

## WHAT IS IT?

Community Investment Grants (CIG) provide unrestricted general operating support to nonprofit arts organizations of all sizes, local arts agencies, and tribal cultural organizations whose primary mission is to produce, present, teach, or serve the arts.

Organizations may use CIG funds for many different expenses, including:

- **Salaries and Personnel Expenses:** artists, 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 costs, marketing and promotion costs.

## WHO IS IT FOR?

The Community Investment Grant for New and Small Organizations is open to organizations with budgets between \$5,000 and \$249,999. It is specifically designed to consider the organizational structure, capacity, and potential of small, mostly volunteer-driven arts groups.

### Eligible applicant organizations are:

- based in the State of Arizona
- have a primary mission to produce, present, teach, or serve the arts
- incorporated with the IRS as a nonprofit (501c3) organization or have a formal agreement with a nonprofit fiscal sponsor.
- a unit of government (local or tribal)

Multidisciplinary or multipurpose organizations are eligible for Community Investment Grants if they are able to demonstrate that the arts comprise at least 50% of the organization's public programming.

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## APPLICATION & REVIEW TIMELINE

### Application Due

March 14, 2019, 11:59pm:

### Grant review panels convened

May 2019 (dates and times TBA)

### Grantees notified.

July 2019:

## FUNDING PERIOD

July 1, 2019 to June 30, 2020.

## PRIMARY STAFF CONTACT

### Kristen Pierce Kent

Organizational Grants and Services  
Manager  
Phone: (602) 771-6517  
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## TECHNICAL SUPPORT

For questions about the **Submittable** online submission platform:

Email: [support@submittable.com](mailto:support@submittable.com)  
Phone: (855) 467-8264, ext. 2  
Web: [help.submittable.com](http://help.submittable.com)

For questions about the **DataArts Funder Report**:

Email: [help@culturaldata.org](mailto:help@culturaldata.org)  
Phone: (877) 707-3282  
Web: [culturaldata.org/contact](http://culturaldata.org/contact)

## GRANT LEVELS & AWARD RANGES

CIG award amounts vary according to the size of the applicant organization.

Organizations apply in one of six grant levels based on their size. Size is determined by the organization's adjusted annual income for Fiscal Year 2018 (FY2018). Adjusted annual income is your gross annual income minus any in-kind support.

In lieu of adjusted annual income, organizations applying in Level I may use their FY2018 closing bank account balance to establish their eligibility.

## GRANT LEVEL ELIGIBILITY REQUIREMENTS

	CIG LEVEL I	CIG LEVEL II	CIG LEVEL III
<b>FY2018 Adjusted Annual Income</b>	\$5,000 - \$24,999	\$25,000 - \$99,999	\$100,000 - \$249,999
<b>Years producing arts-related programming (prior to the current application deadline)</b>	At least one year	At least two years	At least three years
<b>Nonprofit status</b>	An IRS Letter of Determination OR Fiscal Sponsor Letter of Agreement		An IRS Letter of Determination
<b>Award Range</b>	\$1,000 - \$3,000	\$2,000 - \$5,000	\$3,000 - \$8,000

Within their award range, a grantee's award amount is determined based on their panel review ranking.

Actual grant award amounts may be adjusted based on the availability of grant funds. Due to the fluid nature of Arts Commission funding and the subsequent fluctuation of available grant funds, organizations are strongly encouraged to budget conservatively when forecasting potential awards.

Award amount and payment are ultimately based on the availability of agency funds and may be reduced, held, or canceled based on the agency's financial circumstances.

## THE APPLICATION

Before beginning your application, make sure you have the following:

- IRS determination letter **or** fiscal sponsor letter of agreement
- financial and participation data from fiscal year 2018

When you're ready, go to <https://azarts.gov/grant/community-investment/> and click on **"Apply Now."** This will take you to a website called Submittable where you'll submit your application materials.

You do not have to complete the application in one session. Submittable allows you to save a draft of your application and complete/submit it later.

Submittable user guides can be found at <https://azarts.gov/grants/resources-for-grant-applicants/>.

## ORGANIZATION OVERVIEW

First, you will be asked to provide some basic information about your organization.

