



**CITY OF SURPRISE**  
**Council Subcommittee on Community Outreach, Partnerships & Grants**

**16000 N. Civic Center Plaza**  
**Surprise, AZ 85374**

Wednesday, February 12, 2025 @ 11:00 AM  
COUNCIL OVERFLOW ROOM

- A. Call To Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Current Events and Reports
- E. Staff Reports
- F. Council Subcommittee on Community Outreach, Partnerships & Grants Meeting Agenda

**CALL TO THE PUBLIC:**

**INSTRUCTIONS:** In order to address the Board\Commission, you will need to fill out a Call to the Public Form available at the front counter, and then turn it in to the Secretary before the meeting begins.

Note: A.R.S. 38-431.01(H) - During this time members of the public may address the Board\Commission only on issues within the jurisdiction of the Board\Commission which are not an item on the agenda. At the conclusion of the open call, the Board\Commission may respond to criticism, may ask staff to review the matter or may ask that the matter be put on a future agenda. No discussion or action shall take place on any item raised.

**CONSENT AGENDA:**

**REGULAR AGENDA ITEM - NON-PUBLIC HEARING:**

- |    |          |   |                              |
|----|----------|---|------------------------------|
| 1. | Citywide | Consideration and action pertaining to the approval of the October 22, 2024, Council Subcommittee on Community Outreach, Partnerships and Grants meeting minutes. | Human Svcs and Comm Vitality |
| 2. | Citywide | Presentation and discussion regarding the Surprise Arts & Cultural Grant opportunities.   | Human Svcs and Comm Vitality |
| 3. | Citywide | Consideration and action pertaining to the application of the Surprise Community Outreach Program grant for FY26.   | Human Svcs and Comm Vitality |
| 4. | Citywide | Consideration and action pertaining to the timeline of the Surprise Community Outreach Program grant for FY26.  | Human Svcs and Comm Vitality |
- G. Other Business and Future Agenda Items
  - H. Adjournment

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KRISTI PASSARELLI, CITY CLERK

POSTED: Thursday, February 6th, 2025 @ 1:00 PM

**SPECIAL NOTE: PERSONS WITH SPECIAL ACCESSIBILITY NEEDS, INCLUDING LARGE PRINT MATERIALS OR INTERPRETER, SHOULD CONTACT THE CITY CLERK'S OFFICE @ 623.222.1200 OR CLERK@SURPRISEAZ.GOV, BY NO LATER THAN 24 HOURS IN ADVANCE OF THE REGULAR SCHEDULED MEETING TIME.**



**CITY OF SURPRISE**  
**Council Subcommittee on Community Outreach,**  
**Partnerships & Grants**

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Council Meeting Date: February 12, 2025      Contact Person:  
Submitting Department: Human Svcs and Comm      District: Citywide  
Vitality  
Staff Recommendations:

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Consent: No      Regular: No      Public Hearing: No      Report/Discussion: No

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**Agenda Wording:**

Consideration and action pertaining to the approval of the October 22, 2024, Council Subcommittee on Community Outreach, Partnerships and Grants meeting minutes.

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**Motion:**

I move to approve the minutes from the October 22, 2024, Council Subcommittee on Community Outreach, Partnerships and Grants meeting.

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**Background:**

NA

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**Objective Analysis:**

NA

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**Policy Compliant:**

This item is compliant with City and Council policies.

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**Financial Impact:**

NA

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**Budget Impact:**

NA

**FTE Impact:**

NA

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**ATTACHMENTS:**

1. 10222024 SCOP Meeting Minutes DRAFT
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**CITY OF SURPRISE**  
**Subcommittee on Community Outreach, Partnerships & Grants**  
**16000 N Civic Center Plaza**  
**Surprise, Arizona 85374**

Tuesday, October 22<sup>nd</sup>, 2024 @ 3:30 p.m.  
Council Overflow Room

A. Call to Order

Chair Haney called the meeting to order at 6:05 pm.

B. Roll Call

Committee members: Vice Mayor/Chair Nick Haney  
Councilmembers Chris Judd and Patrick Duffy

Staff: Seth Dyson – Human Services & Community Vitality Director, Deb Perry – Human Services & Community Vitality Assistant Director, and Jodi Tas – Government Relations Director

C. Pledge of Allegiance

D. Staff Reports

Seth Dyson provided a copy of a city park assessment for the Subcommittee members.

**CALL TO THE PUBLIC:**

None

**REGULAR AGENDA ITEMS – NON PUBLIC HEARING:**

1. Consideration and action pertaining to the approval of the Council Subcommittee on Community Outreach, Partnerships and Grants meeting minutes from August 14, 2024.

Councilman Judd motioned to approve the Subcommittee on Community Outreach, Partnerships and Grants meeting minutes dated August 14, 2024. Chair Haney seconded the motion with Councilman Duffy abstaining. The motion passed 2-0-1.

2. Consideration and action pertaining to funding recommendations for the FY25 Neighborhood Grant Program applications.

Presentations were heard from three applicants: Homestead at Marley Park, Royal Ranch and Surprise Farms III.

Immediately following presentations, Councilman Judd requested a recess with a second from Chair Haney. The motion passed 3-0. The meeting recessed at 6:20 pm.

Chair Haney reconvened the meeting at 6:30 pm.

After a thorough discussion of the presentations and funding requests, Councilman Judd motioned to recommend funding for Homestead at Marley Park and Royal Ranch at \$5,000 each. Councilman Duffy seconded the motion. The motion passed 3-0.

- E. Other Business and Future Agenda Items:
- F. Current Events and Reports

**ADJOURNMENT:**

Councilman Duffy motioned to adjourn with a second from Councilman Judd. The motion carries 3-0. The meeting adjourned at 6:39 pm.

