2027 OPERATING SUPPORT GRANT FOR ORGANIZATIONS

The 2027 Operating Support Grant for Organizations of the Arts Foundation for Tucson and Southern Arizona provide 501(c)(3) or fiscally sponsored organizations with funding for operating expenses that support hiring artists and/or delivering arts programming during the funding period.

The Arts Foundation's mission is to advance artistic expression, civic participation, and equitable economic growth of our diverse community by supporting, promoting, and advocating for arts and culture in our region. This program is funded in part by the City of Tucson, the Pima County Department of Community & Workforce Development, and with program support from the Arizona Commission on the Arts.

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GUIDELINES AT A GLANCE

The Guidelines at a Glance provide a general overview of the grant program requirements. For added transparency and clarity, more thorough Guidelines are provided on pages 5 to 21, with additional guidance, a help desk, FAQs, and any requirements defined by the funding sources. Applicants are required to reference each section to submit a complete application.

	2027 Operating Support Grant for Organizations
Funding Purpose	OS Grant provides organizations with funding for operating expenses that support hiring artists and/or delivering arts programming during the funding period.
Open To	• Non-profit 501(c)(3) Arts Organizations in the City of Tucson, Pima County, Southern Arizona, and Tribal Nations. • Fiscally Sponsored Arts Organizations that meet all other requirements are eligible to apply.
Award Amount	$5,000 or $10,000
Application Period	October 8, 2026 – December 1, 2026
Deadline to Apply	December 1, 2026
Funding Period	January 1, 2027 – December 31, 2027
Final Report Due	January 31, 2028
Eligible Costs	General Operating Support. Cost share/ matching funds are not required.
Funders	City of Tucson, Pima County Department of Community & Workforce Development, and the Arizona Commission on the Arts.
Grant Webpage	https://artsfoundtucson.org/grant/2027-operating-support-grant-for-organizations/
Application Portal	https://artsfoundtucson.submittable.com/submit
Grant Webinar	Wednesday, October 14, 2026, 11:00 am - 12:00 pm. Register here: https://airtable.com/app2dYp6X5VBbknqo/shrleRkQA4jHy2gHK

Review Criteria of Artistic Excellence and Artistic Merit	1. **Impact:** Potential to have an impact on the arts workforce. 2. **Reach:** Potential to 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. **Capacity:** Ability to carry out the proposal based on such factors as the appropriateness of the budget, clarity of the project activities, and project personnel involved. 4. **Alignment:** Significance to the arts and culture mission and core work of the organization.
Narrative Questions	1. **Impact:** Tell us how you plan to use the funds, and how those activities and expenses will have an impact on your arts workforce during the funding period. 2. **Reach:** 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 factors such as geography, ethnicity, economic status, and/or disability. 3. **Capacity:** Tell us about your ability to carry out the proposal based on such factors as the appropriateness of the budget, clarity of the project activities, and project personnel involved. 4. **Alignment:** Tell us about your arts and culture mission and the core work of your organization.
Materials to Prepare	1. Narrative 2. Budget 3. Organizational logo 4. Most current Tax Form 990 or 990-EZ 5. IRS Affirmation Letter of non-profit 501(c)(3) Certification 6. Work Samples 7. Fiscally Sponsored Organizations • Memorandum of Understanding between Applicant Organization & Fiscal Sponsor • Fiscal Sponsor's IRS Affirmation Letter of Non-Profit 501(c)(3) Certification
Application Flow	The Guidelines and *Submittable* Application Portal will guide you through the following sections: 1. Eligibility 2. Organizational Profile 3. Organization Service & Activity Type 4. Narrative 5. Finances

	6. Disclosure and Signature
Resources	• Bilingual Technical Assistance • Webinar Registration • IRS-Exempt Organization Affirmation Letter Information – Certification of non-profit 501(c)(3) status
Helpline	Contact: Tiera Rainey, Grants & Programs Coordinator Email: Tiera@artsfoundtucson.org Office: (520)-460-4483
***Submittable* Support**	If you encounter any technical issues with the online application platform: Contact *Submittable* team at support@submittable.com or (855)-467-8264

ARTS FOUNDATION MISSION AND VISION

The Arts and 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, 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's 2027 OS Grant provides organizations with funding for operating expenses that support the hiring of artists and/or the delivery of arts programming undertaken during the funding period. The Arts Foundation will accept proposals from non-profit 501(c)(3) arts organizations serving and operating within the City of Tucson, Pima County, Southern Arizona, and Tribal Nations that reside between the southern edges of the Gila River to the US-Mexico international border. Fiscally sponsored art organizations are eligible to apply.

Applicant organizations may request support for operating expenses that support the hiring of artists and/or the delivery of arts programming undertaken during the funding period. All complete and eligible applications will be part of a competitive peer-panel review process.

