



2009-2010
GRANT GUIDELINES

PROJECT GRANTS

Music
Theater
Dance
Literary Arts
Visual Arts
Multi-Disciplinary
Festivals
Arts in Education

GENERAL OPERATING SUPPORT (GOS) GRANTS

GOS Levels I, II, IIIA & IIIB

POSTMARKED DEADLINE: March 26, 2009

***Please note: there are several changes to this year's guidelines, highlighted in bold. Please read carefully.**

Tucson Pima Arts Council
10 E. Broadway Blvd, Ste 106
Tucson, Arizona 85701

Reuben Tomás Roqueñi
Grants Program Manager
(520) 624-0595 ext 18
reuben@tucsonpimaartscouncil.org
www.tucsonpimaartscouncil.org

Changes to the 2009-2010 Grants Program

Please read all changes before continuing.

For the spring grant round, otherwise known as the Major Grants Cycle, the Tucson Pima Arts Council receives money from the City of Tucson which is then re-granted to the greater community. For the last several years, the Arts Council has distributed \$350,000 in awards, making half, \$175,000, available for General Operating Support (GOS) and half available for Projects. This year, in the face of economic challenges and the probability of reduced funding, the Grants Program will institute changes to the guidelines and criteria as follows:

1. **75% - 25% Split:** 75% of grants funding will be made available for General Operating Support (GOS) and 25% of grants funding will be made available for Project Support. As was determined in a review of the program, the need by most organizations is for unrestricted awards that are not project centered. Moving to a 75% - 25% split would retain these critical monies in the General Operating Support pool.
2. **One GOS application or one Project application only:** Organizations will no longer be allowed to apply for one GOS and two Project grants. Moving forward in 2009-2010, organizations will be allowed to apply for only one grant, either a General Operating Support grant or one Project grant. Organizations that usually apply for project funding for annual projects or their upcoming seasons are encouraged to apply only for GOS. Organizations doing critical new work or working with smaller budgets and less infrastructure are encouraged to apply for project funding. GOS III organizations that applied in 2008-2009 *will have to reapply in 2009-2010 and moving forward, awards will be for only one year.*
3. **There will be no other major changes in the grants language or review process.**
4. **Mini Grants will remain suspended for 2009-2010.**
5. **All awards will be contingent upon our allocation from the City.** At present, because there is no way to determine the actual amount of our allocation, we cannot guarantee the amount of funding that will be available.

2009- 2010 GRANTS PROGRAM

Tucson Pima Arts Council grants support nonprofit organizations whose primary focus is to provide arts programming and services that are open and accessible to the citizens of Tucson and Pima County and to increase awareness and/or appreciation of the arts of all cultures.

There is an opportunity to apply for Project and General Operating Support grants once a year. **Application deadline for grant applications is March 26, 2009.**

The Tucson Pima Arts Council is no longer distributing printed guidelines and application forms. All Project and General Operating Support Grant Applications are available on our website at:

www.tucsonpimaartscouncil.org

Major Grants Cycle

- **Project Grants**
Project grant funds are available to nonprofit arts and social service organizations on a matching basis, 1:1 to non-public money, for arts programs and/or services for the citizens of Tucson and Pima County. City of Tucson allocations make these grants possible. **All Projects must take place within the Tucson city limits.**
- **General Operating Support (GOS) Grants**
General Operating Support grants provide general operation support to nonprofit arts organizations on a matching basis, based on non-public income to the organization. City of Tucson allocations make these grants possible. All organizations must operate within Tucson City Limits or have a Board which consists of at least one third Tucson residents.

2009-2010 Major Grants Cycle Calendar

Project and General Operating Support Grants

- **Grant Applications Deadline: March 26, 2009**
- **TPAC Grants Review Panels**
Monday, May 11 – Wednesday, May 27, 2009
Check website or contact Grants Program Manager for specific times.
- **Grant Announcement: No later than August 1, 2009**
- **Earliest Project Start Date: August 1, 2009**
- **All projects must be completed by June 30, 2010**

Workshop Dates

TPAC Grants Orientation :: Tuesday, February 24 or Thursday, February 26, 2009, 5:00 PM – 6:00 PM

Location: Feb 24 :: Tucson Pima Arts Council, 10 E. Broadway (Lower Level Meeting Room)

Location: Feb 26 :: Tucson Pima Arts Council, 10 E. Broadway (Lower Level Meeting Room)

Program Focus: Workshops will familiarize participants with the Tucson Pima Arts Council major grants cycle process for Project and General Operating Support (GOS) Grants and review changes to 2009-2010 process.

TPAC Grants Panel Orientation:: Wednesday, March 4 or Thursday, March 5, 2009, 5:00 PM – 6:00 PM

Tucson Pima Arts Council, 10 E. Broadway (Lower Level Meeting Room) *Program Focus: Workshops will familiarize grants review panelists with expectations and review criteria for the major grants cycle process. All panelists must attend one* of the above scheduled orientation meetings or make an appointment with the Grants Program Manager to review panel procedure.

Additional funding for Individual Artists and Non-profit Organizations

***NOTE: Mini Grants Suspended for 2009-2010 Fiscal Year**

On September 12, 2008, Tucson's city manager recommended a 10% reduction in the city's allocation to outside agencies to the Mayor and Council. The City of Tucson, like all other municipalities across the state, is experiencing tremendous budget challenges, and this is affecting staffing, programs, and services at all levels. This measure was approved by the City Council and the impact on TPAC's resources is a loss of approximately \$72,000 for FY08/09 with the possibility of further reductions in funding the coming year(s). In order to meet the challenges of this reduction, the TPAC Board of Directors has voted to suspend the Mini-Grant program for the remainder of FY08/09 and FY09/10. We are currently developing new partnerships and strategies to mitigate this loss for the future. We are continuing to review our budget allocations for all programs and services, and we will remain fiscally conservative in our business practices until we know the final decision of the City Council. We are committed to ensuring that the Tucson Pima Arts Council remains a viable resource for all of our constituencies and will keep you informed as we know more on this matter.