	<hr/> Nick Haney, Vice Mayor, Chair
<b>ATTEST:</b>	<hr/> Jodi Tas, Government Relations Director

**CERTIFICATION:**

I, Kristi Passarelli, City Clerk, City Clerk Office, Maricopa County, Arizona, do hereby verify that these are the true and correct minutes of the Subcommittee on Community Outreach, Partnerships and Grants meeting held on October 22, 2024.

	<hr/> Kristi Passarelli, City Clerk
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CITY OF SURPRISE
Council Subcommittee on Community Outreach,
Partnerships & Grants

Council Meeting Date: February 12, 2025 Contact Person:
Submitting Department: Human Svcs and Comm District: Citywide
Vitality
Staff Recommendations:

Consent: No Regular: Yes Public Hearing: No Report/Discussion: No

Agenda Wording:

Presentation and discussion regarding the Surprise Arts & Cultural Grant opportunities.

Motion:

Discussion only

Background:

The Surprise Arts & Cultural Grant has two opportunities to apply for funding: Project Specific and Operation Support. Both grants will be reviewed.

Objective Analysis:

Provide information regarding other grants available to non-profit agencies with an art focus.

Policy Compliant:

This item is compliant with City and Council Policies.

Financial Impact:

N/A

Budget Impact:

N/A

FTE Impact:

N/A

ATTACHMENTS:

- 1. Grant Guidelines FY26\_Project Grant V1
2. Grant Guidelines FY26\_Operating Support Grant V1



# Surprise Arts & Culture Project Grant Guidelines FY 2026

## Description

Surprise Arts & Culture Project Grants support programs in Surprise that provide arts and culture experiences to the Surprise community. This grant funds programs that use creativity to bring people together, encourage curiosity and inquiry, cultivate and preserve culture and heritage, and/or provide welcoming and inclusive access to arts and culture services and resources. This grant is available to non-profit organizations, schools based in Surprise, and individual artists/small businesses (through fiscal sponsorship) providing arts and culture programming in Surprise.

**Award Amount:** \$1,000-\$5,000

**Deadline:** Monday, April 21, 2025 at 11:59 p.m.

**Application:** [cityofsurprise-arts.submittable.com/submit](https://cityofsurprise-arts.submittable.com/submit)

## Grant Applicant Workshops

City staff will provide a grant writing workshop for grant applicants, providing an overview of the grant application process and answer questions potential applicants may have on the grant application or process. Applicants are highly encouraged to attend a workshop and/or schedule a meeting with the Julie Akerly, Surprise Arts & Culture Manager, prior to applying.

### **Grant Writing Workshop - Virtual**

Wednesday, March 26, 2025, 12 p.m. – 1 p.m.

[Register Here](#)

### **Individual A+C Grants Meeting**

Available M-F from 8 a.m. – 4 p.m.

Contact: Julie Akerly, Arts & Culture Manager  
[Julie.Akerly@surpriseaz.gov](mailto:Julie.Akerly@surpriseaz.gov) | 623.222.2920  
[surpriseaz.gov/arts](https://surpriseaz.gov/arts)

[Schedule here](#)

## Expectations & Eligibility

- Programs and services must be related to arts and culture
- Programming must take place in Surprise between July 1, 2024 - June 15, 2025
- Applicants are only eligible to receive one Surprise Arts & Culture Grant per year
- Grant funding may be used for the following eligible expenses:
  - **Personnel Expenses** – Creative workers, production staff, educators, curators, program administrators, contractors, consultants
  - **Artistic/Production Expenses** – Supplies, materials, equipment, venue rentals, royalties, licensing
  - **Administrative Expenses** - Marketing and promotion, training, utilities, office supplies
- Open to non-profit organizations conducting arts and culture programming in Surprise, Schools in Surprise with publicly accessible/non-credited programming, and individual artists/small for-profit organizations applying through a fiscal sponsorship with a non-profit organization.

## Restrictions

*This grant does not fund:*

- Activities that occur outside of the City of Surprise;
- Closed subscription or membership programming;
- Staff salaries that are for work outside the scope of the proposed project;
- For-profit organizations with annual budgets over \$50,000;
- School projects and programs that are not open and accessible to the general public;
- Projects which are part of a post-secondary degree program where academic credits are earned for participation or completion of program: academic clubs that are not part of required studies and credits are eligible to apply for non-academic arts and culture programming;
- Activities with a political or religious purpose; faith-based organizations are eligible to apply for an Arts & Culture Grant to support the non-religious cultural and arts programming that they provide and proposals should outline the care taken to separate, in time or location, their inherently religious activities from any arts or cultural programming funded through a Surprise Arts & Culture Grant;
- Construction or renovation of facilities or reduction of debt (loan fees, finance charges, etc.);
- Fundraising, re-granting, scholarship programs, fellowships or awards;
- Overhead or processing fees taken by an umbrella/parent organization as a percentage of the total award;
- An applicant who failed to submit a Final Report, complete a program or return unused funds from a previously funded grant, regardless of the funding source or department.

## Grant Levels & Award Amounts

Organizations apply in one of four grant levels. The grant level is determined by the total budget costs of the arts and culture programs and services that the organization provides in the City of Surprise. Grant funding amounts are dependent on annual City Council budget approvals. Applicants will receive a grant award amount dependent on scoring by the panel, their program(s) budget and available funding. Award amounts are subject to change based on the City's annual budget approvals and number of applicants.

