CCCG CREATIVE CAPACITY GRANT FOR ALTERNATE YEAR APPLICANTS

WHAT IS IT?

Creative Capacity Grants (CCGs) provide general operating support to nonprofit organizations whose primary mission is to produce, present, teach, or serve the arts.

WHO IS IT FOR?

Organizations that may submit an alternate year application must...

- have received a Creative Capacity Grant in FY2024,
- have a minimum annual budget of \$4,000,
- be incorporated as a nonprofit organization* with tax-exempt status, or a unit of municipal or tribal government,
- have a primary mission to produce, present, teach, or serve the arts, and
- incur eligible expenses during the funding period (July 1, 2024
 June 30, 2025)

APPLICATION TIMELINE

Application Due Date 11:59 pm, April 11, 2024

Grantees notified August 2024

Funding Period July 1, 2024 to June 30, 2025

PRIMARY STAFF CONTACT

Hanna Spence Schehr Organizational Programs Coordinator Email: <u>hspenceschehr@azarts.gov</u> Phone: (602) 771-6535

- * Unincorporated organizations that are otherwise eligible and whose annual budget is below \$200,000 may apply through a nonprofit fiscal sponsor.
- A list of organizations that have been determined to be in their alternate year can be found on pages 9-13.

APPLICATION LIMITS

Across grant programs, the Arizona Commission on the Arts limits the number of applications an organization may submit to one application per funding period. Organizations applying for a CCG in Fiscal Year 2025 may not apply for any other Arts Commission grants (e.g., Festival Grants, Youth Arts Engagement Grants, etc.).

ELIGIBLE EXPENSES

CCG funds are intended to support general day-to-day operating costs, such as the following:

Salaries and Personnel Expenses

Creative workers (e.g., artists, tradition bearers, designers, educators, curators, program administrators, service providers, etc.), 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, marketing and promotion

GRANT TIMELINE



Awards are paid out over the course of the Arts Commission's fiscal year (July 1 – June 30) on a predetermined schedule. Grantees will be provided with a payment window alongside their award agreement.

GRANT LEVELS & AWARD AMOUNTS

Organizations apply for CCGs at one of eight grant levels. An organization's **grant level** is determined by the adjusted annual revenue for their most recently completed fiscal year (for example, Fiscal Year 2023). For the purposes of this program, **Adjusted annual revenue** is defined as the organization's total annual revenue minus the monetary value of any in-kind support.

Award ranges are determined based on the agency's budget for the upcoming fiscal year, the Arts Commission's funding priorities, and an organization's **panel review ranking** (low, medium, or high).

As the agency's budget is not known until well after grant guidelines are published, the amounts below are only projections of what may potentially be possible.

	Applicant's Adjusted Annual	Potential Award Ranges		
	Revenue	Low	Medium	High
Level 1	\$4,000 - \$19,999	\$200	\$300	\$400
Level 2	\$20,000 – \$49,999	\$400	\$590	\$790
Level 3	\$50,000 – \$99,999	\$790	\$980	\$1,180
Level 4	\$100,000 – \$199,999	\$1,180	\$1,450	\$1,750
Level 5	\$200,000 – \$399,999	\$1,750	\$2,150	\$2,550
Level 6	\$400,000 – \$999,999	\$2,500	\$3,000	\$3,500
Level 7	\$1,000,000 – \$4,999,999	\$3,000	\$4,000	\$5,000
Level 8	\$5,000,000 and above	\$4,000	\$5,000	\$6,000

HOW RELIABLE ARE AWARD PROJECTIONS?

In 2012, the Arizona Commission on the Arts was removed from the State's General Fund as an ongoing budget line-item. Since that time, the agency's annual grantmaking budget has been especially volatile, dependent on one-time legislative appropriations, which have ranged from \$0 - \$5 million. The agency's grantmaking capacity for Fiscal Year 2025 will not be known until the State's budget is passed by the Legislature and signed into law by the Governor. This typically happens in late spring.

