



## Maricopa County IDA

### Grant Guidelines & Application Questions

Effective as of March 14, 2017

#### Introduction

The Industrial Development Authority of the County of Maricopa (the “Authority”) was formed in 1973 as an Arizona nonprofit corporation and a political subdivision of the State of Arizona in accordance with the Industrial Development Financing Act, Arizona Revised Statutes Section 35-701, et seq. (the “State Act”). Although the Authority is a legal entity separate and apart from Maricopa County, Arizona (the “County”), the Authority’s Board of Directors is appointed by the Maricopa County Board of Supervisors, and the Authority goes to great lengths to ensure that each of the Authority’s actions reflect positively on the County.

The Authority’s mission is to help create and maintain jobs within the County and to attempt to help residents of the County achieve a better standard of living and way of life. To that end, the Authority has certain powers which enable it to assist in the financing of affordable housing, healthcare, manufacturing, industrial, and commercial enterprises within and without the County. Additionally, the Authority has the ability to invest in the community when projects are deemed in line with the Authority’s mission. The Authority prefers to avoid relationships which would make an applicant dependent upon the Authority’s funds for the administration of a project or program over a period of years. This document is intended to serve as a guideline for the Authority’s decision-making with respect to requests for community investments from the Authority’s funds.

#### Target Audience

##### Economic/Community Development

This fund will consider investments in programs that:

- link the “vulnerable” population (for example disabled, veterans, justice involved, dislocated workers, homeless, high school graduates, and 18-24 years old who are not in school nor employed) to jobs; and/or
- link higher paying jobs in high tech or manufacturing to the citizens of Maricopa County.

##### Maricopa County IDA encourages proposals that:

- Leverage matching funds
- Engage strategic, mission-driven collaborations/partnerships
- Build the capacity of the organization
- Support direct costs associated with carrying out the program, project management, marketing consultants, supplies, postage, travel, training or equipment, newly-acquired information technology, etc. will be allowed. Direct costs can also include directly attributable administrative support, legal or accounting functions, with distinct and measured effort on the project.
- Limit indirect administrative operating costs – These particular costs must not exceed 15% of the

total funds requested. This includes administrative operating expenses or ongoing operational costs incurred by the applicant organization on behalf of the organization's activities and projects, but are not easily identified with any specific project, such as audits, administrative/executive oversight, insurance, accounting, rent, utilities, existing facilities costs, grants management, legal expenses, technology support and other shared resources not directly attributable to the project.

### Maricopa County IDA General Preferences:

The following is intended to provide general guidelines on the Authority's preferences with respect to the use of its funds:

- **Public Purpose:** In order to receive any of the Authority's funds, Applicants must demonstrate that a strong public purpose consistent with the priorities of Maricopa County will be achieved through the use of the Authority's funds. The Authority's preference is to make funds available for workforce programs that result in the creation of new, quality jobs; lead to or offer a livable wage; offer advancement beyond initial placement, and/or provide access to an employer needed certification or credential from programs with a strong track record such as those offered by the State's Community Colleges.
- **Sustainability:** Applicants must demonstrate long-term financial viability by identifying revenue streams other than the Authority's funds. The Authority has a strong preference for the matching of its funds against funds and in-kind contributions from other sources. Applicants should clearly demonstrate the manner in which the Authority's funds will be leveraged with funds and in-kind contributions (including the value of human capital from volunteer services) from other sources.
- **Management:** The Authority prefers to deal with Applicants that have a proven track record and strong management.
- **Administration:** The Authority prefers to have a minimal role in the actual administration of a project or program. It is preferable to have an entity involved which is capable of providing administrative services.
- **Goal, Objective, Measurable Result:** The Authority requires that Applicants specify objectives and performance measures within a specified time frame. Applicants should set forth the metrics by which the Authority's community investment could be measured against the public purpose and benefit identified in the Application. **Examples** of measurable results would include the number, classification, and estimated salary range of jobs to be created or retained, minimum length of employment, certifications or credentials earned, and advancements.
- **Maricopa County Human Services Department:** We prefer programs that have in place or are willing to develop formal linkages with the Maricopa County Human Services Department Workforce Development Program (HSD-WD).
- **AZ Pipeline:** Applicants must agree to use AZ Pipeline as a job-seeker onboarding tool, at no charge to the Applicant, employers or job-seeker.
- **Special Consideration:** The Authority will consider and may give special consideration to those entities that have financed projects through the Authority.