Operating Support Grants intend to make awards that will impact a broad constituency across the Arts Foundation's service region, supporting art economies and strengthening civic engagement.

AWARD

$5,000 or $10,000 awards for eligible expenses. All awarded funds must be expended within the funding period. No cost-share is required. The final determination of the award amount will be made based on the volume of eligible applications and the availability of funds. While applicants may request up to $10,000, the final award may be less than the requested amount.

ELIGIBLE ORGANIZATIONS

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

Eligibility 1.	Non-profit 501(c)(3) arts organizations that are in good standing with the IRS and/or federally recognized Tribal Nations are eligible to receive funds.
Eligibility 2.	Arts organizations, operating and serving within the Arts Foundation funding region, may apply with a Fiscal Sponsor. Fiscal Sponsor must be in good standing with the IRS and/or federally recognized Tribal Nations to receive funds. An MOU/Agreement Letter between the Applicant and the Fiscal Sponsor must be provided at the time of application.
Eligibility 3.	Reside and provide services in counties and regions south of Gila River. This includes Pima, Santa Cruz, and Cochise counties and the southern portions of Pinal, Yuma, Greenlee, Graham, Maricopa County, and/or Tribal 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, and 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.	Completed 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.	Applicant will be required to provide documentation of good standing; IRS determination as 501(c)(3); and the most recent 990.
Eligibility 9.	Grantees will be required to create a profile for the Arts and Culture Directory within one month of receiving the award letter.
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, or has any other exclusions or disqualifications.
Eligibility 13.	Grantees will be required to disclose in writing any potential conflicts of interest that may be present when conducting funded activities.
Eligibility 14.	Grantees will be required to submit a final report to the Arts Foundation within 30 days after the end of the funding period, documenting expenses and providing a brief description of the programming. See the published deadline in this document.
Eligibility 15.	Grantees will be required to comply with all National Policies. See Appendix D.

INELIGIBLE

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

- For-profit entities.
- Religious institutions or religious group-sponsored organizations whose primary purpose is the religious socialization of individuals or whose arts programming exists as part 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 or 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 501(c)(3) arts organizations that is deemed the sole provider of arts programming in their rural community or Tribal Nation, if it meets all the other eligibility requirements.*

APPLICATION TIMELINE

Application Period: October 8, 2026 – December 1, 2026
Application Deadline: December 1, 2026, by 11:59 pm Arizona Time
Review Period: December 2, 2026 – March 5, 2027
Notifications and Award Materials: May 2027
Funding Period: January 1, 2027 – December 31, 2027
Final Report Due: January 31, 2028, or 30-days after completion of the funded project

ELIGIBLE EXPENSES

Funds are intended to support general day-to-day operating costs, such as the following:

- Salaries and personnel expenses
- Creative workers (e.g., artists, tradition bearers, designers, educations, curators, program administrators, service providers, etc.), production staff, administrators, teachers, contractors, consultants
- Artistic/Production expenses
- Supplies, materials, equipment, venues, royalties, licensing
- Administrative expenses
- Office space and supplies, insurance, professional services like accounting or payroll, fees for banking, online services and platforms, training and education, marketing and promotion

Cost share/matching funds are not required. See Appendix B for a list of Unallowable Expenses.

FINANCIAL RECORD MANAGEMENT

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 three (3) 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 of the Arts Foundation.

HOW TO APPLY

1. Visit the Arts Foundation's website to review guidelines and to access the application link.
2. Review the complete guidelines, application questions, and FAQs.
3. Prepare responses, including Contact Information, Narrative Questions, Work Sample Description, Resume or Artist Bio, and Budget Form. See Submission Material Guidelines for details.
4. Go to the online application form, Submittable: https://artsfoundtucson.submittable.com/submit
5. Refer to the correct listing for the 2027 OS Grant.
6. Create a Submittable account. If there is a pre-existing account, you can log in.
7. Review the application one last time. Then, click "Submit Form" to submit.
8. Submit the complete online application before the deadline. Late or incomplete applications will not be accepted.

REVIEW PROCESS

The Review Process consists of a staff-led technical review for completeness and eligibility. Then, a panel of artists, arts administrators, community advocates, and cultural workers representing geographic, discipline, and professional 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. Arts Foundation staff are not part of the community panel review process, other than monitoring administrative functions.

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.

Criteria 1.	**Impact:** Potential to have an impact on the arts workforce.
Criteria 2.	**Reach:** Potential to 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.
Criteria 3.	**Capacity:** Ability to carry out the proposal based on such factors as the appropriateness of the budget, clarity of the project activities, and project personnel involved.
Criteria 4.	**Alignment:** Significance to the arts and culture mission and core work of the organization.