The award ranges listed above are based on a potential grantmaking budget of \$0.5 million. Depending on what happens in the Legislature, actual award amounts may be significantly different. Applicants are strongly encouraged to budget conservatively.

For more info on Arts Commission funding, visit https://azarts.gov/about-us/who-we-are/budget/.

MULTI-YEAR FUNDING

In consideration of the limited funding projected for FY2025, **all applicants who received CCG funding in FY2024 will be placed in alternate year status for FY2025**. In lieu of a full application, alternate year applicants submit only a brief status update and Funder Report and are not subject to panel review.

(Applicants who did not receive CCG funding in FY2024 are still required to submit a full application and undergo panel review.)

This is an adjustment to the previously established multi-year funding cycle, which would have required full applications from Level 4 & 5 organizations.

Grant Level	FY2025	FY2026	FY2027
Levels 1, 2, & 3	Alt. Year Application	Alt. Year Application	Full Application
Levels 4 & 5	Alt. Year Application	Full Application	Alt. Year Application
Levels 6, 7, & 8	Alt. Year Application	Alt. Year Application	Alt. Year Application

For FY2025 funding, Organizations will submit a full or alternate year application according to the table below:

Full Application

- Organizations that did not apply for a CCG in FY2024
- Organizations that were not awarded a CCG in FY2024

Alternate Year Application

Organizations that were awarded a CCG in FY2024

Changing Grant Level

Organizations that are scheduled to submit an Alternate Year application and would like to be considered at a higher grant level than indicated by their previous application are required to submit a full application and undergo panel review. Please note that alternate year organizations automatically maintain their previous fiscal year panel review ranking, but the corresponding award amount may change if the financial data in their forthcoming Fiscal Year 2025 application indicates a lower annual budget than previously recorded. If you have questions or concerns about determining your forthcoming grant level, please contact Hanna Spence-Schehr at hspenceschehr@azarts.gov.

GRANTEE REQUIREMENTS

Match CCG Award

Grantees must be able to match their CCG award with cash, dollar for dollar, by the end of the funding period (June 30, 2025). Matching funds may be earned (e.g., ticket sales, participation fees, etc.) or contributed (e.g., private donations, other grants, etc.).

Submit a Final Report

To remain eligible for future grants, grantees must submit a final report to the Arts Commission at the conclusion of the funding period.

BEFORE YOU APPLY

We encourage applicants to do the following prior to beginning their application:

Request Accommodations

If you require accommodation in completing the application or otherwise participating in the grant application process, please contact Hanna Spence-Schehr at <u>hspenceschehr@azarts.gov</u>.

Update SurveyMonkey Apply Account for Your Organization

Prior to applying, we encourage you to update your organization's account in SurveyMonkey Apply.

For instructions on how to update your account, visit our applicant resources page: <u>https://azarts.gov/grants/applicant-resources/</u>.

Create or Update SMU DataArts Profile

DataArts' Cultural Data Profile (CDP) is a free and secure online survey that collects financial and programmatic data from nonprofit arts, culture, and humanities organizations. Organizations can then produce a variety of reports based on this data, including the **DataArts Funder Report** submitted with the CCG application.

Log-in or register at https://da.culturaldata.org/.

WHERE IS MY ORGANIZATION ACCOUNT?

When you log-in to SurveyMonkey Apply, you do not go directly to your organization account. In the past, this has caused some confusion for returning applicants.

Look for your name in the upper left corner of the screen. When you click on your name, you will see the organization(s) you are associated with. Click on the name of the organization to enter your organization's account.

If you are new to using DataArts, you can find a video tutorial for getting started at <u>https://culturaldata.org/</u> <u>what-we-do/for-arts-cultural-organizations/the-cultural-data-profile/</u>. For additional assistance, contact the DataArts Support Center: <u>https://culturaldata.org/contact/</u>.