- Organization name and (if applicable) DBA
- Mailing address
- Primary and secondary contact Info
- ADA Coordinator Contact Info
- Year Established
- FY2018 Adjusted Annual Income (annual gross minus in-kind value)
- FY2018 Total Annual Expenses
- CIG Level you're applying in (see "Grant Levels and Award Ranges")
- Your organization's nonprofit status
  - \* Be prepared to upload an IRS Letter of Determination or Fiscal Sponsor Letter of Agreement
- Mission statement (150 words maximum)

## NARRATIVE QUESTIONS

Next you will respond to a series of narrative questions. You may want to develop your responses using word processing software, then copy/paste them into the Submittable application when they're ready.

1. What is the work that your organization does (programming, activities, services, etc.) to fulfill its mission? (300 words maximum)
2. Why do you do what you do? What drove the formation of your organization and the development of its mission? (300 words maximum)
3. Who are the communities that specifically engage with and/or participate in your organization's work? Consider artists, audience members, local, regional and segmented/special populations. (300 words maximum)
4. How does your organization listen and respond to its communities in your planning and decision-making processes? (300 words maximum)
5. What are one or two recent accomplishments your organization has experienced related to your mission? (300 words maximum)
6. How do you evaluate your work? How does your organization know when/if it is effective? (300 words maximum)
7. What is your organization's operational or administrative structure? (i.e., all volunteer, working board members, one or two dedicated individuals, etc.) (300 words maximum)
8. How does your organization benefit from in-kind support and/or services? Tell us about those relationships/partnerships and the support they provide for your organization. (300 words maximum)
9. Provide an overview of your organization's current financial status and describe any effective financial strategies you have employed to support your organization's work. (300 words maximum)
10. Use this space to talk about anything that is unusual or stands out about the financial documentation you are providing for FY2018 (see next section). This is your chance to explain your finances to the review panel. (300 words maximum)

## FINANCIAL DOCUMENTATION

The financial documentation you provide will depend on the level you are applying in. All applicants have the option to submit a DataArts Funder Report, while CIG Level I and II applicants may opt to provide alternative documentation.

	REQUIRED DOCUMENTATION	
	COLUMN A	COLUMN B
<b>Level I</b> You may provide the materials requested in either Column A <b>or</b> Column B.	DataArts Funder Report containing at least FY2018 data	The CIG Levels I & II Expenses and Income Form <b>and</b> ONE of the Following Documents: <ul style="list-style-type: none"> <li>• FY2018 closing Balance Sheet</li> <li>• FY2018 closing bank statement</li> <li>• FY2018 closing Profit &amp; Loss Statement</li> <li>• FY2018 IRS Form 990</li> </ul>
<b>Level II</b> You may provide the materials requested in either Column A <b>or</b> Column B.	DataArts Funder Report containing at least FY2018 and FY2017 data	
<b>Level III</b>	DataArts Funder Report containing FY2018, FY2017 and FY2016 data.	

If using the Expenses and Income Form, find it at <https://azarts.gov/grant/community-investment/>, download a copy to your machine, complete and save it using the naming convention: ACAFY20CIG\_YourOrganization-NameHere

### About the DataArts Funder Report

DataArts provides a powerful online data management tool designed to strengthen arts and cultural organizations nationwide. Organizations enter financial, programmatic, and operational data into a standardized online form. Organizations can then produce a variety of reports based on this data, including the DataArts Funder Report.

DataArts Funder Reports can be submitted as part of the application process to participating grantmakers, including the Arizona Commission on the Arts.

Additional information and DataArts user guides can be found at <https://azarts.gov/grants/resources-for-grant-applicants/>.

## **EVALUATION CRITERIA**

Your organization's application materials will be reviewed by an independent panel according to the following criteria:

### **Community Investment**

Does the application provide specific details about the work your organization does, why you do it, and the communities you engage in and with? How well does the work you described in your application align with the organization's mission statement?

### **Quality Programming/Service**

Is the work you describe in your application responsive to the communities you engage? Does the application clearly describe effective methods of programmatic evaluation? Does the application provide specific and substantial evidence of the quality of the programming/ service your organization provides?

### **Fiscal Ingenuity**

Does the application clearly articulate how your organization functions? Does the application clearly explain the financial information provided, the organization's current financial situation and effective strategies for financial support? Do the numbers align with the story your application narrative is telling?

### **Stewardship of Public Funds**

Does the application describe strong method(s) of community engagement? Does the application clearly describe how community dialogue and feedback are integrated into planning processes and decision-making?

Please note: need is not a criterion. Application merit is based upon strength of response in relation to the review criteria.