ASSISTANCE

Assistance 1.	**Information Webinars** – The Arts Foundation Team will host and record an online information session. Refer to the *Guidelines At A Glance* section and go to *Resources* for a link.
Assistance 2.	**Bilingual Consultations** – The Arts Foundation Team will provide technical assistance sessions in English and Spanish via a virtual meeting, over the phone, or via email. Refer to *Guidelines At A Glance* and go to *Resources* for the link.
Assistance 3.	**Grants Counseling** – Applicants may request a review of a narrative question draft and receive a 30-min. feedback call over the phone or via virtual meeting. Refer to *Guidelines At A Glance* for *Resources* for the link.
Assistance 4.	**FAQ** – Refer to Frequently Asked Questions in Appendix A for supplementary information.
Assistance 5.	**Call-In Application Interview** – To improve access to our application, applicants may schedule a 30-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 applicants who request assistance due to accessibility, limited technology, or internet connectivity. Applicants who request this option will complete the application over the phone or video conference, where responses will be recorded and transcribed by the Arts Foundation staff on behalf of the applicant. The applicant will need to prepare responses in "Application Questions; Section One – Section Seven" well in advance of the scheduled Call-In interview. Phone interviews must be completed at least one week before the deadline. To schedule a Call-In Application Interview: call Grants and Programs Coordinator, Tiera Rainey at (520) 460-4483 or email: Tiera@artsfoundtucson.org
Assistance 6.	**Other Questions?** – If you have questions about the application process or content of your application, please contact the Grants and Programs Coordinator, Tiera Rainey at (520) 460-4483 or email: Tiera@artsfoundtucson.org
Assistance 7.	**Submittable Technical Questions** – If you encounter any technical issues with the online application platform, please reach out the Submittable team at support@submittable.com or (855) 467-8264.

Assistance 8.	To request this publication in an alternative format, contact the Grants and Programs Coordinator, Tiera Rainey at (520) 460-4483 or email: Tiera@artsfoundtucson.org

SUBMISSION MATERIALS

Prepare the following materials that will be uploaded through the online submission form:

Narrative Questions: Respond to the following Narrative Questions through Written Submission (1,200-word maximum for all questions) or Video Submission (no longer than five (5) minutes in length).
1. **Impact:** Tell us how you plan to use the funds, and how those activities and expenses will have an impact on your arts workforce during the funding period.
2. **Reach:** 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 factors such as geography, ethnicity, economic status, and/or disability.
3. **Capacity:** Tell us about your ability to carry out the proposal based on such factors as the appropriateness of the budget, clarity of the project activities, and project personnel involved.
4. **Alignment:** Tell us about your arts and culture mission and the core work of your organization.

- **Work Samples** – Upload work samples to provide visual context to your organization's arts programming.
    - **Applicant Work Samples**
        - 3 minutes max of recorded audio or video, OR
        - 6 images, OR
        - 3-5 poems or a maximum of 5 pages of double-spaced text
        - Combination of materials listed above: Please edit accordingly for no more than a total of 3 minutes of reviewing time (2 images = 1 min.)
- **Finances** – You will be asked to upload your most current Tax Form 990 or 990 EZ and your IRS Affirmation Letter of non-profit 501(c)(3) Certification
- **Fiscally Sponsored Organization Applicants*** – Memorandum of Understanding (MOU)

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 QUESTIONS

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

1.1. Organization Location

1.1.1. City – In what city is your organization based?

1.2. Organization Status

1.2.1. 501(c)(3) Status – Does your applicant organization have 501(c)(3) status?

- Yes
- No

1.2.2. Fiscal Sponsor – If the applicant organization does not have 501(c)(3) status, does it have a fiscal sponsor?

- Yes
- No

Eligibility rule:

The applicant must either:

- Be a 501(c)(3) arts organization; or
- Be an arts organization operating with a fiscal sponsor.

If the applicant answers **No** to both questions above, the organization is **not eligible** to apply.

1.3. Fiscal Sponsor Information – Complete this section only if the applicant organization does not have 501(c)(3) status and has a fiscal sponsor.

1.3.1. Fiscal Sponsor Legal Name – Enter the legal name of the fiscal sponsor as it appears in IRS filings. This information will be used to conduct a risk assessment.

1.3.2. Fiscal Sponsor DBA – If the fiscal sponsor does business under another name, enter that name. Otherwise, leave this field blank.

1.3.3. Mailing Address

- Street
- City
- State
- ZIP Code

1.3.4. Tax ID Number (EIN) – Enter the Fiscal sponsor's EIN.

1.3.5. Primary Legal Contact

- First Name
- Last Name
- Position Title
- Phone Number
- Email Address

1.3.6. Fiscal Sponsorship Agreement – Upload the Memorandum of Understanding between the applicant organization and the fiscal sponsor.

