

ARTS
FOUNDATION
FOR TUCSON AND
SOUTHERN ARIZONA

2026 ARTIST Grant

DUE



Thursday
MAR 19
2026



2026 ARTIST GRANT

The Arts Foundation for Tucson and Southern Arizona, with generous support from the City of Tucson, Pima County Department of Community & Workforce Development, the Mellon Foundation, the Arizona Commission on the Arts, and the Arizona Community Foundation will accept proposals for funding from artists in Tucson and Southern Arizona. These funds are intended to help support jobs in the arts sector by investing in Southern Arizona's arts economy to 1) Restore/create jobs, 2) Incentivize arts & civic engagement, and 3) Foster viable compensation for creative work. The Arts Foundation will steward local, regional, and national funds to sustain arts economies in the borderlands and strengthen civic participation.

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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 clarity, more thorough Guidelines are provided starting on page 6, including additional guidance, a help desk number, FAQs, and any requirements defined by the funding sources. Applicants should reference each section for clarification.

GRANT TITLE	2026 Artist Grant
Open To	Artists residing and working in the City of Tucson, Pima County, Southern Arizona and Tribal Nations.
Award Amount	up to \$10,000
Application Period	Thursday, December 11, 2025 – Thursday, March 19, 2026
Deadline to Apply	Thursday, March 19, 2026, 11:59 pm, AZ-time
Funding Period	July 1, 2026 – May 31, 2027
Final Report Due	June 30, 2027
Eligible Costs	Artist wages. The grant award will directly support the artist fee. Cost share and matching funds are not required.
Funders	City of Tucson, Pima County Department of Community & Workforce Development, the Mellon Foundation, the Arizona Commission on the Arts, and the Arizona Community Foundation.
Grant Webpage	https://artsfoundtucson.org/grant/2026-artist-grant/
Application Portal	https://artsfoundtucson.submittable.com/submit
Grant Webinars	Visit Grant Webpage for sign-up links: <ul style="list-style-type: none"> • General Grant Webinar & Info Sessions: Wednesday, December 17, 2025 & Wednesday, January 28, 2026. • Financial Overview & MOU Review Sessions: Wednesday, December 17, 2025 & Wednesday, January 28, 2026.
Eligible Projects	Artists applying to this program may request funding to provide artistic services such as the creation of *new artwork, arts programming, workshops, facilitation, mentorship, and consultations, as well as other types of artistic services, exhibitions or productions. *The production and/or creation of new work supported by this grant must include a public presentation of the work (virtual or in-person premieres are acceptable).

<p>Review Criteria of Artistic Excellence and Artistic Merit</p>	<ol style="list-style-type: none"> 1. Capacity: Ability of Applicant to carry out the proposal and scope of work supported by award and agreed upon between the Applicant and client. 2. Impact: Potential to impact (serve, reach, hire and/or support) individuals whose opportunities to experience the arts are limited by factors such as geography, ethnicity, economic status, and/or disability. 3. Alignment: Potential to strengthen civic participation and community benefit through arts and culture.
<p>Narrative Questions</p>	<ol style="list-style-type: none"> 1. Capacity: Tell us about you and your artistic practice. 2. Impact: Tell us about your client, why you chose them and how they will benefit. 3. Capacity: Tell us about the arts service you are providing to the client; include schedule and location of agreed upon activities. 4. Capacity: Tell us what qualifies you to provide these services. 5. Alignment: Tell us how this service has the potential to strengthen civic participation or benefit a community. 6. Impact: Will services rendered benefit individuals whose opportunities to experience the arts are limited by factors such as geography, ethnicity, economic status, and/or disability? If so, tell us how.
<p>Materials to Prepare</p>	<ol style="list-style-type: none"> 1. Narrative 2. Work Samples 3. 1-page Resume 4. Artist Headshot 5. Co-Signed Memorandum of Understanding between applicant (artist) & Client 6. Budget
<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. Applicant Profile 3. Narrative 4. Attachments 5. Finances 6. Disclosure and Signature
<p>Resources</p>	<ul style="list-style-type: none"> • Bilingual Technical Assistance • Webinars • Sample MOU • Meet the 2025 ARPA Artist Grantees
<p>Helpline</p>	<p>Gabriela Muñoz, Director of Grants and Programs Email: grants@artsfoundtucson.org Call: (520) 460-4483 Office: (520) 624-0595 ext. 2</p>
<p>Submittable Support</p>	<p>If you encounter any technical issues with the online application platform: Contact <i>Submittable</i> team at mailto:support@submittable.com or (855) 467-8264.</p>

ARTS FOUNDATION MISSION AND VISION

The Arts Foundation for Tucson and Southern Arizona is a 501(c)(3) nonprofit and funding agency with a mission to advance the artistic expression, civic participation, and equitable economic growth of our diverse communities. Through forward-thinking, accountable leadership, the Arts Foundation works to affect systemic change that fosters an accessible, diverse, inclusive, and equitable local arts community.

As the designated local arts agency, the Arts Foundation provides arts and cultural development across Southern Arizona for individual working artists, artist collectives, ensembles, and nonprofit organizations through grant programs, professional development opportunities, and public art program management for the City of Tucson.

The work of the Arts Foundation is made possible through generous support from the City of Tucson, Pima County, the Arizona Commission on the Arts, the National Endowment for the Arts, the Mellon Foundation, the Arizona Community Foundation and individual donors. Our service area includes all counties and Tribal Nations South of the Gila River, including 372 miles along the US-Mexico international border in the South and along the 590-mile stretch of the Gila River, which flows west from the New Mexico border to the Colorado River.

NON-DISCRIMINATION STATEMENT

The Arts Foundation for Tucson and Southern Arizona (Arts Foundation) does not discriminate based on race, ethnicity, color, country of origin, religion, sex, gender, disability, or any other category protected under state or federal law. This non-discrimination statement applies to all activities of the Arts Foundation, including employment opportunities, grant awards, and community engagement opportunities.

