizations outside of Pima County are ineligible to apply for this funding opportunity.
- 7Q. How much can we apply for?
- A. Applicants may choose either the \$5,000 or \$10,000 award category.

Submitting the Application

- 8Q. 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.
- 9Q. 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.

- 10Q. 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

- 11Q. 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 is completed.
- 12Q. 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.
- 13Q. Will panel feedback be available to us after?
- A. Yes, aggregated feedback may be requested.

Financial Questions

- 14Q. Is a cost-match required for this program?
- A. No, there is no cost-match requirement for this program.
- 15Q. What kind of accounting system is required to receive a grant?
- A. Grantees must maintain a system that details the expenses that are charged to specific categories of the grant budget. This can range from a professional accounting system maintained by financial professionals for a large organization to an Excel spread sheet with columns for each budget category. It should identify the entity who was paid, the amount, the date and a very brief entry for what was provided. Grantees may or may not have to submit copies of receipts or invoices, but all records must be retained for the period specified in the guidelines.

Deadlines

- 16Q. 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.
- 17Q. 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.

Grantee Requirements

- 18Q. How do we get our grant funds?
- A. Once the Grantee submits all required documents, the grant funds are disbursed through a one-time payment by check through the postal service at the beginning of the grant cycle. Once all funds have been spent, organizations will be eligible to submit a final report with Arts Foundation to close out their grant.
- 19Q. What is a SAM Unique Entity Identifier (UEI) number, and how do we get one?
- A. To accept this award and receive funds your non-profit organization or Fiscal Sponsor, must secure a UEI to receive funds from the Federal Government. See "Appendix B Unique Entity Identifier" for instructions.
- 20Q. What is Bill.com?
- A. The Arts Foundation uses Bill.com to process payments. Organizations that set up a Bill.com account will be able to receive payments through direct deposit, rather than

postal mail. For more information on how to set up a Bill.com account, visit:
<https://help.bill.com/direct/s/article/360060488871>

21Q. What is a Risk Assessment?

- A. Because we are managing matching Federal Funds, all grantees (and as applicable, their Fiscal Sponsor) will need to complete a Risk Assessment to ensure that the organization is properly equipped to comply with, manage, process and report on the use of federal funds.

22Q. How will a grantee prove good standing with the IRS?

- A. Grantees will be asked to provide 990's or equivalent dating back as early as 2019, or for their first year of business if incorporated after 2019.

23Q. What is a Section 504 Self Assessment?

- A. In support of accessibility requirements and in accordance with section 504 of the Rehabilitation Act of 1973, all grant recipients are required to ensure that their arts programs are accessible to disabled visitors and employees. To assist grantees in their compliance with this requirement, the NEA provides this Program Evaluation Workbook (Workbook) designed to assist staff of Endowment grant recipients in evaluating the current state of accessibility. More specifically, this Program Evaluation Workbook (Workbook) is designed to assist organizations in their efforts to: (a) comply with the Endowment's regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended, including the preparation of a self-evaluation of all programs, activities, policies and practices to determine areas of noncompliance, and (b) better understand the relationship between 504 and the Americans with Disabilities Act (ADA). <https://www.arts.gov/about/civil-rights-office/applicants-recipients-of-federal-financial-assistance/section-504-self-evaluation-workbook>

24Q. Is a Final Report required?

- A. Yes, Grantees are required to submit a final report to the Arts Foundation by the date listed in the award agreement. The report signifies that Federal Funds were used in compliance with federal guidelines.