

City of Sedona — Small Grant Application Checklist

Fiscal Year 2026–27

Before submitting your application, please review this checklist to ensure all required documents are complete and attached. Incomplete applications will not be processed.

Application Form

- Completed City of Sedona Small Grant Application Instructions (all pages filled out and signed)

Organizational Documentation

- Copy of IRS 501(c)(3) determination letter confirming non-profit status
- Proof of current good standing with the Arizona Corporation Commission (PDF or screenshot)
- 501(c)(3) good standing documentation (if available from IRS or GuideStar)
- Copy or screenshot of most recent IRS Form 990, 990-EZ, or 990-N (e-Postcard)
- List of current Board of Directors
- Fillable Small Grant Application Organizational Information section completed

Financial Documentation

- Balance Sheet (most recent fiscal year)
- Profit & Loss Statement (most recent fiscal year)
- Organizational Budget for the projected FY27 & Actual Budget for FY26
- Program / Activity / Event-specific budget worksheet for the grant-funded project

Program and Benefit Information

- Narrative Response section completed
- Copy of last year's Final Report (if you received Grant funding from the City last fiscal year)

Acknowledgment & Compliance

- Confirmation that your organization will acknowledge City of Sedona support in marketing materials
- Agree to provide a Final report on the use of funds and provide measures of success,

Submission

- Verify that all required attachments are included
- Submit completed application and supporting materials by the stated deadline
- Keep a copy of your full submission for your records

Applicant Name: _____

Organization: _____

Date Submitted: _____

City of Sedona Small Grant Application Fiscal Year 2026-2027

INSTRUCTIONS

Carefully read and follow the instructions, as some information has changed. Incomplete applications will not be reviewed for funding.

Due Date: Applications must be received, not postmarked, by April 30, 2026, at 12:00 p.m. (noon).

Only one (1) grant application will be accepted from each organization. An organization will not be eligible to receive grant funding if it is already receiving City funding from another source. For example, the organization has an existing service contract or agreement with the City.

The Grant Application must include the following sections in the order indicated below:

- One (1) completed **Grant Application** form signed by Board Chair/President or Executive Director.
- Completed **Financial Information** section with clearly marked headers, including income and funding information as requested, financial statements, 501(c) IRS letter, organizational budgets, and specific program/activity/event budget on the provided worksheet. For any financial questions that require a narrative response, the answer must be typewritten and include the question prior to your answer.
- Completed **Narrative Response** section with clearly marked headers, including Organization Overview and Supplemental Questions, with answers fully included.
- If your organization received funds in the FY25-26 grant cycle, **attach a copy of your Final Report (due April 30, 2026)**. If your organization has been granted an extension for the submittal of its Final Report, please attach a **status update** on the use of funds, expenditures, and accomplishments to date, as well as timelines for completing the program, activity, or event.
- If you are partnering with another organization on your program, activity, or event, attach a **letter of support** from the partner organization.

This program is designed for 501c organizations to apply for a small grant to fund one project during the City's fiscal year of July 1 to June 30. Each grant project must have a program plan to be completed during the same year's grant cycle.

Organizations unable to complete their project in time for the following year's April final report deadline must request an extension from the City. Awards are to be used to execute the project laid out in the grant proposal. Organizations that are unable to complete their project as originally described must contact the City

to request a plan amendment, and recipients may be asked to return funds if they cannot complete the project.

SMALL GRANTS APPLICATION PROCESS:

The City of Sedona Small Grants Award is subject to and only effective upon execution of a Small Grant Funding Agreement signed by the grant recipient and the City of Sedona.

Please check with the [Arizona Corporations Commission](#) for current verification of “good standing” before submitting an application. This screen must be printed and included with the application to show the City the organization’s current status. Organizations that are not currently in “good standing” are not eligible for the City’s Small Grants Program. On the [IRS](#) website, please also print the current Form 990-N (e-Postcard) filing to include in the application. **The application is considered incomplete without these 2 forms.**

For any organization that receives funding for a proposed event, the grant applicant agrees to offer the Greater Sedona Chamber of Commerce & the Sedona Tourism Program the opportunity to participate in event outreach and to maintain a presence at the event.

Also, it is recommended that your organization review the Greater Sedona Chamber of Commerce Calendar of Events and the Sedona Tourism Program Calendar of Events to avoid conflicts and identify opportunities for collaboration with other events.

