Organizational Development Grant: Information

Organizational Development Grants are designed for Tempe non profit, arts-producing organizations. This grant category provides financial assistance to organizations producing outstanding arts programs for the Tempe community.

Completed applications must be received by **5 p.m. on Tuesday, April 17, 2012. This date is not a postmarked deadline**. No late applications will be accepted or deadline extensions given. Mail or hand deliver completed applications to the Tempe Center for the Arts, 700 W. Rio Salado Parkway, Tempe, AZ 85281.

For assistance and questions, contact Maja Aurora: 480-350-5160; maja_aurora@tempe.gov

GRANT AMOUNT

- Applicants may request up to 10 percent of the organization's prior year Total Revenue (budget line no. 36).
- Requests may include administrative staff salaries, salaries/fees of artists, supplies, production costs, space rental, marketing, printing and travel.
- One request per applicant will be funded per fiscal year (July 1 through June 30).

ELIGIBILITY

At the time an application is submitted and the grant is awarded, an applicant must:

- be a registered non profit 501(c)(3) organization;
- maintain its primary operational base within the city of Tempe;
- have been in existence and actively programming within the city of Tempe for a minimum of three years;
- have a minimum prior year income of $30,000;
- involve the performing arts (music, dance and theatre), visual arts, literary arts, interdisciplinary arts, video or film;
- complete a Data Profile through the Arizona Cultural Data Project (azculturaldata.org).

RESTRICTIONS

Project Grants *do not fund:*

- construction or renovation of facilities, capital expenditures, reduction of debt, feasibility studies, receptions, lobbying expenses, re-granting, scholarships programs, awards;
- organizations that are incorporated for religious purposes or projects that focus on religious themes;
- non profit arts organizations associated with colleges or universities;
- an applicant who failed to submit a Final Report from a previously funded grant.

Organizational Development Grant: Information

REVIEW PROCESS

- To ensure fairness in the distribution of public funds, the Tempe Municipal Arts Commission reviews and makes funding recommendations to the Tempe City Council. Please note that the arts grant review process is competitive; some applications may receive partial or no funding.
- The Tempe City Council has the final approval on all arts grant awards.

REVIEW TIMELINE

• Application Deadline	April 17, 2012
• Tempe Municipal Arts Commission review	June 2012
• Tempe City Council review and approval	July/August 2012
• Grant award letters sent	August 2012

EVALUATION CRITERIA

Applications are evaluated based on:

- QUALITY: Overall artistic quality of the services
- IMPACT: Impact of the arts service on the Tempe community
- BUDGET: Strong fiscal health of the organization
- ABILITY: Ability to deliver arts services

FINAL REPORT

Final Report must be completed by June 30, 2013. A form will be enclosed with the award letter.

CREDIT LINE

If you receive funding from the city of Tempe, you are required to acknowledge support in all programs, press releases and advertisements for grant-supported activities using the following credit line:

(Name of organization or project) is partially supported by funding from the city of Tempe.

The city of Tempe logo is also available to use in materials prepared for the project.

www.tempe.gov/logostandards

Organizational Development Grant: Narrative

DIRECTIONS
For the "Narrative" section, please include your own typed pages. To ensure fairness, clarity and readability, it is *very* important that you submit the narrative using the following format:

- Maximum length is **three one-sided pages** with each page identified by the organization's name and project title. Use a readable font with a type size 11 or 12 point.
- Please use **one-inch margins**.
- Discuss each of the four criteria (Quality, Impact, Budget and Ability). *Label each narrative section by the numbers and criteria headings listed.*
- Put "breathing space," or white space, within your narrative. Format your narrative in a way that is visually easy to read and the information is easy to understand.

NARRATIVE CONTENT
Discuss each of the four criteria (Quality, Impact, Budget and Ability).

1. QUALITY: Overall artistic quality of the services

- Describe the arts services your organization provides.
- Discuss the organization's artistic staff, its commitment to high artistic standards, its recognition locally and/or nationally for excellence, etc.

2. IMPACT: Impact of the arts service on the Tempe community

- Discuss how your organization will work toward serving a community need in the city of Tempe.
- How many total people do you expect to serve including participants, artists, volunteers and audience members? How many Tempe residents do you expect to serve?
- If your organization involves youth, address how the program is relevant to the youth it serves.

3. BUDGET: Strong fiscal health of the organization

- Discuss your organization's fundraising plans.

4. ABILITY: Ability to deliver arts services

- Discuss marketing strategies, program timeline, staff responsibilities, etc.
- Discuss the history of this organization's involvement with the city of Tempe.
- What improvements have you made because of the evaluation of similar programs implemented by this organization? Describe the success and challenges of your organization.