Obtain a Fiscal Sponsor Letter of Agreement (if applicable)

Unincorporated organizations applying with a fiscal sponsor will need to upload a Fiscal Sponsor Letter of Agreement. This official letter, signed by authorizing officials from both the applicant organization and the fiscal sponsor, must state that the fiscal sponsor agrees to receive grant funds on behalf of the applicant, deliver them to the applicant, and maintain appropriate financial records. Additionally, the applicant should be prepared to provide a fiscal sponsor contact and indicate the fiscal sponsor's administrative fee. (The fiscal sponsor's administrative fee is the percentage of any potential grant funding that would be retained by the fiscal sponsor to cover administrative costs associated with their sponsorship.)

If you are unable to obtain a Letter of Agreement before the application deadline, please contact Hanna Spence-Schehr at <u>hspenceschehr@azarts.gov</u>.

Prepare Narrative Responses

Some applicants find it helpful to develop their responses using word processing software, outside the application platform. This allows them to draft responses with team members and monitor their word counts for each question. A Word document version of the narrative questions can be downloaded at <u>https://azarts.gov/grant/</u> <u>creative-capacity-grant/</u>.

HOW TO APPLY

When you're ready, go to <u>https://azarts.gov/grant/creative-capacity-grant/</u> and click on "Apply Now." You do not have to complete the application in one session; at any point you can save a draft of your application and complete or submit it later.

THE APPLICATION

ORGANIZATION OVERVIEW

Information collected in this section of the application is used for internal and reporting purposes only. You will be required to upload an IRS determination letter in the "Organization Type" section. (Units of government are exempt from this requirement.)

- Organization Name and DBA (if applicable)
- Organization mailing address
- County: In which Arizona county is your organization based?

TECHNICAL SUPPORT

If you encounter any technical issues with the online submission platform, click on the info "i" icon in the black



ribbon at the top of the application page. You can then select to explore the platform's FAQ page or submit a request for technical assistance.

Note: technical support hours are Monday to Friday, from 8:00 am - 8:00 pm **Eastern Time**, and Sundays from 10:00 am - 2:00 pm **Eastern Time**.

- Federal Congressional District: In which federal congressional district is your organization located? To look up your congressional district by address visit: https://www.house.gov/representatives/find-yourrepresentative
- State Legislative District: Which state legislative district is your organization located in? To look up your legislative district by address visit: https://azredistricting.org/districtlocator
- Secondary contact info (the primary contact will be the person submitting the application)
- ADA Coordinator contact info
- Year established
- Primary Disciplinary Category: Applicants can select the discipline that best applies from dropdown menu options.
- Is this your organization's first time applying for any grant through the Arizona Commission on the Arts?
- Organization type
- Upload: Federal Tax Exemption Letter* if a nonprofit 501(c)3

or

Fiscal Sponsor Letter of Agreement, if applicable

* This is the IRS determination letter granting nonprofit 501(c)3 status, not the letter assigning a Federal Tax ID Number

THE APPLICATION

STATUS UPDATE

Did your organization experience any significant change(s) in the past year? (350 words max)

Please take this opportunity to provide a brief status update on the grantee organization. Your response can describe the effects that any significant changes may have had on your organization's work within the past year. These may include differences introduced into its programming, operations, staffing/personnel, administrative structure, accessibility priorities, strategic goals and planning, engagement of creative workers, fiscal practices, collaborations or partnerships, etc.

FINANCIAL DOCUMENTATION

If applying with a fiscal sponsor, all fiscal year and financial information reported in this section should be for the applicant organization, not for the fiscal sponsor.

For this section, applicants will need to enter relevant financial and participation data for the required fiscal years into the DataArts platform and then generate a Funder Report, selecting their most recently concluded fiscal year as the reporting year. (See FAQ for more info.)

Fiscal Year and Adjusted Annual Income

- Start and end date (month and year) of your organization's most recently concluded fiscal year (ex., July 2022 June 2023).
- Fiscal Year Adjusted Annual Revenue

This is the figure labeled "Total Revenue Unrestricted Less In-kind Unrestricted" found at the top of the first page of your DataArts Funder report.

