

PHOENIX OFFICE OF ARTS AND CULTURE

# GUIDE TO GRANTS 2019





## Contact

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Cover based on Image of Brian Hamill, citizen of the Ho-Chunk Nation and leader of Native Spirit Dancers, at the Pueblo Grande Indian Market, hosted annually by the Pueblo Grande Museum Auxiliary.

Cover designed by Darrell Grissum

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## Timeline

<b>Applications</b>	Applications and Guide to Grants made available online at <a href="http://phoenix.gov/arts/grants-programs">phoenix.gov/arts/grants-programs</a>
February 2019	
<b>Orientation Workshops</b>	<b>February 26:</b> South Mountain Community Library 5:30pm-6:30pm 7050 S 24th Street
February through March 2019	<b>March 5:</b> Burton Barr Central Library 5:30pm-6:30pm 1221 N Central Avenue
	<b>March 7:</b> Cholla Library 5:30pm-6:30pm 10050 Metro Parkway E.
	<b>March 12:</b> Century Library 5:30pm-6:30pm 1750 E Highland Avenue
	<b>March 19:</b> Paradise Valley Community Center 5:30pm-6:30pm 17402 N 40th Street
	<b>March 21:</b> Yucca Library 5:30pm-6:30pm 5648 N 15th Avenue
<b>Deadlines</b>	<b>March 29:</b> Deadline for A+CESS I & II, A+CTION, Collaborative Communities, and Youth Arts and Cultural Engagement grants
March 2019	
<b>Panels</b>	Panelists review applications and then meet to discuss each grant application
April through May 2019	Panels are Open to the Public
	Panels evaluate grants in each category and assign scores to applications
	Summary Report is created for each application based on panel comments
<b>Arts &amp; Culture Commission</b>	Allocations Committee meets to confirm allocations determined by merit scores of panel and staff calculations using said scores
May 2019	Arts and Culture commissioners meet to review applications, review public input, and vote on funding allocations sent to Council
<b>City Council</b>	Parks, Arts, Libraries, and Education Subcommittee meets to review and approve the Phoenix Arts and Culture Commission's grant funding recommendations
June through July 2019	Phoenix City Council proceeds with Formal Action after meeting to review and approve the grant funding recommendations and award grant funds
<b>Award Letters</b>	Notification letters will be mailed to all applicant organizations
Mid- to Late July 2019	

## Basics of Grants Program

The program includes two main categories: [General Operating Support Grants](#) and [Project-Based Grants](#).

**GENERAL OPERATING SUPPORT** grants provide unrestricted general operating support to Phoenix non-profit arts and cultural organizations with a total annual budget of at least \$25,000.

GENERAL OPERATIONS	A+CESS I	A+CESS II	A+CTION
<b>ANNUAL OPERATING BUDGET</b>	Minimum of \$2,500,000	At least \$250,000 to \$2,499,999	At least \$25,000 to \$249,999
<b>FINANCIAL REVIEW REQUIREMENT</b>	Audited Financial Statement and DataArts	Reviewed Financial Statement and DataArts	DataArts
<b>WHO CAN APPLY</b>	Non-profit arts or cultural based in the city of Phoenix with minimum three-year history of continuous operation and active programming	Non-profit arts or cultural based in the city of Phoenix with minimum three-year history of continuous operation and active programming	Non-profit arts or cultural based in the city of Phoenix with minimum three-year history of continuous operation and active programming
<b>FUND ALLOCATION</b>	<b>Merit</b> (typically between \$13,000 and \$45,000)	<b>Merit</b> (typically between \$7,000 and \$18,000)	<b>Merit</b> (up to \$7,000)
<b>PURPOSE</b>	To provide general operating support to organizations that are vital to the artistic and cultural development of Phoenix, as evidenced by the size, scope and maturity of artistic product	To provide general operating support to organizations that are vital to the artistic and cultural development of Phoenix, as evidenced by the size, scope and maturity of artistic product	To assist organizations that have reached a critical stage in artistic or institutional development by encouraging identification of internal needs important to the sustainability or growth of the organization.
<b>APPLICATION DEADLINE</b>	<b>March 29, 2019</b>		