# CIG COMMUNITY INVESTMENT GRANT

## APPLICATION REVIEW PROCESS

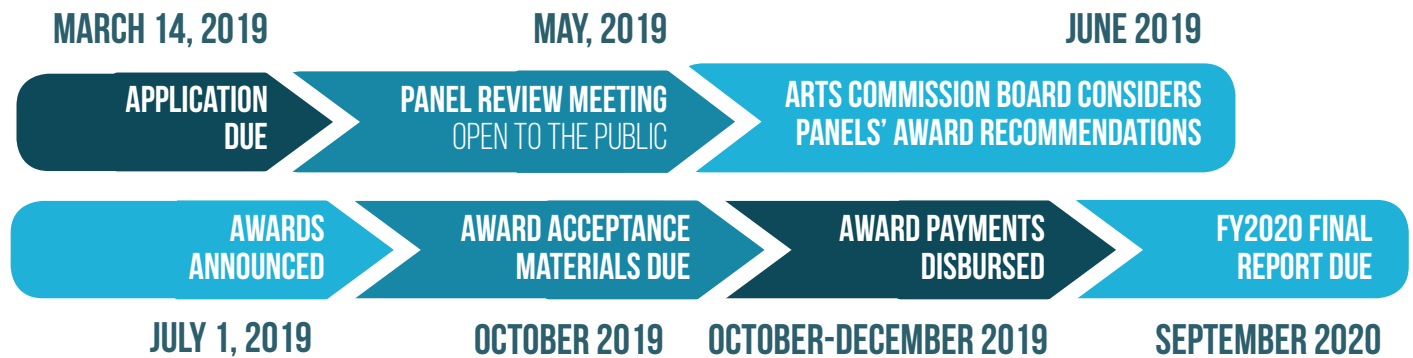
Grants are awarded through a competitive review process. Applications are not compared to one another, however. Rather each application is evaluated based on how well it demonstrates alignment with the evaluation criteria.

CIG applications are first reviewed for completeness and general programmatic eligibility by the grant program manager.

Applications determined to be eligible are then reviewed by independent review panels. Review panels are composed of diverse community leaders, experts, educators, and arts practitioners from rural, urban, and sub-urban areas throughout Arizona.

Panelists first review applications individually. They then meet as a panel to deliberate and finalize their scoring. This meeting is open to the public and applicants are encouraged to attend or listen-in online. The panel meeting closes with the panel submitting its final ranking and funding recommendations.

## FY2020 CIG TIMELINE



## GRANTEE REQUIREMENTS

All Community Investment Grant awards must be matched with cash (at least 1:1) by the grantee organization by the end of the Arts Commission's funded fiscal year.

Levels I and II Community Investment Grant recipients must create a DataArts profile (if they don't already have one) and submit a DataArts Funder Report containing financial data for the past three fiscal years (or fewer if the organization has not yet been in operation three years) by October 21, 2019.

All Community Investment Grant recipients must submit a final report following the end of the funding period, typically by September of the following calendar year. Failure to do so renders an organization ineligible to apply for the next available funding cycle.

## FUNDING RESTRICTIONS

This program does not fund the following:

- Organizations that received Arts Commission funding in Fiscal Year 2018, but failed to file a final report by Monday, September 10, 2018.
- Organizations not dedicated to producing, presenting, teaching, or serving the arts as their primary mission. (The arts must comprise at least 50% of programming to be eligible.)
- Any division of local, state, or federal government except Tribal Cultural Organizations and Local Arts Agencies (including arts councils and arts commissions).
- Applications submitted by for-profit organizations.
- Schools, including public, private, and charter.
- Auxiliary/affiliate organizations.
- Religious institutions or religious group-sponsored organizations not open to participation by non-congregants.
- Religious institutions or religious group-sponsored organizations whose primary purpose is the religious socialization of individuals or whose arts programming exists as parts of religious sermons or services.
- Re-granting, unless permission is received.
- Grant administration, overhead, or processing fees taken by an umbrella/parent organization as a percentage of the total award, with the exception of fiscal sponsors.
- Lobbying expenses.
- Expenses related to the construction of facilities.
- Food and beverage for receptions and hospitality functions.
- Fundraising projects.
- Scholarships and awards.
- Equipment or capital expenditures.
- Indirect costs.