OVERVIEW

The Arts Foundation for Tucson and Southern Arizona, with generous support from the City of Tucson, Pima County Department of Community & Workforce Development, the Mellon Foundation, the Arizona Commission on the Arts, and the Arizona Community Foundation, will accept proposals for funding from artists. These funds are intended to help support jobs in the arts sector by investing in Southern Arizona's arts economy to 1) Restore/create jobs, 2) Incentivize arts & civic engagement, and 3) Foster viable compensation for creative work.

Now in its second year, the 2026 Artist Grant will support individual artists living and working in Tucson and Southern Arizona. The Arts Foundation developed the program in response to articulated community needs, with the working artist in mind. The program is open to individual artists who have identified a Client they want to work with.

The program is open to eligible applicants 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. All complete and eligible applications will be part of a competitive peer-panel review process.

Only individual artists can apply directly through this program. The awarded funds will be made directly to the applicant, in exchange for arts services provided to the Client identified in the proposal. Arts services are defined as services informed by the artist's creative practice, in any discipline.

Artists may request funding to provide arts services like, but not restricted to:

- Consultation (advising and strategy)
- Creation of Artwork in any medium (visual, literary, performance, etc.)
- Design of Artwork in any medium (installation, animation, social media design, etc.)
- Facilitation
- Mentorship (peer to peer mentorship, career development, artistic technique development, portfolio consultations, etc.)
- Other types of tangible artistic services
- Presentation (Delivery of arts programming, performance, etc.)
- Training (workshop, arts education, instruction of other kinds)

Clients may include but not be limited to:

- Artist peers
- Businesses
- Community groups
- Community/civic partners
- Entities/partners outside the arts sector
- Government agencies
- LLCs
- Non-profit 501(c)(3) organizations
- Presenting venues/entities
- Schools

TIMELINE

Some dates and times may be subject to change.

Application Period	Thursday, December 11, 2025 – Thursday, March 19, 2026
Application Deadline	Thursday, March 19, 2026, 11:59 pm, AZ-time.
Review Period	March 20 – June 16, 2026
Award Notifications	June 17 – June 30, 2026
Funding Period	July 1, 2026 – May 31, 2027
Final Report Due	Wednesday, June 30, 2027

AWARD AMOUNT

- Up to \$10,000 to provide direct artistic services to community or civic clients. No cash match is required.
- *Certified Cross-Sector Service Provider*. Once a Grantee successfully completes the proposed funded activities, the Grantee’s profile will be promoted as a vetted business service provider in the Southern Arizona Arts and Culture Directory, a “concierger” service of the Arts Foundation website.

The final determination of the award amount will be made based on the volume of eligible applications and available funds. While applicants may request up to \$10,000, final award may be less than requested. All awarded funds must be expended within the funding period.

ELIGIBLE APPLICANTS

Open only to individual artists who meet all the following eligibility criteria **at the time of application**:

- Eligibility 1. An individual artist providing services to an eligible Client.
- Eligibility 2. Must have been practicing as an artist since 2019.
- 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 Cocopah, 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. Previous Grantees must be current in all reporting to Arts Foundation.
- Eligibility 5. Grantee will be required to create a profile for the Arts and Culture Directory to receive payment.
- Eligibility 6. Grantee will be required to submit a W9 IRS form.
- Eligibility 7. Applicant will be required to submit a co-signed MOU (Memorandum of Understanding) detailing the scope of work agreed upon between applicant and client.
- Eligibility 8. Grantee will be required to provide an invoice for services rendered to the Client.
- Eligibility 9. Grantee will be required to provide confirmation signed by client that services were completed.
- Eligibility 10. Grantee will be asked to create a free Bill.com account to receive payment.

- Eligibility 11. Grantee will be required to complete a Risk Assessment by submitting a Self-certification to ensure the grantee is not disbarred, suspended, nor have any other exclusions or disqualifications.
- Eligibility 12. Grantee will be required to disclose in writing any potential conflicts of interest that may be present when conducting funded activities.
- Eligibility 13. Grantee will be required to submit a final report to the Arts Foundation within 30 days of project completion, or 30 days after the end of the funding period. Final report will include documenting expenses and providing a brief description of services rendered. See the published deadline in this document.
- Eligibility 14. Grantees will be required to comply with all National Policies. See Appendix B.

INELIGIBLE

The following entities are **not eligible** to apply for this program.

- [Recipients of the 2025 ARPA Artist Grant Award.](#)
- 501(c)(3) non-profit organizations.
- For-profit entities.
- Fiscally sponsored organizations.
- 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, public and non-profit schools.
- Any type of entity identified as a type of eligible Client in this document.

ELIGIBLE SERVICES

Funds are intended to support the delivery of the following activities with tangible outcomes:

Examples of artistic services that may be provided by the applicant may include, but are not limited to:

- Consultation (advising and strategy)
- Creation of Artwork in any medium (visual, literary, performance, etc.)
- Design of Artwork in any medium (installation, animation, social media design, etc.)
- Facilitation
- Mentorship (peer to peer mentorship, career development, artistic technique development, portfolio consultations, etc.)
- Other types of tangible artistic services
- Presentation (Delivery of arts programming, performance, etc.)
- Training (workshop, arts education, instruction of other kinds)

Additional examples of artistic services that may be provided by the applicant may include:

- Animated videos that bring to life the client's mission
- Design curriculum, workbooks or other collateral
- Direct, perform and shoot commercials for a client
- Perform at a free public event
- Photograph headshots for staff

- Provide creative thinking for strategy and design sessions
- Provide graphic facilitation for a team gathering or other entity
- Provide voiceovers/ voice recording for materials to make more accessible
- Serve on a design team for productions
- Visual notetaking services

ELIGIBLE CLIENTS (WHO MAY RECEIVE ARTS SERVICES)

Clients may include, but are not limited to the following types of entities, in or outside the arts sector, that can make a case for public benefit of the applicant’s services:

- Artist peers
- Businesses
- Community groups
- Community/civic partners
- Entities/partners outside the arts sector
- Government agencies
- LLCs
- Non-profit 501(c)(3) organizations
- Presenting venues/entities
- Schools

ELIGIBLE EXPENSES

Artist wages/fee. Funds from this award may only be used to cover artist fee of applicant for eligible services provided to eligible Clients, as outlined in this document. Cost share/matching funds are not required.