1.3.7. Fiscal Sponsor Information Entered Correctly?

- Yes
- No

If the answers is **No**, the organization is **not eligible** to apply.

1.4. Southern Arizona Service Area – Does the applicant reside in and provide most of its services or programming within Southern Arizona?

- Yes
- No

If the answer is **No**, the organization is **not eligible**. Only Southern Arizona nonprofits are eligible for this program.

1.5. Primary Mission – Is the organization's primary mission explicitly to produce, present, teach, serve, or preserve arts and culture?

- Yes
- No

If the answer is **No**, the organization is **not eligible**. Only arts organizations are eligible for this program.

1.6. Arts Budget and Programming – Do the arts comprise at least 51% of the organization's public programming and budget?

- Yes
- No

If the answer is **No**, the organization is **not eligible**. At least 51% of the organization's expenses must be dedicated to the arts.

1.7. Programming History – Does the organization have at least one year of arts and culture programming history in Southern Arizona?

- Yes
- No

If the answer is No, the organization is not eligible. Applicants must have at least one year of arts programming history.

1.8. Previous Funding – Has the organization received funding from the Arts Foundation in the past?

1.8.1. Final Reports – Complete this question only if the applicant organization has previously received funding from the Arts Foundation.

Were all required final reports completed at the time of application?

- Yes
- No

If the answer is **No**, the organization is **not eligible**. Prior grantees must be in good standing and have a demonstrated record of complying with grant-reporting requirements.

SECTION TWO: PRIVATE PROFILE

2. Organization Profile – Complete the applicant's Private Profile. The information entered in this section will be used internally by the Arts Foundation to verify eligibility and communicate with the applicant. Except for the Organization Name and Cover Photo/Logo, the information provided in this section will not be shared with the panel.

2.1. Organization Information

2.1.1. Organization Legal Name – For use in the funding contract, enter the legal name of the organization as it appears in its IRS filings.

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

2.1.3. Mailing Address

- Street
- City
- State
- ZIP Code

2.1.4. U.S. County – In which Southern Arizona county, below the Gila River, is the organization located?

- Cochise
- Santa Cruz
- Pima
- Pinal
- Yuma
- Greenlee
- Graham
- Maricopa
- Does not apply

2.2. Tribal Nation Affiliation

2.2.1. Tribal Nation Affiliation – Is the organization formally affiliated with a specific Tribal Nation?

- Not Applicable
- Yes

2.2.2. Tribal Nation Served – Complete this question only if the answer to 2.2.1 is **Yes**. Indicate which specific Tribal Nation the organization serves.

- 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

2.3. Online Presence and Branding

2.3.1. Website URL

2.3.2. Social Media Handle

2.3.3. Organization Logo – Upload the organization's logo. The logo will serve as a visual identifier for the application.

2.4. Tax Information

2.4.1. Tax ID Number (EIN) – Enter the Tax ID number for the 501(c)(3) organization.

2.5. Organizational Primary Contact – Provide information for the person who will serve as the organization's primary contact.

2.5.1. Contact Information

- Full Name
- Title/Role
- Email Adress
- Phone Number

2.6. Financial Authorizer – Provide information for the person authorized to sign the Grant Letter of Agreement and manage receipt of awarded funds.

2.6.1. Contact Information

- Full Name
- Title/Role
- Email Address
- Phone Number

2.7. Preferred Communication Method – By default, all Arts Foundation communications will be routed through Submittable and, on occasion, through the email address used to create the Submittable account. Applicants may indicate an additional preferred method of communication for support.

- Phone Call
- Email

SECTION THREE: PUBLIC PROFILE

This section will be shared with the panel.

3. **Organization Services and Activity Type** – Provide additional information about your organization and its programming in the fields below.

3.1. Arts Programming History – Enter the date on which the organization began providing arts and culture-based programming in Southern Arizona.

- **Date format:** MM/DD/YYYY

3.2. Percentage of Arts Budget – What percentage of the organization's budget expenses is dedicated to arts-based programming in a typical year?

- 50% or less – **Ineligible***
- 51%-60%
- 61%-70%
- 71%-80%
- 81%-90%
- 91%-100%

Eligibility rule*: The organization is not eligible for this funding opportunity because at least 51% of its budget expenses must be dedicated to arts-based programming.

