

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.

MULTI-YEAR FUNDING

The Creative Capacity Grant operates on a multi-year funding cycle. Organizations submit a full application once every three years. In their two “alternate” years, grantees submit only a status update and Funder Report and are not subject to panel review.

Organizations that received a Creative Capacity Grant (CCG) in the last funding cycle will apply as follows for Fiscal Year 2024:

- **CCG Levels 1, 2, 3, 4, & 5** will submit an alternate year application.
- **CCG Levels 6, 7, & 8** will submit a full application and undergo panel review.

ELIGIBILITY

Organizations submitting an alternate year application must...

- have received a Creative Capacity Grant in FY2023,
- have a minimum annual budget of \$4,000 and a maximum annual budget of \$399,999,
- 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, 2023 - June 30, 2024)

* Unincorporated organizations that are otherwise eligible and whose annual budget is below \$200,000 may utilize a nonprofit fiscal sponsor.

A list of organizations that have been determined to be in their alternate year can be found on page 9.

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APPLICATION & REVIEW TIMELINE

Application Due Date

11:59 pm, April 6, 2023

Grantees notified

July 2023

Funding Period

July 1, 2023 to June 30, 2024

PRIMARY STAFF CONTACT

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Director of Organizational Programs

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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 Creative Capacity Grant in Fiscal Year 2024 may not apply for any other Arts Commission grants.

CHANGING GRANT LEVEL

Typically, organizations changing grant levels on their alternate year are required to submit a full application and undergo panel review. However, as the field continues to recover from impacts of the pandemic, the Arts Commission stands by its commitment to waive this rule for the Fiscal Year 2024 grant cycle. Alternate year applicants whose annual budget for Fiscal Year 2022 would place them in a different grant level than the one they qualified for last year can change their grant level without submitting a full application.

The exception to this would be if an applicant's adjusted annual revenue for Fiscal Year 2022 is above the \$399,999 threshold for Level 5; as an applicant at funding Level 6 or above, the organization would be required to complete a full application.

ELIGIBLE EXPENSES

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

Salaries and Personnel Expenses

Such as creative workers (i.e., artists, tradition bearers, designers, educators, curators, program administrators, service providers, and other creative contributors), production staff, administrators, teachers, contractors, consultants

Artistic/Production Expenses

Such as supplies, materials, equipment, venues, royalties, licensing

Administrative Expenses

Such as 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

GRANT LEVELS & AWARD AMOUNTS

For the purposes of this program, an organization's **grant level** is determined by their adjusted annual revenue for the most recently completed fiscal year (Fiscal Year 2022), which is defined as the organization's total annual revenue minus the monetary value of any in-kind support.

Award projections are determined based on the Arts Commission's funding priorities and the agency's budget for the upcoming fiscal year. As the agency's budget is not known until well after grant guidelines are published, the amounts below are based on conservative projections of what may be possible.

The final factor determining an organization's award is their **panel review ranking**. On their alternate years, CCG grantees do not undergo panel review; they maintain the same ranking as determined during their last full panel review. Though your organization's ranking will remain the same as last year, your actual grant award may be adjusted based on availability of funds.

Award projections for FY2024 are as follows:

	Adjusted Annual Revenue	Award Projections (Based on Panel Review Ranking)		
		Low	Medium	High
Level 1	\$4,000 – \$19,999	\$2,000	\$3,000	\$4,000
Level 2	\$20,000 – \$49,999	\$4,000	\$6,000	\$8,000
Level 3	\$50,000 – \$99,999	\$8,000	\$10,000	\$12,000
Level 4	\$100,000 – \$199,999	\$12,000	\$15,000	\$18,000
Level 5	\$200,000 – \$399,999	\$18,000	\$22,000	\$26,000

Be advised: Due to the fluid nature of the Arts Commission’s budget, applicants are strongly encouraged to budget conservatively when forecasting potential awards.

For more information on how the Arizona Commission on the Arts is funded, visit <https://azarts.gov/about-us/who-we-are/budget/>.

GRANT TIMELINE



Awards are paid out over the course of the Arts Commission’s fiscal year (July 1 – June 30) on a predetermined schedule. Typically, payments begin with Level 1 grantees in the second quarter of the agency’s fiscal year (October - December) and end with Level 8 grantees receiving payment in the fourth quarter (April - June).

GRANTEE REQUIREMENTS

CCG Award Match

Grantees must be able to match their CCG award with cash, dollar for dollar, by the end of the funding period (June 30, 2024). Matching funds may be earned (e.g., ticket sales, participation fees, etc.) or contributed (e.g., private donations, other grants, etc.).

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 the Director of Organizational Programs, Claudio Dicochea, by phone at (602) 771-6517 or by email at cdicochea@azarts.gov.