Mini Grants

Additional grant programs of the Arts Council target specific needs of individual artists, arts organizations and/or communities. Individual artists and organizations are eligible to apply for **Mini Grants** when an extraordinary opportunity presents itself or for professional development in the following categories (see below). **Note: applications are reviewed and awarded *three times a year* and are based on availability of funds.**

- **Mini Grants for travel or technical assistance**
Technical Assistance grants provide up to \$500 to arts organizations or individual artists for travel to management or artistic development consultations, workshops or conference attendance.
- **Mini Grants for Individual Artists or Organizations**
Mini grants provide up to \$600 to individual artists or nonprofit arts organizations for projects including exhibits, presentations, performances, residencies and/or presenting an extraordinary opportunity or, for organizations, an extreme emergency outside the major granting cycle (problems resulting from poor planning do not qualify).
- **Mini Grants for Neighborhood Initiatives & Cultural Heritage**
Neighborhood Initiatives & Cultural Heritage Mini Grants provide up to \$600 to individual artists, arts organizations, nonprofit organizations, schools, neighborhood associations, and neighborhood centers for programs and/or projects that recognize and celebrate the rich cultural heritage and/or diversity of the Tucson community.
- **Mini Grants for International Exchange**
International Exchange Mini Grants offer up to \$600 for programs that develop cultural tourism and/or support cultural exchanges with other countries.
- **Mini Grants for Consultants**
Consultant grants provide up to \$500 for professional consultants who assist with the artistic direction, management and/or board organizational development of a not-for-profit arts organization.

See the www.tucsonpimaartscouncil.org or contact Reuben Roqueñi, Grants Program Manager at reuben@tucsonpimaartscouncil.org or 520-624-0595 x18 for guidelines, applications and deadlines.

Pima County Arts Project Grants (formerly Rural Arts Grants)

Pima County Grants provide up to \$1500 for projects in Pima County or occurring in communities, outside the City limits. Allocations from Pima County make these grants possible.

Application deadline: applications are reviewed and awarded *twice a year*, based on availability of funds. Contact Leia Maahs, Community Arts Development Coordinator at Imaah@tucsonpimaartscouncil.org or 520-624-0595 x19 for details.

REVIEW PROCESS

Grant Review Panel Members

Grant Review Panel members will be announced in April, 2009. Panels are composed of artists, arts administrators, and community members. Panels will be posted on the website.

Panelists are asked to read all applications carefully, meet with their assigned applicant organizations about the grant, and present information at the panel review meeting. **Panelists must attend a Panel Orientation Meeting on Wednesday, March 4 or Thursday, March 5, 2009, 5:00 PM – 6:00 PM** Tucson Pima Arts Council, 10 E. Broadway (Lower Level Meeting Room) *Program Focus: Workshops will familiarize grants review panelists with expectations and review criteria for the major grants cycle process.* **All panelists must attend one** of the above scheduled orientation meetings or make an appointment with the Grants Program Manager to review panel procedure.

Staff Assistance in Completing Applications

Grant workshops will be available to assist applicants (see times and locations on pg 2). Grant procedures may change from year to year; therefore, these workshops concentrate on any changes within the process and various requirements associated with applications for funding. Applicants should contact the Arts Council Grants Program Manager for individual assistance in preparing applications. All inquiries and requests during any part of the grant application process, including appeals, are to be directed to the Grants Program Manager. Call the Arts Council office, 520-624-0595 ext.18, to make an appointment through March 20, 2009 (one week before the application deadline).

Staff Review

It is the organization's responsibility to have a complete and accurate application. The Arts Council staff will make every effort to review grant applications for completeness and accuracy. *If missing or inaccurate information is found, the organization may forfeit the review of their application.*

Panel Process

Grant Review Panel members receive copies of applications a minimum of two weeks prior to panel meetings. Each grant application is assigned to at least one panel member for introduction at the panel meeting. The panel member will be asked to meet and make a site visit or contact the organization with any questions they have about the application. During this review period, organizations should be conscientious about returning phone calls concerning their application. **Organizations should contact panelists if they (the organization) have not been contacted.**

Makeup of a panel consists of an assigned Grant Review Panel Chair and up to eight panelists. The Grant Review Panel Chair serves as the facilitator at the panel meeting and reports on its proceedings as needed. Each application is scored by individual panelists according to the criteria listed in the guidelines. The final score is an average of the individual scores. The panel comments represent a consensus of the panelists' review and discussion and do not express the opinion of any individual panelist. There may, in fact, be opposing views expressed within the comments. All Grant Review Panel members must declare any conflict of interest and will not participate in discussions or scoring of any programs presenting a conflict.

***Note :: New last year and continuing
Applications with a score below 70 will not be considered for funding.**

Allocations Process The Grants Committee makes funding recommendations based on priority ranking by panels *and the amount of grant funds available.* The Tucson Pima Arts Council Board of Directors has final approval on grant awards.

GRANT AWARDS

Grant Awards will be announced no later than August 1, 2009.

Grant Contracts

All organizations receive notification and a written contract identifying the award and reporting requirements. Organizations must return the signed contract and any additional material requested before grant funds are released.

Public Acknowledgement

Each grant recipient shall credit the Tucson Pima Arts Council for support of the project funded in printed and broadcast promotion, brochures, posters, programs, handbills and other promotional material.

Monitoring and Site Visits

The Arts Council monitors organizations receiving grants during the course of the cycle. Grantees may be contacted by Arts Council staff or a representative and may receive a site visit.

Budget and Program Amendments

Changes to the budget or to the scope of the program or project as outlined in the application reviewed by the Grants Review Panel must be approved by the Arts Council. ***Total change of the proposed project will not be accepted.***

Reporting

Project and Mini Grants

- **Final Reports:** all Project and Mini Grant awards require a Final Report. Successful grantees are **required** to file a final financial and narrative report within **30 days** of project completion unless an extension has been mutually agreed upon between the grantee and the Arts Council. The final report **must** outline income from all sources.
- **Interim Reports:** any **Projects** awarded in the Major Grants Cycle with an end date later than the March 26, 2010, must submit an Interim Report indicating the status of the project.