DataArts Funder Report

Upload an SMU DataArts Funder Report for your organization's two most recently concluded fiscal years (for example, fiscal years 2022 and 2023).

Funder Report Narrative

Please provide any additional information or explanation about your funder report here, as needed. (300 words maximum)

* The Funder Report examined by the review panel will not display any of the notes you left for yourself during the data entry process within DataArts.

FUNDING RESTRICTIONS

Grant funds can only be used for the allowable expenses outlined in the guidelines. Additionally, this program does not fund the following:

- Applicants that received Arts Commission funding in Fiscal Year 2024, but failed to file a final report by Monday, September 16, 2024.
- Organizations not dedicated to producing, presenting, teaching, or serving the arts as their primary mission (the arts must comprise over 51% of public programming and budget to be eligible)
- Any division of local, state, tribal or federal government except arts and cultural organizations from Tribal Nations and Local Arts Agencies (including arts councils and arts commissions)
- · Applications submitted by for-profit organizations
- · Schools, including public, private, and charter
- · Botanical gardens, parks, zoos or science centers
- · Auxiliary/affiliate organizations
- Religious institutions or religious group-sponsored organizations not open to participation by noncongregants
- 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
- Debt reduction
- · Regranting, 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 (basic computer devices and other such items that cost less than \$5,000 are considered supplies and are eligible expenses)
- 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.

FREQUENTLY ASKED QUESTIONS

1. My organization is eligible for other Arts Commission grants. Can I apply to those too?

No. Across grant programs, the Arts Commission limits the number of applications that may be submitted by a given organization or unit of government to one (1) application per funding period (July 1 – June 30 of the following year). While an organization or unit of government may be eligible for more than one grant program, they may only apply for one of them in a given funding period. As an example, an applicant who applies to the Capacity Grant program in FY2025 may not apply for a Festival Grant or a Youth Arts Engagement Grant that same year.

2. How do I generate a DataArts Funder Report?

In order to generate a DataArts Funder Report, organizations enter financial and programmatic data into the Cultural Data Profile (CDP), a free and secure online survey. In an effort to make data entry easier for arts and cultural organizations, the CDP was significantly streamlined in December 2020. You can find resources on preparing your data for entry at https://culturaldata.org/what-we-do/for-arts-cultural-organizations/the-cultural-data-profile/. And you can find an overview of how to run or produce a Funder Report at https://culturaldata.secure.force.com/Resources/articles/Article/How-do-I-run-a-Funder-Report/.

3. Does this grant fund or focus on new projects or new work?

No. The production or generation of new projects is not a requirement of the CCG program. CCG provides unrestricted general operating support, meaning that organizations may use CCG funds for many different types of operating expenses. However, some expenses cannot be funded with public dollars; please be sure to check the funding restrictions list before determining how you will apply the grant funds.

For additional applicant resources please visit https://azarts.gov/grants/applicant-resources/

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 57-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 <u>info@azarts.gov</u> or visit <u>www.azarts.gov</u>. To request this or any other publication in an alternate format, contact the Arts Commission offices. An equal employment opportunity agency.

LIST OF ALTERNATE YEAR APPLICANTS

Act One Ajo Council for the Fine Arts Aliento Almost Famous Theatre Company **Alwun House Foundation** Arizona Art Alliance Arizona Classic Jazz Society, Inc. Arizona Dance Education Organization (AzDEO) Arizona Early Music Society, Inc. Arizona Friends of Chamber Music Arizona Jewish Historical Society Arizona Musicfest Arizona Opera Company Arizona Philharmonic Arizona Repertory Singers Arizona Theatre Company Arizona Theatre Matters Arizona Wind Symphony, Inc. Arizona Women's Chorus Arizona Youth Ballet AriZoni Theatre Awards of Excellence Art Depot Art One Foundation **ARTabilityAZ** Artists' Coalition of Flagstaff Arts Academy of Sedona Arts Alliance of the White Mountains Arts Express Inc Arts Foundation for Tucson and Southern Arizona Audrey's Angels **B3** Theater Balkan Community Culture and Heritage Organization Ballet Arizona