Create an Account for Your Organization

In the interest of improving the user experience for applicants and reviewers, the Arizona Commission on the Arts has transitioned to a new submission platform this year called SurveyMonkey Apply. Prior to applying, all applicants will need to register their organization at <https://azarts.smapply.io/>. For instructions on registering your organization, visit our applicant resources page: <https://azarts.gov/grants/applicant-resources/>

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, 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 your fiscal sponsor organization to cover the costs associated with their administering of the agreed upon fiscal sponsorship.) This official letter of agreement must be signed by authorizing officials from both the applicant organization and the fiscal sponsor, and state that the fiscal sponsor agrees to receive any grant funds on behalf of the applicant, distribute them to the grantee organization and maintain appropriate financial records.

If you are unable to obtain a copy of this letter before the application deadline, please contact us directly.

Create or update your SMU DataArts profile

You will also need an SMU DataArts profile. DataArts is a powerful online data management tool designed to strengthen arts and cultural organizations nationwide. Organizations enter financial and programmatic data into a standardized online form and 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/>. If you are new to using DataArts, you can find a video tutorial for getting started at <https://culturaldata.org/what-we-do/for-arts-cultural-organizations/the-cultural-data-profile/>, and you can reach out to Arts Commission staff or the DataArts Support Center (<https://culturaldata.org/contact/>) for questions and assistance.

HOW TO APPLY

Once you have registered and created an account profile in SurveyMonkey Apply, the Alternate Year application will be connected to your account profile within 3-5 business days. Access to this application will only be available through your organization's account profile. When you are ready to apply, follow the steps below:

1. Log-in to your SurveyMonkey Apply account.
2. Click on your name in the upper-left corner of the window and select your organization's name to enter your organization's account.
3. Click on Programs and select the CCG Alternate Year Application.

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: Which county is your organization located in?
- Federal Congressional District: Which federal congressional district is your organization located in? To look up your congressional district by address visit: <https://www.house.gov/representatives/find-your-representative>
- 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 (choose from nonprofit, unit of government, or applying with a fiscal sponsor)
- Upload: Federal Tax Exemption Letter* if a nonprofit 501(c)3

or

Fiscal Sponsor Letter of Agreement, if applicable Organization type (choose from nonprofit, unit of government, or applying with a fiscal sponsor)

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

TECHNICAL SUPPORT

If you encounter any technical issues with the online application platform, click on the info icon (like the one above) 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**.

APPLICATION CONTINUED ON NEXT PAGE

STATUS UPDATE

Some applicants find it helpful to develop their responses using word processing software, then copy/paste them into the application.

1. 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 in this section should be for the applicant organization, not for the fiscal sponsor.

Fiscal Year Start and End Date

Enter the start and end date (month and year) of your organization's Fiscal Year 2022 (ex., July 2021 - June 2022).

Fiscal Year 2022 Adjusted Annual Revenue

Enter your organization's adjusted annual revenue from Fiscal Year 2022, as it appears on your DataArts Funder report. This is the figure labeled "Total Revenue Unrestricted Less In-kind Unrestricted" found at the top of the first page. Adjusted annual revenue is your organization's total annual revenue minus the monetary value of any in-kind support.

DataArts Funder Report

Alternate year applicants will upload an SMU DataArts Funder Report, containing data from Fiscal Years 2021 and 2022, to their application. Applicants will need to enter the relevant financial and participation data for the required fiscal years into the DataArts platform, and then generate a Funder Report, selecting fiscal year 2022 as the reporting year. (See FAQ)

Funder Report Narrative

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

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 2023, but failed to file a final report by Monday, Monday, September 18, 2023.
- 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 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
- 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 FY2024 may not apply for a Festival Grant or a Youth Arts Engagement Grant that same year.

2. How do I access the Alternate Year Application?

Prior to applying, all applicants will need to register their organization with our new application platform, SurveyMonkey Apply at <https://azarts.smapply.io/>. For instructions on registering your organization, please view the attached guidelines and visit our applicant resources page: <https://azarts.gov/grants/applicant-resources/>

Once you have registered and created an account profile, we will give your organization access to the Alternate Year application within 3-5 business days. As the Alternate Year application is not publicly available on our website, you will only have access to it through your organization's account.

3-5 business days after registering your organization, log-in to your organization's account and click on "Programs", You should see a link to the CCG Alternate Year application; if you do not, contact Hanna Spence-Schehr at hspenceschehr@azarts.gov.

3. 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/>.

4. 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.

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.

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.

LIST OF ALTERNATE YEAR APPLICANTS

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Ajo Council for the Fine Arts

Alwun House Foundation

Arizona Art Alliance

Arizona Classic Jazz Society, Inc.

Arizona Dance Education Organization

Arizona Early Music Society, Inc.

Arizona Philharmonic, Inc.

Arizona Repertory Singers

Arizona Wind Symphony Inc.

ARTabilityAZ

Arts Academy of Sedona

Arts Alliance of the White Mountains

Audrey's Angels

B3 Theater, Inc.

Balkan Community Culture and Heritage Organization

Ballet Etudes Youth Ballet of Mesa

Ballet Folklórico de Colores

Ballet Folklorico Quetzalli - AZ

Ballet Tucson

Ballet Yuma

Bi-National Arts Institute

Bisbee Community Chorus

Borderlands Theater Teatro Fronterizo, Inc.