All final Project Grant reports due for the previous year's funding must be submitted to the Arts Council prior to the submission of any new grant application(s).

General Operating Support (GOS)

- **Mid-year Report:** all General Operating Support awards require a Mid Year Report, due by January 31, 2010. Note: GOS awards do *not* require a *Final Report*.

Organizations or individuals which have failed to submit final or interim reports for Project Grants and/or mid-year reports for General Operating Support Grants from the previous year, **will be deemed ineligible to apply** for Project and/or General Operating Support grants for 2010-2011 (there will be no exceptions).

For Report forms see: <http://www.tucsonpimaartscouncil.org/programs/grants/guidelines.html>

Appeals Process

The Arts Council Grants Committee will hear appeals from grant applicants upon written request within 21 calendar days after the date of the notification letter. An appeal will be considered only if the applicant can demonstrate that:

- there was an undisclosed conflict of interest on the part of a panel member; *or*
- a clerical mistake was made in the computation of panel scoring of criteria; *or*
- review criteria other than the criteria published in the grant guidelines were a major part of the decision.

Disagreement with panel ranking or comments does not constitute grounds for an appeal.

2008-2009 GRANTS PROGRAM PROCEDURES

How to Apply

Major Grants Cycle

Grant applications **must be submitted following the instructions of the appropriate TPAC application form**. Guidelines and applications are available as a **PDF** (Portable Document Format) **READ ONLY or a WORD** file to download from TPAC's website (www.tucsonpimaartscouncil.org). Software needs include: Word or Adobe Acrobat Reader (which can be downloaded from www.adobe.com) *Note: No software technical assistance will be available from the Tucson Pima Arts Council.* **Handwritten forms will not be accepted - this will be strictly enforced. Use only the forms provided including those for budget. No substitutions will be accepted.**

THE ORIGINAL AND EIGHT COPIES of each grant application must be submitted. Forms ***must be*** complete, legible, typewritten or computer generated, accurate, *collated in the proper order*, and signed. Do not use type size smaller than 12 points and page margins must be as follows: top – 1/2"; bottom – 1/2"; left – 1/2"; and right – 1/2". Paper clip each grant copy individually. **Do not staple and please do not submit application in a portfolio binder or any other report type cover. Deadline for all grant applications is March 26, 2009.**

The postmark deadline for all applications is **March 26, 2009**. Applications must be postmarked by the U.S. Postal Service on or before the deadline or hand-delivered to our office **by 5:00 PM on Thursday, March 26, 2009**. Applications postmarked after March 27, 2008 will be returned to the applicant and will not be reviewed (**there will be no exceptions**). Metered dates are not considered as postmarked dates. It is recommended that applications be hand delivered to the Tucson Pima Arts Council office by 5:00 PM on **March 26, 2009**. If this is not possible, there must be some proof of the date of mailing documented by the Post Office. Do not assume that using a mailbox or postal station will guarantee a proper postmark. Any application received after **March 26, 2009** without a proper postmark **will not be accepted**. Applications transmitted electronically (*via facsimile machine or internet*) **will not be processed**.

PROGRAM CATEGORIES

Project Grants

2009-10 Project Grants are offered in the disciplines of Music, Theater, Dance, Literary Arts, Visual Arts, Multi-Disciplinary, Festivals and Arts in Education. There are separate application forms for Festivals and Arts in Education. (Be sure you have the right application form for the discipline panel appropriate to review your organization's request for a project grant.) The applicant **must** indicate on the application form the appropriate discipline panel. **Organizations may submit no more than one Project Grant application.** Organizations in their first 3 years cannot apply for GOS money but can apply for project grants.

General Operating Support Grants

Applicants will indicate the appropriate level of General Operating Support. This is based on the annual budget of the organization for the **last completed fiscal year**.

GOS I	Arts Organizations with annual budgets under \$49,999
GOS II	Arts Organizations with annual budgets between \$50,000 - \$99,999
GOS IIIA	Arts Organizations with annual budgets between \$100,000 - \$999,999
GOS IIIB	Arts Organizations with annual budgets over \$1,000,000

ALL GOS APPLICANTS must have a history of programming within Pima County for **three consecutive years including the current year** before you can become eligible for such money. **All GOS awards, including GOS III, will receive a one year award. There will not be any 2 year awards made this year. If you are a GOS III organization that applied last year, you must apply again this year.**

To qualify for a General Operating Support Grant, the organization is required to maintain:

- 30% of its Board of Directors from Tucson-Pima County.
- 30% of its projects produced on an annual basis in Tucson -Pima County and maintain an office presence with an address in Tucson-Pima County.
- **Grant Amounts**
The goal of the grants program is to provide the maximum support possible, through available funds, to projects that receive the highest panel recommendations. The minimum grant amount is usually \$500 (depending on availability of funds). The maximum request and/or award amount for project grants will not exceed \$6,000.

***Note :: new last year and continuing**

For Project Grants: in order to more accurately reflect funding in this category, the maximum award request has been reduced from a \$10,000 maximum request to a \$6000 maximum request. Depending on funding availability, this amount could change in the coming years.

***Note :: new this year**

In FY08/09 organizations were allowed to submit one GOS application and two Project applications. New this year, organizations may submit only one application – either one Project Grant or one GOS Grant.

- **Matching Requirements**

Project Grants must be matched by non-public money and cannot total more than 50% of the total project budget. Organizations cannot receive grants that total more than 20% of their last completed fiscal year actual revenues.

General Operating Support Grants are awarded based on panel scores and funding available, as a percentage of the total non-public income of an organization's last completed fiscal year.

Organizations with annual budgets under \$50,000 (GOS I) may use **documented** in-kind operational (not staff) support for up to 50% of the non-public match for Project Grant requests and up to 25% for General Operating Support Grant requests.

Submission Instructions and Deadlines

2009-10 grant awards are for projects and programs scheduled to begin after August 1, 2009 and be completed before June 30, 2010.