Unallowable expenses

Overlapping costs already covered by other funding. See Appendix A for complete list of Unallowable Expenses.

FINANCIAL RECORD MANAGEMENT

Grantees will be required to submit a final report to the Arts Foundation on the due date published in the guidelines. All funds must be accounted for and accurately documented. Grantee 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 their records and financial statements, as necessary, to ensure compliance with award requirements. If Grantee does not use the funds or if the funds are used for unauthorized/unallowable costs or activities, Grantee must return the funds to the Arts Foundation.

HOW TO APPLY

Review Guidelines

- Step 1. Visit the Arts Foundation’s webpage to access the guidelines and the application link in the resources section.
- Step 2. Review the complete guidelines, application questions, Appendices, and FAQ.
- Step 3. Prepare responses to all sections of the application listed in this document.
- Step 4. Secure the organization’s budget and other tax/legal documents for the 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: **2026 Artist Grant**.
- Step 7. Create a *Submittable* account. If you already have an account, just log in.
- Step 8. Complete the online application form and all the sections listed in this document.
- Step 9. Review your application one last time! Then, click “Submit Form” to submit.
- Step 10. Submit the complete online application before the deadline. Late or incomplete applications will not be accepted.
- Step 11. Once the application form is successfully submitted, a confirmation email will be sent to the email address associated with the *Submittable* account.

REVIEW PROCESS

All applications undergo a technical review process. Submission materials will be reviewed for eligibility, completeness, and compliance. Eligible and complete applications are then forwarded to community panelists for assessment, scoring, and commenting on the applications based on the published criteria of Artistic Excellence and Artistic Merit.

Panel recommendations will be submitted to the Arts Foundation Board of Directors for formal approval and authorization.

Evaluation 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.

1. **Capacity:** Ability of applicant to carry out the proposal and scope of work supported by award and agreed upon between the applicant and Client.
2. **Impact:** Potential to impact (serve, reach, hire and/or support) individuals whose opportunities to experience the arts are limited by factors such as geography, ethnicity, economic status, and/or disability.
3. **Alignment:** Potential to strengthen civic participation and community benefit through arts and 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 C for supplementary information.
Assistance 5.	Other Questions?	Questions about the application process or content of your application. See contact below.
Assistance 6.	Alternate Format	Request this agency publication in an alternative format. See contact below.
Assistance 7.	Contact	Gabriela Muñoz, Director of Grants and Programs Email: grants@artsfoundtucson.org Call: (520) 460-4483 Office: (520) 624-0595 ext. 2

APPLICATION QUESTIONS

Information provided below is for reference purposes only. The full application materials must be submitted online through the *Submittable* Portal.

The Arts Foundation collects basic descriptive information about all applicants and their projects/proposals. The information collected will help the Arts Foundation comply with funder reporting requirements and will be used to develop statistical information about the organizations and projects it funds for all required reporting.

Information provided in the following sections will not be shared with panelists: Section 1 (Eligibility), Section 2 (Applicant Profile), and Section 6 (Disclosure and Signature)

Only information collected in Section 3 (Narrative), Section 4 (Attachments), and Section 5 (Finances) of the submission materials will be shared with panelists to review and score using the Evaluation Criteria published in this document.

SECTION ONE: 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 the applicant based?
- Question 2. Southern Arizona Serving- Does the applicant reside in and work within Southern Arizona?
- Option A. Yes
- Option B. No
- i. If No, then Not Eligible. Only Southern Arizona artists are eligible for this program.
- Question 3. Artwork History- Has the applicant been a professional working artist since 2019 or before?
- Option A. Yes
- Option B. No
- i. If No, then Not Eligible.
- Question 4. Is the applicant a Grantee of the 2025 ARPA Artist Grant?
- Option A. Yes
- Option B. No
- i. If Yes, then Not Eligible.
- Question 5. Past Grant Recipient- Has the applicant received funding from Arts Foundation in the past?
- Option A. Yes
- Option B. No
- Question 6. [Branch Question 7] Final Report
- If Yes, have you completed all final reports for past Arts Foundation Grants?*
- Option A. Yes
- Option B. 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: APPLICANT PROFILE

Complete the Applicant Profile and enter contact information for the artist responsible for this proposal.

- Question 1. Applicant Legal Name
- Question 2. Artistic Name
If your artistic name differs from your legal name, also enter that name here. Otherwise, leave this field blank.
- Question 3. Mailing Address – Street, City, State, Zip Code
- Question 4. US County
Which Southern Arizona County do you reside in?
- Option A. Cochise
- Option B. Santa Cruz
- Option C. Pima
- Option D. Pinal (South of the Gila River)
- Option E. Yuma
- Option F. Greenlee (South of the Gila River)
- Option G. Graham (South of the Gila River)
- Option H. Maricopa (South of the Gila River)
- Option I. Does Not Apply
- Question 5. Tribal Nation
Are you formally affiliated with a specific Tribal Nation?
- Option A. Not Applicable
- Option B. Yes
- [Branch Question 5.a] Tribal Nation you are formally affiliated with.
If Yes, please indicate which specific Tribal Nation is served.
- Option A. Ak-Chin Indian Community
- Option B. Sovereign Nation of the Cocopah
- 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
- Question 6. Website URL
- Question 7. Social Media Handle
- Question 8. Upload Artist Headshot
- Question 9. Applicant Contact Information
- Phone Number
- Email
- Question 10. Client Contact Information
- Full Name
- Company/Organization Name
- Phone Number
- Email
- Question 11. 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/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 12. City of Tucson Ward

Which City of Tucson Ward do you reside 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 13. 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/lookup/index.html?appid=ffc3e1bac1ed4350923608ae8e3544c7>

- Option A. District 2*
- Option B. District 6
- Option C. District 7
- Option D. District 9*

Question 14. Pima County District

Which Pima County Supervisorial District do you reside 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

Question 15. Arts & Culture Work History

Enter the year when you began working as a professional artist.