## Funding Criteria and Process

### 501(c)(3) Organizations

Except in highly unusual circumstances, the Authority will only consider a grant request from a recognized, tax-exempt, nonprofit 501(c)(3) organization.

### **The Community Investment Committee**

The Authority has established the Community Investment Committee (“CIC”) as an advisory committee to assist the Authority in evaluating community investments. The CIC may develop separate practices and procedures from time to time for submission of a loan or grant application to the Authority for consideration. All grant applications will be referred to the Arizona Community Foundation (“ACF”) for screening and due diligence. The CIC may engage third parties to assist it in the evaluation of an application. The CIC, in the exercise of its discretion, may decline an application for any reason, without further action by the Authority. The CIC may recommend that an application be submitted to the Authority for further action, but the CIC does not have any power or authority to approve a grant or loan as such power and authority is expressly reserved to the Authority. Nothing herein precludes the Authority from modifying the power, purpose or structure of the CIC or creating new or additional advisory committees to assist the Authority.

### **Limitations on Funding**

- General support of operating budgets
- Reduction of organizational debt
- Direct lobbying or influence of elections
- Fundraising campaigns and expenses
- Telephone and/or mail solicitation
- Sponsoring or attending conferences
- Political Parties
- Individuals
- Religious organizations for religious purposes
- Organizations that unfairly discriminate on the basis of race, color, gender, national origin, marital status, age, disability or veteran status

### **Online Submission**

The Arizona Community Foundation has upgraded its website in which all grant proposals will be submitted. All users will be required to update and complete each page of their organizational profile *before* being able to submit any grant application. Guidelines on how to do this are covered in the section below that describes how to apply online.

### **Eligibility Requirements**

- 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.
- You must be invited to complete an LOI (Letter of Interest) on the ACF website. Should you be invited to complete a full application, you will be provided instructions on how to submit a full grant

application.

- Applicants must agree to use AZ Pipeline as a job-seeker onboarding tool, at no charge to the Applicant, employers or job-seeker.
  
- Organizations are required to have a completed and visible profile on ACF's website: [www.azfoundation.org](http://www.azfoundation.org).
- Organizations uncertain of their eligibility may inquire by sending an e-mail to [grants@azfoundation.org](mailto:grants@azfoundation.org).

## Final Reports

On or before each yearly anniversary date of the Authority's approval of an application, or such other time as the Authority may direct, Applicants shall be required to provide the Authority with a written report regarding the status of the agreed upon objective goals. Further, Applicants may be required to make an oral presentation of such reports at an Authority meeting.

## 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](http://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](http://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](mailto: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.

- Update your browser. It is recommended that you use Google Chrome. It is not recommended that you use Internet Explorer.
- 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 so working in advance is strongly advised.
- 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.

## How to Get Help

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

## Grant Reviewer Rubric

Criteria		Measure	Weak		Average		Strong
Purpose of Grant	Situation/ Community Need	Defined need is a priority or urgent issue in the community.	1	3	5	7	10
		Application activities 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 meaningful and appropriate.	1	3	5	7	10
	Application Design	Application is in line with the applicant's mission statement and has a distinct focus, format and objective.	1	3	5	7	10
		Activities, timetable, and goals are clear and well thought out.	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 and measured.	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 application is sustainable.	1	3	5	7	10	
Financial Indicators	The budget is easy to understand and logical. Clarity and feasibility of proposed project expenses and income.	1	3	5	7	10	