	Programming Budget	Award Projections (Based on Panel Review Ranking)		
		Low	Medium	High
Level 1	\$1,500-\$9,999	\$500	\$1000	\$1,500

Contact: Julie Akerly, Arts & Culture Manager  
[Julie.Akerly@surpriseaz.gov](mailto:Julie.Akerly@surpriseaz.gov) | 623.222.2920  
[surpriseaz.gov/arts](http://surpriseaz.gov/arts)

Level 2	\$10,000-\$49,999	\$1,000	\$2,000	\$3,000
Level 3	\$50,000+	\$2,000	\$3,500	\$5,000

## Review Process & Timeline

Applications will be reviewed by an independent community review panel comprised of Surprise residents, artists, cultural leaders and organizers, arts educators and representatives from the Surprise Arts & Cultural Advisory Commission. Grants are reviewed and scored with a high, medium and low ranking that will determine the grant award amount based on available funding. The review process is competitive; therefore, some applications may not receive funding. The panel will recommend awards to the Arts, Culture, and Library Director for final approval.

- February 24 – Applications Open
- March 26 – Grant Applicant Workshop
- April 21 – Grant Application Deadline
- May 5 (week of) – Panel
- June 2 – Grants Update to Surprise Arts & Cultural Advisory Commission
- July 1 – Grant Award Notification

## Criteria

Applications are scored and reviewed based on the following criteria (full rubric below):

- **Intentionality** of organization purpose and program design
- **Community** consideration and participation
- **Impact** on the Surprise community and program participants
- **Resourcefulness** of the organization and program leaders

## Final Report

A final report must be submitted by June 15, 2026, to be eligible for future grant funding from the City of Surprise. The report will include a summary of the project, attendance and demographic data of participants, a final budget report, and professional quality photos of the program. The grant recipient agrees to give the City of Surprise the rights to use any materials submitted in the Final Report for data collection and promotional purposes.

## How To Apply & Application Checklist

Compile all materials on the checklist and complete the online application at the link below. If you need accommodations or additional support to complete your application, please contact us at least two weeks prior to the application deadline.

[cityofsurprise-arts.submittable.com/submit](https://cityofsurprise-arts.submittable.com/submit)

- Narrative questions (see detailed narrative guidelines section below)
- Budget (see detailed budget guidelines section below)
- Two to four images of past programming
- One video link of past programming (optional)
- Partnership and venue agreement forms or letters (see detailed guidelines and template below)
- IRS 501(c)3 Letter of Determination
- Fiscal sponsorship agreement if applicable (see template below)

Contact: Julie Akerly, Arts & Culture Manager  
[Julie.Akerly@surpriseaz.gov](mailto:Julie.Akerly@surpriseaz.gov) | 623.222.2920  
[surpriseaz.gov/arts](https://surpriseaz.gov/arts)

# Narrative Questions

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## 1. **Brief Summary (75 words)**

This description will be used in marketing materials and presentations to City Council and the Surprise Arts & Cultural Advisory Commission. Some questions to answer in your summary include: Who is your organization? What are the activities/programs you will be doing? Where and when will they take place? Who is involved/how many people will participate?

## 2. **Intentionality**

- Share your organizations mission, vision, goals and/or core purpose (150 words)
- Provide an overview of the programming you will be doing and describe how it relates to your organization's mission and purpose (300 words)  
*Share who, what, when and where. Consider your organization's unique vision, purpose and goals and connect those to the description of your programs and services*
- Describe how you develop and select your programming and services (300 words)  
*How does your organization approach decision-making, determine program goals and engage with creative workers, community members and administrators in the planning process? How do you prioritize programs and services?*

## 3. **Community**

Choose the statement that best describes your programs, and answer the affiliated questions

### a) **Broad Approach:** serving a general, non-specific population

- How does your organization ensure an accessible and inclusive environment for participants of varying ages, cultural backgrounds, abilities, etc.? (350 words)  
*Consider how your organization creates a welcoming space, specific initiatives you have to increase access and programs offered for specific community groups*
- How does your organization use public input and feedback from the communities it serves? (300 words)

### b) **Specific Community:** centers a specific or intersection of cultural communities

- Define the specific communities your organization serves (75 words)
- In what ways do your organization's operations, programs and/or services reflect or respond to the specific communities you engage? (350 words)
- How does your organization engage the indicated community in the development, implementation and evaluation of your programs and services? (300 words)

## 4. **Impact**

*Tip! Share quantitative and qualitative data in this section. This could include survey results, examples from participants, quotes or how you plan to collect data in the future.*

- What impact does your programming have on the Surprise community? (150 words)
- What are some of the expected benefits for those who participate in your programming? How do you gauge your success? (350 words)

## 5. **Resourcefulness**

- Who is involved in delivering your programs and services and what background, knowledge or expertise do they have to provide impactful services in Surprise? (300 words)  
*Consider your staff, teachers, project and program partners, and their experience that supports and uplifts your programs*
- Describe the various resources your organization relies on to produce this program, and how they are allocated for maximum impact in service of your community (150 words)

Consider resources broadly! This could include funding, in-kind or volunteer contributions, partnerships, organizational structures, etc.

- o What are your organization's long-term goals for growth or improvement for this program and how do you track your progress toward these goals? (300 words)

## Budget Worksheet

The budget information will be entered directly into a table in the online application form. Below is a template of the forms to help applicants prepare for the budget section of the application.

### 1. Budget Form Template

Include entire costs and revenues of the program you are proposing including artist fees, contracted services, staff salaries, space and facility rentals, equipment rentals and marketing. Do not include activities or staff wages that are for activities outside of Surprise in your budget.

COSTS		REVENUE	
Staff Wages		Ticket Sales	
Artist Fees		Registration Fees	
Contracted Services		Donations	
Travel		Other Grants	
Supplies and Materials		*Surprise Grant	
Marketing		Applicant Cash	
Space Rental		Other	
Equipment Rental			
Other			
<b>Total Costs</b>		<b>Total Revenue</b>	

\*For the "Surprise Grant" line item, enter the following based on the total costs in your budget:

Level	Costs	Grant Amount
Level 1	\$1,500-\$9,999	\$1,500
Level 2	\$15,000-\$49,999	\$3,000
Level 3	\$50,000+	\$5,000

### 2. Staff Salaries Work Template (if applicable)

If staff salaries are included in your budget, this form will ask for a breakdown of their annual salary and percentage of workload towards this program in Surprise. This form will calculate an amount of their salary that can be included in the overall budget form.

