

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

APPLICATION & REVIEW TIMELINE

Notification of Intent to Apply Due

February 21, 2020

Application Due

March 12, 2020, 11:59 pm

Grant review panels convened

May 2020 (dates and times TBA)

Grantees notified

July 1, 2020

FUNDING PERIOD

July 1, 2020 to June 30, 2021

WHO IS IT FOR?

The Community Investment Grant for Small Organizations is open to organizations with an annual budget between \$5,000 and \$249,999. It is specifically designed to consider the organizational structure, capacity, and potential of small, often 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
- are incorporated with the IRS as a nonprofit 501(c)3 organization (or have a formal agreement with a nonprofit fiscal sponsor) OR are a unit of government (local or tribal)

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

PRIMARY STAFF CONTACT

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

Brad DeBiase

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TECHNICAL SUPPORT

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

Email: support@submittable.com

Phone: (855) 467-8264, ext. 2

Web: help.submittable.com

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

SMU DataArts Support Team

Email: help@culturaldata.org

Phone: (877) 707-3282

Web: culturaldata.org/contact

IMPORTANT NOTE FOR FY2021

As the Arizona Commission on the Arts is currently in the process of renovating the Community Investment Grant program, only organizations that are applying for the first time or that were not funded in the FY2020 cycle will submit a full FY2021 CIG application for panel review. Organizations that received a Community Investment Grant in FY2020 are required to submit an Alternate-Year application.

Instructions for Alternate-Year CIG applicants can be found at <https://azarts.gov/grant/community-investment/>.

GRANT LEVELS & AWARD RANGES

Organizations apply in one of six grant levels based on their budget size. For the purposes of CIG, budget size is determined by the organization’s adjusted annual income for Fiscal Year 2019 (FY2019). Adjusted annual income is gross annual income minus any in-kind support value.

- \$5,000 - \$24,999: Level I
- \$25,000 - \$99,999: Level II
- \$100,000 - \$249,999: Level III

Potential CIG award amounts vary by level. A grantee’s award amount is determined based on their panel review ranking and the availability of grant funds. The minimum award in each level for the previous year’s cycle was \$1,000 (Level I), \$2,000 (Level II), and \$3,000 (Level III).

Each year CIG award amounts are determined based on the Arts Commission’s legislative budget allocation. Award amounts listed for the previous cycle do not represent guaranteed minimums and organizations are strongly encouraged to budget conservatively when forecasting potential awards, due to the fluid nature of the Arts Commission’s budget and subsequent fluctuation of available grant funds.

ELIGIBILITY REQUIREMENTS BY LEVEL

In addition to being based in the State of Arizona and having a primary mission to produce, present, teach, or serve the arts, there are a few additional eligibility requirements by level:

	LEVEL I	LEVEL II	LEVEL III
Years producing arts-related programming (prior to the current application deadline)	At least one year	At least two years	At least three years
Nonprofit status	Can apply using a fiscal sponsor if not incorporated as nonprofit 501(c)3 organization or a unit of government		Must be incorporated as nonprofit 501(c)3 organization or be a unit of government

NOTIFICATION OF INTENT TO APPLY

To help facilitate the planning of review panels, organizations submitting a full CIG application this year are asked to first submit a Notification of Intent to Apply by Friday, February 21, 2020.

To submit the Notification of Intent to Apply, send an email to info@azarts.gov with the subject line, "FY2021 CIG Notification of Intent to Apply" and the following information in the body of the email:

- Organization name (and DBA if applicable)
- Contact information
- Mission statement
- Year the organization was founded
- Number of years of arts-based programming
- Percentage of arts-based programming (within larger programming portfolio, if applicable) in a typical year, based on expenditures
- FY2019 adjusted annual income
- CIG Level to which you intend to apply

HOW TO APPLY

The Arts Commission runs its application processes through Submittable, an online submissions platform which is cloud-based and can be accessed on most computers including mobile devices. Using an online platform helps maintain consistency of application materials and to conduct panel reviews with panelists across the state.

To begin, you will set up a Submittable user account for your organization. If you think your organization might already have a profile but are not sure how to access it, contact the primary staff contact or Submittable Technical Support; contact information is on page 1.

Please contact the Arts Commission at least one month before the application deadline if you require an accessibility accommodation or have other extenuating circumstances affecting your use of the online platform.

THE APPLICATION

When you're ready, go to <https://azarts.gov/grant/community-investment/> and click on "Apply Now." This will take you to the Submittable platform. 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.

ORGANIZATION OVERVIEW

Information collected in this section of the application is used for internal and reporting purposes only.

If needed, refer to the "Grant Levels and Award Ranges" section above when selecting your CIG Level.