**PROJECT-BASED** grants provide support for organizations to work with the community on arts and cultural projects.

PROJECT 	<u>COLLABORATIVE COMMUNITIES</u>	<u>YOUTH ARTS &amp; CULTURE ENGAGEMENT</u>
<b>AWARD AMOUNTS</b>	\$1,000-\$3,500	\$1,000-\$5,000
<b>WHO CAN APPLY</b>	Arts & cultural organizations with or without non-profit status, based in Phoenix.  Those NOT applying for A+CESS I or II grant	Youth-Led (under 19 years old) arts and cultural groups, councils, or clubs based in the City of Phoenix
<b>GRANT MATCHING</b>	Matched dollar for dollar (can include up to 50% in-kind)	Matched dollar for dollar (can include up to 100% in-kind)
<b>FISCAL AGENT?</b>	Yes, with 501(c)3	Yes, with 501(c)3
<b>PURPOSE</b>	To encourage arts and cultural organizations to collaborate with individual artists and/or schools, businesses, and other community-based organizations	To fund projects that support the artistic and cultural work of young people or projects which introduce youth to arts and culture in Phoenix
<b>APPLICATION DEADLINE</b>	<b><i>March 29, 2019</i></b>	

## General Operating Support Grants

### A+CCCESS I or A+CCCESS II

#### Tiers

**A+CCCESS I:** For non-profit arts or cultural organizations with a total annual operating budget of at least \$2,500,000

**A+CCCESS II:** For non-profit arts or cultural organizations with a total annual operating budget of at least \$250,000 to \$2,499,999

#### Purpose

To provide general operating support to organizations that are vital to the artistic and cultural development of Phoenix, as evidenced by the size, scope and maturity of artistic product. The A+CCCESS grants aim to:

- sustain a community of organizations that are responsibly governed, well-managed and that provide a large and diverse number of opportunities for residents and visitors to enjoy exhibits, performances, and other arts and cultural activities;
- enrich arts and cultural literacy among residents of all ages through education and outreach programs, and opportunities for personal artistic expression and participation;
- encourage broad-based, community-wide participation in arts and cultural activities resulting from a diversity of programming that is accessible to all residents.

#### Full Eligibility

To qualify for funding, an applicant organization must meet the following criteria:

- At the time of application, it must be a registered non-profit arts or cultural organization with tax-exempt status under Section 501(c)3 of the Internal Revenue Code. It must have brick and mortar administrative offices in the city of Phoenix that 1) are staffed and 2) house community outreach and/or education operations
- Documentation of this status must accompany the application
- The organization must be in good standing concerning all contract agreements with the City of Phoenix
- It must have been in existence and actively producing programs in the city of Phoenix for a minimum of three years
- It must have a minimum prior year income of \$2,500,000 (A+CCCESS I) or \$250,000 to \$2,499,999 (A+CCCESS II) (i.e., total of earned income from Phoenix sources only and contributed income from all sources)
- It must employ a paid professional full-time manager who is responsible for the business management of the organization and receives a full-time salary
- It must provide community outreach and/or education programs within the city of Phoenix
- It must submit an Audited Financial Statement (A+CCCESS I) or Reviewed Financial Statement (A+CCCESS II) from the last completed fiscal year

**Not Eligible to Apply:** Festival Organizations (and organizations that produce a single annual event), Schools, Community-Based Organizations, Non-Phoenix Based Arts and Cultural Organizations, Rental Facilities, Local Arts Agencies, Colleges and Universities, City Departments, Arts Service Organizations, Organizations without a 501(c)3

**NOTE:** The City of Phoenix cannot legally fund applications from organizations incorporated for religious purposes or organizations affiliated with religious organizations.

