Chamber and Tourism Membership Grant Guidelines: Fiscal Year 2015

Program Description

Chamber and Tourism Grants for Organizations (CTM) are designed to assist Arizona nonprofit arts and culture organizations with funding support for *1- or 2-year memberships in/with business or tourism industry chambers/bureaus/ associations in their communities*. Applicants must make a compelling case as to which area of focus (business or tourism) would be most valuable to their organizations' work and ability to positively impact their community.

Some examples of relevant chambers/bureaus/associations include (but are not limited to): Sedona Chamber of Commerce, Asian Chamber of Commerce (Phoenix), Yuma County Chamber of Commerce, Greater Phoenix Convention and Visitors Bureau, Arizona Hispanic Chamber of Commerce, Arizona American Indian Tourism Association, and Tucson Metropolitan Chamber of Commerce. Additional information about Arizona chambers of commerce can be found at http://www.azchamber.com/index.cfm. For information about membership-based convention and visitors bureaus or other tourism associations, inquire with your local city government.

Application Deadline:

Applications for these grants will be accepted between July 1, 2014 and April 30, 2015 annually, or until all grant funds are expended, which may occur before April 30, depending on the number of applications received.

Applications will be reviewed within four (4) weeks of submission.

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Award Amount

Applicants may request *up to* a maximum of $500. No match is required for CTM grants. Applicants may not request funds in excess of published/recognized fees. CTM grants may be used to fund up to 2 years of membership-based participation in one (1) business or tourism industry chamber, bureau or association.

Applicant Eligibility

Chamber and Tourism Membership Grants are awarded to *Arizona nonprofit arts and culture organizations and government units*. An applicant must be incorporated as a nonprofit organization with tax-exempt status under Section 501(c)3 of the Internal Revenue Code, or be a unit of government.

Evaluation Criteria

- **Quality of Membership Opportunity:** Quality and appropriateness of the membership opportunity for the applicant as articulated in the grant narrative and as demonstrated through the brochure, schedule, invitation and/or invoice; Quality of specific programs that will engage the organization as a member.
- **Impact of Membership on Organization:** Potential impact of the business/tourism membership on the applicant organization; Clarity and appropriateness of the measurable outcomes.
- **Community Investment:** Potential impact on a community ("community" as defined by the applicant) from membership; Commitment to follow-up, development of partnerships and implementation of learning.
- **Appropriateness of Requested Funds:** Appropriateness of the costs associated with the activity as outlined in the budget; Appropriateness of the proposed use of grant funds, applicable toward eligible expenses.

ELIGIBLE EXPENSES

CTM grants may be used to fund up to two (2) years of membership-based participation in one (1) business or tourism industry chamber, bureau or association (up to $500*). The membership period must begin within the current Fiscal Year, beginning July 1st, 2014 and ending June 30th, 2015.

**If the identified membership exceeds $500, additional sources of revenue must be identified in the application budget.*

Eligible expenses include:

- Registration or membership fees.
- Other fees associated with registration or membership fees which extend or expand the membership opportunity. "Other fees associated" might include fees supporting inclusion in directories or subgroups/committees related to the chamber/bureau/association identified in the CTM request.

CTM grants may be used to fund the continuance of existing or lapsed organizational memberships in/with business or tourism industry chambers/bureaus/associations provided the CTM grant request successfully meets all published guidelines and criteria.

GRANT PROGRAM DOES NOT FUND

Applicants may not request funds in excess of published/recognized fees. Amounts listed in the brochure, schedule, invitation or invoice must substantiate and cannot be *less than* the request. The Chamber and Tourism Membership Grant does not fund:

- Any expenses outside of the stated eligible expenses.
- Multiple requests from the same organization in the same fiscal year.
- Consecutive annual request from the same organization within two fiscal years if funded membership has not expired.
- Requests to join lobbying groups/associations or other membership-based nonprofit organizations with tax-exempt status under Section 501(c)4 of the Internal Revenue Code.
- Requests to join multiple business or tourism industry chambers/bureaus/associations.
- Applicants who have failed to submit Final Reports for previously funded grants.
- Any funding requests for business or tourism industry chamber, bureau or association benefits that include food, beverages, and travel, including awards dinners, gala events, et cetera.
- Costs associated with staff time utilized by participating in a business or tourism chamber, bureau or association.