Question 16. Artistic Practice History

Has the applicant worked as a professional artist since 2019?

- Option A. Yes
 Option B. No
- Question 17. Primary Artistic Discipline
Select one primary artistic discipline that is most relevant to your arts 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: Please specify
 i. Please Specify
- Question 18. Artistic Services for which applicant seeks funding
Select the type of service you will provide to the client through this funding.
- Option A. Presentation (Delivery of arts programming, performance)
 Option B. Training (workshop, instruction)
 Option C. Design of Artwork in any medium (installation, animation, social media design, etc.)
 Option D. Creation of Artwork in any medium (visual, literary, performance, etc.)
 Option E. Consultation (advising and strategy)
 Option F. Mentorship (peer to peer mentorship, career development, artistic technique development, portfolio consultations, etc.)
- Option G. Facilitation
(Additional services that applicants might provide to Client)
 Option H. Provide graphic facilitation for a team gathering or other entity
 Option I. Visual notetaking services
 Option J. Perform at a free public event
 Option K. Provide creative thinking for strategy and design sessions
 Option L. Design curriculum, workbooks or other collateral

- Option M. Provide voiceovers/ voice recording for materials to make more accessible
- Option N. Animated videos that bring to life the client’s mission
- Option O. Photograph headshots for staff
- Option P. Direct, perform, and/or shoot commercials for a client
- Option Q. Serve on a design team for productions
- Option R. Other types of tangible artistic services
 - i. Please Specify

Question 19. Community and Mission Alignment
Indicate if the applicant, Client, and/or artistic services are explicitly related to a specific cultural community. Click all the options that may apply.

- 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. Formerly Incarcerated Populations
- Option K. Single Parents/Heads of Household
- Option L. Victims of Domestic Violence
- Option M. Persons Needing Mental Health Support
- Option N. Persons Experiencing Homelessness
- Option O. Healthcare Workers
- Option P. Front Line Workers
- Option Q. Additional Social Identities
- Option R. Applicant or Client’s mission and services are NOT primarily dedicated to a specific cultural community.

Question 20. Sectors Engaged/Served
Click all the options that may apply.

- Option A. Governmental
- Option B. Local Non-Profit Organization
- Option C. Community Advocacy
- Option D. Economic Development
- Option E. Public Health
- Option F. Tourism
- Option G. Historic preservation
- Option H. Culture and Heritage
- Option I. Public Schools
- Option J. Neighborhood Associations
- Option K. Creative Placekeeping
- Option L. Housing and Community Development
- Option M. Transportation and Mobility
- Option N. Parks and Rec

Option O. Other
i. *Please Specify*

- Question 21. Percent of Arts-Based Work Income
Percentage of arts-based income in a typical year, based on your annual income:
- Option A. 50%-below
 - Option B. 51%-60%
 - Option C. 61%-70%
 - Option D. 71%-80%
 - Option E. 81%-90%
 - Option F. 91%-100%
- Question 22. CURRENT Annual Income
Which of the following categories best describes your CURRENT annual total household income?
- Option A. Less than \$15,000
 - 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
- Question 23. Multilingual Services
Provide an annual estimate of community members that benefit from Bilingual or Multilingual services and programs.

SECTION THREE: NARRATIVE

(This information will be shared with panelists)

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

Question 1. Funding Request Synopsis

Provide a brief synopsis for your proposed arts project. For example: "To support the 'ABC Project', which will XYZ". List only funded activities that will take place during the grant funding period (Maximum 100 words)

Narrative Questions

Answer and number each of the following questions clearly and specifically. (Maximum 1,200 words)

1. Capacity: Tell us about you and your artistic practice.
2. Impact: Tell us about your client, why you chose them and how they will benefit.
3. Capacity: Tell us about the arts service you are providing to the client; include schedule and location of agreed upon activities.
4. Capacity: Tell us what qualifies you to provide these services.
5. Alignment: Tell us how this service has the potential to strengthen civic participation or benefit a community.
6. Impact: Will services rendered benefit individuals whose opportunities to experience the arts are limited by factors such as geography, ethnicity, economic status, and/or disability.? If so, tell us how.

Question 2. Submit Narrative

(Maximum 1,200 words)

SECTION FOUR: ATTACHMENTS

- Question 1. Work Samples
Upload up to 5 artwork samples to provide visual context to your arts practice.
- Question 2. Describe Work Samples
[Long Response] Provide image Description and Image Credit
- Question 3. 1-page Resume
- Question 4. Co-Signed Memo of Understanding between applicant and Client
Co-Signed Memo of Understanding should include the following:
1. *Your Name (applicant)*
 2. *Your Client's Name*
 3. *Scope of Work you are agreeing upon. The following information should be included in the Scope of Work:*
 - a. *Project title: name of project for which applicant will provide artistic services to Client*
 - b. *Parties involved: Name of applicant & Client*
 - c. *Objectives: what is the purpose of the work proposed and its intended impact on Client*
 - d. *Task list: what will be the specific tasks that will be accomplished*
 - e. *Project schedule: what is timeline for the project and tasks. List specific dates when tasks will be completed*
 - f. *Project deliverables: list of specific products, services or outcomes that will be accomplished by the time the work is completed*
 - g. *Adoption plan: In 2-3 sentences describe the plan to implement work deliverables*
 - h. *Project management: Provide a brief description of who will be responsible for work activities*
 4. *Hourly rate or rate of cost for services detailed in the Scope of Work*
 5. *Term dates for work (dates when work will start and be completed)*
 6. *Billing date(s) when work will be paid*
 7. *Project Budget. Include applicable expenses and income related to the project. Include additional expenses needed to complete the project. Indicate the source of revenue for any expense line items. Example: The 2026 Artist Grant will cover the cost of the artist fee to deliver services. Which expenses are covered by the Client?*

SECTION FIVE: FINANCES

Question 1. Requested Award Amount

Select Award Amount

Option A. \$2,500

Option B. \$5,000

Option C. \$10,000

Question 2. Budget Details

Provide detailed information of how Requested Award Amount will be used to support the work agreement between the Applicant and the Client

- Scope of Work to be engaged
- Hourly rate or rate of cost for services
- Term dates for work
- Billing date(s)

Question 3. Client Contributions

If applicable, describe how the Client will support the collaboration. This can include in-kind or cash support.