3.3. Operating Budget – Which category includes the organization's current operating budget?

- Less than $49,999
- $50,000-$99,999
- $100,000-$249,999
- $250,000-$499,999
- $500,000-$999,999
- $1,000,000-$4,999,999
- $5,000,000-$9,999,999
- $10,000,000 or more

3.4. Primary Artistic Discipline – Select the primary artistic discipline most relevant to the organization.

- Ceramics/Clay
- Dance
- Digital Art
- Drawing
- Fashion
- Fiber/Textile
- Furniture
- Glass
- Installation

- Jewelry
- Literature
- Leather
- Media Arts
- Metal
- Mixed Media–2D and 3D
- Mosaic
- Music
- Painting
- Performing Arts
- Photography
- Printmaking/Graphics
- Resin
- Sculpture
- Wood
- Multidisciplinary
- Other

3.4.1. Other Artistic Discipline – If "Other" is selected, please specify.

3.5. Sectors Engaged or Served – Select all sectors that apply to the organization's work.

- Government
- Local nonprofit organizations
- Community advocacy
- Economic development
- Public health
- Tourism
- Historic preservation
- Culture and heritage
- Neighborhood associations
- Creative placemaking
- Housing and community development
- Transportation and mobility
- Parks and recreation
- Other

3.5.1. Other Sector – If "Other" is selected, please specify.

SECTION FOUR: SUBMISSION MATERIALS

This section will be shared with the panel.

The questions below will help panelists understand the scope of your organization's work and your plans for the requested funds. Applicants may submit narrative responses as written responses or as one uploaded video file.

Additional Guidelines for Narrative Video Responses:

- Only one video may be submitted.
- The video must address all narrative questions in this section.
- The video must begin with the question being answered, followed by the response. For example, the applicant should state:
    - "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?"
        - The applicant should then provide the response.
- The video may not exceed five minutes.
- Videos will not be assessed based on production quality.

4.1 Narrative – The questions below will help the panel understand the scope of your work and plans for the requested funds.

4.1.1 Applicant Organization Name – Enter the applicant organization's name.

4.1.2 Funding Request Synopsis – Provide a brief synopsis of 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 length: 100 words)

4.1.3 Mission Statement – Enter the organization's mission statement. (Maximum length: 100 words)

4.1.4 Year Founded – Enter the year in which the organization was incorporated or formed.

4.2 Narrative Questions – Answer and number each question clearly and specifically. (Maximum combined length: 1,200)

4.2.1 Impact – Tell us how you plan to use the funds and how those activities and expenses will have an impact on your arts workforce during the funding period.

4.2.2 Reach – 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 factors such as geography, ethnicity, economic status, and/or disability.

4.2.3 Capacity – Tell us about your ability to carry out the proposal based on factors such as the appropriateness of the budget, the clarity of the project activities, and the personnel involved.

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

4.3 Submit Narrative – Submit responses to all questions in Section 4.2 using one of the following formats:

- Written responses totaling no more than 1,200 words; or
- One video response of no more than five minutes that addresses all questions in Section 4.2.

4.4 Work Samples – Upload work samples that provide visual or auditory context for your organization's arts programming.

Acceptable work samples include:

- Up to three minutes of recorded audio; or
- Up to three minutes of recorded video; or
- Up to six images; or
- A combination of the materials listed above.

For combined submissions, the total review time may not exceed three minutes. For purposes of calculating review time, two images equal one minute.

4.5 Work Sample Description and Credit – Provide an image description and credit for each submitted work sample.

SECTION FIVE: SEARCHABLE LOCATION

Add Legislative District, Ward, and County

This section is for internal purposes only and will not be shared with the panel.

5. Geographic Representation

5.1 Arizona State Legislative District – Which state legislative districts are you or 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

- District 7*
- District 16
- District 17
- District 18
- District 19
- District 20
- District 21
- District 22*
- District 25*

5.2 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://gisopendata.pima.gov/datasets/wards-city-of-tucson/explore?location=32.163187%2C-110.885427%2C10

- Ward 1
- Ward 2
- Ward 3
- Ward 4
- Ward 5
- Ward 6
- Greater Tucson
- City of South Tucson
- Rural

5.3 U.S. Federal Congressional District – Which U.S. Federal Congressional District are you or 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://ircaz.maps.arcgis.com/apps/instant/lookup/index.html?appid=ffc3e1bac1ed435%5C0923608ae8e3544c7

- District 2*
- District 6
- District 7
- District 9*

5.4 Pima County Supervisorial District – Which Pima County Supervisorial District do you reside in?
To look up your Pima County Supervisorial District by address, visit: https://www.recorder.pima.gov/VoterStats/PollingLocationSearch

- District 1
- District 2
- District 3
- District 4
- District 5
- Outside of Pima County boundaries

SECTION SIX: FINANCES

This information will be shared with the panelists.

6. Financial Information and Grant Documents

6.1 Fiscal Year – Enter the start and end dates of the organization's fiscal year.

6.2 Organizational Income and Expenses – Enter the organization's total income and expenses for each fiscal year.

6.2.1 Fiscal Year 2023

- Total Income
- Total Expenses

6.2.2 Fiscal Year 2024

- Total Income
- Total Expenses

6.2.3 Fiscal Year 2025

- Total Income
- Total Expenses

6.3 Requested Award Amount – Select the requested award amount:

- $5,000
- $10,000

6.4 Grant Budget Request – If awarded, describe how the requested award amount will be allocated (Upload: Grant Budget request).