Applications for 2009-10 grants are due in the Tucson Pima Arts Council office at 10 E. Broadway, Ste 106, by 5:00 PM on Thursday, **March 26, 2009**. Mailed applications must be mailed to: Tucson Pima Arts Council, 2008-09 Grants Program, 10 E. Broadway Ste. 106, Tucson, Arizona 85701, and postmarked (**not a meter date**) by, Thursday, **March 26, 2009**.

Submit original and eight copies.

Notification, Contracts, and Payments

A notice of denial will be sent by August 1, 2009. A notice of award will be sent by mid-August, 2008.

Project Grant payments are made following the return of signed contracts and any additional information required in the grant notification letter.

Organizations receiving General Operating Support Grants receive 50% at the beginning of the fiscal year, and 50% after filing a mid-year report, due January 31, 2010.

Legal Requirements

In the performance of the contract, the applicant organization shall abide by and conform to any and all applicable laws of the United States, State of Arizona, Pima County, and the City of Tucson. Tucson, Pima County, and the Tucson Pima Arts Council are committed to providing equal employment opportunity and affirmative action.

The contracted arts organization shall not discriminate in its employment practices against any employee or applicant for employment because of the employee's or applicant's race, religion, national origin, ancestry, gender, age, sexual orientation or physical disability.

The contracted arts organization's performance of the contract shall be in the capacity of an independent contractor and in this regard, shall indemnify and hold harmless the Arts Council, City of Tucson, and Pima County from all injury to persons or damage to property arising out of the act or omissions of the contracted arts organization or its officers, agents, and employees.

The Arts Council shall, through a duly authorized representative, have the right to examine and conduct an audit and re-audit of any pertinent books, documents, or other records involving transactions relating to grant recipients for a period of one year after final payment for grant related activities.

Financial Management

Grant recipients are required to maintain accounts, records, and other evidence pertaining to costs incurred and revenues acquired under the grant program. The accounting system used by the grant

recipient shall be in accordance with generally accepted accounting principles and should be applied in a consistent manner, so that the project expenditures can be clearly identified as to grant funds or matching funds.

Fiscal Receivers

If an organization does not have its nonprofit status, it may use a fiscal receiver umbrella organization. The board or governing body of the umbrella organization, **must sign a written contract between the applicant and the umbrella organization**, and take full responsibility for all financial commitments related to the application. This contract **must** be submitted with the grant application, and can **only** be used for Project Grants. **An organization can apply through a fiscal receiver for a maximum of two years. *Note: IF an organization acts as a fiscal receiver, this application serves as one of the two Project applications allowed.**

PROJECT GRANT PROGRAM GUIDELINES

Music, Theater, Dance, Literary Arts, Visual Arts, Multi-Disciplinary, Festivals, & Arts in Education

The Project Grant Program is to provide support for arts programs that benefit the residents of Tucson and Pima County. Nonprofit social service organizations are eligible to apply for grants for arts programs that are not duplicating services by other nonprofit arts organizations, and that provide a unique cultural perspective.

Eligibility - Who can apply:

- All applications must be initiated by a Pima County based organization, or organizations in which at least 30% of the board ***must*** reside in Pima County.
- Projects and all programming therein, *must* take place **within the Tucson City limits**.
- Organizations with nonprofit corporation status or through a fiscal receiver.
- Organizations whose primary focus is to provide art programs and/or services that are open and accessible to the citizens of Tucson and Pima County.
- Organizations with a ***current*** Arts Council Master File to include:
 - IRS Nonprofit status letter (copy)
 - Organization's Articles of Incorporation and by-laws
 - Current list of board members and staff
 - Last completed fiscal year financial statement

Organizations cannot receive grants that total more than 20% of their last completed fiscal year actual revenues and must match each grant dollar with an equal amount of non-public monies.

Organizations applying for Project Grants in which the project is a collaborative activity between two or more agencies, including public schools, state, county and municipal facilities and/or other arts organizations, **must** submit letters from the authorized representative of the agencies. Also copies of any agreements or letters of understanding should be submitted with the grant application. Collaborations with organizations outside of Pima County **are** acceptable, however the applicant ***must*** be a Pima County based organization or an organization where at least 30% of the board resides in Pima County. ***First & 2nd year applicants are strongly encouraged to attend the TPAC sponsored Grant Workshops.***

Restrictions - Who is not eligible to apply:

- Any agency that receives more than 50% of its total gross income (in the last fiscal year) from a combined total of local public sources (City of Tucson or Pima County).

***Note: while the above distinction is not new, further clarification was new last year.**

- Any division or department of municipal, county, state or federal government, including elementary schools, high schools, colleges, universities and school districts.
- Political and/or religious organizations and committees.
- Private and or non-profit schools (except those whose sole purpose is arts education).

Restrictions – Project Grants cannot be awarded for:

- Travel outside Pima County (travel into Pima County *is* acceptable).
- Debt retirement, capital improvement, purchase of real property, tuition costs, refreshment costs, or establishing or augmenting endowment funds.
- Funding outside the grant period (July 1, 2008 through June 30, 2009).
- Salaries (except as a direct cost of providing services).

New in 2008-2009 and continuing this year

- The maximum request for Project Grants in the Major Grants cycle is now \$6000
- The minimum score for applications to be considered for an award is 70/100.
- Clarification: “Any agency that receives more than 50% of its total gross income (in the last fiscal year) from a combined total of local public sources (City of Tucson or Pima County).”
- Number of narrative pages (see applications)
- Collation order of applications (see applications)
- Diversity chart (see applications)

New in 2009-2010

1. **75% - 25% Split:** 75% of grants funding will be made available for General Operating Support (GOS) and 25% of grants funding will be made available for Project Support. As was determined in a review of the program, the need by most organizations is for unrestricted awards that are not project centered. Moving to a 75% - 25% split would retain these critical monies in the General Operating Support pool.
2. **One GOS application or one Project application only:** Organizations will no longer be allowed to apply for one GOS and two Project grants. Moving forward in 2009-2010, organizations will be allowed to apply for only one grant, either General Operating Support grant or one Project grant. Organizations that usually apply for project funding for annual projects or their upcoming seasons would be encouraged to apply only for GOS. Organizations doing critical new work or working with smaller budgets and less infrastructure would be encouraged to apply for project funding. GOS III organizations that applied in 2008-2009 *will have to reapply in 2009-2010* and moving forward, awards will be for only one year.
3. **There will be no other major changes in the grants language or review process.** The rationale is that we would try to reduce the impact of these changes on the community as much as possible.
4. **Mini Grants will remain suspended for 2009-2010.**
5. **All awards will be contingent upon our allocation from the City.** At present, because there is no way to determine the actual amount of our allocation, we cannot guarantee the amount of funding that will be available.

