

Fiscal Year 2019 Community Investment Grant Guidelines, Alternate Year Application

Alternate Year Applications

Organizations that **received** a Community Investment Grant (CIG) in the previous funding cycle will apply as follows for Fiscal Year 2019:

- **CIG Levels I, II, and III** will submit an **alternate year** application.
- **CIG Levels IV, V, and VI** will submit a **full** application and undergo panel review.

On their **alternate year**, CIG grantees will submit an abbreviated application, a Fiscal Year 2016 DataArts' Funder Report, will not undergo panel review, and will maintain the same funding priority determined during the previous year's panel review. Though funding priority will remain the same, actual grant awards may fluctuate from one year to the next depending on the availability of Arts Commission funds. A list of organizations that have been determined to be in their alternate year can be found on [page three](#).

Arts Commission staff has the authority to request that an organization submit a full or alternate year application, regardless of alternate year status, in a year where an organization is undergoing dramatic financial, programmatic, or management changes.

If you believe your organization will have experienced, since the last panel review, such a **significant increase in adjusted annual income** as to transition from a CIG Level I, II, or III organization to a CIG Level IV, V, or VI organization, you **will be required** to submit a full application and undergo panel review. A full list of the CIG Levels and instructions on how to determine your level is available in the full [Fiscal Year 2019 Community Investment Grant Guidelines](#). The Arts Commission advises organizations that have experienced a significant change in their adjusted annual income to contact Kristen Pierce Kent, Organizational Grants and Services Manager, as soon as possible.

How to Submit

All alternate year applications must be submitted online through Submittable, an online submission platform. A link to the grant application can be found on the Arts Commission's website at www.azarts.gov/grant/community-investment/. The Arts Commission will not accept applications by means other than Submittable. If extenuating circumstances prohibit applicants from using Submittable, they are advised to contact the Arts Commission **at least one month before** the application deadline to make reasonable accommodations for application submission. **Late or incomplete applications will be ineligible for review or funding.**

Deadline & Grant Cycle

DEADLINE: 11:59pm, Thursday, March 15, 2018
for the funding period of July 1, 2018 to June 30, 2019.

Primary Staff Contact

For all levels of Community Investment Grants:

Kristen Pierce Kent

Organizational Grants and Services Manager &
Accessibility Coordinator
(602) 771-6517
kpierce@azarts.gov

For questions regarding the Submittable online submission platform:

Submittable Technical Support

Email: support@submittable.com
Phone: (855) 467-8264, ext. 2
Web: help.submittable.com

For questions regarding the DataArts Funder Report:

Data Arts Support Center

Hours: Monday - Friday 9:00am – 8:00pm ET
Email: help@culturaldata.org
Phone: (877) 707-DATA (877) 707-3282
Web: www.culturaldata.org/contact

Submittable User Account

If you have previously created a Submittable account to apply for a grant from the Arts Commission, or another entity, you may log in using your existing user name and password.

After logging in to a Submittable account, applicants will be prompted to confirm their contact information before proceeding to the application. **All official Arts Commission correspondence will be sent to the contact information associated with the applicant's Submittable account, so it is imperative that this contact information is accurate and kept up to date.**

Applicant Organization Information

Information collected in this section of the application is used solely for internal and reporting purposes and will not be considered during the application review. Applicants will be required to provide:

- Organization's legal name and DBA (if applicable).
- Secondary point of contact for your organization.
- Contact information for ADA Coordinator.
- IRS Letter of Determination (Units of government are exempt from this requirement).
- Letter of Agreement (For fiscally sponsored applicants only).
- Contact list for board members.
- Current Community Investment Grant eligibility level (I, II or III)
- Organization's Mission Statement. (150 words maximum)

Overview Questions

Alternate Year applicants are required to provide the following overviews of their current programs, services, and financial status:

- **Programs and Services.** Provide a brief overview of your organization's current programs and services. (300 word maximum)
- **Planning:** Provide an overview of your organization's current programming/service plan and goals. If your organization engages in a formal strategic planning process, include the year the most recent plan was developed as well as a brief overview of the planning process. (300 word maximum)
- **Financial Snapshot:** Provide an overview of your organization's current financial status and any relevant and related information you think the Commission should know. (300 word maximum)

DataArts Funder Report

The **DataArts' Funder Report** is a powerful online management tool designed to strengthen arts and cultural organizations. Organizations enter financial, programmatic, and operational data into a standardized online form and can then generate funder reports as part of the application process to participating grantmakers, including the Arizona Commission on the Arts. Organizations can also use their data to produce a variety of reports designed to help increase management capacity, identify strengths and challenges, and inform decision-making.