Breaking Pachanga

Bullion Plaza Cultural Center & Museum

Canyon Movement Company

Capoeira Institute Southwest

Caribbean American Phoenix Carnival Cultural Organization of Arizona

Catitude Gallery & Studio

CaZo Dance Theatre

Central Arizona Flute Ensemble

Central School Project Inc

Chandler Children's Choir, Inc.

Chax Press Inc

Children's Museum of Yuma County

Collaborative Research Institute

Cultural Arts Coalition: Celebrating Global Connections

Cultural Coalition, Inc.

Dancesequences Inc.

Dark Sky Aerial

Desert Sounds Performing Arts

Detour Company Theatre

Don Bluth Front Row Theatre

East Valley Children's Theatre

East Valley Youth Symphony Inc

Emerson Theatre Collaborative

Esperanza Dance Project

Flagstaff Community Band

Flagstaff Master Chorale

Flagstaff Shakespeare Festival

Floaters Foundation

Fuerte Art Collective

George Phar Legler Society Inc

Gila Valley Arts Council (GVAC)

Gold Canyon Arts Council

Grand Canyon Chamber Music Festival, Inc

Grand Canyon Men's Chorale

Green Valley's Got Talent

Grey Box Collective

Harmony Project Phoenix

Heal Her Art

HeARTsy

Heritage Square Foundation

Human Nature Dance Theatre and Studio

iTheatre Collaborative

Jackie Warledo Center

Kids in Focus

Kingman Center for the Arts

Lake Havasu Symphonic Winds

Leaps for Lives Dance Company

Lights Camera Discover

Literacy Connects

Many Mouths One Stomach

Maricopa ARTS Council

Mesa Encore Theatre

Metropolitan Youth Symphony

Monsoon Youth Education Project

MusicaNova Orchestra

North Valley Symphony Orchestra

Odaiko Sonora / Rhythm Industry

Orchestra Northern Arizona

Oro Valley Theatre Company

Patagonia Creative Arts Assn

CONTINUED ON NEXT PAGE

LIST OF ALTERNATE YEAR APPLICANTS (CONTINUED)

Phoenix Film Foundation	SOUNDS Academy	Threaded Together
Phoenix Girls Chorus	Southern Arizona Blues Heritage Foundation	Tolsun Publishing, Inc.
Phoenix Institute of Contemporary Art	Southern Arizona Watercolor Guild	Tonto Community Concert Association
Phoenix Screenwriters Association	Southwest Ballet Theatre	Triangle L Art Ranch, Inc.
Phoenix Women's Chorus	Southwest Shakespeare Company	Tucson Arizona Boys Chorus
Phoenix Youth Theatre	Splinter Art and Community Fund	Tucson Concert Band
POG Inc	Spotlight Youth Theatre	Tucson Erotica
Prescott Chorale, Inc	Stray Cat Theatre	Tucson Girls Chorus
ProMusica Arizona Chorale & Orchestra	Sun Lakes Community Theatre, Inc.	Tucson Metropolitan Community Chorus
Re:Frame Youth Arts Center	Symphony of the Southwest	Tucson Pops Orchestra
Red Rocks Music Festival	Teatro Bravo	Tucson Youth Music Center
Reveille Gay Men's Chorus	Tempe Artists Guild	United Sound, Inc.
Rising Youth Theatre	The Arizona Masterworks Chorale, Inc.	Universal Access Productions
River Cities Community Theater Players	The Artists' Coalition of Flagstaff	Unscrewed Theater
Safos Dance Theatre	The Bridge Initiative	Verde Valley Sinfonietta
Santa Cruz Valley Art Association	The Canelo Project	Voices of the Desert
Scorpius Dance Theatre	The Civic Orchestra of Tucson Association	W3AVING W3BS LLC
Scottsdale Community Players	The Great Arizona Puppet Theater, Inc	Warehouse Arts Management Organization
Scottsdale Neighborhood Arts Place	The Helios Ensemble	WHAM Art Association
Scottsdale Philharmonic, Inc	The Hopi School Inc.	White Mountain Symphony Orchestra, Inc.
Second Face Museum of Cultural Masks	The Invisible Theatre	Willcox Theater and Arts, Inc.
Sedona Arts Festival	The Movement Source, Inc.	Yavapai Symphony Association
Sedona Chamber Music Society	The Museum of Indigenous People	Yes And Productions
Sierra Vista Symphony Association	The Orpheus Male Chorus of Phoenix, Inc	Young Arts Arizona Ltd.
Sonoran Art Foundation, Inc.	The Phoenix Chorale	Young Sounds of Arizona
Sonoran Desert Chorale, Inc.	The Scoundrel and Scamp Theatre	Yuma Orchestra Association
Sons of Orpheus--The Male Chorus of Tucson	Theatre Artists Studio	ZUZI! Inc.
	Theatrikos Inc	

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