



## Arizona: Cox Charities Grant Cycle

Available: 9:00am, May 1, 2023

Close Date: 5:00pm, May 26, 2023

### Introduction

Cox Communications, in partnership with its fiscal partner Arizona Community Foundation, is pleased to invite your nonprofit organization to apply for grants through Cox Charities. This is a special opportunity to receive funding for programs that support one or more of Cox Charities' three philanthropic cornerstones: Education (with a priority on K-12 and STEAM), Diversity (with a priority on programs serving 80% of more of a target population or serve an inclusion, diversity and equity initiative), and Environment/Sustainability programs (with a priority on water conservation, waste or carbon reduction).

Before you complete your application, determine whether your grant request is consistent with Cox Charities' philanthropic cornerstones. Should you have any questions regarding your organization's eligibility or need assistance regarding any of the application's questions, please contact the Arizona Community Foundation at [grants@azfoundation.org](mailto:grants@azfoundation.org).

Cox Charities awards grants on an annual basis to nonprofit organizations that serve the areas prioritized by Cox Communications. Funds are used to directly support Education (with a priority on K-12 and STEAM), Diversity (with a priority on programs serving 80% of more of a target population or serve an inclusion, diversity and equity initiative), and Environment/Sustainability programs (with a priority on water conservation, waste or carbon reduction) programs in Maricopa, Pinal, Yavapai, Pima and Cochise counties. Individual grants typically range from \$1,000 to \$10,000. Cox Charities will fund only program-related expenses, including activities, materials and supplies that are directly related to the provision of services, etc., restricted to local needs in Arizona. Funding will NOT be given for general operations or staff salaries/wages. Funding decisions are made by a committee comprised of Cox employees who contribute their dollars to Cox Charities.

Grants are awarded on an annual basis in response to applications from non-profit 501(c)(3) qualified organizations whose goals and programs meet our mission statement. We make every effort to direct our contributions where they can have the greatest impact while addressing the most critical needs.

Please review the Cox Charities grant guidelines carefully and complete all sections. Submissions are due no later than Friday, May 26 via Arizona Community Foundation. Organizations will be notified of funding decision by October 2023.

Thank you for the contributions you and your organization make toward improving our communities in Arizona. Good luck, and we look forward to working with you.

### Online Submission

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.

## Focus Areas

- Education (with a priority on K-12 and STEAM)
- Diversity (with a priority on programs serving 80% or more of a target population or serve an inclusion, diversity, and equity initiative)
- Environment/Sustainability (with a priority on water conservation, waste, or carbon reduction)

## Grant Amount

The Fund provides grants to 501(c)(3) organizations and governmental agencies only. Multiple grants may NOT be awarded, typically ranging from \$1,000 to \$10,000.

Cox Charities will fund ONLY program-related expenses including activities and supplies that are directly related to the provision of services which support local Arizona needs. Funding will NOT be given for general operations or staff salaries/wages.

## Eligibility Requirements

- Cox Charities supports programs that directly support Education, Diversity and Environment/Sustainability programs. Cox Charities does not fund general or capital campaigns.
- Any Arizona 501(c)(3) organization, government agency, and tribal entity that operates with fiscal accountability and responsibility. Religious organizations may apply for funding of non- sectarian programs.
- Cox Charities does not directly fund program administrative costs, supplies or general funds for individual public, private or charter schools.
- Cox Charities does not fund general or capital campaigns.
- 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.
- The application for this grant cycle is only available online.
- Organizations must serve one of the following geographic regions: Maricopa County (Phoenix and surrounding areas); Pinal County (Casa Grande and surrounding areas); Pima County (Tucson and surrounding areas); Cochise County (Sierra Vista and surrounding areas); Yavapai County (Congress and surrounding areas).
- Organizations are required to have a completed and visible profile on ACF's grant portal: <https://www.grantinterface.com/Home/Logon?urlkey=azfoundation>.
- 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.
- Organizations must be in good standing with the IRS at the time of review or else the submitted application(s) will be immediately declined.
- Organizations uncertain of their eligibility may inquire by sending an e-mail to [grants@azfoundation.org](mailto:grants@azfoundation.org).
- Add [administrator@grantinterface.com](mailto:administrator@grantinterface.com) to your contact list to ensure automated messages generated by online grants system do not end up in spam.
- Provide opportunities for Cox Communications Arizona employees to engage as volunteers and/or to serve on the organization's Board of Directors.

