

From: [Hanna Spence-Schehr](#)
To: [Richard Schultz](#)
Subject: FY2025 Creative Capacity Grant Notification
Date: Monday, August 12, 2024 4:05:37 PM

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Dear Richard,

The Arizona Commission on the Arts is pleased to inform you that your FY2025 Creative Capacity Grant application has been awarded funding (\$14,800). In an exceptionally difficult budget year for the State of Arizona, we are grateful for the \$2 million Legislative appropriation that has made it possible for us to deliver larger awards than what we projected in the [grant guidelines](#) published in February.

To view your award amount, log into your organization's [Survey Monkey Apply \(SMA\) account](#). On the [My Applications](#) page you will see your application status updated to "Funded" and the award amount underneath that. This information can also be found in the Decision Details tab of your application. As the grant's Primary Administrator (PA), please review your account and make any necessary changes such as updates to contact information or changing the PA.

Before payment can be disbursed, complete the required items in the below chart. Additional information on managing your grant can be found at <https://azarts.smapply.io/res/p/howto-manage-grant-award>.

		Location of
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Task	Due Date	Task
Initial Form for Paperwork Routing	Monday, August 26th, 2024	SurveyMonkey Apply
Grant Award Agreement	Friday, September 13th, 2024	Email Inbox
State Substitute W-9/Direct Deposit Form (if applicable)	Friday, September 13th, 2024	Email Inbox
Payment Form	Monday, May 5th, 2025	SurveyMonkey Apply
Final Report*	Monday, September 15th, 2025	SurveyMonkey Apply

*The Final Report should not be submitted before receiving grant funds and not until the end of the funding period.

Initial Form for Paperwork Routing

You will first receive an Initial Form to verify your contact information (and fiscal sponsor information, if applicable). You can access this form by logging into your Survey Monkey Apply (SMA) account and selecting Start on your application. The Initial Form for Paperwork Routing will be visible under Your Tasks. The Initial Form for Paperwork Routing must be received before a comprehensive Grant Award Packet can be sent. The deadline for completing the Initial Form is **Monday, August 26th, 2024**.

Panel Comments

Panel comments will be provided to all organizations that underwent panel review during the FY25 cycle. If applicable to your application, you will be notified of their availability when they are posted to SurveyMonkey Apply in November 2024.

Grantee Resources

Additional resources on managing this grant are on our website's Grantee Resources page: <https://azarts.gov/grants/resources/>. This includes user

guides for updating SurveyMonkey Apply contact information, accessing additional tasks in SurveyMonkey Apply, instructions for navigating Adobe Sign, grant credit language and logos, and more.

Thank you and congratulations! Should you have any questions, please don't hesitate to contact us.

Sincerely,

Hanna Spence-Schehr

Organizational Programs Coordinator

hspenceschehr@azarts.gov

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