Ballet Folklórico de Colores Ballet Folklorico Quetzalli - AZ **Ballet Tucson Ballet Yuma** Barbea Williams Performing Company, Inc **Bi-National Arts Institute Bisbee Community Chorus** Black Theatre Troupe Border Arts Corridor Borderlands Theatre **Breaking Pachanga** CALA Alliance (Celebración Artística de las Américas) Canyon Movement Company, Inc. Capoeira Amizade Flagstaff Capoeira Institute Southwest Caribbean American Phoenix Carnival Cultural Organization of Arizona Carolyn Eynon Singers Catitude Gallery & Studio - A Community Arts Center Cave Creek Museum CaZo Dance Theatre Central Arizona Flute Ensemble Central School Project Inc Chamber Music Sedona Chandler Children's Choir. Inc. Chandler Center for the Arts **Chandler Symphony Orchestra** Chax Press Inc. Children's Museum of Phoenix Children's Museum of Yuma County Children's Museum Tucson Childsplay, Inc. City of Yuma / Arts and Culture Division

Civic Orchestra of Tucson Association Community Performing Arts Center Foundation, Inc. **Convergence Ballet** Creative Flagstaff Cultural Arts Coalition: Celebrating Global Connections Cultural Coalition Inc. Dancesequences Inc. DanceSport Education Dancing In the Streets Arizona Dansense-Nrtyabodha, Inc. Del E Webb Center for the Performing Arts **Desert Caballeros Western Museum** Desert Overture Live Cultural Entertainment Desert Sounds Performing Arts, Inc. **Desert Voices Chorus Detour Company Theatre** Don Bluth Front Row Theatre East Valley Children's Theatre East Valley Youth Symphony Inc **Emerson Theater Collaborative** Esperanza Dance Project **FABRIC** Tempe Fine Arts Association of Arizona Flagstaff Community Band Flagstaff Friends of Traditional Music Flagstaff Master Chorale, Inc. Flagstaff Pride Flagstaff Shakespeare Festival Flagstaff Symphony Association **Desert Foothills Theater** Fountain Hills Theater, Inc. Fox Tucson Theatre Foundation Frank Lloyd Wright Foundation

Free Arts for Abused Children of Arizona Fuerte Art Collective Funhouse movement theater George Phar Legler Society, Inc. George Phippen Memorial Foundation Ghosteater Gila Valley Arts Council Gold Canyon Arts Council Grand Canyon Chamber Music Festival Grand Canyon Men's Chorale Great Arizona Puppet Theater Green Valley's Got Talent Grey Box Collective Groundworks Tucson Harmony Project Phoenix HEAL HER Art Heard Museum HeARTsy Herberger Theater Center Heritage Square Foundation Heritage Square Trust Higher Octave Healing, Inc. Patrons of the Arts, Inc. Human Nature Dance Theatre i.d.e.a. Museum Foundation Invisible Theatre Jackie Warledo Center / Int'l Indian Treaty Council Japanese Friendship Garden of Phoenix Kids in Focus Kingman Center for the Arts **KXCI** Lake Havasu Symphonic Winds Lead Guitar Leaps for Lives Dance Company

Lights Camera Discover Literacy Connects Live Theatre Workshop Loft Cinema, Inc. Many Mouths One Stomach Maricopa ARTS Council (MAC) Mesa Arts Center Mesa Encore Theatre Metropolitan Youth Symphony, Inc. Mexican American Heritage and History Museum Monsoon Youth Education Project Mountain Artists Guild Movement Source Dance Company Museum of Contemporary Art Tucson Museum of Indigenous People Museum of Northern Arizona Musical Instrument Museum (MIM) Musical Theatre of Anthem, Inc. MusicaNova Orchestra North Valley Chorale North Valley Symphony Orchestra Northern Arizona Book Festival, Inc. nueBOX Odaiko Sonora Rhythm Industry Oracle Piano Society Orchestra Northern Arizona Oro Valley Theatre Company Patagonia Creative Arts Association Phoenix Art Museum Phoenix Boys Choir Phoenix Center for the Arts Phoenix Chamber Music Society Phoenix Children's Chorus Phoenix Chorale