#### DataArts Participation

Applying in this category requires that the applicant participate in the DataArts (formerly Cultural Data Project) which involves creating a profile, entering fiscal year data, and printing a report required as part of this application. The initial time and effort involved in DataArts is substantial and must be completed PRIOR to applying for General Operating Support.

#### Award Amount

**Applicants do NOT make specific funding requests.** Organizations supported through this grant category receive **merit-based awards**, which are determined by the ranking an organization receives in the panel review. A+CESS I grantees are typically awarded between \$13,000 and \$45,000. A+CESS II grantees are typically awarded between \$7,000 and \$18,000.

**NOTE:** Due to limited availability of funds, new organizations admitted to the General Operating Support grant category may initially receive partial awards.

#### Evaluation Criteria

Full Applications are evaluated and ranked by panelists using the following criteria:

##### **Public Value (40% of Score)**

- Audience served and efforts to broaden, deepen, and diversify participation in programs
- Quality of Education and Community programs and partnerships
- Organization's commitment to inclusive and equitable strategies and policies
- Strength of efforts and strategies to measure impact of programs

##### **Artistic/Program Value (30% of Score)**

- Organization's contribution to the vitality and diversity of Phoenix's arts and cultural environment
- Commitment to new works and works that contribute to the advancement of the art form
- Commitment to hiring/featuring Phoenix artists and culture workers
- Quality of support materials

##### **Financial and Administration (30% of Score)**

- Organizational budget
- Strategy for eliminating or reducing debt
- Organization's short- and long-term planning process
- Board of Directors' affiliations and committee structure
- Current and actionable Strategic Plan

#### Deadline

**March 29, 2019**

## A+CTION

For Arts or Cultural Non-Profit Organizations with an Annual Operating Budget of **at least \$25,000 to \$249,999**

### Purpose

To assist organizations that have reached a critical stage in artistic or institutional development by encouraging identification of internal needs important to the sustainability or growth of the organization. Growing/Sustaining initiatives can include strategies targeting:

- Program planning and evaluation
- Financial systems, reporting, and controls
- Social Media, Marketing and public relations
- Personnel management and Human Resources issues
- Fundraising
- Artistic, education, or community outreach program development
- Board development

### Full Eligibility

To qualify for funding, an applicant organization must meet the following criteria at the time of application:

- Must be a non-profit arts or cultural organization based within the city of Phoenix
- Must have tax-exempt status under Section 501(c)3 of the Internal Revenue Code. Documentation of this status must accompany the application
- The organization must be in good standing concerning all contract agreements with the City of Phoenix
- Must have been in existence and actively programming for a minimum of three years
- Must have a minimum prior year income of no less than \$25,000
- Must have a completed DataArts Profile with three years of financial data

**Not Eligible to Apply:** Festival Organizations (and organizations that produce a single annual event), Schools, Community-Based Organizations, Non-Phoenix Based Arts and Cultural Organizations, Rental Facilities, Local Arts Agencies, Colleges and Universities, City Departments, Arts Service Organizations, Organizations without a 501(c)3

**NOTE:** The City of Phoenix cannot legally fund applications from organizations incorporated for religious purposes or organizations affiliated with religious organizations.

### DataArts Participation

Applying in this category requires that the applicant participate in the DataArts (formerly Cultural Data Project) which involves creating a profile, entering fiscal year data, and printing a report required as part of this application. The initial time and effort involved in DataArts is substantial and must be completed PRIOR to applying for General Operating Support.

### Award Amount

**Applicants do NOT make specific funding requests.** Organizations supported through this grant will receive an annual operating flat grant award between **\$5,000 and \$7,000**, subject to allocation of funds by the Phoenix City Council. Prior year funding does not guarantee future funding.