Title/Type of Personnel	Qty	Annual Salary	% of Time	Amount
			<b>Total Salary</b>	

### 3. Budget Explanation (400 words max)

Use this space to break down and explain complex budget items like artist fees, space rental, etc.

Contact: Julie Akerly, Arts & Culture Manager  
[Julie.Akerly@surpriseaz.gov](mailto:Julie.Akerly@surpriseaz.gov) | 623.222.2920  
[surpriseaz.gov/arts](http://surpriseaz.gov/arts)

Describe the value and importance of certain budget items to your program(s) and services. If your organization does aspects of this program outside of Surprise, make sure to describe how you calculated the portion of the program that is occurring in Surprise.

## Partnership & Venue Agreement Template

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Surprise Arts & Culture Grant applicants who do not own or lease a physical space in Surprise must include a partnership or venue agreement with their grant application for all locations mentioned in the application. Organizations may create their own contracts or letters of agreement with their partners to submit with their grant application, or they may use this template.

**Applicant Organization Name:** \_\_\_\_\_

**Partner Organization or Venue Name:** \_\_\_\_\_

**Location(s):** \_\_\_\_\_

**Date(s):** \_\_\_\_\_

### Roles and Responsibilities of Grant Applicant:

### Roles and Responsibilities of Partner Organization or Venue:

**Grant Applicant:**

Signature: \_\_\_\_\_

Name (printed): \_\_\_\_\_

Title: \_\_\_\_\_

**Partner or Venue:**

Signature: \_\_\_\_\_

Name (printed): \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

## Fiscal Sponsorship Agreement Template

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This document will serve as a Memorandum of Understanding between Organization X and Organization Y. Organization X will serve as the fiscal Agent to Organization Y.

The role of a Fiscal Agent for small, emerging organizations is an important capacity building opportunity for both organizations. The Surprise Arts & Culture Division hopes that these partnerships will help to build relationships, grow cultural services available to Surprise residents and provide important development opportunities to staff, artists and boards of both organizations.

### I. Terms of Partnerships

In support of the Organization Y,

*Organization X agrees to:*

- a) Serve as the fiscal Agent for Organization Y for the project proposed to and funded by the Surprise Arts & Culture Division.
- b) Submit in timely fashion the Request for Payment form for the funded project
- c) Release the grant funds to Organization Y in timely fashion so as not to impact payments related to the project. Release the total grant award in a single payment.
- d) Ensure that a project Final Report is submitted to the City of Surprise according to grant guideline requirements (60 days after completion of the project). An outstanding Final Report will impact both Organization X and Y's future eligibility for grant support.
- e) Organization X agrees to serve as Fiscal Agent without charge or fee for service.

*Organization Y agrees to:*

- a) Request the funds from Organization X, allowing reasonable time for administration of payment well before incurring project costs.
- b) Complete the project as originally proposed to Surprise Arts & Culture and in accordance with Surprise Arts & Culture Grant Contract Requirements. (Any exceptions/modifications must be approved by City of Surprise staff in advance of the project).
- c) Complete and submit (jointly with Organization X) the Final Report form, including Narrative and Final Budget in accordance with grant requirements (60 days after completion of the project). An outstanding Final Report will impact both Organization Y and X's eligibility for future grant support.
- d) Maintain ongoing and timely communication with Organization X's point of contact for the partnership.

### II. Term and Termination of Agreement

This agreement shall commence \_\_\_\_\_ (date) and terminates on \_\_\_\_\_ (date), or at submittal of the project Final Report form. Upon written notification the terms of this agreement can be terminated, at which point grant funds must be returned to the City of Surprise Arts & Culture Division.

\_\_\_\_\_

Organization X Name, Fiscal Agent

Organization Y Name, Grant Applicant

\_\_\_\_\_  
Authorizing Officials Name & Title

\_\_\_\_\_  
Authorizing Officials Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## ARTS & CULTURE GRANTS RUBRIC

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Panelists will score each grant application based on each criteria for a maximum of 20 points per applicant. There are four criteria that can each receive up to five points. Panelist's scores will be averaged to determine each applicant's score. Based on scores, number of applicants, and available funding and programming budgets, applicants will receive a high, medium or low score.

	<b>Under Developed</b>	<b>Needs More Development</b>	<b>Acceptable</b>	<b>Well Developed</b>	<b>Exceeds</b>
<b>Score</b>	1	2	3	4	5

### Intentionality

The organization is purposeful and intentional in their program design and selection. They are able to clearly identify their core purpose, and show their programs and services align with their mission, goals and/or purpose.

### Community

The organization can clearly identify the community they serve, and ensures access, inclusion, participation and consideration for their intended community. They have clear methods for gathering and utilizing input from the communities they serve.

### Impact

The organization's programs and services have a valuable impact on the Surprise community. They are able to clearly identify the benefits of participants in their programs and have clear methods to gauge their success and benefits.

### Resourcefulness

The organization has members of their team with applicable background, knowledge and/or expertise in the programs and services they provide. They are able to allocate and utilize various resources to achieve their mission.



**CITY OF SURPRISE**  
**ARTS & CULTURE**

# Surprise Arts & Culture Operating Support Grant FY 2026 Guidelines

## Description

Operating Support Grants are available to non-profit arts and culture organizations based in Surprise who have recently participated in an organizational development training program. This grant aims to expand the cultural offerings available to the Surprise community, and to uplift and support the organizations, artists and cultural groups that provide arts and culture services in Surprise. This grant provides funds to organizations who use creativity to bring people together, encourage curiosity and inquiry, cultivate and preserve culture and heritage, and/or provide welcoming and inclusive access to arts and culture services and resources.