SECTION SIX: DISCLOSURE AND SIGNATURE

- Question 1. Non-discrimination Clause
The applicant 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]
I certify that applicant complies with this paragraph.
- Question 2. Funder Terms and Conditions
Option A. [Check Box]
I certify that I have read and will comply with all Funder Terms and Conditions as set forth in Appendix B of the published guidelines for this grant program.
- Question 3. 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 the Arts Foundation's programs or to promote awareness of the Arts Foundation. I recognize that any educational materials containing 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. [Check Box]
I certify that applicant complies with this paragraph.
- Question 4. 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, TikTok)
Option G. Social Media from Another Account
Option H. Ward/District/County/Tribal Nation newsletter or social media
Option I. Arts Foundation Email Newsletter
Option J. Arts Foundation Website
Option K. Flyer
Option L. Other
- Question 5. Select other Arts Foundation opportunities that you are interested in:
Option A. Newsletter Feature Interview
Option B. Color Palette of the Month Feature
Option C. Past Grantee Success Story
Option D. Nothing now, Thanks!
- Question 6. Self-Certification of Good Standing

Applicant certifies that they are not disbarred, suspended, or have any other exclusions or disqualifications that would prevent them from receiving funding from the Federal Government.

Option A. [Check Box]

I certify that the applicant complies with this paragraph.

Question 7. Legal Contact Information of Applicant

Enter the full legal name and contact information of applicant as it would appear in Grantee Letter of Agreement

Option A. Full Legal Name

Option B. Email Address

Option C. Phone Number

Question 8. Acknowledgement- Authorized Signer

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 all named partners.

Option A. [Check Box]

I certify that the applicant complies with this paragraph.

APPENDIX A UNALLOWABLE EXPENSES

Overlapping Costs

Overlapping costs are not allowable. In other words, funds cannot support the same costs during the same period with two different grants (i.e., no overlapping costs). For example, subgrantees must maintain documentation to demonstrate which employees are being paid from each funding source, ensuring that funding entities, such as the federal government, do not exceed 100 percent of a salary during the same period.

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.
- Vehicle purchases.
- Voter registration drives and related activities.
- Costs supported by any other funding. This includes government funding received either directly from a government 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>.

This list is not comprehensive.

APPENDIX B FUNDER TERMS AND CONDITIONS

Arizona Commission on the Arts

<https://azarts.gov/resources/general-grant-conditions/>

City of Tucson

The subrecipient (grantee), in its employment policies and practices, in its public accommodations and in its provision of services shall obey all relevant and applicable, federal state, and local laws, regulations and standards relating to discriminations, biases, and/or limitations, such as, but not limited to, Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, the Arizona Civil Rights Act, the Arizonans with Disabilities Act, the Human Relations provides of the Tucson Code, and the Mayor and Council policy adopted on September 25, 2000, prohibiting the direct or indirect grant of discretionary City funds to organizations that have a policy of exclusionary discrimination on the basis of race, color, religion, ancestry, sex, age, disability, national origin, sexual orientation, gender identity, familial status of marital status. *See Administrative Guidance Re: Non-Discrimination Policy for Programs Funded by the City of Tucson, attached and incorporated herein by this reference.*

Section 18: Israel Boycott Divestment. Agency certifies that it is not currently engaged in, and will not during the term of this Contract engage in, a boycott of goods or services from Israel as defined in A.R.S. § 35-393.

Section 19: Federal Immigration Laws and Regulations. Agency warrants and will require each subcontractor performing work on this Contract to warrant that it will comply with all federal immigration laws and regulations that relate to its employees and with the requirements of A.R.S. § 23-214(A). A breach of this warranty will be deemed a material breach of this Contract that is subject to penalties up to and including termination of this Contract. City may inspect the records of any employee of Agency or any subcontractor performing work on this Contract to monitor Agency's and its subcontractors' compliance with this warranty.

Pima County

9.0 NON-DISCRIMINATION. Contractor will comply with all provisions and requirements of Arizona Executive Order 2009-09, which is hereby incorporated into this Agreement, including flow down of all provisions and requirements to any subcontractors. During the performance of this Agreement, Contractor will not discriminate against any employee, client or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin.

10.0 AMERICANS WITH DISABILITIES ACT. Contractor will comply with Title II of the Americans with Disabilities Act (Public Law 110-325, 42 U.S.C.§§12101-12213) and the federal regulations for Title II (28 C.F.R. Part 35).

23.0 LEGAL ARIZONA WORKERS ACT COMPLIANCE.

23.1 Compliance with Immigration Laws. Contractor hereby warrants that it will at all times during the term of this Agreement comply with all federal immigration laws applicable to Contractor's employment of its employees, and with the requirements of A.R.S. § 23-214 (A) (together the "State and Federal Immigration Laws"). Contractor will further ensure that each subcontractor who performs any work for Contractor under this Agreement likewise complies with the State and Federal Immigration Laws.

23.2 Books and Records. County has the right at any time to inspect the books and records of Contractor and any subcontractor in order to verify such party's compliance with the State and Federal Immigration Laws.

23.3 Remedies for Breach of Warranty. Any breach of Contractor's or any subcontractor's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this Section 23.0, is a

material breach of this Agreement subjecting Contractor to penalties up to and including suspension or termination of this Agreement. If the breach is by a subcontractor, and the subcontract is suspended or terminated as a result, Contractor will be required to take such steps as may be necessary to either self-perform the services that would have been provided under the subcontract or retain a replacement subcontractor, as soon as possible so as not to delay project completion. Any additional costs attributable directly or indirectly to such remedial action are the responsibility of Contractor.