If your proposal involves providing services to area schools where students will be involved in a program, activity, or event, please contact those schools prior to submitting your application to ensure that any logistical details required such as transportation, school resources or space, or time away from class can be managed to confirm that students may participate in the program as described in your proposal. Applicants should document support and agreement from the schools.

Further, if your program, activity, or event is scheduled to take place in close proximity to public parks and/or schools during regular hours, please contact the Sedona Parks and Recreation department and/or the affected schools to ensure any logistical conflicts are addressed.

Grant Submittal Instructions:

Grant applications may be submitted via email or hardcopy. Do not bind or staple the hardcopy application, and please do not include color photographs or other color materials. **Use only a paper or binder clip.** Do **not** include materials other than those specifically requested at this time.

For emailed applications, please email your organization's application to Kristie Turck at kturck@sedonaaz.gov with the subject line: FY27 Small Grant Application. If there are extenuating circumstances and you cannot email your application, please contact Kristie Turck at kturck@sedonaaz.gov or (928) 203-5199 to arrange an alternative method to submit a hard-copy application by mail or in person.

Emailed applications must be submitted as a **single PDF document**. If you encounter challenges with merging all the sections of your application, please print all parts of your application and scan them in order to create one continuous document.

OBJECTIVES, CRITERIA, EVALUATION

The City of Sedona encourages and may fund programs, activities, or events provided by 501(c) organizations that provide a public service or benefit and are consistent with the City's funding priorities.

OUTCOME OBJECTIVES

- Assurance that all funding provides a public service or benefit (see examples under "General Criteria for Grant Funding" below).
- Fair, equal, and open opportunity for all not-for-profits to participate.
- Structured, objective, and consistent selection process.
- Stimulate creative proposals and innovation in the use of public funds.

GENERAL CRITERIA FOR GRANT FUNDING

Eligible programs, activities, or events should:

- Promote public health, safety, general welfare, prosperity, or contentment.
- Significantly impact the well-being and prosperity of Sedona residents.
- Demonstrate that City funding is an important factor in the success of the program or service.
- Directly benefit the City of Sedona and City of Sedona residents and preferably occur within the city limits.
- Provide documented benefits directly to the City of Sedona and City of Sedona residents.
- Advance the goals established in the [Sedona Community Plan](#).

These may include, but are not limited to:

- A wide range of arts and cultural activities that are free or of nominal cost. (Past examples: youth art programs, public workshops, exhibitions, and special public performances.)
- Events or programs designed to foster a greater sense of community or provide a social service, primarily serving Sedona residents. While visitors or others outside the community may attend or participate, it is meant to enhance the quality of life in Sedona. (Past examples: Arts Festival, Film Festival, and Wolf Week.)
- Events or programs designed to enhance the quality of life for, or provide a social service to, Sedona residents. (Past examples: recycling programs, trail maintenance and enhancement, youth mentoring programs, special needs transportation.)

Ineligible programs, activities, or events:

1. An organization may have members, but the program, activity, or event funded by the City shall not discriminate based on membership status or economic status. (For example, members have the first right of refusal on participation in a City-funded program, activity, or event.)
2. Fund salaries, wages, bonuses, gifts, travel or training for organization officers, members, or volunteers.
3. Fund operational expenses of the organization.
4. Provide direct grants or scholarships to individuals.
5. Fund organizational deficit reduction, endowments, or fundraising campaigns.
6. Religious or other faith-based programs, activities, or events.

The following criteria apply to the organization that receives City funding.

Eligible organizations:

1. Recognized by the IRS as a 501(c) organization.
2. Provides documented benefits directly to City of Sedona and City of Sedona residents.
3. Have an independent Board of Directors (of at least three or more).
4. Demonstrates the leadership and financial capacity to create significant and long-lasting benefits to the community or to the target population.

Ineligible organizations:

1. "Conduit" or "pass-through" organizations, and/or fiscal agents, using City funds to support other organizations or individuals.
2. Organization is already receiving City funding through another source (Examples: an existing service contract or agreement, etc., with the City).