**Award Amount:** \$2,000-\$8,000

**Deadline:** Monday, April 21, 2025 at 11:59 p.m.

**Application:** [cityofsurprise-arts.submittable.com/submit](https://cityofsurprise-arts.submittable.com/submit)

## Grant Applicant Workshops

City staff will provide a grant writing workshop for grant applicants, providing an overview of the grant application process and answer questions potential applicants may have on the grant application or process. All applicants are highly encouraged, and first-time applicants are required, to attend a workshop and/or schedule an individual meeting with the Arts & Culture Manager, prior to applying.

### **Grant Writing Workshop - Virtual**

Wednesday, March 26, 2025, 12 p.m. – 1 p.m.

[Register Here](#)

### **Individual A+C Grants Meeting**

Available M-F from 8 a.m. – 4 p.m.

[Schedule here](#)

Contact: Julie Akerly, Arts & Culture Manager  
[Julie.Akerly@surpriseaz.gov](mailto:Julie.Akerly@surpriseaz.gov) | 623.222.2920  
[surpriseaz.gov/arts](https://surpriseaz.gov/arts)

## Multi-Year Funding

Organizations who have completed an organizational development training program from Capably, or other similar approved program within the last five (5) years, may be eligible for multi-year funding support. Organizations will submit a full application once every three years. In their two "alternate" years, grantees submit only a brief status update and annual budget, and are not subject to panel review.

## Grant Levels & Award Amounts

Organizations apply in one of three (3) grant levels. The grant level is determined by the organization's total prior year operating budget. Grant funding amounts are dependent on annual City Council budget approvals. Applicants will receive a grant award amount dependent on scoring by the panel, their prior year's annual budget, and available funding. Award amounts are subject to change based on the City's annual budget approvals and number of applicants.

	Operating Budget	Award Projections (Based on Panel Review Ranking)		
		Low	Medium	High
Level 1	\$4,000-\$99,999	\$2,000	\$3,000	\$4,000
Level 2	\$100,000-\$249,999	\$3,000	\$4,500	\$6,000
Level 3	\$250,000+	\$4,000	\$6,000	\$8,000

## Expectations & Eligibility

- Non-profit organizations with a primary mission related to arts and culture
- Must have completed the Capably development program or similarly approved program within the past five (5) years
- Surprise-based organizations that conduct over 50% of their programming in Surprise
- Organizations who have been established for at least one prior fiscal year
- Programming must take place in Surprise between July 1, 2024 - June 15, 2025
- Applicants are only eligible to receive one Surprise Arts & Culture Grant per year
- Grant funding may be used for the following eligible expenses:
  - **Salaries and Personnel Expenses** – Creative workers, production staff, educators, curators, program administrators, contractors, consultants
  - **Artistic/Production Expenses** – Supplies, materials, equipment, venue rentals, royalties, licensing
  - **Administrative Expenses** - Marketing and promotion, training, utilities, office supplies

## Restrictions

*This grant does not fund:*

- Activities that occur outside of the City of Surprise;
- Organizations that have not completed one full year of prior programming;
- Closed subscription or membership programming;
- Operating expenses that occur outside of the grant date range: July 1, 2024-June 15, 2025;
- For profit organizations or ventures;
- Organizations with programming primarily aligned with a degree program where academic credits are earned for participation or completion of program: academic clubs that registered as a non-profit organization and are not part of required studies and credits are eligible to apply for non-academic arts and culture programming;
- Activities with a political or religious purpose;
- Construction or renovation of facilities or reduction of debt (loan fees, finance charges, etc.);
- Fundraising, re-granting, scholarship programs, fellowships or awards;

Contact: Julie Akerly, Arts & Culture Manager  
[Julie.Akerly@surpriseaz.gov](mailto:Julie.Akerly@surpriseaz.gov) | 623.222.2920  
[surpriseaz.gov/arts](http://surpriseaz.gov/arts)

- Overhead or processing fees taken by an umbrella/parent organization as a percentage of the total award;
- An applicant who failed to submit a Final Report, complete a program or return unused funds from a previously funded grant, regardless of the funding source or department.

## Review Process & Timeline

Applications will be reviewed by an independent community review panel comprised of Surprise residents, artists, cultural leaders and organizers, arts educators and representatives from the Surprise Arts & Cultural Advisory Commission. Grants are reviewed and scored with a high, medium and low ranking that will determine the grant award amount based on available funding. The review process is competitive; therefore, some applications may not receive funding. The panel will recommend awards to the Arts, Culture, and Library Director for final approval.

February 24 – Applications Open  
 March 26 – Grant Applicant Workshop  
 April 21 – Grant Application Deadline  
 May 5 (week of) – Panel  
 June 2 – Grants Update to Surprise Arts & Cultural Advisory Commission  
 July 1 – Grant Award Notification

## Criteria

Applications are scored and reviewed based on the following criteria (full rubric below):

- **Intentionality** of organization purpose and program design
- **Community** consideration and participation
- **Impact** on the Surprise community and program participants
- **Resourcefulness** of the organization and program leaders

## Final Report

A final report must be submitted by June 15, 2025, to be eligible for future grant funding from the City of Surprise. The report will include a summary of the project, attendance and demographic data of participants, a final budget report, and professional quality photos of the program. The grant recipient agrees to give the City of Surprise the rights to use any materials submitted in the Final Report for data collection and promotional purposes.

## How To Apply & Application Checklist

Compile all materials on the checklist and complete the online application at the link below. If you need accommodations or additional support to complete your application, please contact us at least two weeks prior to the application deadline.