23.4 Subcontractors. Contractor will advise each subcontractor of County's rights, and the subcontractor's obligations, under this Section 23.0 by including a provision in each subcontract substantially in the following form: "Subcontractor hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to Subcontractor's employees, and with the requirements of A.R.S. § 23-214 (A). Subcontractor further agrees that County may inspect the Subcontractor's books and records to insure ensure that Subcontractor is in compliance with these requirements. Any breach of this paragraph by Subcontractor will be deemed to be a material breach of this contract, subjecting Subcontractor to penalties up to and including suspension or termination of this contract."

27.0 CHILD LABOR. Contractor will comply with all child labor laws, including, but not limited to, A.R.S. § 23-230 et seq., the applicable provisions of which are hereby incorporated as provisions of this Agreement.

28.0 FINGERPRINTING. Contractor will comply with applicable provisions of A.R.S. §§ 8-804, 36-594.01, 36-3008, 41-1964, and 46-141, which are hereby incorporated as provisions of this Agreement.

29.0 ELIGIBILITY FOR PUBLIC BENEFITS. Contractor will comply with applicable provisions of A.R.S. §§1-501 and 1-502 regarding public benefits, which are hereby incorporated as provisions of this Agreement.

30.0 ISRAEL BOYCOTT CERTIFICATION. Pursuant to A.R.S. § 35-393.01, if Contractor engages in for-profit activity and has 10 or more employees, and if this Contract has a value of \$100,000.00 or more, Contractor certifies it is not currently engaged in, and agrees for the duration of this Contract to not engage in, a boycott of goods or services from Israel. This certification does not apply to a boycott prohibited by 50 U.S.C. § 4842 or a regulation issued pursuant to 50 U.S.C. § 4842.

31.0 FORCED LABOR OF ETHNIC UYGHURS. Pursuant to A.R.S. § 35-394, if Contractor engages in for-profit activity and has 10 or more employees, Contractor certifies it is not currently using, and agrees for the duration of this Contract to not use (1) the forced labor of ethnic Uyghurs in the People's Republic of China; (2) any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; and (3) any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China. If Contractor becomes aware during the term of the Contract that the Company is not in compliance with A.R.S. § 35-394, Contractor must notify the County within five business days and provide a written certification to County regarding compliance within one hundred eighty days.

Mellon Foundation

Limitations on Lobbying and Political Activity. Your organization confirms that Foundation grant funds will not be used by your organization: a) To conduct lobbying or otherwise attempt to influence legislation (within the meaning of Internal Revenue Code Section 4945(d)(1)); or b) To influence the outcome of any specific public election or to carry on, directly or indirectly, any voter registration drive (as prohibited under Internal Revenue Code Section 4945(d)(2)).

Compliance with Laws. In carrying out the Project, your organization will comply with all applicable local, state, federal, and international laws, regulations, and rules, including data privacy and intellectual property laws.

Workplace Conduct Standards. The Foundation gives high priority to the realization of equality of opportunity for all members of society. Accordingly, the Foundation expects that your organization seeks to foster a workplace that is free from discrimination, harassment, and workplace misconduct; takes appropriate affirmative steps to encourage equal employment opportunities for women and underrepresented groups to the fullest extent allowable under applicable law; and has established appropriate policies and procedures for training staff, receiving and addressing complaints regarding sexual harassment and other forms of workplace misconduct, and prohibiting retaliation against persons who make good faith complaints.

Notification and Cooperation. Your organization agrees to promptly notify the Foundation of any of the following: (1) significant organizational changes during the term of the grant, including, but not limited to, changes in key personnel and changes in tax status, (2) unless prohibited by law, (a) reported concerns about the legality or propriety of the grant activities or use of Foundation funds, (b) the filing of a claim in any court or with any governmental agency alleging or any government inquiry regarding: (i) sexual or other harassment, discrimination, a hostile work environment, or similar claims regarding the activities of your organization related to, or that may have an impact on, the Project; (ii) financial impropriety by your organization related to, or that may have an impact on, the Project; or (iii) breach of fiduciary obligations by senior leadership or the board of your organization related to, or that may have an impact on, the Project; and (c) any subpoena, discovery request or other demand having the force of law or governmental inquiry you receive related to the Project, including any public records request or freedom of information request related to the Project.

In the event the Foundation learns of allegations of impropriety, illegality, or workplace misconduct through notification by your organization or third parties, your organization agrees, to the extent legally permitted, to cooperate with reasonable requests of the Foundation to understand your organization's policies, procedures, and practices, including what steps were taken in response to the allegations.

Right to Discontinue Funding and Require Return of Funds. The Foundation reserves the right to modify the grant, discontinue funding, or terminate the grant at any time if (1) your organization fails to materially comply with the terms of this agreement, (2) any statements, representations, certifications, or documents provided by your organization are later determined to be false or materially misleading, or (3) the Foundation determines, in its reasonable judgement, that your organization has become unable to carry out the purpose of the grant as stated in this agreement. In any such event, your organization agrees, at the Foundation's request, to repay the unexpended grant funds and grant funds that have not been used in furtherance of the purposes of the Project, or redirect them to another organization chosen by the Foundation to carry out the purposes of the grant.

APPENDIX C FREQUENTLY ASKED QUESTIONS

Eligibility

1Q. Who qualifies as an eligible artist?

- A. An artist refers to artists, culture bearers, culture makers and individuals in any artistic disciplines, who create art or has an artistic practice that uses conscious skill and creative imagination.
- A. Applicants must have been practicing as an artist since 2019 to be eligible to receive funding through this grant program.
- A. Individuals engaging in the following artistic practices are considered eligible to apply to this program:
 - Art conservation or historic preservation
 - Community arts (e.g., public art, creative placemaking, social practice art)
 - Craft (e.g., ceramics, fiber, glass, jewelry, metals, textiles)
 - Dance (e.g., dancers, choreographers in all genres)
 - Design (e.g., fashion, graphic, industrial, object, all forms of architecture)
 - Film (e.g., animation, documentary, episodic, experimental, narrative)
 - Media (e.g., technology, aesthetics, storytelling, digital cultures, immersive design, interactive media, podcasts, virtual reality, web-based projects)
 - Music (e.g., composers, musicians in all genres)
 - Teaching artist, teacher, or professor (e.g., pre-K-12, undergrad, grad, creative youth development)
 - Theatre & Performance (e.g., directing, experimental, live action, playwriting, puppetry, tactical and site performance)
 - 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)
 - Visual Arts (e.g., installation, painting, performance art, photography, sculpture, sound art, video)
 - Writing & Literature (e.g., criticism, fiction, graphic novels, journalism, nonfiction, poetry)
- A. Please contact the Arts Foundation Grant Staff listed in this document for questions.