CRITERIA
PROJECT GRANTS
Music, Theater, Dance, Literary Arts, Visual Arts and Multi-Disciplinary

(Total Score - 100 points)

QUALITY OF PROGRAM

(Possible 35 points) determined by:

- Artistic quality, clarity, creativity and innovation of the project.
- Qualifications, background and experience of artists involved in the project, including the artistic director and guest artists.
- An evaluation plan to measure and document the completion of project goals and assess artistic success.

COMMUNITY SUPPORT/COMMUNITY SERVED

(Possible 35 points) determined by:

- Ability of the project/program to serve community needs and provide public benefit.
- Project reflects the organizations attempt to reach all segments of the community served.
- Potential of the project/program to reach culturally diverse artists and audiences.
- Appropriateness of marketing/outreach strategies including ability to reach diverse audiences, including populations with disabilities.
- Diverse staff, artists, participants and/or audience.

MANAGEMENT AND FISCAL CAPACITY OF ORGANIZATION

(Possible 30 points) determined by:

- The qualifications, background and experience of the project staff and/or volunteers will enable the organization to carry out and manage the proposed program/project successfully and properly administer granted funds.
- Efforts of volunteers.
- Justification of cost per person served.
- The history of the organization in successful presentation, production or service in the arts.
- The accuracy and appropriateness of the Project and Three-Year Budgets will enable the applicant organization to carry out the proposed project/program successfully.
- Evidence of a diverse base of financial support through earned income, private giving, and public support.

CRITERIA
PROJECT GRANTS
Festivals

(Total Score - 100 points)

QUALITY OF PROGRAM

(Possible 35 points) determined by:

- Artistic quality and creativity/innovation of the project.
- The project is consistent with the stated artistic mission of the organization.
- Qualifications, background, and experience of artists involved in project.
- An evaluation plan to measure and document the completion of festival goals and assess artistic success.

COMMUNITY SUPPORT/COMMUNITY SERVED

(Possible 35 points) determined by:

- Ability of the festival to serve community needs and provide public benefit.
- Evidence that festival develops exposure to, understanding of, and respect for the diverse cultural traditions within the larger community.
- Evidence that the festival is accessible to all audiences.
- Potential of the festival to reach culturally diverse artists and audiences.
- Appropriateness of the use of volunteers
- Appropriateness of marketing strategies to reach all segments of the community, including populations with disabilities.
- Evidence of the success of audience development/outreach efforts.
- Evidence of community support through audience and volunteer participation, and corporate and private underwriting and/or sponsorship.

MANAGEMENT CAPACITY OF ORGANIZATION

(Possible 30 points) determined by:

- The qualifications, background and experience of staff and/or volunteers will enable the organization to carry out and manage the proposed festival successfully and properly administer granted funds.
- The composition of the board and staff reflects efforts of the organization to include representation from the community (ies) it serves.
- The history of the organization in successful presentation, production, or service in the arts.
- Evidence of corporate and/or private underwriting and/or sponsorship.
- The accuracy and appropriateness of the Project and Three-Year Budgets will enable the applicant organization to carry out the proposed festival successfully.
- Evidence of a diverse base of financial support through earned income, private giving, and public support.

CRITERIA
PROJECT GRANTS
Arts in Education

(Total Score - 100 points)

QUALITY OF PROGRAM

(Possible 35 points) determined by:

- Artistic and educational quality of the project/program.
- Organizational and/or educational mission is appropriate for students and teachers involved in the project/program.
- The qualifications, background, and experience of artists and educators involved in the project/program.
- The student/teacher curriculum materials reflect the artistic and educational goals of the project/program.
- The teacher-training component enhances the long-term objective(s) of the project/program.
- The project/program addresses the Art Standards for the Arizona Academic Standards & Accountability.
- An evaluation plan to measure and document the successful completion of artistic and educational objectives.

COMMUNITY SUPPORT/COMMUNITY SERVED

(Possible 35 points) determined by:

- Ability of the project/program to serve community needs and provide educational and public benefit.
- Potential of the project/program to reach culturally diverse artists and audiences.
- Evidence of an educational outreach plan that includes appropriate strategies for marketing and recruitment of targeted/special audiences, including populations with disabilities.
- Evidence of community support for the project/program as indicated by individual, corporate, and/or school support.
- Evidence that the project/program is accessible to all audiences and demonstrates efforts to improve exposure to, understanding of, and respect for the diverse cultural traditions within the larger community.

MANAGEMENT AND FISCAL CAPACITY OF ORGANIZATION

(Possible 30 points) determined by:

- The qualifications, background and experience of project staff and/or volunteers will enable the organization to carry out and manage the proposed project/program successfully and properly administer granted funds.
- The composition of the board and staff reflects efforts of the organization to include representation from the community(ies) it serves.
- The history of the organization in successful presentation, production, or service in the arts.
- The accuracy and appropriateness of the Project and Three-Year Budgets will enable the applicant organization to carry out the proposed project/program successfully.
- Evidence of a diverse base of financial support through earned income, private giving and public support.

GENERAL OPERATING SUPPORT GUIDELINES GOS I, II, IIIA, IIIB

The General Operating Support Program is to provide assistance in the general operations of arts organizations, and to stimulate their growth and professional development. Awards are based on a percentage of total non-public income, panel scores and the amount of funding available.

