



Guide to Grants *for* Nonprofit Organizations

Guidelines *and* Application Questions

Annual Grant Cycle

Grant Cycle

Opening Date 07/10/2017

Application Deadline 07/31/2017

Mission Statement

NBAZ Charities is an employee-giving fund that seeks to provide support and resources to non-profit agencies that are dedicated to improving lives in Arizona.

NBAZ Charities will accept proposals that benefit and support:

- Affordable Housing
- Economic Development
- Arts and Culture
- Education
- Community Services
- Health/Human Services
- Neighborhood Stabilization

Funding Request Range for 2017

NBAZ Charities will accept one grant proposal per qualified nonprofit organization (NPO) per grant cycle. For 2017, grant proposals may be submitted for a minimum of \$1,000 up to a maximum of \$5,000. Grants will be awarded based on available funds. A qualified organization is only eligible for one grant/award per calendar year.

Eligibility Requirements

- Any Arizona 501(c)(3) organization, government agency, tribal entity, or school that operates with fiscal accountability and responsibility. Religious organizations may apply for funding of non-sectarian programs.
- Organizations must demonstrate a non-discrimination policy regarding staff, employment, governing board and service delivery based on race, ethnicity, religion, gender, sexual orientation, gender identity, age, disability or national origin, and provide evidence of the policy.
- Organizations without 501(c)(3) status must use a fiscal agent to apply on their behalf. Fiscal agents must have a visible profile on the ACF website, and also be a 501(c)(3) organization.
- Applicant organization must be fully authorized by its board and other applicable partners/collaborators to submit this application.
- Funds awarded will be provided only to organizations or programs serving the geographic boundaries of the state of Arizona.
- Organizations that receive other monetary donations or sponsorship from National Bank of Arizona will not be eligible for employee-funded grants.

Eligibility Requirements Continued...

Immediate Geographic Area

Organizations that serve the population of the state of Arizona

Time line for 2017 Grant Making

Annual Grant Cycle

- Grant cycle opens 07/10/2017
- **DEADLINE:** Applications are due by 07/31/2017, no exceptions.
- Initial screening of applications by the NBAZ Charities Employee Committee will be completed by 09/29/2017.
- NBAZ Charities Leadership Committee will review all recommendations of the Employee Committee. Final decisions on all applications will be made by 10/31/2017.
- Grant awards and/or decline letters sent by 11/15/2017.
- Grant awards announced on 12/01/2017.
- All checks to be issued on or before 12/22/2017.

Note: *Grantee Final reports for both grant cycles are expected to include a grant impact story and photographs. Please see page 12 for the final report questionnaire*

Review and Evaluation Process

All grant proposals will be reviewed through a competitive evaluation process. The reviewers will be reading the applicants' online profiles on the ACF website to obtain information on the organization. Please be sure to update your organization's profile before submitting your proposal.

First Screening of Applications

- First screening of applications is completed by the NBAZ Charities Employee Committee
- All applications received by the deadline will be reviewed by committee members.

Second Screening of Applications

- Applications that pass the first panel will be evaluated by the NBAZ Charities Leadership Committee
- Decisions will be communicated according to the Grant Cycle Schedules shown above.

Evaluation criteria consists of a point system awarded for impact on community need, measurable benefits, plan for sustainability, partnerships, goals and objectives clearly stated, measurable outcomes, population served, reasonable budget, and whether the project/organization enhances collaboration with other community organizations and/or agencies. Please see grant reviewer rubric on page 5.

How to Apply Online

If your organization has an ACF profile:

Go to the Arizona Community Foundation's grants page on their website at www.azfoundation.org

If your organization does not have a registered ACF profile:

If your organization needs to be registered, please go to www.azfoundation.org and select "Grantee Login" to sign up. Once you are registered, you may begin the LOI or application process by starting a new application. You may also edit organizational information once you have logged in and attached your organization to your profile.

For assistance with technical questions regarding the online registration and application, please contact our Competitive Grants Management Team at grants@azfoundation.org or 602-381-1400.

Tips for Submitting

All users will be required to update and complete their organizational profile before being able to submit any grant application.

