



Flagstaff Cultural Partners



**Art & Science Fund
July 1, 2010 – June 30, 2011**

Special One-Time Grant Application **Guidelines**

Application Deadline: Monday, August 2, 2010, 5:00 pm

Section 1: Introduction

Flagstaff Cultural Partners (FCP) is dedicated to providing opportunities in the arts, sciences and culture. FCP serves as the granting agency for City of Flagstaff funds including the Bed, Board, and Beverage tax funds. The City has directed FCP to award \$43,000 in one-time grants for special projects that are art, culture or science based in nature and produced by these agencies:

- The United Way of Northern Arizona
- FACTS- Family and Community Teaming for Students
- Coconino Humane Association
- Intake Triage (The Guidance Center)
- Victim Witness Services for Coconino County
- Arizona Cardinals Charities
- Arizona Rural Policy Institute
- Greater Flagstaff Forest Partnership
- Coconino Coalition for Children & Youth
- Northern Arizona Center Against Sexual Assault
- Weed & Seed (The Sunnyside Neighborhood Association)
- NACOG Rural Transport
- Sister Cities Association
- High Altitude Training Center

These Guidelines set forth the criteria, eligibility and procedure by which these agencies may apply for this special, one-time grant opportunity.

Any questions about this document or this grant opportunity may be directed to Robin Cadigan, Flagstaff Cultural Partners, at (928) 779-2300 x104, and rcadigan@culturalpartners.org.

Mission Statements

Flagstaff Cultural Partners

The mission of Flagstaff Cultural Partners is to enhance the spectrum and quality of cultural experiences available to residents of and visitors to our community.

Art & Science Fund Mission

The Mission of the Art & Science Fund Committee is to responsibly and effectively invest the City's resources to benefit residents and visitors through excellence in artistic, scientific, and cultural programming.

Section 2: Definitions

Project- special, one-time, or on-going series of activities such as public performances, lectures, workshops, concerts or exhibitions.

Immediate Flagstaff Area- is proximate to the City of Flagstaff and refers to programs that specifically benefit residents of and visitors to Flagstaff.

Art & Science Fund Committee- the Art & Science Fund Committee is composed of 7 - 10 members who determine allocation of the Art & Science Fund.

Section 3: Eligibility

This special, one-time grant opportunity is for organizations named herein **ONLY** (see Section I above) that wish to apply for funding for arts, cultural or science-based projects that take place in the immediate Flagstaff area. These include, but are not limited to: festivals, exhibitions, concerts, workshops, performances, and lectures. Projects must have a direct public benefit.

Projects should meet some or all of FCP's Art & Science Fund goals:

- To enhance the quality of life for Flagstaff residents and visitors through experiences in arts, cultural and scientific activities in a meaningful way
- To stimulate public and private support for arts, cultural and scientific endeavors in Flagstaff, and build a sense of community with all arts, science and cultural nonprofit organizations in Flagstaff
- To increase opportunities for community-based educational experiences in arts, cultural and scientific endeavors
- To support new art, science and cultural projects and emerging nonprofit organizations

- To promote and preserve Flagstaff's uniquely diverse arts, science and cultural communities and organizations

We encourage applicants to find collaborative partner agencies for projects. These collaborating agencies can include art, culture and science-based organizations that have already received funding from FCP for FY2010-11.

Section IV: Eligibility Limitations

We do NOT fund

- Organizations that were funded by FCP in the 2008-2009 grant cycle but failed to file a final report by the deadline (July 31, 2009)
- Individuals
- K-12 schools
- Projects by for-profit organizations
- Projects involving the construction of facilities
- Debt reduction
- Fundraising projects or events
- Scholarships, awards, and re-granting
- Capital expenditures
- Lobbying expenses
- Activities that do not serve the residents and visitors to the immediate Flagstaff area

Section V: Application

To apply, follow the instructions in the Project Application document. This document will guide applicants through each step of the application process, including narrative, budget, and required documentation. The document is available for download on the FCP website at www.culturalpartners.org/grants.htm. The document is also available in hard copy format by contacting Robin Cadigan at FCP, at (928) 779-2300 x104, or rcadigan@culturalpartners.org.

Section VI: Funding Available

Eligible organizations may apply once for up to \$15,000 for an eligible project. Keep in mind, however, that there is only \$43,000 total available for funding and fourteen total possible applicants. While requests for funding can be up to \$15,000, it is suggested that applicants be prepared to conduct their project without receiving full requested funding.

Funding provided through this grant program may represent no more than 75% of the total cash project budget.