- Will acknowledge Cox Charities' support publicly.
- Incomplete applications will not be acknowledged or reviewed.

## How to Apply Online

### If your organization has an ACF profile:

Go to the Arizona Community Foundation's grants page at [www.azfoundation.org/grants](http://www.azfoundation.org/grants). Click grantee login at the top right corner of the main page to sign in and begin an application. If you need to reset your password please use the "forgot password" link.

### If your organization does not have a registered ACF profile:

If your organization needs to be registered, please go to [www.azfoundation.org/grants](http://www.azfoundation.org/grants). Click grantee login at the top right corner of the main page. Please click on "Create New Account" to complete the registration process and create your logon credentials.

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.

## Timeline for 2023 Grant Making

- Grant Cycle opens Monday, May 1, 2023.
- DEADLINE: Applications are due on Friday May 26, 2023 at 5:00pm, no exceptions.
- Awards will be announced by October 2023.

## 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 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.
- Narrative responses are limited to the maximum character 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

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](mailto:grants@azfoundation.org) or call (602) 381-1400.*

## COX CHARITIES GRANT REVIEW RUBRIC

Instructions: For each application being reviewed, score the funding request on a scale of one to ten (1-10) for each of the criteria listed. Utilize the following scale when making your scoring decisions. Determine whether you would recommend this program for funding, and if so, at what amount. Written comments are encouraged.

10 = Application meets the listed criteria <b>perfectly</b>
7 – 9 = Application <b>strongly agrees</b> with the listed criteria
4 – 6 = Application <b>moderately agrees</b> with the listed criteria
1 – 3 = Application has <b>little agreement</b> with the listed criteria
0 = Application has <b>no agreement</b> with the listed criteria

Criteria		Measure
Purpose	Situation/ Community Need	Application clearly fit into the category selected (Education, Diversity, Environment/Sustainability)
		Application activities clearly address the community need.
		Defined need is a priority or urgent issue in the community.
		Application clearly demonstrates community support
	Focus	Application is in line with the applicant's mission statement
		Application goals are clear and measurable.
		Activities and timetable are clear and well thought out.
		Appropriate resources (personnel, funding, time) are allocated to accomplish the goals – including collaborative partnerships with other organizations that improve impact or leverage resources.
Impact		Evidence is provided that indicate the program will achieve the desired results.
		Results are significant and can be demonstrated.
Resourcefulness		The budget is easy to understand and logical.
		Clarity and feasibility of proposed project expenses and income.
		Grant monies make a difference in the lives of the beneficiaries.
<b>Cox Philanthropic Cornerstones</b>		
Add an additional 5 points for each applicable category		
Does the program/project focus on K-12 youth & education?		
Does the program/project focus on STEAM education?		
Does the program/project focus on Diversity serving 80% or more of target population		
Does the program/project focus on Diversity serving an Inclusion, Diversity and/or Equity		
Does the program/project focus on Environment/Sustainability – reducing waste to landfills		
Does the program/project focus on Environment/Sustainability – reduce carbon production and water usage		

## Pre-Qualifying Questions

- Is your organization (or fiscal sponsor) a 501(c)(3)? Y/N
- Do you agree that your organization is not: a Church; Foundation raising funds on behalf of or to benefit another organization; Little League, Pop Warner or other youth sports program; PTO (Parent-Teacher Organization); Public, Private or Charter School? Yes, I agree. No, I do not agree.
- Do you agree that your grant request will NOT consist of a wage/salary request? Y/N
- Do you agree that your grant request will benefit a program of your organization? Y/N
- Is your organization the direct provider of the services of this program? Y/N
- Are applying for funding for one of these areas? Y/N
  - Education
  - Diversity
  - Environment/Sustainability
- If the program you are applying for is **Education**, is the age range of the primary participants or beneficiaries of this program youth grades K-12? Y/N
- If the program you are applying for is **Diversity**, does the program serve 80 percent or more of a target population or serve an ID&E (inclusion, diversity and equity) initiative? Y/N
- If the program you are apply for is **Environment/Sustainability**, does the program focus on water conservation or waste and/or carbon production reduction? Y/N
- Is your nonprofit serving one of the counties below? Y/N
  - Maricopa County
  - Pinal County
  - Yavapai County
  - Pima County
  - Cochise County
- If awarded, do you agree that grant funds will not be used for any of the following: Capital Expenditures (buildings, vehicles, etc.), non-program specific administrative costs?
- Is your organization fully authorized by its board and other applicable partners/collaborators to submit this application? Has the organizational profile being used to submit the application been fully updated to reflect the most current information about the applicant organization?
- I understand my organizations must be in good standing with the IRS at the time of review or else my application(s) will be immediately declined.
- 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.