## Evaluation Criteria

Full Applications are evaluated and ranked by panelists using the following criteria:

### **Public Value (40% of Score)**

- Audience served and efforts to broaden, deepen, and diversify participation in programs
- Quality of Education and Community programs and partnerships
- Organization's commitment to inclusive and equitable strategies and policies
- Strength of efforts and strategies to measure impact of programs

### **Artistic/Cultural Value (30%)**

- Organization's contribution to the vitality and diversity of Phoenix's arts and cultural environment
- Commitment to new works and works that contribute to the advancement of the art form
- Commitment to hiring/featuring Phoenix artists and culture workers
- Quality of support materials

### **Growth and Sustainability (30%)**

- Organization's overall fiscal health
- Quality of strategies or initiatives implemented in the past year to grow/sustain the organization
- Qualifications and experience of staff, volunteers and board
- Quality of staff/board/artistic training or professional development in the past year and impact on growth/sustainability
- Impact of needs/issues identified as important to growth/sustainability in the next year

Deadline

**March 29, 2019**

## Project-Based Grants

### **Collaborative Communities**

Arts & Cultural Organizations with or without non-profit status, based in Phoenix; Those NOT applying for A+CCCESS I or A+CCCESS II grant

#### Purpose

To supports arts and cultural projects across the city of Phoenix and to encourage collaboration between multiple community stakeholders including arts and cultural organizations, artists, schools, social-service organizations, intergenerational groups, libraries, or other community organization or group.

#### Full Eligibility

At the time of submission, the MAIN applicant must:

- Be based in the City of Phoenix and have a City of Phoenix address OR hosting a festival that will be in Phoenix and serve mainly Phoenix residents
- Propose a project that takes place within the City of Phoenix
- Be in good standing concerning all contract agreements with the City of Phoenix
- Have a mission that focuses solely on arts and culture
- Be registered as a non-profit arts/cultural organization with tax-exempt status under Section 501(c)3 of the Internal Revenue Code OR apply with a Fiscal Agent that has tax-exempt status under Section 501(c)3 of the Internal Revenue Code. Fiscal agent must also be an arts organization in the city of Phoenix.
- The proposed project must begin no earlier than July 1, 2019 and end no later than June 30, 2020

**Not Eligible to Apply as Main Applicant (can be a project partner):** Schools, Community-Based Organizations, Rental Facilities, Colleges and Universities, City of Phoenix departments (and their support organizations), Individual Artists

#### Award Amount

**\$1,000 to \$3,500**

#### Grant Matching

Any requested amount must be matched dollar for dollar (can include up to 50% in-kind).

**NOTE:** Matching funds do not need to be in hand at the time of application, but your grant application must provide specific information about how you will fundraise for the amount. If you are seeking additional funds for your project, please contact our office for a list of resources.

## Where Can the Money Go?

Funds may be used for...	Funds may NOT be used for...
Artists fees	Fiscal Sponsor administration costs
Honoria for project partners directly involved in the project	Staff salaries or hourly wage
Travel stipends	Research studies
Marketing	Capital expenditures
Space rental fees	Reduction of organizational/personal debts
Festival supplies	Lobbying/political expenses
Production Expenses	Re-granting Scholarship programs Memberships or dues Programs, projects, and/or events not accessible to the general public, or to people with disabilities

***Funds may NOT be used for partnering with a school during school hours (classroom residencies, field trips, etc.). Organizations may partner with a school during out of school time.***

**NOTE:** The City of Phoenix cannot legally fund applications from organizations incorporated for religious purposes or organizations affiliated with religious organizations.

### Fiscal Agent

Organizations that do not have 501(c)3 status are eligible to apply using a Fiscal Agent. Fiscal agent must meet eligibility requirements. An arts organization serving as fiscal agent does not sacrifice its own eligibility for grant support. An MOU (for our in-office use only) must be signed by both partners and sent back to our office at the time of the grant deadline. For assistance finding a Fiscal Agent or questions about the MOU form, please contact POAC staff.