Eligibility - Who can apply:

- All applications must be initiated by a Pima County based organization, or for two-city organizations, at least 30% of the board **must** represent Pima County; have 30% of its projects produced on annual basis in Tucson-Pima County; and maintain an office presence with an address in Tucson-Pima County. No exceptions will be made.
- Organizations with nonprofit corporation status.
- Organizations whose primary focus is to provide art programs and/or services that are open and accessible to the citizens of Tucson and Pima County.
- Organizations with a **current** Arts Council Master File to include:
 - IRS Nonprofit status letter (copy);
 - organization's Articles of Incorporation and by-laws;
 - current list of board members and staff; and
 - last completed fiscal year financial statement.

Organizations that received 2008-09 General Operating Support Grants must have filed a Mid-Year report due January 31, 2008. Also, organizations must match each grant dollar with at least an equal amount of non-public monies however, organizations with annual budgets under \$50,000 can match up to 25% of grant award with documented in-kind support of goods, but not services.

****New this year: all organizations, including GOS III organizations that applied last year, must apply again this year. Moving forward, all awards will be made for one year only.***

Organizations are required to have paid professional staff based on the size of the annual budget:

1. organizations with budgets over \$100,000 must have at least one full-time paid professional staff
2. organizations with budgets between \$50,000 and \$100,000 must have at least one part-time paid professional staff; and
3. organizations with budgets under \$50,000 can use volunteer support.

Organizations must have a three-year programming history in Pima County (including the current year), documentation of a successfully completed project, and must have an operating budget for the Last Fiscal Year and the current year (2007-2008).

Restrictions - Who is not eligible to apply:

- Any agency that receives more than 50% of its total gross income (in the last fiscal year) from a combined total of local public sources (City of Tucson or Pima County).

****Note: while the above distinction is not new, further clarification was new last year.***

- Any division or department of municipal, county, state or federal government, including colleges, universities and school districts.
- Political and/or religious organizations and committees.
- Private schools (except those whose sole purpose is arts education).

Restrictions - General Operating Support grants cannot be awarded for:

- Debt retirement; capital improvement; purchase of real property; tuition costs; food and/or refreshment costs; or establishing or augmenting endowment funds.

New in 2008-2009 and continuing this year

- The minimum score for applications to be considered for an award is 70/100.
- Clarification: "Any agency that receives more than 50% of its total gross income (in the last fiscal year) from a combined total of local public sources (City of Tucson or Pima County)."
- Number of narrative pages (see applications)
- Collation order of applications (see applications)
- Diversity chart (see applications)

New in 2009-2010

- **75% - 25% Split:** 75% of grants funding will be made available for General Operating Support (GOS) and 25% of grants funding will be made available for Project Support. As was determined in a review of the program, the need by most organizations is for unrestricted awards that are not project centered. Moving to a 75% - 25% split would retain these critical monies in the General Operating Support pool.
- **One GOS application or one Project application only:** Organizations will no longer be allowed to apply for one GOS and two Project grants. Moving forward in 2009-2010, organizations will be allowed to apply for only one grant, either General Operating Support grant or one Project grant. Organizations that usually apply for project funding for annual projects or their upcoming seasons would be encouraged to apply only for GOS. Organizations doing critical new work or working with smaller budgets and less infrastructure would be encouraged to apply for project funding. GOS III organizations that applied in 2008-2009 *will have to reapply in 2009-2010* and moving forward, awards will be for only one year.
- **There will be no other major changes in the grants language or review process.** The rationale is that we would try to reduce the impact of these changes on the community as much as possible.
- **Mini Grants will remain suspended for 2009-2010.**
- **All awards will be contingent upon our allocation from the City.** At present, because there is no way to determine the actual amount of our allocation, we cannot guarantee the amount of funding that will be available.

CRITERIA
GENERAL OPERATING SUPPORT
GOS I, II, IIIA, IIIB

(Total Score - 100 points)

QUALITY OF PROGRAM

(Possible 35 points) determined by:

- Clarity of mission.
- Artistic quality and creativity/innovation of organization and its programs.
- Qualifications, background and experience of artists/artistic staff needed to carry out the artistic mission and goals.
- Media coverage, articles and letters of support of the organization's activities for its last completed year.
- An evaluation plan to measure and document the completion of the organization's artistic goals and objectives.

COMMUNITY SUPPORT/COMMUNITY SERVED

(Possible 35 points)

- Ability of the organization to serve community needs and provide public benefit.
- Potential of the organization and its programs to reach culturally diverse audiences.
- Appropriateness of the organization's audience and volunteer marketing strategies to reach targeted segments of the community, including populations with disabilities.
- Evidence of community support through audience and volunteer participation, and corporate and private underwriting and/or sponsorship of organization's programs and/or events.
- The composition of the board reflects efforts of the organization to include representation of the diversity of the community(ies) it serves as indicated in the Cultural Diversity Plan. A diverse board, staff, artists, audience, and participants.
- An evaluation plan to measure and document the success of the organization's audience and outreach efforts

MANAGEMENT AND FISCAL CAPACITY OF ORGANIZATION

(Possible 30 points) determined by:

- The qualifications, background and experience of staff and/or volunteers will enable the organization to carry out and manage the proposed programs successfully and properly administer granted funds.
- Ability to meet organizational challenges.
- The accuracy and appropriateness of the Three-Year Budget will enable the applicant organization to carry out the proposed artistic and organizational goals and objectives successfully.
- Evidence of a diverse base of financial support through earned income, private giving and public support.
- The history of the organization in successful presentation, production, or service in the arts.
- A long range plan, how and when it was developed.