EVALUATION PROCESS

Grant applications will be evaluated on their individual merits. Funding will be allocated to requests based on their merit scores. Applications will be evaluated on a 1 (low) to 5 (high) scale and scored in accordance with the Grant Evaluation Criteria. Each applicant will be scheduled for a brief interview with the Grant Evaluation Committee. **The purpose of this meeting is not for the applicant to make a presentation to the Committee but rather to allow the Committee an opportunity to ask questions and/or seek clarification regarding the application materials submitted.** (Applicants who are unable to attend the scheduled interview should contact Kristie Turck to make alternate arrangements to be available to address questions from the Grant Evaluation Committee.)

GRANT EVALUATION COMMITTEE

A Citizen Work Group with grant-review experience will evaluate all grant applications.

The Committee will provide recommendations to the City Council for final funding approval. The Committee will treat all applications equally, unless otherwise directed by the City Council.

TIMELINE

Below is the timeline for the fiscal year 2026-2027 funding process.

- March 2, 2026 Grant applications available
- March 19, 2026 Optional Applicant Workshop (10:00 am – 11:30 am)
- April 30, 2026 **Grant applications due by 12:00 p.m. (noon)**
- June 11-12, 2026 Evaluation Committee meets with applicants, reviews and scores applications, and makes funding recommendations to City Council
- July 14, 2026 City Council reviews committee recommendations for funding

For questions regarding the application or process, please contact Kristie Turck at (928) 203-5199 or kturck@sedonaaz.gov.

Return completed applications by **April 30, 2026 at 12:00 p.m. (noon)** to:

Emailed applications use the subject line: Small Grants Application

In Person – Drop Off:

City Manager's Office
Attn: Kristie Turck (kturck@sedonaaz.gov)
City of Sedona
102 Roadrunner Drive
Sedona, AZ 86336

City of Sedona Fiscal Year 2026-2027 Small Grant Application

ORGANIZATION INFORMATION

Organization Name:					
Street Address:					
City:		State:		Zip:	
Employer Identification Number (EIN):					
Organization Phone:				Fax:	
Organization Website:					
Chief Executive Officer/Executive Director Name:					
CEO/Exec. Director Phone:				Email:	
Contact Name/Title for application:					
Contact Person Phone:				Email:	
Provide a list of your organization's Board of Directors and titles:					
Number of Board positions currently vacant:					
Number of Board of Directors required by the organization's by-laws:					

FY26-27 Small Grant Application (cont.)

Establishment Date of Organization:	
Dates of Organization's fiscal year (i.e., Jan. - Dec.)	

Your Organization's staff composition in numbers:

<i>Paid Full Time</i>	<i>Paid Part-Time</i>	<i>Unpaid Staff, Volunteers & Interns</i>

PROPOSAL INFORMATION

Briefly describe the program, activity, or event for which you are seeking funding:

Grant amount requested:	\$
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Estimated Number of unduplicated City of Sedona Residents Served (by program, activity, or event): <i>For example, a teacher has 30 students. This number would be 30 and not 150 students per week.</i>	
Estimated Number of City of Sedona Businesses, if applicable, served (by program, activity, or event):	
Estimated percentage of Residents vs. Non-Residents Served (by program, activity, or event):	
Geographic area served (specific boundaries) (by program/activity/event, if necessary):	

AUTHORIZATION

*The undersigned **Board Chair, President, or Executive Director** does hereby certify that the information set forth in this grant application is true and correct, that the Federal tax exemption determination letter attached hereto has not been revoked and the present operation of the organization and its current sources of support are not inconsistent with the organization's continuing tax-exempt classification as set forth in such determination letter.*

Printed Name:	
Title:	
Signature:	
Date:	

FINANCIAL INFORMATION

Provide the following financial information as attachments with clearly marked headers. Financial questions that require a narrative response must be typewritten using a 12-point Arial font and include the question prior to your answer.

1. Provide a list of the organization's income sources and the amount and percentage of total income.
2. Provide a signed income and expenses statement and balance sheet for the most recent year-end.
3. Provide proof of current IRS-recognized 501(c) status.
4. Provide the current year line-item budget for revenues and expenditures for your organization as a whole.
5. Please include an explanation of the purpose and planned use of any reserve funds held by the organization.

6. List the total City of Sedona funding received by your organization for the previous three (3) fiscal years:

7. What will be the impact/consequence(s) to your program, activity or event if only partially funded by the City?

8. Provide the current year line-item budget for the specific program, activity, or event for which you are seeking funding. This must be submitted on the Program, Activity or Event Budget Worksheet provided (*see next page*).