6.5 Most Current Organizational Budget – Upload the organization's most current budget (Upload: Most current organizational budget).

6.6 IRS 501(c)(3) Certification – Upload the IRS affirmation letter confirming the organization's nonprofit 501(c)(3) status.
If applying with a fiscal sponsor, upload the fiscal sponsor's IRS affirmation letter confirming its nonprofit 501(c)(3) status. (Upload: IRS 501(c)(3) Affirmation Letter.

SECTION SEVEN: DISCLOSURE AND SIGNATURE

7. **Disclosure and Signature** – Complete the certifications and acknowledgments below. An authorized representative of the applicant organization must review and approve the application before submission.

7.1 Non-Disclosure Clause – The applicant organization. Does not discriminate in its 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.

- I certify that the applicant complies with this paragraph.

7.2 Funder Terms and Conditions

- I certify that I have read and will comply with all Funder Terms and Conditions as set forth in **Appendix D** of the published guidelines for this grant program.

7.3 Media Release – I agree that the Arts Foundation and its assignees and designees may use any media (artwork samples) uploaded in this application to educate and inform the public about the Arts Foundation's program 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.

- I certify that the applicant organization complies with this paragraph.

7.4 Compliance Certification – By checking below, I certify that the individual applicant or 501(c)(3) organizational applicant is not suspended, debarred, or otherwise excluded from receiving federal funds.

- I certify that the applicant complies with this paragraph.

7.5 Authorized Organizational Representative – By checking the box below, I acknowledge that I have read this application and approve its submission. I verify that the information submitted is true and accurate. I certify that I have the authority to submit this application on behalf of the organization.

- I certify that the applicant complies with this paragraph.

7.6 How Did You Hear About This Grant?

- TV news station
- Radio
- Podcast
- Newspaper article
- Friend
- Arts Foundation social media, including Instagram, Facebook, or TikTok
- Social media from another account
- Ward, district, county, or Tribal Nation newsletter or social media
- Arts Foundation email newsletter
- Arts Foundation website
- Other
    - If "Other" is selected, please specify.

7.7 Other Arts Foundation Opportunities – Select any additional Arts Foundation opportunities in which you are interested.

- Newsletter feature interview
- Color Palette of the Month feature
- Past Grantee Success Story
- Nothing at this time, thank you

APPENDIX A FREQUENTLY ASKED QUESTIONS

1. **Eligibility**

1.1. Can my organization apply for the 2027 Operating Support Grant if we received a Grant from the Arts Foundation in 2026?

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

1.2. My organization received a 2026 stART Grant from the Arts Foundation. Are we eligible to apply for the 2027 Operating Support Grant?

- Yes. Eligible organizations that received a 2026 stART Grant may apply, provided there are no overlapping costs. Please contact the Arts Foundation Grant staff listed in this document if you have any questions.

1.3. My organization received a prior grant from the Arts Foundation, and we have not submitted our final report. Can we still apply?

- No. Only Grantees who have successfully completed final reports for previous awards, at the time of the application, comply and are eligible to apply for additional funding.

1.4. My organization is not formally incorporated as a nonprofit 501(c)(3), but it has a fiscal sponsor. Can I apply with a fiscal sponsor?

- Yes. Organizations with a fiscal sponsor may apply for funding.
    - Both the applicant organization and the fiscal sponsor will undergo a risk assessment.
    - At the time of application, the applicant must provide a current memorandum of understanding, letter of agreement, or contract documenting the fiscal sponsorship agreement.
    - At the time of application, the applicant must provide the fiscal sponsor's IRS affirmation letter confirming nonprofits 501(c)(3) status.

1.5. My organization is not dedicated to arts and culture, but we have an arts program for which we would like to seek funding. Is the organization eligible for the 2027 Operating Support Grant program?

- No. To qualify, 51% of the organization's programming and budget must be dedicated to the arts.

- For complete eligibility requirements, please see the Eligible Organizations section of this document.

2. **Submitting the Application**

2.1. How long will this grant program accept applications?

- Online applications will be accepted and processed through Submittable until 11:59 p.m. Arizona time on the deadline date published in the guidelines. See Guidelines At A Glance section.
- Applicants are encouraged to complete their online application materials well in advance of the deadline. Late or incomplete applications will not be accepted.

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

- Yes. Submittable offers a "Save Draft" function, allowing applicants to complete and submit an application at a later time.
- Applicants are encouraged to save their application throughout the process to prevent data loss if the page is refreshed.

2.3. Will I receive confirmation that my application was received?

- Yes. Once the application form is successfully submitted, a confirmation email will be sent to the email address associated with the Submittable account.