### Types of Projects Funded

Weeklong festivals, Literary gatherings, Concerts at local libraries, After-school arts classes, Oral history storytelling, Workshops, and more

### Evaluation Criteria

Applications are evaluated and ranked on a 10-point scale by panelists using the criteria listed below. The grant review panel will be assigning a ranking to each criterion category according to the degree to which the project responds to the sub-criteria. Ranking Slider Bars:

- 1-2** = Poor (incomplete response; lacking detail; poor project/collaboration quality)
- 3-4** = Fair (more detail needed; missing information; below average project/ collaboration quality)
- 5-6** = Average (adequate detail; addresses the prompt; average project/collaboration quality)
- 7-8** = Good (detailed response; valuable project/ collaboration quality)
- 9-10** = Excellent (clear and concise narrative; fully addresses the prompt; deep and meaningful community integration throughout artistic quality and collaboration alignment and design)

**Criteria #1: Artistic Quality (30%)**

- Commitment to artistic projects/programs unique to the City of Phoenix
  - Festival applicants only:*
    - Commitment to artistic projects/programs for diverse individuals and communities
    - Ability to advance, preserve, present or celebrate art form or cultural tradition
  - Arts Learning applicants only:*
    - Commitment to artistic projects/programs that are equitable and inclusive of all Phoenix residents
    - Commitment to specialized training or knowledge gathering that continuously expands and elevates work

**Criteria #2: Community Engagement Quality (30%)**

- Project provides residents access to arts and cultural experiences
- Collaboration is mutually beneficial to all partners involved in project
- Goals aligned between the participants, project collaborators, and applicant organization
- Strong tools and practices for collaborative engagements and equitable outcomes

**Criteria #3: Project Logistics (20%)**

- Clear and detailed description and logistics of the project
- Strong, reflective ways to capture and evaluate the success of the project

**Criteria #4: Budget/Administrative Ability (20%)**

- Budget is balanced and accurate
- Project cost reflect the resources needed within the project timeline
- Project cost ensures artists and project partners are monetarily valued for their time

Deadline

**March 29, 2019**

## Youth Arts & Culture Engagement

Youth-Led (under 19 years old) arts and culture groups, councils, or clubs based in the City of Phoenix

### Purpose

Facilitated by the City of Phoenix Office of Arts and Culture's [Youth Arts & Culture Council](#), the Youth Arts+Culture Engagement Grant is a funding opportunity for youth-led arts and culture advisory boards, councils, art groups, clubs, and similar organizations to create projects which support the artistic and cultural work of young people or projects which introduce youth to arts and culture in the City of Phoenix.

YACC is looking for project proposals that strengthen these core values:

- Arts and culture as expressions of humanity across generations
- Young adult artists having full body and voice representation in every planning process of all arts and cultural experiences
- Artistic collaborations with full representation from all persons at the intersection of any age, race, culture, class, religion, sex, national origin, ability, sexual orientation, gender identity or expression

### Full Eligibility

At the time of submission, the Youth-Led Arts & Culture group/club/council must:

- Have a majority of members under the age of 19
- Operate under a Phoenix-Based Arts and Cultural Organization, or a Phoenix-Based Public School
- Have arts and community partners whose base operations are in the City of Phoenix
- Have all partners be in good standing concerning all contract agreements with the City of Phoenix
- Propose a project which provides an artistic experience for the direct benefit of young people under the age of 19 in the City of Phoenix
- Propose and complete a project that will be open to the public, beginning no earlier than July 1, 2019 and end not later than June 30, 2020

Eligibility for Receiving Funds: Main partner must be either

- A Public School registered with the Arizona Department of Education
- A registered 501(c)3 arts and cultural non-profit organization, or non-profit organization with an arts or culture program
- Or apply with a Fiscal Agent that is a 501(c)3 non-profit arts organization. Fiscal agent must also be based in the City of Phoenix.

***Not Eligible to Apply as Main Applicant (can be a project partner):*** Presenting Organizations (those that only book shows in their space, not produce/create work); Local Arts Agencies; Rental Facilities; Colleges and Universities; City of Phoenix departments (and their support organizations); Arts Service Organizations; Private Schools.