2Q. What types of artistic services are eligible to receive funding?

- A. Eligible artistic services eligible to receive funding include, but are NOT limited to:
 - Animated videos that bring to life the client's mission
 - Consultation (advising and strategy)
 - Creation of Artwork in any medium (visual, literary, performance, etc.)
 - Design curriculum, workbooks or other collateral
 - Design of Artwork in any medium (installation, animation, social media design, etc.)
 - Direct, perform, and/or shoot commercials for a client
 - Facilitation
 - Mentorship (peer to peer mentorship, career development, artistic technique development, portfolio consultations, etc.)
 - Perform at a free public event

- Photograph headshots for staff
- Presentation (Delivery of arts programming, performance)
- Provide creative thinking for strategy and design sessions
- Provide graphic facilitation for a team gathering or other entity
- Provide voiceovers/ voice recording for materials to make more accessible
- Serve on a design team for productions
- Training (workshop, instruction)
- Visual notetaking services
- Other types of tangible artistic services

A. Please contact the Arts Foundation Grant Staff listed in this document for questions.

3Q. What types of entities qualify as an eligible Client?

A. Eligible Clients may include but not be limited to:

- Artist peers
- Businesses
- Community groups
- Community/civic partners
- Entities/partners outside the arts sector
- Government agencies
- LLCs
- Non-profit 501(c)(3) organizations
- Presenting venues/entities
- Schools

A. Please contact the Arts Foundation Grant Staff listed in this document for questions.

4Q. Can I apply for the 2026 Artist Grant if I received a grant award from the Arts Foundation in a previous year?

A. Yes, provided that all final reports have been completed and submitted at the time of application. The funding may not overlap costs.

5Q. Can I apply if I received a 2025 ARPA Artist Grant?

A. No. Recipients of the 2025 ARPA Artist Grant program are not eligible to apply for the 2026 Artist Grant.

6Q. Can I apply if my Client is applying for the 2026 Operational Support Grant?

A. Yes, on the condition that the application for the 2026 Artist Grant requests funding support for completely different services/activities/work than the funding being requested by your Client in their 2026 Operational Support Grant.

A. No overlapping costs or expenses are allowed.

7Q. Can I apply if my Client received a grant from the Arts Foundation in 2025 or in a year prior to that?

A. Yes.

8Q. I already work for my Client as a part-time or full-time employee. Can I request funding from the 2026 Artist Grant to work with my employer as the Client?

A. No. No overlapping costs or expenses are allowed.

9Q. I have been hired as a contractor in the past, by the Client, to provide artistic services. Can I request funding from the 2026 Artist Grant to work with them again?

- A. Yes. Eligible artists can apply for funding to work with prior Clients, on the condition that the funding request to provide artistic services will result in new work products.
- A. No overlapping costs or expenses are allowed.

10Q. I received a grant from the Arts Foundation in a previous year, and I have not submitted a final report. Can I still apply?

- A. No. Only grantees who have submitted their final report(s) are eligible to apply for future funding from the Arts Foundation.
- A. Contact the Arts Foundation Grant Staff listed in this document for more information.

11Q. I'm part of an artist group or collective, can me and my fellow artists apply together as a collective or as a group?

- A. No. Only individual artists are eligible to apply for this program. An artist collective or group is not eligible to apply.
- A. However, the individual members of an artist collective or group are encouraged to apply as individuals working with an eligible Client, to provide eligible artistic services.
- A. The Arts Foundation offers the stART Grant program to fund artist groups and artist collectives. We encourage you to apply during the next grant cycle.

Submitting the Application

12Q. How long will this grant program accept applications?

- A. All online applications will be accepted and processed via *Submittable* and remain open and available for submission until 11:59 p.m. Arizona time on the deadline date published in the guidelines. See Guidelines at a Glance Section.
- A. We recommend that you complete your online application materials well in advance of the deadline.
- A. Late or incomplete applications will not be accepted.

13Q. If I start an online application through the Arts Foundation's *Submittable*, can I save it and submit it later?

- A. Yes. *Submittable* offers a "Save Draft" function, allowing applicants to complete and submit the application at a later time.
- A. It is recommended that you save your application throughout the process to prevent data loss in case the page is refreshed.

14Q. Will I receive confirmation that my application was received?

- A. Yes. Once the application form is successfully submitted, a confirmation email will be sent to the email address associated with the *Submittable* account.
- A. If you do not receive an email confirmation you must check your *Submittable* application to ensure that it was submitted prior to the published deadline. It is the applicant's responsibility to ensure the successful submission of their application materials.

Review Process

15Q. 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.
- 16Q. Can I check the status of my application during the panel review process?
- A. No, review outcomes will only be available after the review process is completed.
 - A. For all important grant program dates, please refer to the Timeline section in this document.
- 17Q. What is the Review Process?
- A. The Review Process includes an initial staff-led technical review to verify eligibility, completeness, and compliance. Eligible and complete application submissions are then forwarded to community panelists for assessment, scoring, and commenting on applications based on the published criteria of artistic excellence and artistic merit. Finally, panel recommendations are submitted to the Arts Foundation Board of Directors for formal approval and authorization.
 - A. For more details, including the published Evaluation Criteria, please see the Review Process section in this document.
- 18Q. Will panel feedback be available to us after?
- A. Yes, aggregated feedback may be requested. Please allow 6-8 weeks for processing from the date of request. Grantee Requirements

Financial Questions

- 19Q. How much funding can I apply for?
- A. Applicants may choose to request: \$2,500, \$5,000, or \$10,000.
- 20Q. Who will receive the grant funding, me or my Client?
- A. Eligible applicants who are recommended to receive funding, by the independent community panel, will be awarded directly and receive the award amount.
 - A. Clients are NOT the grantee for this program; therefore, they will not receive funds.
 - A. Clients will receive and benefit from, artistic services provided by the grantee, as outlined in the grant application and agreed upon in the co-signed Memorandum of Understanding included in the grant application.
- 21Q. Can I use the award to pay my Client for rental fees?
- A. The 2026 Artist Grant covers the artist fee for the grantee's artistic services. It is **not** advisable that grantees use their wages to pay their Client's expenses, as the artist is already providing the Client with services paid for by this Grant.
- 22Q. How can grant funds be spent?
- A. Grant funds can only be used to cover artist fees in payment for the artist services that the grantee will deliver to the Client, as outlined in the scope of work that applicants are asked to include in their grant application.
- 23Q. Is a cost-match required for this program?
- A. No, there is no cost-match requirement for this program.