3. **Review Process**

3.1. Can I check the status of my application during the panel review process?

- No. Review outcomes will be available only after the review process has been completed.
- For important grant program dates, please refer to the **Timeline** section of this document.

3.2. What is the review process?

- The review process includes:
    - An initial staff-led technical review to verify eligibility, completeness, and compliance.
    - Review by community panelists, who assess, score, and comment on eligible and complete applications based on the published criteria of artistic excellence and artistic merit.
    - Submission of panel recommendations to the Arts Foundation Board of Directors for formal approval and authorization.

    - For more information, including the published evaluation criteria, please see the **Review Process** section of this document.

3.3. Will panel feedback be available after the review process?

- Yes. Aggregated feedback may be requested. Please allow six to eight weeks for processing from the date of the request.

4. Financial Questions

4.1. How much funding can we apply for?

- Applicants may request one of the following amounts:
    - $5,000
    - $10,000
- Although applicants may request up to $10,000, the final award may be less than the requested amount. The final amount will be determined based on the number of eligible applications and the availability of funds.

4.2. How can grant funds be spent?

- Eligible applicants may request funding to support the organization's operating expenses for hiring artists and delivering arts programming during the grant funding period.
    - Eligible expenses may include:
        - Staffing costs
        - Venue rental
        - Hiring creatives
        - Other related arts programming expenses
    - For a list of common unallowable expenses, please see **Appendix B.**

4.3. Is a cost match required for this program?

- No. There is no cost-match requirement for this program.

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

- The Arts Foundation processes grant awards through direct deposit using ACH. Grantees will receive an invitation to set up a free account after the awarding process is complete.
- Award payments are made 4-6 weeks after the grantee completes the award paperwork and sets up a Bill.com account.

4.5. What is Bill.com?

- The Arts Foundation uses Bill.com to process 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's payment system.
- Grantees who already have a Bill.com account do not need to set up a second account.

4.6. Can my organization change how the funding will be spent after being awarded a grant?

- If necessary, grantees may request prior approval from Arts Foundation staff to modify project expenses. Once approved, grantees may spend grant funds in accordance with the approved changes.
- Project change requests, including budget changes, will be processed through Submittable. Please contact the Arts Foundation grant staff listed in this document for complete details.

4.7. What kind of accounting system is required to receive a grant?

- Grantees must maintain a system that identifies expenses charged to specific categories of the grant budget. This may range from a professional accounting system maintained by financial professionals to an Excel spreadsheet with columns for each budget category.
- The system must identify:
    - The entity that was paid
    - The amount paid
    - The date of payment
    - A brief description of what was provided
- Grantees may or may not be required to submit copies of receipts or invoices. However, all records must be retained for the period specified in the guidelines.

APPENDIX B UNALLOWABLE EXPENSES

Overlapping Costs – Overlapping costs are not allowed. In other words, funds cannot support the same costs during the same period with two different grants (i.e., no overlapping costs).

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
- Awards to individuals or organizations to honor or recognize achievement
- Alcoholic beverages
- Audit costs not directly related to a Single Audit
- Food
- Cash reserves or endowment
- Commercial (for-profit) enterprises or activities, including concessions, food, clothing, artwork, or other items for resale, including online or virtual sales/shops
- Concessions including food, beverages, t-shirts, posters, and other items for resale
- Construction, purchase, or renovation of facilities
- Contributions or donations to other entities
- Costs incurred before the approved Funding Period
- Fines and penalties, bad debt costs, or deficit reduction
- General fundraising
- General miscellaneous or contingency costs
- Gifts and prizes. Includes cash prizes and items such as iPads and gift certificates/cards with monetary value
- Hospitality costs and social functions such as receptions, parties, and galas
- Land purchase costs, construction, or renovation of building structures
- 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
- Marketing expenses not directly related to the project
- 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
- Subawards to replace lost revenue
- Vehicle purchases
- Visa costs paid to the U.S. government
- 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://home.treasury.gov

This list is not comprehensive.

APPENDIX C UNIQUE IDENTITY IDENTIFIER

All 501(c)(3) grantees must acquire a Unique Entity Identifier Number (UEI#) to accept the award and receive payment. If your organization or fiscal sponsor does not have a SAM UEI at the time of application, applicants are highly encouraged to begin the registration process immediately. Process can be lengthy, and funding cannot be issues without this information.

Unique Entity Identifier

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/entity-registration

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.

Resource

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.

APPENDIX D FUNDER TERMS AND CONDITIONS

Arizona Commission on the Arts

- 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 of 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.

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 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.