- Do not wait until the deadline date to set up your organization's profile and apply.
- During the last week of any grant cycle's duration, due to the volume of inquiries, you will likely have limited access to ACF technical support. Working in advance is strongly advised.

Tips for Submitting Continued...

- It is recommended that the application be prepared offline in a text editor such as Microsoft Word to ensure a duplicate exists.
- There are new fields in the organizational profile to complete. Be sure to update and complete the profile before submitting your proposal.
- Narrative responses are limited to the maximum word count. You do not have to use all the words. Only provide information that is pertinent.
- Be sure to review applications for spelling and grammar errors.
- Be sure to check for an email notification indicating that your application has been submitted.
- Update your browser. Google Chrome is the recommended browser. You can download Chrome here: <https://support.google.com/chrome/answer/95346?hl=en> . If you would prefer to use another browser, please download Mozilla Firefox or update to the current version of this program. You can do that here: <https://support.mozilla.org/en-US/kb/update-firefox-latest-version>. We do not recommend using Internet Explorer.

How to Get Help

Please contact ACF staff to discuss any part of the grant application process. Due to the high volume of calls and inquires as the deadline nears, organizations are encouraged to contact staff well in advance of the deadline with any questions! During the last week of any grant cycle's duration, you will likely have limited access to ACF technical support.

For technical assistance with the web site, including organizational profile and the online application, please email grants@azfoundation.org or call (602) 381-1400.

Grant Reviewer Rubric

Criteria		Measure	Weak		Average		Strong
Purpose of Grant	Situation/ Community Need	Application’s primary focus clearly relates to one of the seven (7) focusses of giving for NBAZ Charities. Affordable Housing, Arts and Culture, Community Services, Neighborhood Revitalization, Economic Development, Education, Health/Human Services	1	3	5	7	10
		Defined need is a priority in the community.	1	3	5	7	10
		Application activities, timetable, and goals are well thought out and clearly address the articulated need.	1	3	5	7	10
		Application targets underserved populations; the estimated size and range of population directly served by application is material.	1	3	5	7	10
		Application is in line with the applicant’s mission statement and has a distinct focus, format and objective.	1	3	5	7	10
		Appropriate resources (personnel, funding, time) are allocated to accomplish the goals - including collaborative partnerships with other organizations that improve impact or leverage resources.	1	3	5	7	10
Results/ Evaluation	Evidence is provided that indicate the program will achieve the desired results.	1	3	5	7	10	
	Results are significant and can be demonstrated.	1	3	5	7	10	
Community Support	Diversity of funding sources (financial backing, in-kind support, and/or volunteer support from the community) indicates that the project/program is sustainable.	1	3	5	7	10	
Financial Indicators	The budget is easy to understand and logical. It clearly demonstrates the feasibility of the proposed project. Expenses are logical and reasonable.	1	3	5	7	10	

Pre-Qualifying Questions

- This proposed program will serve residents of Arizona.
- The proposed program will address the needs of Arizona residents in the areas of either: Affordable Housing, Economic Development, Arts and Culture, Education, Community Services, Health/Human Services, or Neighborhood Stabilization.
- The applicant organization is fully authorized by its board and other applicable partners/collaborators to submit this application.
- The applicant organization will submit only one proposal for this grant cycle.
- Does the applicant organization (and fiscal sponsor, if applicable) have a complete and visible profile on ACF's website: www.azfoundation.org?
- ACF and NBAZ Charities require all applicants for grants to comply with its nondiscrimination policy. Please confirm that the organization applying for this grant does not unlawfully discriminate against employees, volunteers, board members, or the members, clients, or students it serves on the basis of race, color, religion, gender, national origin, age, medical condition, veteran status, marital status, disability, ancestry, sexual orientation, or any other characteristic protected by law.
- Is the applicant organization (or fiscal sponsor) a 501(c)(3) organization, school, municipality or tribal entity that operates with fiscal accountability and responsibility? Religious organizations may apply for funding of non-sectarian programs.
- I have downloaded the latest guidelines and questions document, available by clicking on the Preview button above.
- Have you updated your browser? We recommend using Google Chrome or the most updated version of Firefox. Please check the grant guidelines, which you can download by clicking on the Preview button above, for more information. It is not recommended that you use Internet Explorer.
- I understand that my organization must be in good standing with the IRS at the time of review or else my application will be immediately declined.