[cityofsurprise-arts.submittable.com/submit](http://cityofsurprise-arts.submittable.com/submit)

- Narrative questions (see detailed narrative guidelines section below)
- Annual budget report (must show 2 years, including prior completed fiscal year actuals)
- Two to four images of past programming
- One video link
- Partnership and venue agreement forms (if applicable)
- IRS 501(c)3 Letter of Determination

Contact: Julie Akerly, Arts & Culture Manager  
[Julie.Akerly@surpriseaz.gov](mailto:Julie.Akerly@surpriseaz.gov) | 623.222.2920  
[surpriseaz.gov/arts](http://surpriseaz.gov/arts)

# Narrative Questions

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## 1. **Brief Summary (75 words)**

This description will be used in marketing materials and presentations to City Council and the Surprise Arts & Cultural Advisory Commission. Some questions to answer in your summary include: What is your purpose, mission and/or primary goals? What are the activities? Where and when will they take place? Who is involved/how many people will participate?

## 2. **Intentionality**

- o Share your organization's mission, vision, goals and/or core purpose (150 words)
- o Provide an overview of the arts and culture programs and services your organization provides in Surprise and their relationship to your organization's purpose (300 words)  
*Share who, what, when and where. Consider your organization's unique vision, purpose and goals and connect those to the description of your programs and services*
- o Describe how you develop and select your programming and services (300 words)  
*How does your organization approach decision-making, determine program goals and engage with creative workers, community members and administrators in the planning process? How do you prioritize programs and services?*

## 3. **Community**

Choose the statement that best describes your programs, and answer the affiliated questions

### a) **Broad Approach:** serving a general, non-specific population

- o How does your organization ensure an accessible and inclusive environment for participants of varying ages, cultural backgrounds, abilities, etc.? (350 words)  
*Consider how your organization creates a welcoming space, specific initiatives you have to increase access and programs offered for specific community groups*
- o How does your organization use public input and feedback from the communities it serves? (300 words)

### b) **Specific Community:** centers a specific or intersection of cultural communities

- o Define the specific communities your organization serves (75 words)
- o In what ways do your organization's operations, programs and/or services reflect or respond to the specific communities you engage? (350 words)
- o How does your organization engage the indicated community in the development, implementation and evaluation of your programs and services? (300 words)

### c) **Impact**

*Tip! Share quantitative and qualitative data in this section. This could include survey results, examples from participants, quotes or how you plan to collect data in the future.*

- a. What impact do your programs and services have on the Surprise community? (150 words)
- b. What are some of the expected benefits for those who participate in your organization's programming? How do you gauge your success in delivering these benefits? (350 words)

### d) **Resourcefulness**

- a. Who is involved in delivering your programs and services and what background, knowledge or expertise do they have to provide impactful services in Surprise? (300 words)  
*Consider your staff, teachers, project and program partners, and their experience that supports and uplifts your programs*
- b. Describe the various resources your organization relies on to do its work and how they are allocated for maximum impact in service of your community (150 words)

*Consider resources broadly! This could include funding, in-kind or volunteer contributions, partnerships, organizational structures, etc.*

- c. What are your organization's long-term goals for growth or improvement and how do you track your progress toward these goals? (300 words)

## Partnership & Venue Agreement Template

Surprise Arts & Culture Grant applicants who do not own or lease a physical space in Surprise must include a partnership or venue agreement with their grant application for all locations mentioned in the application. Organizations may create their own contracts or letters of agreement with their partners to submit with their grant application, or they may use this template.

**Applicant Organization Name:** \_\_\_\_\_

**Partner Organization or Venue Name:** \_\_\_\_\_

**Location(s):** \_\_\_\_\_

**Date(s):** \_\_\_\_\_

### Roles and Responsibilities of Grant Applicant:

### Roles and Responsibilities of Partner Organization or Venue:

**Grant Applicant:**

Signature: \_\_\_\_\_

Name (printed): \_\_\_\_\_

Title: \_\_\_\_\_

**Partner or Venue:**

Signature: \_\_\_\_\_

Name (printed): \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

## ARTS & CULTURE GRANTS RUBRIC

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Panelists will score each grant application based on each criteria for a maximum of 20 points per applicant. There are four criteria that can each receive up to five points. Panelist's scores will be averaged to determine each applicants score. Based on scores, available funding and programming budgets, applicants will receive a high, medium or low score.

	<b>Under Developed</b>	<b>Needs More Development</b>	<b>Acceptable</b>	<b>Well Developed</b>	<b>Exceeds</b>
<b>Score</b>	1	2	3	4	5

### Intentionality

The organization is purposeful and intentional in their program design and selection. They are able to clearly identify their core purpose, and show their programs and services align with their mission, goals and/or purpose.

### Community

The organization can clearly identify the community they serve, and ensures access, inclusion, participation and consideration for their intended community. They have clear methods for gathering and utilizing input from the communities they serve.

### Impact

The organization's programs and services have a valuable impact on the Surprise community. They are able to clearly identify the benefits of participants in their programs and have clear methods to gauge their success and benefits.

### Resourcefulness

The organization has members of their team with applicable background, knowledge and/or expertise in the programs and services they provide. They are able to allocate and utilize various resources to achieve their mission.



**CITY OF SURPRISE**  
**Council Subcommittee on Community Outreach,**  
**Partnerships & Grants**

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Council Meeting Date: February 12, 2025      Contact Person:  
Submitting Department: Human Svcs and Comm      District: Citywide  
Vitality  
Staff Recommendations:

---

Consent: No      Regular: No      Public Hearing: No      Report/Discussion: No

---

**Agenda Wording:**

Consideration and action pertaining to the application of the Surprise Community Outreach Program grant for FY26.