PROGRAM, ACTIVITY, OR EVENT BUDGET WORKSHEET

This worksheet must be submitted for the program, activity, or event that the organization is proposing. Attach a budget narrative explaining your numbers, if necessary.

INCOME

(Specific to the Program, Activity, or Event)

<u>Source</u> <i>(Support from, as applicable)</i>	<u>Amount</u>
City of Sedona grant request amount	\$
Other government grants	\$
Foundations	\$
Corporations	\$
Individual contributions	\$
Fundraising events and product sales	\$
Membership income	\$
Investment income	\$
Revenue	\$
Government contracts	\$
Earned income	\$
Other (specify):	\$
_____	\$
_____	\$
Total Income:	\$

EXPENSES

(Specific to the Program, Activity, or Event)

<u>Item</u> <i>(As applicable)</i>	<u>Amount</u>
_____	\$
Insurance	\$
Consultants and professional fees	\$
Printing and copying	\$
Equipment	\$
Supplies	\$
Marketing, promotions, & advertising	\$
Other (specify):	\$
_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
_____	\$

	\$
	\$
	\$
	\$
	\$
Total Expense:	\$
Difference (Income less Expense):	\$

NARRATIVE RESPONSE

For the narrative responses, please follow all the following guidelines:

- Provide responses in the order listed in the application.
- Include the question prior to your answer and be succinct in your responses.
- Number all pages of your application.
- Include clearly marked headers.
- Do not exceed **six (6) single-sided (or 3 double-sided) pages** for all responses (not including attachments or charts/diagrams).

ORGANIZATION OVERVIEW

1. State the organization's mission statement, purpose, and goals.
2. Provide a brief description of the organization's current programs, activities, or events, including statistics and specific accomplishments. Highlight new or different activities within the last year, if any, for your organization.

SUPPLEMENTAL QUESTIONS

1. How does your program, activity, or event provide a public service or benefit, as defined under Eligible Programs, Activities, or Events? Describe how it will:
 - a. Provide a direct benefit to the City of Sedona and City of Sedona residents.
 - b. Promote and serve the health, safety, general welfare, prosperity, or contentment of Sedona residents.
 - c. Provide equal and open access for all members of the community or the target audience, with no one being easily excluded.
2. Describe the administrative strengths and experience of those who planned and will conduct your program, activity, or event. Please address:
 - a. The administration, leadership, and management experience of all primary individuals involved in conducting the program, activity, or event.
 - b. Specific skills and record of past success of those in organization leadership roles in conducting the type of proposed activities.
3. What specifically will you accomplish with the City's funding?
 - a. What result do you anticipate and why?
 - b. How will your program, activity, or event ensure activity that would not otherwise occur without this funding?
4. Provide details on how many Sedona residents your program will serve and how your program will impact those residents. Sedona residents are those living within city limits. Please address:
 - a. If you plan to involve other sectors of the community to demonstrate community support (i.e., businesses, faith communities, not-for-profit sector).
 - b. Describe the demographic make-up (consider if the target population is primarily residents or visitors) of unduplicated Sedona residents that are expected to benefit from the program, activity, or event, and the basis for your estimate. If possible, provide an estimated resident-to-visitor ratio.

- c. The type of experience, information, education, or community connection the target population will gain from this program, activity, or event.
 - d. If your program, activity, or event generates ongoing benefits to the City of Sedona and City of Sedona residents.
5. How will you measure the success of your program? Please describe:
 - a. What success will look like.
 - b. Your overall measurement strategy, types of qualitative and/or quantitative data to be collected, collection process, and evaluation methods you will apply.
6. Describe the needs that exist in Sedona (and how your program, activity, or event addresses those needs).
7. Describe the financial strength and stability of your organization. Please connect this response to the financial data provided on the specific Program, Activity, or Event Budget Worksheet. Be sure to address:
 - a. The diversity by percentage of funding sources for the specific program, activity, or event for which you are requesting funds.
 - b. What percentage of your total expenses is used for administrative overhead versus all your organization's programs, activities, or events?
 - c. What percentage of the public funds you receive will be used for administrative purposes versus the program, activity, or event budget for which you are applying.
 - d. What percentage of your organization's total financial resources will be dedicated to this program, activity, or event?
8. What additional benefits, if any, will your program, activity, or event provide?