Grant Application Questions

Project Overview

1. Project Name
2. Amount Requested
3. Total Project Amount

Project Details

4. Is this project being done in collaboration with other nonprofits? If so, please list each nonprofit and their role in the collaboration. If no, please discuss the resources available to fulfill the proposal. *(Word Limit- 200)*
5. Please provide a minimum of one and as many as six of the intended outputs you plan to accomplish with this proposed project. Each output should simply state the number of lives impacted and how they will be impacted. For example: serve 100 children between the ages of 5 and 18 or spay/neuter 56 animals. Note: For final reporting purposes, you will be asked to provide actual outputs (the results) that reflect the degree to which the goals you established have been realized. *(Word Limit- 200)*

Narrative

6. Describe in two or three sentences what you will do with the funds. *(Word Limit – 50)*
7. Please describe the program proposal in detail. Define the need in the community: tell us the goals of the project and how they align with your mission, describe the activities you will undertake, indicate the population served, specify the resources (personnel, partnerships, funding, time, etc.) that will be used, provide a timeline of events as appropriate. When applicable, please present data/evidence that documents the significance of the issue. *(Word Limit – 300)*
8. Please select from the NBAZ Charities Philanthropic Agenda area that best describes this application's primary focus:
 - Affordable Housing
 - Arts and Culture
 - Community Services
 - Neighborhood Stabilization
 - Economic Development
 - Education
 - Health/Human Services
9. Are there any known industry standards? *(Yes/No)*
10. Please describe the known industry standards. *(Word Limit - 200)*

11. Select the demographic populations, such as the age group, race, gender, socioeconomic status and geographic location of the target population you intend to serve (Select all that apply). Enter any demographics comments below.

Ages:

- 0 – 5
- 6 – 17
- 18 – 25
- 26 – 65
- 65+
- N/A

Race/Ethnicity:

- African American or Black
- Asian/Pacific Islander
- Hispanic or Latino
- Native American/Indigenous
- White
- Other
- N/A

Gender:

- Female
- Male
- Both
- N/A

Socioeconomic:

- Working Poor
- Unemployed
- Below Poverty Level
- Homeless
- N/A

Populations:

- Animals
- Children & Youth
- Crime or Abuse Victims
- Environment
- Faith Based
- Immigrants & Refugees
- LBGTQ
- Offenders & Ex-Offenders
- Older Adults
- Single Parents
- Substance Abusers
- Veterans & Military
- Other
- N/A

Disabilities:

- Diseases/Illnesses
- Hearing Disability
- Visual Disability
- Ambulatory Disability
- Self-Care Disability
- Other Physical Disability
- Mental Disability
- Learning Disabilities
- Developmental Disabilities
- N/A

Location:

- Apache County
- Cochise County
- Coconino County
- Gila County
- Graham County
- Greenlee County
- La Paz County
- Maricopa County
- Mohave County
- Navajo County
- Pima County
- Pinal County
- Santa Cruz County
- Yavapai County
- Yuma County
- State-wide
- N/A

12. Please cite any resources, statistics, and/or studies provided in the program proposal detail above. (Word Limit - 100)
13. Project Begin and End Dates: (If this is a one-time project, provide project's begin and end dates)
14. Desired Outcome of Project Success: Please tell us in your own words what this project intends to accomplish. (Word Limit - 300)
15. Please indicate if this is a new project, a project expansion or a continuing project.
16. If this is not a one-time project, please describe any sustainability plans or efforts to continue the project past the funding year. (Word Limit - 200)
17. Does your organization work with National Bank of Arizona on other community initiatives? (Yes/No)
18. If you answered yes to the previous question, please describe your relationship here (Word Limit- 50):
19. Have you received other monetary support from NB|AZ in the last 12 months, including donations or sponsorships?
20. If you answered yes to the previous question, please describe how(Word Limit- 50):
21. Please select the evaluation process(es) or method(s) you will use to measure your progress in order to determine the degree to which you met the intended outputs.
- Annual Polling
 - Focus Groups
 - Pre and Post Interviews
 - Pre and Post Surveys
 - Other
22. Describe the evaluation process(es) or method(s) you will use to measure your progress in order to determine the degree to which you met the intended outputs (i.e., pre and post surveys, annual polling, focus groups, etc.). (Word Limit - 200)
23. How will you proceed with this project if you only receive partial funding? Are there components that are more critical than others? If so, please itemize the components and corresponding costs. (Word Limit - 200)