---

**Motion:**

I move to approve the application of the Surprise Community Outreach Program grant for FY26.

---

**Background:**

The Community Outreach Program is a council-driven initiative to provide funding assistance to non-profit organizations within the City of Surprise for programs, events, and activities that enhance the overall lifestyle of the community. To be considered for the program, applicants must meet eligibility requirements and submit a completed application.

---

**Objective Analysis:**

In an effort to support and grow the quality of life in Surprise, City Council offers the Surprise Community Outreach Program (SCOP) grant. This program provides financial assistance to qualified non-profits that provide a direct service to Surprise residents.

---

**Policy Compliant:**

This item is compliant with city and council policies.

---

**Financial Impact:**

FY26 SCOP expenditures will not exceed \$150,000.

---

**Budget Impact:**

This item is set to be included in the Fiscal Year 2026 budget approval at \$150,000.

**FTE Impact:**

N/A

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**ATTACHMENTS:**





**SURPRISE**

ARIZONA

**COMMUNITY OUTREACH PROGRAM**

**GUIDELINES AND APPLICATION**

**FY 2025-2026**



## Surprise Community Outreach Program FY2025-2026

The City of Surprise is pleased to announce the Community Outreach Program. The major purpose of the program is to provide funding assistance to organizations within the City of Surprise for programs, events, and activities that enhance the overall lifestyle of the community.

To be considered for the program, applicants must meet eligibility requirements and submit a completed application.

**Applications for FY2025-2026 will be accepted until Friday, May 9, 2025.**

Applications must be concise and filled out completely. Applicants who receive an award during one fiscal year must re-apply for consideration for any subsequent rounds of funding.

A non-mandatory pre-application meeting will be available to all applicants. This meeting will include information about the community outreach program and application process.

**Wednesday, March 4, 2024  
2:00pm  
Surprise City Hall  
Community Room**

Official notification will be sent to all applicants following official action by the Surprise City Council. Successful applicants must sign and return the acceptance form before funds are awarded. **All funding decisions made by the City Council are final.**

Thank you for your interest. For questions about the application or the program, please contact Deb Perry at (623) 222-1623 or [Deborah.perry@surpriseaz.gov](mailto:Deborah.perry@surpriseaz.gov).



## **Guidelines**

1. All City of Surprise Community Outreach Program funding decisions made by the Surprise City Council are final.
2. Approved funds shall be used for the event, program, or activity as proposed by the respective applicant and may not be used or otherwise repurposed for any other event, program, or activity. Further, the approved funds shall be spent within one (1) year of the date of award. Any funds not spent will be forfeited.
3. Awarded applicants must seek reimbursement for spent, approved funds between July 1, 2025 and June 15, 2026.
4. Receipt of an award does not guarantee continued support in subsequent years.
5. Applicants must have enhancement of community lifestyle as their primary mission.
6. Applicant must provide an event, program, or activity that makes Surprise better.
7. The proposed project must take place in the City of Surprise and be open to the public.
8. New applications are required for every round of funding.
9. Applications must include any pertinent financial data, including a proposed budget.
10. Late or incomplete applications will not be accepted.
11. Final reports are due within thirty days of the completion of the program/event/activity. Late or incomplete final reports may hinder an applicant's future funding eligibility.
12. Quarterly updates and a final presentation to the committee may be required.
13. Award recipients will acknowledge the award in all programs, press releases, and other publicity with the following credit line: "\_\_\_\_\_ is supported by an award from the City of Surprise Community Outreach Program."
14. All applicants agree by accepting the award that all activities surrounding the function will be open to all members of the public and no person shall be denied access to, or participation in, the events on the basis of race, color, national origin, sex, religion, or disability.
15. Maximum award per applicant will be \$10,000.
16. Only one application per organization will be accepted.
17. Funds are provided on a reimbursement basis; no upfront monies will be distributed.
18. Applicants must provide 501(c)3 verification by providing a list of the organization's board of directors, a copy of the non-profit federal tax status 501(c)3, a copy the 501(c)3 Arizona Corporate Commission annual report, ACC Certificate of Good Standing, and W9 Form. Or the applicant must partner with a 501(c)3 organization.



19. Awarded applicants do not have authority or privileges associated with City sponsorship, donations and/or in-kind not identified within the grant award letter (example: Channel 11, Progress Magazine, rental equipment, etc.).
20. Applicants must present their proposal to the Council Sub-Committee on Community Outreach Partnerships & Grants during the May 28th or May29th meeting. Both meetings are currently scheduled for 10:00 AM at Surprise City Hall, Community Room, 16000 N. Civic Center Plaza. Applicants will be notified which meeting they will be attending no later than May 14, 2025. Additional meeting information will be sent upon receipt of application.





## **Section 2**

### **Eligibility Criteria**

1. Applicants must provide direct services which improve the health and welfare of Surprise residents. The Community Partnerships & Grants Sub-Committee is interested in seeing proposals focus on the following areas/groups in Surprise:
  - a. Community building events
  - b. Programs and services which respond to the Surprise Community Needs Assessment high priority needs areas and populations :
    - i. Low to moderate income individuals and families/youth
    - ii. Homeless individuals and families/youth
    - iii. Individuals with disabilities/special needs
    - iv. Seniors (over 62 years of age)
    - v. Veterans
    - vi. Survivors of violence (domestic, sexual, and hate crimes)
    - vii. Individuals with mental health, behavioral health, substance abuse, and health care treatment needs
2. Applicants that received previous funding must be current in their reporting and have submitted timely and accurate reports.
3. Applicants must demonstrate the ability to generate revenue from other sources.