Glossary of Terms

Accumulated Organization Debt	An organization's long-term liabilities, all debt or obligations of an organization that extend beyond the current year (could include bank loans, notes payable and leases).
Admissions	Revenue from the sale of admissions/tickets/subscriptions for the project's events/ exhibits, and memberships. Example of formula: projected average number of people attending each event x number of events x cost ticket/admission fee per event plus total membership dues = total admissions income. Include these specifics on the Project Budget form.
Applicant	An organization that is applying for a grant.
Applicant Cash	Funds from accumulated resources (including carry-forward from previous fiscal year) that applicant has available to spend. This is analogous to an individual's checking account.
Application	The documentation and material that an applicant submits to request a grant.
Arts Service Organization	An organization which provides services to its members and/or the community at large, such as technical assistance, research, promotion and marketing, networking, advocacy, workshops and conferences and other professional development. Arts service organizations generally do not produce or present artwork.
Arts Standards	Standards adopted by the Arizona State Board of Education that identify what students should know and be able to do in the arts at specific points in their academic careers; they specifically focus on Creating Art; Art in Context; and Art as Inquiry. For complete standards documents, see www.ade.az.state.us .
Board Member	A trustee of a nonprofit organization elected or appointed according to that organization's bylaws.
Contracted Services	Includes the sale of workshops/classes or other services performed by the applicant organization to other community organizations; government contracts for specific services; performance or residency fees; or tuition.
Corporate Contributions	Cash contributed by businesses or corporations (not individuals).
Criteria	The established and published standards used to evaluate an application to determine if a grant award is recommended.
Division of Local, State or Federal Government	An organization or entity whose staff is paid by an agency of the local, state or federal government.
Ethnic-run Organization	Ethnic-run organizations producing or presenting the arts must meet two of the following three criteria: -- majority of board, staff or programs is ethnic -- and demonstrate involvement in ethnic community.
Fellowship	An award given by the Tucson-Pima Arts Council to a limited number of artists in recognition of artistic excellence.
Fiscal Agent	Any Arizona organization, designated 501(c)(3) tax exempt by the Internal Revenue Service that accepts grant funds on behalf of an organization not meeting the nonprofit tax-exempt requirements.
Foundation Grants	Grants received from a private or community foundation.
Full Time Administrative Employees	An administrative or artistic position that has a paid schedule of at least 35 hours per week. Do not include part-time staff.

Fund-raising/Development	Funds that can be specifically identified as aiding the applicant organization in its efforts to solicit contributions from individuals, foundations, government sources and businesses in the community.
General Operating Support (GOS)	A grants program administered by the Arts Council that provides funds to organizations to be used for administrative or artistic expenses, or both.
Government Support	Grants or contracts received from city, county, state or federal agencies or programs.
Grant	An award of financial support to an organization, for the purposes requested in the application.
Grantee	An organization receiving grant funds.
Grant Conditions	Specific requirements, agreed to by the grantees in writing, which must be met or undertaken to receive a grant.
Grant Deadline	The published date by which an application must be postmarked or hand-delivered to the Arts Council to be considered for a grant review.
Grant Review Panel	A group of citizens that volunteer to review and make recommendations on public policy and applications for grants.
Grant Review Panel Comments	Documented comments made by the grant review panelists during the application review process that become the public record of the process after the final grants are awarded.
Guest Artist/Consultant	An individual artist, artist ensemble or consultant who is not an employee of the Sponsor Organization, selected to carry out an After-School, Community or Education Project.
Guidelines	Information published annually describing the Arts Council's grant program, including the application process, forms and formats, eligibility requirements and criteria.
In-Kind Support	Donations of time and services by individuals and businesses; includes contributions of use of equipment, employees and facilities for projects. In-kind support is allowable for matching Art Council grants for applicants with budgets under \$50,000. Organizations with budgets over \$50,000 may include a one-page supplemental statement to document in-kind contributions for the panelists' information.
Lecture/Demonstration	An activity, generally 45-60 minutes in length, in which an artist or artist ensemble provides examples and explanation of their art form to a group of people. Lecture/demonstrations may be formally staged or as a less structured activity in a small space, and may be interactive.
Legal Requirements	The federal and state standards and regulations including those regarding fair labor, civil rights, accessibility, age discrimination, lobbying with appropriated monies, accounting records, and other published requirements to which organizations accepting a grant must adhere.
Local Arts Council/Commission ("Locals")	Local arts agencies also referred to as LAA's. A municipal, regional or private nonprofit organization, designated by its municipality, region or county to advise and implement municipal/regional/county arts policy. Composed of volunteer members of the public, usually appointed, they may also have professional staff. In addition to policy advisement, they may make grants, provide public programs, present or produce the arts, manage facilities, coordinate public art programs, assess community cultural needs, and provide a variety of other activities in response to community needs.
Matching Grant/Project Grant	A cash award, made to an organization to carry out a specific project, and which must be matched, generally at least dollar-for-dollar, by the sponsor organization. All grant funds and matching funds are to pay for specific, eligible fees.
Marketing/Public Relations/Promotion	All costs for marketing, publicity and promotion specifically identified with the organization's efforts to tell the community about its programs and services; include cost of newspaper, radio and television advertising, printing and mailing of brochures, flyers and posters.
Match	The applicant's financial contribution to the project, in addition to the grant, that demonstrates the community support of the project.