**NOTE:** The City of Phoenix cannot legally fund applications from organizations incorporated for religious purposes or organizations affiliated with religious organizations.

**Award Amount**

**\$1,000 to \$5,000**

**Grant Matching**

Any requested amount must be matched dollar for dollar (can include up to 100% in-kind)

**NOTE:** Matching funds do not need to be in hand at the time of application, but your grant application must provide specific information about how you will fundraise for the amount. If you are seeking additional funds for your project, please contact our office for a list of resources.

**Where Can the Money Go?**

Funds may be used for...	Funds may NOT be used for...
Artists fees	Fiscal Sponsor administration costs
Honoraria for project partners directly involved in the project	Staff salaries or hourly wage
Travel stipends	Research studies
Marketing	Capital expenditures
Space rental fees	Reduction of organizational/personal debts
Festival supplies	Lobbying/political expenses
Production Expenses	Re-granting
	Scholarship programs
Production Expenses	Memberships or dues
	Programs, projects, and/or events not accessible to the general public, or to people with disabilities

**Fiscal Agent**

Organizations that do not have 501(c)3 status are eligible to apply using a Fiscal Agent. Fiscal agent must meet eligibility requirements. An arts organization serving as fiscal agent does not sacrifice its own eligibility for grant support. An MOU (for our in-office use only) must be signed by both partners and sent back to our office at the time of the grant deadline. For assistance finding a Fiscal Agent or questions about the MOU form, please contact POAC staff.

**Types of Projects Funded**

- Project proposals submitted by young people for young people under 19 years old in Phoenix
- Any and all arts and cultural disciplines
- Small to large scale events, projects, or programs
- Projects that increase intrigue and curiosity about arts, culture, and young people
- Projects with a focus on specific areas or neighborhoods in Phoenix
- Projects which support the artistic and cultural work of young people or introduce young people to arts and culture
- Strong impact and community engagement component

## Evaluation Criteria

Applications are evaluated and ranked on a 10-point scale by panelists using the criteria listed below. The grant review panel will be assigning a ranking to each criterion category according to the degree to which the project responds to the sub-criteria. Ranking Slider Bars:

- 1-2** = Poor (incomplete response; lacking detail; poor project quality)
- 3-4** = Fair (more detail needed; missing information; below average project quality)
- 5-6** = Average (adequate detail; addresses the prompt; average project quality)
- 7-8** = Good (detailed response; valuable project/partnership quality)
- 9-10** = Excellent (clear and concise narrative; deep and meaningful community integration throughout artistic quality and project design)

### **Criteria #1: Arts/Culture (40%)**

- Project has a significant arts/culture focus
- Application clearly states how project expands or deepens arts/culture opportunities for young people
- Facilitation/development of project is creative AND participants of project have opportunity to be creative

### **Criteria #2: Youth Engagement (40%)**

- The main project idea and logistics are led by young people
- Application clearly states how the project might significantly impact young people and their communities
- Project is equitable and accessible for Phoenix youth

### **Criteria #3: Budget (20%)**

- Budget is balanced and accurate
- Project cost reflect the resources needed within the project timeline
- Project cost ensures artists (youth and adults) and project partners are monetarily valued for their time

## Deadline

**March 29, 2019**

## Appendix

### Checklist

#### All Applications

- Have you answered all the questions required?
- Are all your answers clear and provide the information asked for?
- Do you include support materials in the format that matches the instructions?
- Do all links provided work properly? Have you tested them prior to submission?
- Have you included the IRS letter documenting tax-exempt status of the applicant or applicant's fiscal agent? Please included the organization's tax identification number.