### **Application Directions**

- a. Please provide comprehensive and clear responses to each of the sections below. Respond to all questions, if a question does not apply to your proposal; indicate this by responding "Not Applicable".
- b. Please respond to the following questions with clear and specific information. The following questions will be ranked on a point system of up to **100 points**.
  1. Provide a brief description of your proposed program/event/activity. Include any previous history, evidence that the event will take place in the City of Surprise, any partnerships with other groups/organizations and how the SCOP funds will be used. (no more than one page) **25 points**
  2. Demonstrate the need for the proposed project/program. (no more than 1/2 page) **25 points**
  3. Specify the total number of persons expected to be served by this project during the funded year and the number of Surprise residents who will be served. (no more than 1/2 page) **15 points**
  4. Identify one goal and three measurable objectives which will be met by this project. (no more than one page) **15 points**
  5. Provide evidence of other leveraged resources. (No more than a paragraph) **10 points**
  6. What is the minimum amount you could accept in order for your program/event/activity to be successful? **10 points**

***The City of Surprise reserves the right to reject any and all applications and to waive any requirements in an application when it deems it necessary and in the best interest of the City.***



## **Application Checklist**

- Completion of Application sections B 1 through 6
- Proposed budget
- 501(c)3 verification includes all items listed below or the applicant must partner with a 501(c)3 organization:
  - List of board of Director's
  - Copy of the non-profit federal tax status 501(c)3
  - Copy the 501(c)3 Arizona Corporate Commission annual report
  - ACC Letter of Good Standing
  - Completed W9 Form
- Any additional documentation supporting your proposed project

***Entire application must be completed and entered into the Neighborly Portal no later than 5pm Friday, May 9, 2025. Late or incomplete applications will not be accepted.***

**Section 3**

**Budget**

# SCOP Expense Report 2025-2026

**PROGRAM:** Surprise Community Outreach Program (SCOP)

**Request** \$ \_\_\_\_\_

**Start Date** 07/01/2025

**Other Funds** \$ \_\_\_\_\_

**End Date** 06/15/2026

**APPLICANT INFORMATION:**

**Name:** \_\_\_\_\_

**Total Cost** \$ \_\_\_\_\_

**Address:** \_\_\_\_\_

**Program Manager** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

	Description	Cost	SCOP Request	Other Funds	Total
1					-
2					-
3					-
4					-
5					-
6					-
7					-
8					-
9					-
10					-
<b>TOTAL:</b>					-

**CEO Signature:** \_\_\_\_\_  
 (Or authorized representative)

**Provide a brief justification of all line items on a separate sheet.**



**CITY OF SURPRISE**  
**Council Subcommittee on Community Outreach,**  
**Partnerships & Grants**

---

Council Meeting Date: February 12, 2025      Contact Person:  
Submitting Department: Human Svcs and Comm      District: Citywide  
Vitality  
Staff Recommendations:

---

Consent: No      Regular: Yes      Public Hearing: No      Report/Discussion: No

---

**Agenda Wording:**

Consideration and action pertaining to the timeline of the Surprise Community Outreach Program grant for FY26.

---

**Motion:**

I move to approve the timeline of the Surprise Community Outreach Program grant for FY26.

---

**Background:**

The Community Outreach Program is a council-driven initiative to provide funding assistance to non-profit organizations within the City of Surprise for programs, events, and activities that enhance the overall lifestyle of the community. To be considered for the program, applicants must meet eligibility requirements and submit a completed application.

---

**Objective Analysis:**

In an effort to support and grow the quality of life in Surprise, City Council offers the Surprise Community Outreach Program (SCOP) grant. This program provides financial assistance to qualified non-profits that provide a direct service to Surprise residents.

---

**Policy Compliant:**

This item is compliant with city and council policies.

---

**Financial Impact:**

FY26 SCOP expenditures will not exceed \$150,000.

---

**Budget Impact:**

This item is set to be included in the FY26 Annual Budget at \$150,000.

**FTE Impact:**

N/A

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**ATTACHMENTS:**

1. SCOP FY26 Timeline - DRAFT

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**Date:** February 12, 2025  
**To:** Community Partnerships and Grants Sub-Committee  
**From:** Seth Dyson, Director  
**Re:** Surprise Community Outreach Program FY2025-2026

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In the past, the City Council has approved program funding to support local non-profits. The following is a brief timeline of the process that will be followed to ensure that the program is consistently implemented.

- |                     |  |
|---------------------|--|
| <b>February 12</b>  | Application to be reviewed for administrative changes  |
| <b>March 17</b>     | Funding opportunity is publicly released   |
| <b>March 26</b>     | Pre-Application meeting held   |
| <b>May 9</b>        | Applications due (7.5 week application period)   |
| <b>May 19</b>       | Applications distributed to City Council Sub-Committee   |
| <b>May 28-29</b>    | City Council Sub-Committee will review program applications and make a recommendation for FY25 funding.                      |
| <b>June 3*</b>      | City Council will approve a budget that identifies the amount of program funding allocated to the Community Outreach Program |
| <b>June 17*</b>     | City Council will vote on recommendations for funding  |
| <b>June 18 - 20</b> | Letters to awarded applicants will be issued*<br><i>*Upon full Council approval</i>  |
| <b>June/July</b>    | Initiate and finalize contracts with awardees  |
| <b>July 1</b>       | Funding Available to awardees  |

*\*Date subject to change*

- 
- |                         |   |
|-------------------------|---|
| <b>October 15, 2025</b> | Quarterly Report due from program recipients, including requests for reimbursements                         |
| <b>January 15, 2026</b> | Quarterly Report due from program recipients, including requests for reimbursements                         |
| <b>April 15, 2026</b>   | Quarterly Report due from program recipients, including requests for reimbursements                         |
| <b>June 15, 2026</b>    | End of program report due, including final requests for reimbursements. Final presentation to Sub-Committee |