REVIEW PROCESS

To ensure fairness in the distribution of limited public funds, applications are internally reviewed by a panel of staff members. Applications will be reviewed within approximately 4 weeks of submission and applicants will be notified of their status shortly thereafter. Payment can take up to 6-8 weeks to process.

HOW TO APPLY

Complete the following steps to compose and submit your Chamber and Tourism Membership Grant application. Applications which do not follow instructions and do not meet all published guidelines will not be considered and will not advance to panel review.

All items are required.

Step 1: Compose the Grant Application Document.
Step 2: Complete the Chamber and Tourism Membership Grant Budget Form.
Step 3: Collect Supplemental Materials.
Step 4: Attach and Submit All Required Grant Materials online.

Step 1: Grant Application Document

The Grant Application Document must be formatted as follows:

- Typed in at least 11-point font, single or double spaced, with 1" margins.
- **Submitted as one single document, no more than three (3) pages in length.**
- Saved as a .doc, .docx or .pdf with the following file name format: [Organization Name]_Grant Application Document, *example: "Happy Dancers_Grant Application Document."*

The Grant Application Document must include the following:

General Description of Membership *(not to exceed 500 words)*:
Provide a brief description of the membership. Explain why your organization selected this membership opportunity.

Grant Narrative *(not to exceed two pages)*:

- Title the grant narrative: "Chamber and Tourism Membership Grant Narrative."
- Compose a Chamber and Tourism Grant Narrative that addresses the following:
  - ***Quality of Membership Opportunity*** – Describe how the membership will provide quality opportunities for your organization to develop its resources, grow its constituency, et cetera. If you requested membership and additional fees for related activities/resources, explain how these will add to the quality of your membership. Be as specific as possible; include benefits of the membership, such as programs, events and resources.
  - ***Impact of Membership on Organization*** – Make a compelling case as to why and how this membership is valuable to your organization's work and ability to positively impact its community. Provide at least 2 examples of how your organization has engaged with local business or tourism efforts in the past.
  - ***Community Investment –*** Describe how this membership will enrich your organization's relationship with the communities it serves. Provide examples as to how your organization will contribute to the dialogue between arts/culture, business and tourism. Provide measurable outcomes that will be employed to determine the impact of this membership on your organization and on your community. Confirm your intention to: follow-up on the learning and opportunities associated with the membership; serve as an active participant in the membership group; and develop useful partnerships.

Supplemental Materials Description *(not to exceed one page)*:

- Title the supplemental materials description: "Chamber and Tourism Membership Grant Supplemental Materials Description."
- Compose a brief description of the supplemental materials that highlights the pertinent information within the attached brochure, schedule, invitation, invoice, et cetera (*see Step 3: Supplemental Materials*).

Step 2: Chamber and Tourism Membership Grant Budget Form

Fill out the budget form, providing all eligible expenses and identifying all funding sources, included the requested grant amount. Ensure that the expense total and income total match.

- Save as a .pdf with the following file name format: [Organization Name]_Budget Form, *example: "Happy Dancers_Budget Form."*

Step 3: Supplemental Materials

Attach relevant information or materials indicating fees or membership levels related to the business or tourism industry group/chamber/bureau/association for which your organization aims to purchase a membership. Appropriate supplemental materials include brochures, schedules, invitations and/or invoices. Listed amounts must substantiate and cannot be *less than* the CTM request. Highlight or notate appropriately.

- Submit no more than three (3) pieces of supplemental material.
- Save as a .doc, .docx, .pdf, or .jpg with the following file name format: [Organization Name]_Supplemental Materials, *example: "Happy Dancers_Supplemental Materials."*

Step 4: Complete, Attach and Submit All Required Grant Materials Online

Submit a complete Chamber and Tourism Grant Application by completing and attaching all required items to your online application. Access the online application at: https://fasttrackgrants.submittable.com/submit.

Complete Online Cover Page: Fill out the entire Chamber and Tourism Membership Grant Cover Page in the online application system. All required sections must be complete and accurate. *Information provided here will not be considered during any part of the panel review process.*

Attach Materials: Applicants must attach the following materials:

- ☐ **Grant Application Document,** consisting of the following:
  - General Description of Membership.
  - Grant Narrative.
  - Supplemental Materials Description.
- ☐ **Budget Form**
- ☐ **Supplemental Materials**

Submit Application: Once all materials are attached, click the submit button.