#### With a Fiscal Agent

- Have you filled out an MOU (Memorandum of Understanding) between you and your Fiscal Agent and uploaded it with your application? You can find the MOU template on our website: <https://www.phoenix.gov/arts/grants-program>
- Have you reviewed your application before Fiscal Agent submits on your behalf

### FAQs

#### **Q: How and when do I apply for a grant?**

The annual grants program guidelines and application materials are available in the spring of each year. Applications are available from the [Phoenix Office of Arts and Culture \(POAC\) web site](#). First-time applicants are strongly encouraged to contact POAC staff indicated on the grant category page prior to submitting an application.

#### **Q: My organization does not have non-profit (501(c)3) status. Can I still apply for a grant?**

You can apply in any in the Project grant category using a qualified fiscal agent. The fiscal agent must be a registered non-profit that has tax-exempt status under Section 501(c)3 of the Internal Revenue Code. Fiscal agent must also be an arts organization and meet other eligibility requirement of the grant category.

#### **Q: Can I submit more than one grant application?**

Yes, but read the eligibility requirements for each category carefully, and call staff to confirm if you have any question about eligibility. Organizations that receive funding in the A+CCESS I and II grant categories are not eligible to apply in the Project grant category, but can apply in other categories, provided they meet underlying eligibility requirements for the category.

#### **Q: My organization is not based in Phoenix. Can I still get a grant?**

Organizations not based in the city of Phoenix are eligible to apply ONLY if presenting a festival activity. However, the proposed festival must take place in the city of Phoenix and serve Phoenix residents. For A+CCESS I and II applicants,

organizations must have brick and mortar administrative offices in the city of Phoenix that 1) are staffed and 2) house community outreach and/or education operations

**Q: *Is it possible to have Phoenix Office of Arts and Culture staff assist me with my proposal?***

Staff will be happy to review a draft of your application and can sometimes direct you to resources to help you develop your project. New applicants are strongly encouraged to contact staff to discuss your application. Be sure to contact staff several weeks in advance of the application deadline, though, as staff availability becomes limited as the application deadline approaches. Staff contact information can be found at the beginning of these guidelines.

**Q: *What is Award Alley?***

Award Alley is a commercial web-based grant management portal that the Office of Arts and Culture uses for the grant application and review process. Award Alley streamlines the process for the applicant, grant review panelists and POAC staff. There is no cost to the applicant for using Award Alley.

**Q: *Who determines whether my proposal is funded or not?***

Grant proposals are reviewed by a panel that is comprised of artists, arts professionals, educators and community laypersons, each representing different points of view and various cultural orientations. The panel discusses each proposal before assigning a ranking based on criteria specific to each grant category. The ranking determines whether or not the application is funded and the level of funding that it receives. The panel meetings are open to the public and applicants are encouraged to attend the meeting to hear the review of their application and other applications in the category.

**Q: *Can I be a panelist?***

Yes! The POAC seeks knowledgeable, fair-minded and responsible individuals to serve as grant review panel members. The POAC maintains a database of individuals interested in serving on grant review panels. If you're interested in serving as a panelist, complete a Panelist Interest Form, found on our website.

**Q: *Are there any resources available to help me plan and develop a grant proposal?***

The POAC has several resources on the web site designed to assist applicants in identifying artists, arts organizations, communities, space, and technical assistance opportunities. We also have an archive of past funded projects.

**Q: *Are there any funding restrictions?***

Yes. Grant funds cannot be used for:

- Construction or renovation of facilities
- Feasibility studies
- Capital expenditures

- Reduction of debts
- Receptions
- Lobbying expenses
- Fundraising projects
- Scholarship programs
- Staff salaries (for Project-Based Grants)
- Membership dues or fees

Other funding restrictions particular to a grant category may also apply. Be sure to check the eligibility and restrictions listed for each individual grant category.

**Q: *When does my proposed project need to take place to be eligible for funding?***

Funded activities cannot begin prior to July 1, 2019 and must conclude no later than June 30, 2020.

**Budget Form for Project-Based Grants Applications**

You need to download and use this [Project Budget Sheet](#) when applying.

You can also find the form on our website <https://www.phoenix.gov/arts/grants-program>