You will be required to upload an IRS determination letter OR a fiscal sponsor letter of agreement in the "Nonprofit status" section. *Units of government are exempt from this requirement.*

- Organization name and (if applicable) DBA
- Organization mailing address
- Primary and secondary contact info
- ADA Coordinator contact info
- Year established
- FY2019 Adjusted Annual Income (annual gross minus in-kind value)
- CIG Level
- Nonprofit status

NARRATIVE QUESTIONS

Narrative questions will be reviewed by the review panelists. Some applicants find it helpful to develop responses using word processing software, then copy/paste them into the Submittable application when they're ready. A word document version of the narrative questions can be downloaded [here](#).

1. Mission statement (150 words maximum)
2. What is the work that your organization does (programming, activities, services, etc.) to fulfill its mission? (300 words maximum)
3. Why do you do what you do? What drove the formation of your organization and the development of its mission? (300 words maximum)
4. 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)
5. How does your organization listen and respond to its communities in your planning and decision-making processes? (300 words maximum)
6. What are one or two recent accomplishments your organization has experienced related to your mission? (300 words maximum)

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NARRATIVE QUESTIONS (CONTINUED)

7. How do you evaluate your work? How does your organization know when/if it is effective? (300 words maximum)
8. What is your organization’s operational or administrative structure? (i.e., all volunteer, working board members, one or two full-time individuals, etc.) (300 words maximum)
9. 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)
10. 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)
11. Use this space to talk about anything that is unusual or stands out about the financial documentation you are providing (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. CIG Level I and II applicants may opt to provide a DataArts Funder Report or alternative documentation, while CIG Level III applicants *must* submit a DataArts Funder Report. Financial documentation will be reviewed by the panel and evaluated as part of the Fiscal Ingenuity criteria.

REQUIRED DOCUMENTATION		
	COLUMN A	COLUMN B
Level I You may provide the materials requested in either Column A or Column B.	DataArts Funder Report containing at least FY2019 data	The CIG Expenses and Income Form and ONE of the Following Documents: <ul style="list-style-type: none"> • FY2019 closing Balance Sheet • FY2019 closing bank statement • FY2019 closing Profit & Loss Statement
Level II You may provide the materials requested in either Column A or Column B.	DataArts Funder Report containing at least FY2018 and FY2019 data	
Level III	DataArts Funder Report containing FY2019, FY2018 and FY2017 data	

If using the CIG 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: *ACAFY21CIG_YourOrganizationNameHere*, and
- upload it to your application in Submittable.

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.

If you are new to using DataArts, you can find video tutorials for creating an account, entering data, and running a funder report at <https://azarts.gov/grant/community-investment/>.

Resources are also available in the DataArts' [Online Knowledge Base](#), and you can reach out to Arts Commission staff or the [DataArts Support Center](#) for questions and assistance.

EVALUATION CRITERIA

Here's what panelists will be thinking about as they review your application materials:

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?

CIG COMMUNITY INVESTMENT GRANT

APPLICATION REVIEW PROCESS

Grants are awarded through a competitive review process. Applications are first reviewed by Arts Commission staff for completeness and eligibility. Late or incomplete applications will be ineligible for review or funding.

Eligible applications are reviewed by independent review panels made up of arts professionals from communities throughout the state. Each application is evaluated based on how well it demonstrates alignment with the evaluation criteria.

Panelists first review applications individually then meet to discuss the applications as a group. This meeting is open to the public and applicants are encouraged to attend or listen-in online. Applicants being reviewed will be notified when panel dates are set.

Grant panel recommendations are then approved by the Arts Commission's Governor-appointed board of commissioners.

FY2020 CIG TIMELINE



*Awards are paid out over the course of the agency's fiscal year on a predetermined schedule referred to as Payment Windows. Typically, payments begin with Level I grantees in the second quarter of the agency's fiscal year (October through December) and end with Level VI grantees receiving payment in the last quarter (April - June). A grantee's Payment Window is articulated clearly on the Award Agreement letter.

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 fiscal year (June 30, 2021).

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 5, 2020.

All Community Investment Grant recipients must submit a final report following the end of the funding period, typically by July 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 2019, but failed to file a final report by Monday, September 9, 2019.
- Organizations not dedicated to producing, presenting, teaching, or serving the arts as their primary mission.
- 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

Accessibility (ADA) Coordinator:	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.
Fiscal Sponsor:	An incorporated 501(c)3 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.
Fiscal Year (FY):	The organization's financial accounting year. This may be calendar based or not; referred to by the year it ends (i.e., FY2020).
In-Kind support value:	The equivalent monetary value of donated goods and/or services, excluding the value of volunteer service hours.
Restricted funding:	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).
Unrestricted funding:	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.

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 53-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.