All submissions must be made within the Fiscal Year, beginning July 1st, 2014. The latest that requests can be submitted is April 30th, 2015.

Once submitted, applicants will receive a follow-up email confirming the grant application has been received. This email does not validate that the application submitted is complete or eligible for review.

NOTE: After an application has been submitted, no changes can be made to application materials.

FREQUENTLY ASKED QUESTIONS

ELIGIBILITY

Q: What types of membership activities are eligible for the Chamber and Tourism Membership Grant?
A: There are a wide range of eligible activities associated with membership. Some examples include website participation, listings in directories, and reserved display space for information about your organization. Activities that involve food are not eligible. Contact Arts Commission staff if you have further questions.

Q: Can I apply for funds to support employee time spent utilizing the membership?
A: No. Staff time is not an eligible expense for this particular program.

Q: If my organization was funded last fiscal year for a one-year membership, can I apply again this fiscal year?
A: Yes. You can apply as long as your membership will be renewed during the grant time period. Applicants may not apply more than once within the same fiscal year.

Q: If I was funded last fiscal year for a two-year membership, can I apply again this fiscal year?
A: No. Organizations cannot reapply before the previously-funded membership is over.

SUBMITTING AN ONLINE APPLICATION

Q: How do I submit an application online?
A: Online applications can be submitted at https://fasttrackgrants.submittable.com/submit.

Q: What is Submittable?
A: Submittable is the online application system used by the Arizona Commission on the Arts to receive online grants applications for the Fast-Track Grants program.

Q: How long will Submittable accept my online application?
A: The online application system will remain open from July 1st, 2014 to April 30th, 2015.

Q: I have never used Submittable before. How do I make a new Submittable user account?
A: When you click on the "Apply Now" button on the Fast-Track Grants Submittable page, you will be prompted to create your "user account information." Once you enter and submit your user account information, Submittable will send you a confirmation email. Follow the instructions in the confirmation email, and you will then be able to sign in to Submittable and complete your online application.

Q: I have already made an account on Submittable. Do I need to make a new profile in order to apply?
A: No. You can use your current Submittable profile. Click the "Sign In" link at the bottom of the page and enter your username and password. Once you sign in, Submittable will transfer you back to the Fast-Track Grants webpage. PLEASE NOTE: If you are using a pre-existing Submittable profile, please make sure your contact information in Submittable is up-to-date. All award notifications will be made using this contact information.

Q: How do I update my contact information on Submittable?
A: Click on the "DASHBOARD +" button in the top, right-hand corner of the webpage. Choose "My Profile" from the dropdown menu. This will take you to your profile page where you can update your profile information. The Arizona Commission on the Arts will use the contact information on your profile page to make award notifications, so please confirm that all contact information is correct.

Q: How do I complete and submit an online application?
A: Once you are signed into Submittable, click on the "Apply Now" button under Chamber and Tourism Membership Grants. This will take you to the submission page. Complete all required fields, attach required files, and click the "Apply Now" button. *NOTE: After an application has been submitted, no changes can be made to application materials.*

Q: Can I save a draft of my online application?
A: Yes. You can save a draft of your online application and return to your application at a later time. If you started your application and want to save a draft for later revisions, click the "Save Draft" button at the bottom of the application page.

Q: How many files should I attach?
A: All applicants will attach at least three (3) files: the grant application document, budget form, and at least one supplemental material. Make sure all files are properly named and formatted as instructed in the "How to Apply" section of the guidelines.

Q: When will I receive confirmation that my application was received?
A: Applicants will receive a confirmation email after submitting the application. *This email does not validate that the application submitted is complete or eligible for review.* Please do not call the Arts Commission office to confirm receipt.

Q: Are resources available to help me complete the application?
A: You may review past applications on file in the Arts Commission's Resource Library, as these are public documents and may be useful in refining grantwriting skills. You may also ask for technical support. Contact Arts Commission staff if you have further questions.

Review Process

Q: Will my application be processed if it is incomplete?
A: No. Applications which do not follow instructions and do not meet all published guidelines will not be considered and will not advance to panel review.

Q: Can I find out about the status of my application during the panel review process?
A: No. Please do not contact the Arts Commission about the status of an application. Applications will be reviewed within four (4) weeks of the submission deadline. Notifications will be mailed out shortly thereafter.

Q: Can I get feedback from panelists on my application?
A: Yes. Comments are recorded for all applications.