Alternate Year applicants to the Community Investment Grant program are required to have data for **Fiscal Years 2014, 2015, and 2016** in the DataArts platform. Applicants must then generate a Funder Report and attach it to their alternate year application in Submittable. Applications with incorrect or incomplete data will be deemed ineligible.

For more information about how to input your data, generate the Funder Report, and attach it to your Fiscal Year 2019 Community Investment Grant application in Submittable, visit www.azarts.gov/grant/community-investment/.

Fiscal Year 2018 Grantees eligible to complete Alternate Year Application in Fiscal Year 2019

CIG Level I

Arizona Art Alliance
 Arizona Choral Society, Inc.
 Arizona Dance Education Organization (AzDEO)
 Arizona Early Music Society
 Arizona Masterworks Chorale
 Bisbee Community Chorus
 Capoeira Amizade Flagstaff
 Capoeira Institute Southwest
 Casa Libre en la Solana
 Catitude Gallery & Studio – A Community Arts Center
 Children’s Chorale of Flagstaff (CCF)
 Civic Orchestra of Tucson Association
 Convergence Ballet Company
 Fine Arts Association of Arizona
 Flagstaff Community Band
 George Phar Legler, Inc.
 Gila Valley Arts Council
 Grand Canyon Guitar Society, LTD
 Heritage Square Trust
 iTheatre Collaborative
 Lake Havasu Regional Orchestra
 Maricopa ARTS Council (MAC)
 Movement Source, Inc.
 nueBOX
 Orchestra Northern Arizona
 Patagonia Creative Arts Association
 Patrons of the Arts, Inc.
 POG, Inc.
 Rising Youth Theatre
 Safos Dance Theatre, Inc.

Sons of Orpheus – The Male Chorus of Tucson
 Space 55 Theater Ensemble
 Tucson Guitar Society
 VSA Arts of Arizona, Inc.
 West Valley Youth Orchestra
 White Mountain Symphony Orchestra, Inc.
 Winding Road Theater Ensemble
 Young Sounds of Arizona, Inc.

CIG Level II

Arizona Repertory Singers
 Artists’ Coalition of Flagstaff
 Chandler Symphony Orchestra
 Desert Sounds Performing Arts, Inc.
 Dry Creek Arts Fellowship
 Flagstaff Master Chorale, Inc.
 Grand Canyon Music Festival
 Musica Nova, Inc.
 North Valley Symphony Orchestra
 Phoenix Institute of Contemporary Art
 Phoenix Women’s Chorus
 ProMusica Arizona Chorale & Orchestra
 Scottsdale Philharmonic
 Sonoran Desert Chorale, Inc.
 Stray Cat Theatre
 Sun Lakes Community Theatre, Inc.
 Symphony of the Southwest
 Tucson Pops Orchestra
 WomanKraft
 Young Arts Arizona Ltd.

CIG Level III

Ballet Yuma
 Borderlands Theater Teatro Fronterizo Inc.
 Canyon Movement Company, Inc.
 Center Dance Ensemble
 Central School Project, Inc.
 Chandler Children’s Choir, Inc.
 Detour Company Theatre
 East Valley Children’s Theatre
 Flagstaff Friends of Traditional Music
 Grand Canyon Men’s Chorale
 Literacy Connect/Stories that Soar!
 Many Mouths One Stomach
 Mesa Encore Theatre
 Metropolitan Youth Symphony, Inc.
 Nohwike’ Bágowa Museum
 Phoenix Symphony Guild Youth Symphony
 Scottsdale International Film Festival, Inc.
 Sedona Arts Festival
 Southern Arizona Symphony Orchestra Association
 The Bisbee Radio Project, Inc.
 The Orpheus Male Chorus of Phoenix, Inc.
 Theatrikos Theatre Company
 Verde Valley Sinfonietta
 Willcox Historic Theater Preservation, Inc.
 Yavapai Symphony Association
 ZUZI Inc.

One of 56 state and jurisdictional arts agencies across the United States, the Arizona Commission on the Arts is a 51 year-old agency of the State of Arizona and a leading force in the creative and professional development of Arizona’s arts sector. Through robust programs, research initiatives, and strategic grantmaking, the Arts Commission catalyzes arts-based partnerships that strengthen Arizona communities through the arts.

We imagine an Arizona where everyone can participate in and experience the arts.

For more information, contact us at (602) 771-6501 or email info@azarts.gov or visit www.azarts.gov. To request this or any other publication in an alternate format, contact the Arts Commission offices. *An equal employment opportunity agency.*