Section VII: Grantee Responsibilities

Liability Insurance

Upon signing a contract for funding, the grantee must provide proof of liability insurance with a minimum coverage of \$1,000,000 naming *Flagstaff Cultural Partners and the City of Flagstaff* as an additional insured. You can request to see a sample insurance form from Robin Cadigan at Flagstaff Cultural Partners. Be sure to include the cost of this insurance in your organization's budget.

Audits

After awarding a grant, FCP may audit the grantee's records, at any time, to verify that the grantee is complying with the terms, conditions, and requirements of the contract. FCP may require that the applicant organization pay for the cost of the audit.

Acknowledgment

Organizations *must acknowledge the support of Flagstaff Cultural Partners and the City of Flagstaff* in advertisements and promotional materials for the project. FCP and the City of Flagstaff logos may be obtained on the FCP website (www.culturalpartners.org/grants.htm). The requirements for this acknowledgment are shown in Exhibit D, available for download on the FCP website.

Report Requirements

All applicants who are funded in this grant cycle must submit a final report by July 31, 2011. The Final Report forms can be obtained from the FCP website (www.culturalpartners.org/grants.htm).

Section - Review Criteria and Procedure

The Art and Science Fund Committee will review all applications. The following criteria must be met or the application will be declined.

- 1) The completed application must arrive at FCP offices by 5:00 p.m., on August 2, 2010.
- 2) The applicant meets the criteria for eligibility as stated in the Guidelines under Section II.
- 3) The requested grant monies serve the immediate Flagstaff area and provide direct public benefit.

If the above criteria are met, committee members will individually evaluate and rank the application based on the following criteria:

- Program meets the goals of the FCP Art & Science Fund
- Overall scope and quality of the project
- Community outreach/public benefits
- Organizational/administrative profile of the organization
- Financial status and fiscal management

Section VIII – Schedule

All activities and meetings take place at Coconino Center for the Arts, 2300 N. Fort Valley Road, Flagstaff, Arizona. All meetings listed herein are open to the public; however, public comments will not be allowed during Committee and Board meetings.

Grant Guidelines Published: Friday, June 25, 2010

Art & Science Fund Guidelines and Applications are announced and published on FCP's website at www.culturalpartners.org/grants.htm

Grant Applications Due: Monday, August 2, 2010, by 5 pm

All grant applications must arrive at the Flagstaff Cultural Partners office no later than Monday, August 2, 2010, at 5:00 p.m. **Late applications will not be accepted.** Applications may be sent by mail; however, applicants should be aware that applications must arrive at our office by the deadline, regardless of any postal delivery delays, or they will not be accepted for consideration.

Hand delivery: The Coconino Center for the Arts, 2300 N Fort Valley Road, Flagstaff, AZ. **Office hours are 11:00 a.m. to 5:00 p.m., Monday through Saturday.**

Mail: Flagstaff Cultural Partners, PO Box 296, Flagstaff, AZ 86002

Art & Science Fund Committee Meeting: Friday, August 6, 2010, at 9 am

The Committee meets for the first time to receive applications and review eligibility.

Committee Phone Interviews with Applicants: week of August 16

An Art & Science Fund Committee member will call applicants for a telephone interview, to ask questions and get additional information about the application. Phone calls will be made to the "Staff Contact" listed on the Applicant Data Sheet in the Grant Application.

Art & Science Fund Committee Meeting: Monday, August 23, 2010, 9 am

The Committee reviews, discusses and ranks all applications, and makes funding recommendations.

FCP Board of Directors Meeting: Wednesday, August 25, 2010, 4:30 pm

The FCP Board of Directors meets to approve the final allocation of the Art & Science Fund.

Notification of Awards: Wednesday, September 1, 2010

Notification letters and grant award packets are mailed to applicant organizations.

Signed Contracts due: September 30, by 5 pm

A grant award packet will be sent to all funded applicants. Applicants must sign and return documents by September 30, 2010, to receive funding.

Funding Available: October 2010

Payment will be made to funded applicants before the end of October.

Final Reports: July 29, 2011, by 5 pm

All applicants who are funded in the 2010-11 grant cycle must submit a final report by July 29, 2011. Final Report forms can be obtained from the FCP website (www.culturalpartners.org/grants.htm).

All guidelines and application documents are subject to modification by FCP at any time - changes will be posted online at: www.culturalpartners.org

All announced grant awards are subject to change by FCP based on the availability of Bed, Board and Beverage (BBB) Revenues from the City of Flagstaff.