Documentation

24. In the upload area below, you may add up to two additional documents pertaining to the project. Please use a PDF format that can be easily printed on 8.5" x 11" paper.

Budget

25. The project budget you include should show financial data for the proposed project during the grant period, not the organization's overall operating budget. Please only include revenue and expenses related to the proposed project, such as salaries, fees for services, etc. Please list all other funding sources you have applied to, both pending and secured, for this project. In the comments area below, please describe the use of requested funds by providing a timeline, steps and costs associated with successful projection completion.

Important Definitions

Capacity Building Grant

Grants intended to strengthen the management capacity of nonprofits in ways that will enhance institutional and programmatic development and enable the NPO to further its mission.

Capital Campaign

A capital campaign is an organized drive to collect and accumulate substantial funds to finance major needs of an organization, such as a building or major repair project, or to build endowment. Endowment is considered a capital asset.

Challenge Grant

A grant that is made on the condition that other monies must be secured, either on a matching basis or via some other formula, usually within a specified period of time, with the objective of stimulating giving from additional sources.

Community Foundation

A community foundation is a tax-exempt, nonprofit, autonomous, publicly supported, philanthropic institution composed primarily of permanent funds established by many separate donors for the long-term diverse, charitable benefit of the residents of a defined geographic area. Typically, a community foundation serves an area no larger than a state. Community foundations provide an array of services to donors who wish to establish endowed funds without incurring the administrative and legal costs of starting independent foundations.

Fiscal Agent

A nonprofit 501(c)(3) organization that agrees to accept and be responsible for grant monies on behalf of the nonprofit grantee.

Form 990/Form 990-PF

The IRS forms filed annually by public charities and private foundations respectively. This information can be accessed at www.guidestar.com.

Funding Cycle

A chronological pattern of proposal review, decision making, and applicant notification.

Grant

An award of funds to undertake charitable activities.

Grant Application

The medium in which to submit a grant request. Applications are posted and accessed via the Arizona Community Foundation website. The site outlines the grant eligibility requirements, focus area and application questions.

*Important Definitions Continued...***Grant Proposal**

The document that makes up a grant request. The proposal is the final product of answering all application questions. It is the document that is submitted through the online application and is used in the grant's review. Once saved, it can be accessed through the organizational profile.

Grantee

The individual or organization who/that receives a grant. Grantees for NBAZ Charities funding may be 501(C)(3) organizations, public schools, municipalities, and American Indian Tribes.

Nonprofit Organization (NPO)

A legally constituted organization that is classified by the IRS as a 501(c)(3), nonprofit institution, whose objective is to support or engage in activities of public or private interest without any commercial or monetary profit.

Operating Support

A contribution given to cover an organization's day-to-day, ongoing expenses, such as salaries, utilities, office supplies, etc.

Philanthropy

Philanthropy is defined in different ways. The origin of the word philanthropy is Greek and means "love for mankind." Today, philanthropy includes the concept of voluntary giving by an individual or group to promote the common good. Philanthropy also commonly refers to grants of money given by foundations to nonprofit organizations. Philanthropy addresses the contribution of an individual or group to other organizations that in turn work for the cause of alleviating poverty or social problems, thereby improving the quality of life for all citizens. Philanthropic giving supports a variety of activities including research, health, education, arts, and culture, as well as alleviating poverty.

Post-grant Evaluation

A review of the results of a grant, with the emphasis upon whether or not the grant achieved its desired objective.