Organizational Development Grant: Checklist

CONTENTS OF YOUR APPLICATION PACKAGE

□ **Organizational Development Grant Application Form.** (page 5)

□ **Organizational Development Grant Narrative.** (maximum 3 one-sided 8½ x 11 pages)

□ **City of Tempe Funder Report from Cultural Data Project.** (see appendix, page 6)

□ **IRS 501(c)3 Letter of Determination.**

□ **List of organization's staff members with job titles.**

□ **List of Board of Directors with affiliations.**

□ **Support Materials.** Include two of the following; promotional brochure, profile, educational material, copy of the website homepage, CD or DVD (no originals, duplicate copies only)

If submitting audio or video examples:

- Limit your selection to 2-3 minutes and identify the appropriate section/track

If submitting JPG Images or PowerPoint Slides:

- Limit your submission to no more than five JPG images or PowerPoint slides

□ **Mail or hand deliver a hard copy** (e-mail and fax versions are not acceptable) of your Organizational Development Grant Application, with an original signature and attachments, to:

Maja Aurora, Arts Grants
Tempe Center for the Arts
700 W. Rio Salado Parkway
Tempe, AZ 85281

Due: **5 p.m. on Tuesday, April 17, 2012.**
This date is not a postmarked deadline. No late applications will be accepted or deadline extensions given. Tempe Center for the Arts hours: 8 a.m. to 6 p.m. Monday through Friday, except city-recognized holidays. Use stage door entrance if you are hand delivering the application.

For assistance and questions, contact Maja Aurora: 480-350-5160; maja_aurora@tempe.gov

Organizational Development Grant: Application Form

Name of Organization: _____

Mailing Address: _____

City: _____State: _____ Zip Code: _____

Phone: _____Organization Website:_____

Grant Contact's Name and Title: _____

Grant Contact's E-mail: _____ Phone:_____

(Grant Contact answers questions and receives all correspondence about the grant proposal.)

Authorizing Official's Name and Title: _____

Authorizing Official's E-mail: _____ Phone:_____

(Person with legal authority to accept and disburse funds for the organization.)

Federal Tax Identification Number: _____

Amount Requested: _____ + Other Income: _____= Total Budget: _____

Expected total number served: _____

Expected total number of youth served: _____

Signature certifies that the narrative, budget and supporting documentation are accurate and true.

_____

Grant Contact's Signature Date

_____

Authorizing Official's Signature Date

All arts grants are in accordance with the city of Tempe prohibition of discrimination on the basis of race, color, national origin, sex, religion, age or disability.

APPENDIX

The Arizona Cultural Data Project (Arizona CDP)

Beginning this year, the city of Tempe is engaging in a new partnership with the Arizona Cultural Data Project (Arizona CDP). The first management tool of its kind, the Arizona CDP is a state-wide, collaborative effort of public and private funders throughout Arizona and consists of an online system for collecting and standardizing historical financial and organizational data. The first management tool of its kind, the Arizona CDP will enable organizations to view trends in their data, benchmark themselves against peer organizations, and enhance their financial management capacity.

The city of Tempe now **requires** applicants to complete a Data Profile through the Arizona Cultural Data Project (Arizona CDP) website (www.azculturaldata.org).

Instructions for the use of the Arizona CDP

1. Go to www.azculturaldata.org and click on "New User Registration"
2. Create new Data Profile. **Complete a Data Profile for each of the TWO most recently completed fiscal years; start with the earliest year.**
3. Enter data using your board-approved financial audit/review or year-end financial statements.
    a. If your organization is not audited/reviewed, enter data based on board-approved year-end financial statements.
    b. If your organization is an arts program/department within larger institution, enter data based on internal financial statements of the arts program/department and indicate that you have a parent organization in Section 1.
    c. DO NOT enter project budgets, budgets for future years, or data from incomplete or not-yet-approved audits/reviews/financial statements.
4. When finished entering data, click on Submit/Error Check; address any errors and call the Help Desk if you have questions.
5. On My CDP, go to the Funder Reports section, select the fiscal year for the report and click on "GO". Click on the link for city of Tempe to generate the report and print.
6. **Review your Funder Report;** if you need to make changes, call the Help Desk.
7. Include the Funder Report along with your city of Tempe application materials.

Please Note: As part of the effort to ensure the accuracy of your data, throughout the year the Arizona CDP Help Desk will review each of your submitted Data Profile(s) and contact you with suggested revisions. **It is your responsibility to respond to the Help Desk and to make any necessary changes to the submitted Cultural Data Profile(s).** This process **will not interfere** with your ability to run Funder Reports and apply for grants.

Complete instructions for getting started with the Arizona CDP are available at: www.azculturaldata.org/orientation.aspx.
Online training is also available at: www.azculturaldata.org/training.aspx.

Arizona CDP Help Desk
Toll Free: 1-855- 77-AZCDP (1-855-772-9237)
E-mail: help@azculturaldata.org
The Arizona CDP Help Desk is available from 9 a.m.-5 p.m. local time Monday-Friday.