## Eligibility Questions

- I respectfully submit this Letter of Interest to notify the Maricopa IDA that my organization is interested in submitting a Grant Application. (Yes/No)
- Applicants agree to use AZ Pipeline as a job-seeker onboarding tool, at no charge to the Applicant, employers or job-seeker. (Yes/No)
- My proposed project will address community workforce needs. (Yes/No)
- My project serves Maricopa. (Yes/No)
- This project complies with the Limitations on Funding in the Grant Guidelines. (Yes/No)
- Does your organization (and fiscal sponsor, if applicable) have a complete and visible profile on ACF's website: [www.azfoundation.org](http://www.azfoundation.org)? (Yes/No)
- My organization fully understands that our proposed project may not be selected to submit a complete grant application. (Yes/No)
- I have downloaded the latest guidelines and questions document, available by clicking on the Preview button above. (Yes/No)
- Per the guidelines for this grant cycle, I understand that it is recommended that I update my browser. (Google Chrome is recommended. ACF does not recommend Internet Explorer for this program.) (Yes/No)
- ACF requires all applicants for grants to comply with its non discrimination 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. (Yes/No)

## Letter of Interest Questions

1. Project Name
2. Amount Requested
3. Total Project Amount
4. Please Supply Budget (upload)
5. Project Begin and End Dates: (If this is a one time project, provide project's begin and end dates)
6. Project Summary: Please tell us about your project in your own words. (Word Limit – 300)
7. Desired Outcome of Project Success: Please tell us in your own words what this project intends to accomplish. (Word Limit – **300**)
8. Does your organization have a relationship with the Maricopa County IDA (i.e. bond financing, past grants, etc.)? (Word Limit – **100**)

9. Under which priority area(s) are you applying? (Word Limit – 25)

■ Workforce linked to Vulnerable populations

■ Workforce linked to hiring paying jobs in high tech or manufacturing

■ Both

## 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 collaboration. If no, please discuss the resources available to fulfill this 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 several hundred Veterans seeking employment.* **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)

### Executive Summary

6. Provide a short, plain statement of the type of business or businesses engaged in by the Applicant and a brief description of the Applicant's business structure, e.g. corporation, partnership, limited liability company. (Word Limit- 200)
7. Please specify the sources and uses of funds with respect to the Applicant's project or program. Have any expenditures shown on the estimated uses of funds already been incurred by the Applicant? If yes, indicate particulars. (Word Limit- 300)

### Applicant Background

8. Provide a statement of the type of programs and activities engaged in by the Applicant, as well as the Applicant's background and experience with respect to the proposed project or program. (Word Limit- 200)
9. Describe the Applicant's major achievements. Identify and describe the projects or programs currently administered by the Applicant and the source of funding. (Word Limit- 200)
10. Describe the performance of past and current projects or programs administered by the Applicant and how the Applicant measures the success of its projects or programs. (Word Limit- 200)
11. Is the Applicant or, if the Applicant is a partnership, its general partners, involved in any material litigation or contingent liabilities? If yes, provide a detailed explanation.

Additionally, has the Applicant or any of the Applicant's officers, directors or general partners been charged or convicted of a felony or misdemeanor involving moral turpitude, or is now or has ever been charged with or convicted of any civil or criminal offense relating to the conduct of the business? If yes, provide a detailed explanation. (Word Limit- **300**)

## Project Overview

12. Describe in two or three sentences what you will do with the funds. (Word Limit – **50**)
13. 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**)
14. What outcomes including specific, measurable objectives do you intend to accomplish through the receipt of this grant? (Word Limit – **300**)
15. What differentiates you from other organizations/programs? What about your leadership sets you apart from other organizations/leaders? (Word Limit - **300**)
16. Are there any known industry standards? (Word Limit - **200**)
17. 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. (Word Limit- **200**)
18. 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 and prioritize the components and corresponding costs. (Word Limit- **300**)
19. Please explain your current and proposed linkages to the Maricopa County Human Services Department Workforce Development Program (HSD-WD) including, but not limited to: mechanisms for receiving referrals, accepting eligible participants from HSD-WD, enrolling participants in WIOA, hiring WIOA participants, coordinating services with HSD-WD, sharing participant, outcome, and other data, and participating in various workforce development activities. (Word Limit - **300**)
20. Identify both confirmed and pending partner resources that will contribute to this project. Identify any plan or arrangement to leverage the Authority's community investment through matching funds, contributions of property, investment of human capital or otherwise. (Word Limit – **200**)
21. Describe the Applicant's organizational structure, including the Board of Directors' organizational structure. Specifically identify the person who will be responsible for management, as well as the provision of day-to-day services for the project or program. (Word Limit- **200**)
22. What percentage of the organization's total budget are you requesting from the Maricopa County Industrial Development Authority? (Word Limit – **100**)