Seed Money

A grant or contribution used to start a new project or organization.

Site Visit

Visiting a grantee organization at its office location or area of operation, meeting with its staff, directors, or recipients of its services.

Grantee Final Report

Due one year from funding date

All information in Bold will be pulled from the Grant Application. All information in gray italic is additional information that will need to be filled out while completing the final report.

Grant Cycle:

Applicant:

Organization:

Request:

Decision:

Payment:

Below are the project details provided by the grantee applicant when the grant was submitted last year. Please review and answer the associated questions regarding actual results.

Project Narrative

1. Describe in two or three sentences what you will do with the funds
2. Please describe the program proposal in detail. Define the need in the community; tell us the goals of the project and how they align with your mission, describe the activities you will undertake, indicate the population served, specify the resources (personnel, partnerships, funding, time, etc.) that will be used, provide a timeline of events as appropriate. When applicable, please present data/evidence that documents the significance of the issue. (Word Limit – 300)

Did you accomplish this?

Additional Comments.

3. Please select the NBAZ Charities Philanthropic Agenda area that best describes this application's primary focus: - a. Quality Education - b. Health Innovations - c. Community Improvement & Development (i.e., Affordable Housing, Working Poor, & Basic Needs) - d. Arts & Culture - e. Environment & Sustainability (i.e., Preservation, Natural Resources, & Animal Welfare)

Did you accomplish this?

Additional Comments.

4. Select the demographic populations, such as the age group, race, gender, and socio-economic status of the target population you intend to serve (Select all that apply).

Did you accomplish this?

Additional Comments.

Grantee Final Report Continued...

5. Please indicate if this is a new project, a project expansion or a continuing project. If this is not a one-time project, please describe any sustainability plans or efforts to continue the project past the funding year.

Did you accomplish this?

Additional Comments.

6. Is this project being done in collaboration with other nonprofits? If so, please list each nonprofit and their role in the collaboration. If no, please discuss the resources available to fulfill the proposal.

Did you accomplish this?

Additional Comments.

7. Please provide a minimum of one and as many as six of the intended outputs you plan to accomplish with this proposed project. Each output should simply state the number of lives impacted and how they will be impacted. For example: serve 100 children between the ages of 5 and 18 or spay/neuter 56 animals. Note: For final reporting purposes, you will be asked to provide actual outputs (the results) that reflect the degree to which the goals you established have been realized.

Did you accomplish this?

Additional Comments.

8. Please also describe at least one evaluation process or method(s) you will use to measure your progress in order to determine the degree to which annual polling, focus groups, etc.)

Did you accomplish this?

Additional Comments.

Project Budget

9. The project budget on the following page should show financial data for the proposed project during the grant period, not the organization's overall operating budget. Please only include revenue and expenses related to the proposed project, such as salaries, fees for services, etc. Please list all other funding sources you have applied to, both pending and secured, for this project. In the space below, please describe the use of requested funds by providing a timeline, steps and costs associated with successful projection completion.

Did you accomplish this?

Additional Comments.

How were the funds from this grant actually used--demonstrate by providing an itemized budget? What percentage above or below budget the project was actualized? Please provide the itemized project budget (from the proposal) with the corresponding actual expenditure in the space provided. If there are any significant variances from the original application budget, please explain.

Grantee Final Report Continued...

10. How will you proceed with this project if you only receive partial funding? Are there components that are more critical than others?

Did you accomplish this?

Additional Comments.

11. List any unintended results that the program caused. These could include things like unexpected collaboration opportunities, serving a larger target population than expected, or missing an opportunity to work with a funder you weren't aware of.

12. List any challenges encountered during the grant period that diminished your organization's ability to achieve the intended outcomes.

13. What is your future funding strategy to continue the program and/or the organizational work the funding supported?

14. Please include a 150 to 250 word inspiring impact story and submit up to three (3) digital photos (size 300 dpi or larger) along with consent for publication. Share how a life or community was changed by the program or project. We want to share the good news of your great work!

15. Do you have any other comments or important information to share?