- 24Q. What do I do if I need to change the scope of work and/or budget included in my grant application and approved to receive funding?
- A. Grantee MUST contact Arts Foundation Grants Staff to seek approval of any budget changes. After approval request is reviewed and approval is granted, the grantee must provide new co-signed MOU reflecting all approved changes.
 - A. If the Grantee does not secure prior approval and provide all necessary new documents, then their contract can be deemed unfulfilled and the funding can be considered forfeit due to grantee's breach of contract.
 - A. Please note that depending on the timing of the request and the deadline to issue funding, Arts Foundation staff may deny the change request, and funding may be forfeited by grantee, if not enough time is left to complete the internal paperwork as well as the completion of the work due by the grantee to their Client.
- 25Q. What information do I need to include in the Memorandum of Understanding (MOU) that me and my Client both need to sign to prove that we have a work agreement?
- A. The following information must be included in the *Co-Signed Memo of Understanding (MOU)* submitted at the time of application:
 1. Your Name (applicant)
 2. Your Client's Name
 3. Scope of Work you are agreeing upon. The following information should be included in the Scope of Work:
 - a. Project title: name of project for which applicant will provide artistic services to Client
 - b. Parties involved: Name of applicant & Client
 - c. Objectives: what is the purpose of the work proposed and its intended impact on Client
 - d. Task list: what will be the specific tasks that will be accomplished
 - e. Project schedule: what is timeline for the project and tasks. List specific dates when tasks will be completed
 - f. Project deliverables: list of specific products, services or outcomes that will be accomplished by the time the work is completed
 - g. Adoption plan: In 2-3 sentences describe the plan to implement work deliverables
 - h. Project management: Provide a brief description of who will be responsible for work activities
 4. Hourly rate or rate of cost for services detailed in the Scope of Work
 5. Term dates for work (dates when work will start and be completed)
 6. Billing date(s) when work will be paid
 7. Project Budget. Include applicable expenses and income related to the project. Include additional expenses needed to complete the project. Indicate the source of revenue for any expense line items. Example: The 2026 Artist Grant will cover the cost of the artist fee to deliver services. Which expenses are covered by the Client?
- 26Q. Is it a grant requirement that the Memorandum of Understanding (MOU) must be signed by both the Applicant **and** the Client?

- A. Yes, the Memorandum of Understanding (MOU) must be signed by both the applicant providing artistic services and the Client who will receive those services.
- A. If the Memorandum of Understanding (MOU) is not co-signed by both applicant and Client at the time of submission, the grant application will be considered incomplete and incomplete applications are not eligible for panel review.

27Q. What information do I need to include in the Scope of Work?

- A. The following information should be included in the Scope of Work:
 - Project title: name of project for which applicant will provide artistic services to Client
 - Parties involved: Name of applicant & Client
 - Objectives: what is the purpose of the work proposed and its intended impact on Client
 - Task list: what will be the specific tasks that will be accomplished
 - Project schedule: what is timeline for the project and tasks. List specific dates when tasks will be completed
 - Project deliverables: list of specific products, services or outcomes that will be accomplished by the time the work is completed
 - Adoption plan: In 2-3 sentences describe the plan to implement work deliverables
 - Project management: Provide a brief description of who will be responsible for work activities

28Q. Is an invoice required to apply?

- A. No, an invoice will only be required of Grantees after they complete the work funded by this grant and owed to the Client.

29Q. How and when will award payments be received by grantees?

- A. The Arts Foundation uses Bill.com to process grant awards via direct deposit (ACH). Once the Grantee submits all required documents, the grant funds will be disbursed through a one-time payment through ACH (direct deposit) utilizing Bill.com.
- A. Grantees will receive an invitation to set up a free account with Bill.com by the Arts Foundation's Momentum Tax and Financial team so they can set up their account to receive direct deposit.
- A. Award payments are made 4-6 weeks after the grantee completes the award paperwork and sets up their Bill.com account.

30Q. What is Bill.com?

- A. The Arts Foundation uses Bill.com to process grantee payments. An invitation to set up a FREE Bill.com account will be sent to all grantees who do not already have a Bill.com account linked to the Arts Foundation payment system.
- A. I have a Bill.com Account: Grantees who already have a Bill.com account and have received funding from the Arts Foundation do not need to set up an additional account. Grantees with an existing account simply need to provide their Bill.com **PNI** to the Arts Foundation staff, upon request.
- A. I do not have a Bill.com Account: Grantees without a Bill.com should wait for instructions from the Arts Foundation first. Grantees will receive an invitation via email after award paperwork is completed, to set up a FREE Bill.com account to receive funding.

31Q. Can I change how the funding will be spent after being awarded a grant?

- A. 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 in accordance with the approved changes.
- A. Project Change requests, including budget changes, will be processed via [Submittable](#). Please contact the Arts Foundation Grant Staff listed in this document for full details.

32Q. 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 to an Excel spreadsheet with columns for each budget category. It should identify the entity that was paid, the amount, the date, and a brief entry describing what was provided. Grantees may or may not be required to submit copies of receipts or invoices, but all records must be retained for the specified period outlined in the guidelines.

33Q. 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.
- A. Grantees who fail to complete a final report will not be eligible for future funding.