## Documentation



23. In the upload area below, please upload your organization's latest 990 (**NOTE: MAX FILE SIZE IS 5120 KB**). You may also add up to **two** additional documents pertaining to the project. These documents may include (but are not limited to): brochures, photos, news articles, letters of support, etc.

### Project Budget

24. The project budget you complete below 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.

### Terms and Conditions

1. I acknowledge that funding by the Arizona Community Foundation, its affiliates, or any of its philanthropic partners is not guaranteed simply by virtue of completing this application.
2. Should my organization be awarded a grant through this funding opportunity, I agree to submit a final report for this project by the final report due date.
3. Should my organization be awarded a grant through this funding opportunity, I agree to the following terms and conditions:

**Use of Grant Money.** The Grantee shall use the Grant Money only for the Project and in accordance with the proposal and budget previously submitted to and approved by The Arizona Community Foundation. The Grantee shall not make any significant change in the Project without the prior approval of The Arizona Community Foundation. At the end of the grant period, the Grantee shall promptly return to The Arizona Community Foundation any unused portion of the Grant Money.

**Reports.** The Grantee shall submit written reports on the accomplishments of this Project as well as an accounting of expenditure of grant funds. Reporting and documentation required by The Arizona Community Foundation shall be provided as outlined in the Grantee Final Report, which will be available as the final report due date nears. The Grantee shall provide The Arizona Community Foundation with copies (if available) of any press releases, photographs and published material about the Grant Money and the work it made possible.

**Meeting Requirement.** The Grantee may be asked to attend a meeting at the Arizona Community Foundation, to be set at a later date, to discuss your project. Discussions on capacity building in the future and other topics will also take place.

**Publicity.** You will allow the Arizona Community Foundation (ACF) to review and approve the text, including quotes, of any proposed publicity concerning this grant prior to its release. ACF may include information regarding this grant, including the amount and purpose of the grant, any photographs you may have provided, your logo or trademark, or other information or materials about your organization and its activities, in ACF's periodic public reports, newsletters, news releases or any other printed materials distributed by the Community Foundation. Please ensure that all publicity (including printed material, press releases and Web sites) states "partial funding provided by the Arizona Community Foundation" If you require an electronic copy of ACF's official logo please contact the Marketing/Communications department at the Community Foundation.

**Retention of Records.** The Grantee shall keep all financial records pertaining to the Project for at least

four years and shall make such records available to The Arizona Community Foundation at reasonable times upon The Arizona Community Foundation's request.

**Revocation of Grant Money.** The Grantee must return all unexpended grant funds immediately upon request by The Arizona Community Foundation if (1) the Foundation, at its sole discretion, determines that the Grantee has not performed in accordance with this Agreement, or (2) the Grantee loses its exemption from federal income tax under Section 501C 3 of the Internal Revenue Code of 1986, as amended (the "Code" and is classified as other than a private foundation under Section 509(a) of the Code.

**Grant Does Not Create a Partnership.** The Grantee shall not in any manner indicate, nor shall the grant or any documents related thereto be in any manner deemed to create or construed as creating, any kind of partnership, joint venture or other similar relationship between The Arizona Community Foundation and the Grantee or other party. The Arizona Community Foundation shall not be deemed in any manner responsible for the debts, liabilities or other obligations of the Grantee, including any such debts relating to this Project. Amendment. This Grant Agreement shall not be amended or revised except by a written document signed by the parties hereto.

Changes or Problems Occurring During Grant Year. Any changes or problems in the Grantee Agency that affects the Project must be reported to The Arizona Community Foundation immediately.

## 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](http://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.

**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 grants review. Once saved, it can be accessed through the organizational profile.

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

**Nonprofit Organization** - 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, or meeting with its staff, directors, or recipients of its services.