Miscellaneous Revenue	Revenue from sources not listed elsewhere. May include income derived from catalogue sales and advertising space in programs.
Mission Statement	A broad statement of purpose formulated by an organization as part of its organizing charter and providing specific direction for the organization's programs, services and activities. The mission statement should provide a structure against which meaningful evaluation of the organization's effectiveness can be carried out in future years.
Nonprofit Organization	Schools, governmental units, and corporations that are exempt from taxation under Section 501(c)(3) of the Internal Revenue Code.
Organization or Project Goals	Desired results or conditions consistent with an organization's Mission Statement.
Other Private Contributions	Revenue derived from cash donations, including individuals; do not include corporate, foundation or government grants.
Other Remaining Operating Expenses	Expenses for categories not listed elsewhere. May include technology, accessibility services, subscriptions, training, printing, or other costs not itemized elsewhere. Space is provided to itemize the most significant categories.
Outside Fees & Services/Artistic	Payments for artistic services to firms or persons who are not considered employees of applicant organization. Examples: guest artistic directors, jurors, conductors, curators, dance masters, composers, choreographers, etc.
Outside Fees & Services/Other	Payments for technical and consultant services to firms or persons who are not considered employees of the applicant organization. Examples are lighting crews, stage managers, costume crews, art packers, installationists, preparators, technology specialists and other consultants.
Per Diem	A specific amount paid by a sponsor organization to an artist or artist ensemble for lodging and meal expenses while they carry out a project outside their community of residence. Per diem amounts may be included as eligible fees in a grant application, and must be specifically agreed to between the artist/artist ensemble and the sponsor organization.
Personnel/Staff	Salaries, wages and benefits paid to persons considered employees of the applicant organization.
Presenter/Presenting Organization	An arts organization in any discipline, or combination of disciplines, which selects or curates artwork created by artists or artist ensembles outside of their organization and which presents it to their community. Examples include community concert associations, nonprofit galleries and organizations or departments that present series of writers' readings.
Producers/Producing Arts Organizations	Arts organizations in all disciplines which create and/or perform artwork – examples include orchestras, theatre companies which cast and stage productions, publishers, etc.
Production Expenses	Funds expended for costumes, sets, lights, props, royalties, printing, shipping, installation, framing, etc., necessary to the production.
Project Grant/Matching Grant Residency	<u>SEE MATCHING GRANT/PROJECT GRANT</u> A multi-day project in a school, after-school program or community in which an artist or artist ensemble is "in residence," providing activities to one or multiple groups which introduce them to, or expand their understanding of, the artist/ensemble's art form and artistic process. Residencies often provide sequential experiences for participants, and can run any length, from a few days to a year.
Restricted Funds	Contributed assets whose use is temporarily or permanently restricted by the donor, until certain time and/or purpose conditions are met. Restricted funds are not included in the income calculation for the Arts Council's general operating support grants; when conditions are met and funds are released for operating use they are included in the calculation.
Rural Organization	Any organization that is located outside of the metropolitan areas of Tucson.

Sales	Income and expenses related to sales used to support the operations of the applicant organization. Sales may be related or unrelated to the mission of the applicant organization. Examples include sales shops, concessions, gallery/co-op sales, bingo and food services.
Service	A single activity, generally running from 30-60 minutes in length, provided by an artist or artist ensemble. Services may be workshops, teacher or staff in-service activities, school assemblies, mini-performances/readings, speaking engagements or lecture/demonstrations. Artists should not be scheduled for more than four services per day; and should be scheduled for fewer services on a travel/performance/exhibit/reading day. Services often involved set-up time.
Single Engagement	An agreement between a sponsor organization and an artist for a single activity such as a reading, performance or workshop. Single engagement fees must be negotiated between sponsor organization artist, including any travel and per diem costs in addition to the engagement fee.
Space/Facilities	Payments specifically identified with the project or organization for purchase or rental of office, rehearsal studio, theatre, hall, gallery and other such spaces, including utilities, insurance, maintenance and other costs specifically related to use of the space.
Travel	All costs for travel of an individual or individuals specifically identified with the project or with the applicant organization's programs and services. Travel expense amounts for guest artists/consultants may be included as eligible fees in a grant application, and must be specifically agreed to between the artist/artist ensemble and the sponsor organization. Expenses connected with trucking, shipping or hauling should be included under Production Expenses (Item #31, Organization Budget for Three-year Period) or under Remaining Operating Expenses: (Item #35g, Organization Budget for Three-year Period).
Underserved Populations	Persons who are members of ethnic or racial minorities, have disabilities, or are from communities outside the metropolitan area of Tucson.
Working Capital Reserves	Accumulated resources, including carry-forward from previous fiscal years, that applicant intends to retain as a cash flow management tool. Working Capital Reserves help to provide fiscal health to the organization. This is analogous to an individual's savings account. Do not include funds restricted for expenses other than operating, such as endowment or capital campaigns.
Workshop	An activity provided by an artist or artist ensemble that provides hands-on training to a group in a particular art form or to create a particular art object. Workshops may be one-time, or may consist of multiple, sequential activities.

Tucson Pima Arts Council Mission and Goals

The Tucson Pima Arts Council fosters the artistic expression, educational development and economic growth of our diverse community by supporting, promoting, and advocating for arts and culture.

GOALS:

1. To be a leader in arts and cultural development by advancing strategic alliances, cultural planning, and advocacy for a vibrant and diverse arts and cultural life.
2. To support artists, the arts, and cultural organizations efforts to achieve excellence and be broadly connected to the community.
3. To communicate the unique sense of place inherent in our region and people through public art and community design.
4. To increase access to and participation in the rich cultural offerings of the region.
5. To promote arts and cultural learning as vital to a comprehensive education and lifelong learning in diverse arts and cultural expressions.

Mayor of Tucson

Bob Walkup

Arts Council 2009-10 Board of Directors

Mary Davis, **President**
Nancy Lutz, **Past President**
Travis J. Hutchison, **Treasurer**
Brigid Murphy, **Secretary**
Beth Banks
Michael Bradford
Barbara Burnstein
Karen Christensen
Allen Cook
Chris Cunningham
Sheila Dyer Saxberg
Alberto Elias
Felipe Garcia
Jeffrey Glebocki
Aleena Hernandez
Bob Lee
Lee Malaby
Jerecia Patterson
Nancy Smith
Betty Villegas

Arts Council Staff

Roberto Bedoya – Executive Director
David Hoyt Johnson – Deputy Director
Reuben Tomás Roqueñi – Grants Program Manager
Mary Ellen Wooten - Public Art Manager
Sally Krommes – Public Art and Events Coordinator
Leia Maahs – Community Arts Coordinator
Tina Eggert –Accountant
Rebecca Springer - Office Manager

Tucson Pima Arts Council

10 E. Broadway Bl, Ste 106
Tucson, Arizona, 85701
Phone: 520-624-0595 Fax: 520-624-3001
info@TucsonPimaArtsCouncil.org
www.tucsonpimaartscouncil.org