*This list is not comprehensive.*

Additionally, according to the Arts Commission's enabling statutes, "Notwithstanding any other law, no monies from the Arizona Commission on the Arts may be spent for payment to any person or entity for use in desecrating, casting contempt on, mutilating, defacing, defiling, burning, trampling, or otherwise dishonoring or causing to bring dishonor on religious objects, the flag of the United States or the flag of this state." Recipients of Arts Commission support are further instructed to "take into consideration general standards of decency and respect for the diverse beliefs and values of the American public" within funded programs.



**GLOSSARY:**

<b>Adjusted annual income:</b>	For a given fiscal year, unrestricted income less in-kind support or unrestricted gross cash income. This could also be your fiscal year-end bank account balance
<b>Accessibility (ADA) Coordinator:</b>	The person in your organization who can answer questions about or facilitate requests for accessible programs and services; no special training or certification required. As a grantee of the National Endowment for the Arts, all Arizona Commission on the Arts grantees are required to appoint someone as an ADA Coordinator, to be in compliance with federal funding regulations.
<b>Community/Communities:</b>	Consider all of the people involved with your organization: artists, audience members, patrons, donors, students, population segments, surrounding neighbors and neighborhoods, locations, and regions. Think broadly.
<b>DataArts platform:</b>	A national, third-party data collection and analysis platform that the Arts Commission utilizes in its grantmaking. A powerful, online, financial reporting tool provided free of charge to AZ arts organizations. This platform generates the required Funder Report.
<b>DataArts Survey:</b>	One year of information input into the DataArts platform; each year equals a survey. Funder Reports pull three surveys into one report. Surveys are named by fiscal year.
<b>Deadline:</b>	The published date and time by which an item must be completed in order to be eligible or in compliance.
<b>Fiscal Sponsor:</b>	An incorporated 501c3 organization that formally agrees to accept and distribute grant funds on behalf of an unincorporated group. This organization does not have to be located in Arizona or established as an arts-based organization. The fiscal sponsor must provide the applicant organization with a Letter of Agreement formalizing the arrangement to submit with their application. A fiscal sponsor's financial information is not required as part of the application.
<b>Fiscal Year (FY):</b>	The organization's financial accounting year. This may be calendar based or not; referred to by the year it ends (i.e., FY2020).
<b>Funding Priority</b>	The ranking an application receives from the panel review process (low, medium or high); this rank corresponds to an award amount.
<b>Funder Report:</b>	The required financial reporting component of the CIG application process. It gets submitted either with the CIG application or by the CIG Award Acceptance Materials Return deadline in October.
<b>GOS:</b>	General operating support. This is unrestricted funding that your organization can utilize for operations, programming and/or services, in accordance with the program's eligible expenses or funding restrictions.
<b>In-Kind support:</b>	The equivalent monetary value of donated goods and/or services, excluding the value of volunteer service hours.



# CIG COMMUNITY INVESTMENT GRANT

<b>Restricted funding:</b>	Income/funds that have actual IRS-imposed restrictions. Income that you can't use except for very specific purposes as determined by donor and/or agreement (i.e. capital campaign contributions, endowment funds, multi-year grant awards, investment funds, et cetera).
<b>Submittable platform</b>	The online, third-party platform that the Arts Commission uses to accept grant applications and other grant related materials, such as payment forms and final reports.
<b>Unrestricted funding:</b>	Income that can be spent at the discretion of the organization. Donations/grants may be earmarked for certain programs and purposes but if the funds are deposited into your general account, they are unrestricted funds.

## FAQ

### **I'm a new applicant. If my grant application is successful, do I need to apply for funding every year?**

Yes. However, once you are funded, you will join the program's Alternate Year application cycle, already in progress.

Applicants in their Alternate Year submit a short form application and updated financial documentation, and do not undergo panel review but maintain their established funding priority from the last panel review process. More information on the Alternate Year application cycle will be provided if/when you are funded.

### **Any tips for crafting a successful application?**

- Everything we ask you to submit has a purpose. Consider each component of the application as part of the whole. Consider how your answer to each narrative question can build on, support, and/or complement the others.
- Keep your answers clear, direct, and to the point. Provide specific, concrete examples. Include numbers and specific demographic information about the people and communities you engage whenever possible.

## ARIZONA COMMISSION ON THE ARTS

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](mailto:info@azarts.gov) or visit [www.azarts.gov](http://www.azarts.gov). To request this or any other publication in an alternate format, contact the Arts Commission offices. An equal employment opportunity agency.