## Grant Application Questions

### Project Overview

1. Name of specific program or project to be funded
2. What is your organization's project focus (only one project application per organization allowed):
  - Education (with a priority on K-12 and STEAM)
  - Diversity (with a priority on programs serving 80% or more of a target population or serve an inclusion, diversity, and equity initiative)
  - Environment/Sustainability (with a priority on water conservation, waste, or carbon reduction)
3. Amount Requested
4. Total Project Amount

### Project Details

5. 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. (Character Limit- **1200**)
6. 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 (Character Limit- **1200**)

### Narrative

7. Please select the Cox Charities region that should review this application. Select one. (Note: the project must serve residents of the selected review region. If you wish to submit an application to each of these regions, you must complete two separate applications.)
  - Pima/Cochise/Pinal
  - Maricopa/Yavapai
8. Please select which category best describes this project.
  - If Education, which category best describes this project:
    - K-12 education
    - Adult education
    - Post-secondary education
  - If Diversity, which category best describes this project:
    - Serves 80 percent or more of a target population
    - Serves an inclusion, diversity & equity program
  - If Environment/Sustainability, which category best describes this project:
    - Waste reduction
    - Carbon production reduction
    - Water conservation



9. Please describe the program proposal and how you will use the funds in detail. Define the need in the community, the activities you will undertake, the population served, the financial and community support (volunteers, in-kind support, other financial backers, etc.) and provide a timetable of events as appropriate. Be sure to clearly address the need, activities, and level of urgency. (Character Limit- **6000**)

10. Please select the county your nonprofit is physically located in.

- Maricopa County
- Pinal County
- Yavapai County
- Pima County
- Cochise County

11. Select the geographic location of the target population you intend to serve. (**Select all that apply**)

**Maricopa County:**

- |                    |                    |
|--------------------|--------------------|
| • Anthem           | • New River        |
| • Apache           | • Paradise Valley  |
| • Avondale         | • Peoria           |
| • Buckeye          | • Phoenix          |
| • Chandler         | • Queen Creek      |
| • City of Maricopa | • Rio Verde        |
| • Deer Valley      | • Scottsdale       |
| • El Mirage        | • St. John's       |
| • Fountain Hills   | • Sun City West    |
| • Ft. McDowell     | • Sun Lakes        |
| • Gilbert          | • Surprise         |
| • Glendale         | • Tempe            |
| • Goodyear         | • Tolleson         |
| • Maricopa         | • Wickenburg       |
| • Mesa             | • All of the above |

**Yavapai County:**

- Black Canyon City
- Congress
- All of the above

**Pima County:**

- Green Valley
- Sahuarita
- South Tuscon
- Tuscon
- All of the above



**Pinal County:**

- Arizona City
- Casa Grande
- Coolidge
- Eloy
- Florence
- Goodyear Village
- Oracle
- San Manuel
- San Tan Valley
- Toltec
- All of the above

**Cochise County:**

- Benson
- Douglas
- Huachuca City
- SE Sierra Vista
- Sierra Vista
- St. David
- All of the above

12. Have you received funding from Cox Charities in the past? If yes, list funding amounts for the past 3 years and the results achieved.

Date    Amount Received            Program or Sponsorship Funded

13. Please indicate if this is a new project, a project expansion or a continuing project.

14. If this is not a one-time project, please describe any sustainability plans or efforts to continue the project past the funding year. (Character Limit- **1200**)

15. Can this project move forward with partial funding, and if so, explain how. (Character Limit- **1200**)

## Documentation

16. In the upload area below, you may 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.

## Required Attachments

- List of board members, including business or professional affiliation.
- Most recent financial statement approved by the board of directors, such as a balance sheet.

## Project Budget

17. 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 including, but not limited to supplies, materials or any other items required for successful completion of your project. Please list all other funding sources you have applied to, both pending and secured, for this project. Please use the imbedded table provided.

18. In the comments area below, please describe the use of requested funds by providing a timeline, steps and costs associated with successful projection completion. (Character Limit- **1200**)
19. Complete list of corporations, foundations, and significant private funders which supported the organization in the last year, and the amount each has given.



## 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.