National Endowment for the Arts

- https://www.arts.gov/sites/default/files/GTC-PARTNERSHIP-FY25-PLUS-6-25-25-FINAL.pdf

National Policy and Other Legal Requirements, Statutes, and Regulations that Govern Your Award

You must ensure that the funded project is implemented in full accordance with the U.S. Constitution, federal law, and public policy requirements: including, but not limited to, those

protecting free speech, religious liberty, public welfare, the environment, and prohibiting discrimination (2 CFR 200.300).

As a registrant with SAM.gov, in most cases, you have already self-certified to the "Financial Assistance General Certifications and Representations," including attesting to the accuracy of the certification and acknowledging that you may be subjected to criminal prosecution under Section 1001, Title 18 USC, or civil liberty under the False Claims Act if you have misrepresented the information. A copy of this Financial Assistance Certifications Report is available in your SAM.gov entity registration record.

1. Nondiscrimination Policies

As 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:

1.1.1. 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.)

1.1.2. 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.

1.1.3. 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, de denied benefits of, or be subject to discrimination under any education program or activity receiving federal financial assistance (20 USC 1681 et seq.)

1.1.4. 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.)

1.1.5. 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).

1.1.6. 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 from participation in, de denied benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance (29 USC 794).

1.1.6.1. 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.

1.1.7. Section 504 – Self Evaluation and Additional Resources

1.1.7.1. 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 the NEA website.

1.1.7.2. 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 NEA upon request. The NEA may request the 504 Workbook or your compliance documents for various potential scenarios including an Inspector General audit and/or civil rights investigation.

1.1.7.3. *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 NEA 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.

2. Environmental and Preservation Policies

2.1. 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.

2.2. 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 Updated 3.7.2023 Additional update 11.13.24 to correct links. National Endowment for the Arts: Specific Terms and Conditions for LAAs Eligible to Subgrant Page 13 to 15 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).

3. Other National Policies

3.1. Debarment and Suspension. You must comply with requirements regarding debarment and suspension in Subpart C of 2 CFR Part 180, as adopted by the NEA in 2 CFR 3254.10.

3.1.1. There are circumstances under which we may receive information concerning your fitness to carry out a project and administer federal funds, such as:

3.1.1.1. Conviction of, or a civil judgment for, the commission of fraud, embezzlement, theft, forgery, or making false statements;

3.1.1.2. Any other offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility;

3.1.1.3. Any other cause of so serious or compelling a nature that it affects an organization's present responsibility.

3.1.2. 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.

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.
   4.1. 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 NEA 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).

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, request 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).
   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.

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.
   6.1. Information about the laborers and projects that fall under DBRA can be found in the U.S. Department of Labor's Compliance Guide at www.dol.gov/compliance/guide/dbra.htm 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).

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.).

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, go to the U.S. Department of Education's website at www.ed.gov and the Library of Congress website at www.loc.gov.

9. **Prohibition on use to ACORN or its subsidiaries.** None of the federal or cost share/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).

Pima County

1. **Non-Discrimination.** Contractors 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.
2. **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 CFR Part 35).
3. **Compliance with Immigration Laws.** Contractors 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 ARS § 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.
   3.1. 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.
   3.2. Remedies for Breach 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 (Compliance with Immigration Laws), is a material breach of this Agreement subjecting Contractor to penalties up to and including suspension or termination or the Agreement. If the breach is by the 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.
   3.3. Subcontractors. Contractor will advise each subcontractor of County's rights, and the subcontractor's obligations, under this Section (Compliance with Immigration Laws) by including a provision in each subcontract substantially in the following form:

"Subcontractor hereby warrants that it will at times during the term of this contract comply with all federal immigration laws applicable to Subcontractor's employees, and with the requirements of ARS § 23-214 (A). Subcontractor further agrees that County may inspect the Subcontractor's books and records to ensure that Subcontractor is in compliance with these requirements. Any breach of this paragraph by Subcontractor will be deemed to be a material breach on this contract, subjecting Subcontractor to penalties up to and including suspension or termination of this contract.

4. **Child Labor.** Contractor will comply with all child labor laws, including, but not limited to, ARS § 23-230 et seq., the applicable provisions of which are hereby incorporated as provisions of this Agreement.
5. **Fingerprinting.** Contractor will comply with applicable provisions of ARS §§ 8-804, 36-594.01, 36-3008, 41-1964, and 46-141, which are hereby incorporated as provisions of this Agreement.
6. **Eligibility for Public Benefits.** Contractor will comply with applicable provisions of ARS §§ 1-501 and 1-502 regarding public benefits, which are hereby incorporated as provisions of this Agreement.
7. **Israel Boycott Certification.** Pursuant to ARS § 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 USC § 4842 or a regulation issued pursuant to 50 USC § 4842.
8. **Forced Labor of Ethnic Uyghurs.** Pursuant to ARS § 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 supplies 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 ARS § 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.