Phoenix Conservatory of Music **Phoenix Film Foundation** Phoenix Institute of Contemporary Art Phoenix Office of Arts and Culture Phoenix Screenwriters Association Phoenix Traditional Music and Dance, Inc. Phoenix Women's Chorus Phoenix World Arts Collective Phoenix Youth Theatre Phonetic Spit POG Inc. Prescott Chorale. Inc. Prescott Fine Arts Association ProMusica Arizona Chorale & Orchestra **Oueen Creek Cultural Foundation** Raices Taller 222 Art Gallery & Workshop **Red Rocks Music Festival REFRAME** Youth Arts Center Reveille Gay Men's Chorus **Rising Youth Theatre River Cities Community Theatre Players** Romero House Potters Inc Rosie's House: A Music Academy for Children, Inc. Safos Dance Theatre Saguaro City Music Theatre Santa Cruz Valley Art Association Scorpius Dance Theatre Scottsdale Artists School, Inc. Scottsdale Arts Scottsdale Community Players Scottsdale Desert Stages Theatre Scottsdale Museum of the West Scottsdale Neighborhood Arts Place Scottsdale Philharmonic

Second Face: Museum of Cultural Masks Sedona Arts Center Sedona Arts Festival Sedona Chamber Ballet Sedona International Film Festival & Workshop Sharlot Hall Museum Shemer Art Center & Museum Association, Inc. Sierra Vista Symphony Association SKYES THE LIMIT FOUNDATION INC Society for Bevel Intentions Sonoran Desert Chorale, Inc Sons of Orpheus - The Male Chorus of Tucson SOUNDS Academy Southern Arizona Arts and Cultural Alliance Southern Arizona Blues Heritage Foundation Southern Arizona Symphony Orchestra Association Southern Arizona Watercolor Guild Southwest Ballet Theatre Southwest Shakespeare Company Southwest Youth Ballet Theatre Splinter Art & Community Fund Spotlight Youth Theatre Stray Cat Theatre Sun Lakes Community Theatre, Inc. Symphony of the Southwest Tempe Artists Guild The Arizona Masterworks Chorale, Inc. The Be Kind People Project The Bridge Initiative The Canelo Project The Drawing Studio, Inc. The Helios Ensemble The Hopi School The Millet House

The Mini Time Machine Inc. The Nash The Orpheus Male Chorus of Phoenix, Inc. The Phoenix Symphony Association The Phoenix Theatre Company The Rialto Theatre The Rogue Theatre The Scoundrel and Scamp Theatre The Theater Works The Theatre Artists Studio The Vista Center for the Arts The Walter Hive Theatrikos, Inc. **Threaded Together Tonto Community Concert Association** Triangle L Art Ranch, Inc. **True Concord Voices & Orchestra Tucson Arizona Boys Chorus Tucson Concert Band Tucson Girls Chorus Tucson Jewish Community Center** Tucson Museum of Art and Historic Block **Tucson Pops Orchestra Tucson Symphony Society Tucson Youth Music** United Sound, Inc. **Unscrewed Theater** Valley Youth Theatre Verde Valley Sinfonietta Voices of the Desert W3AVING W3BS LLC Warehouse Arts Management Organization, Inc Wasted Ink Zine Distro West Valley Arts Council

WHAM Art AssociationWhite Mountain Symphony Orchestra, Inc.Willcox Theater and Arts, Inc.Winding Road Theater EnsembleXerocraftXico, Inc.

Yavapai Symphony Association Yes And Productions Young Arts Arizona Ltd. Young Sounds of Arizona Yuma Orchestra Association ZUZI Inc

If you do not see your organization listed above, contact Hanna Spence-Schehr at <u>hspenceschehr@azarts.gov</u>.