

Carefree Cave Creek Chamber of Commerce Community Grant Program

PURPOSE:

The Carefree Cave Creek Chamber of Commerce Community Grant Program aims to foster vibrant and resilient communities by supporting initiatives that enhance economic vitality, cultural enrichment, and social well-being within the Carefree, Cave Creek, and Desert Foothills areas. Through strategic investment in local organizations, projects, scholarships, and events, we aspire to cultivate a thriving environment where businesses flourish, residents thrive, and the unique identity and spirit of our community are celebrated and preserved.

FUNDING:

Funds are provided to local businesses, and non-profit organizations dedicated to preserving, protecting, educating, and enhancing our community through a variety of eligible programs.

REVIEW PROCESS:

At Carefree Cave Creek Chamber of Commerce, we are committed to supporting initiatives and projects that contribute positively to the well-being and economic development of our community. Our community grant program aims to provide financial assistance to individuals, groups, and organizations undertaking projects that align with our mission and goals. To ensure transparency, fairness, and accountability in the allocation of grants, we have established a rigorous review process.

Review Criteria:

Our review process evaluates grant applications based on the following criteria:

- 1) **Alignment with Mission:** The extent to which the proposed project aligns with the mission and values of the Carefree Cave Creek Chamber of Commerce and the community.
- 2) **Impact:** The potential impact of the project on the community, including the number of people served, the significance of the issue addressed, and the anticipated outcomes.
- 3) **Feasibility:** The feasibility of the project, including the clarity of objectives, the appropriateness of the budget, and the capacity of the applicant to successfully implement the project.
- 4) **Innovation:** The degree of innovation and creativity demonstrated in the proposed project, including new approaches to addressing community needs or solving problems.
- 5) **Collaboration:** The extent to which the project fosters collaboration and partnership within the community, including involvement of diverse stakeholders and leveraging of resources.

Review Process:

- 1) **Application Submission:** Applicants submit their grant proposals through our online portal.
- 2) **Initial Screening:** Upon receipt, grant applications undergo an initial screening to ensure completeness and compliance with program guidelines. Incomplete or ineligible applications may be disqualified at this stage.
- 3) **Peer Review:** Eligible applications are then reviewed by a panel of impartial reviewers selected based on their expertise and experience relevant to the grant program. Reviewers evaluate each application based on the established criteria and provide scores and feedback.
- 4) **Panel Deliberation:** The review panel convenes to discuss the applications, taking into consideration the scores and feedback

provided by individual reviewers. Panelists may seek clarification from applicants or request additional information as needed.

- 5) **Final Decision:** Based on the deliberations and recommendations of the review panel, final funding decisions are made by the Carefree Cave Creek Chamber of Commerce Board of Directors. Applicants are notified of the outcome of their grant application, along with any conditions or requirements associated with the grant award.

Transparency and Accountability:

We are committed to transparency and accountability throughout the review process. To uphold these principles:

- All decisions are documented, including the rationale behind funding decisions.
- Feedback is provided to applicants, regardless of whether their application is successful or not.
- Appeals processes are available for applicants who believe their application was unfairly evaluated.

Conclusion:

Our community grant program review process is designed to ensure that grant funds are allocated in a fair, transparent, and accountable manner. By adhering to rigorous criteria and involving diverse stakeholders in the review process, we aim to support projects that make a meaningful difference in our community.

GRANT AWARDS:

Annual grants may be awarded. Multi-year funding commitments are not available although organizations may apply for a grant every year. Applications for grants are available on the Carefree Cave Creek Chamber of Commerce website. Completed applications are accepted throughout the year and grants are awarded one to two months later. All organizations

receiving grant awards must complete a final report before the end of the year to identify their results, progress, successes, or otherwise. The Community Grants Committee may visit the organization or activity to ensure that all stated benefits have been received. Organizations unable to complete their project in time before the final report deadline must request an extension from the Carefree Cave Creek Community Grants Committee.

ELIGIBILITY CRITERIA:

- Applicants must be an active organization (for or non-profit) as defined by the Arizona Commerce Commission.
- The program should clearly define its need and impact on the community and how it enhances or improves the health, safety, welfare, culture, education, economic development, or goals of the Carefree Cave Creek area.
- The program must have measurable goals and objectives and a realistic method of achieving those goals.
- The program must be in existence for at least one year.

GRANT APPLICATION:

- The applicant must have sources of financial support other than the Carefree Cave Creek Chamber of Commerce grant program to demonstrate the ability to financially sustain itself beyond the year in which the Chamber provides a grant.
- Grants are intended to fund the program identified in the application. No indirect salary or administrative fees are to be funded with Chamber grant money.
- Contributions are not made to individuals, families, political parties, fraternal, labor, religious, political action committees, candidates, lobbyists, military, professional associations, or any other program that does not have a direct economic impact in the area.

PROCEDURES FOR COMPLETING AN APPLICATION:

Please read and follow the grant application instructions carefully.

Incomplete applications and applications missing required information and forms with clear signatures will not be forwarded to the Council for consideration.

Applications are due throughout the year. Applications and supplemental materials will only be accepted by email or hand-delivered to the Carefree Cave Creek Chamber of Commerce office at director@carefreecavecreek.org.

The application must include the following sections in the order indicated below:

- A completed **Cover Page**.
- A **Narrative Section** including Proposal, Objectives, Finances, and Additional Information as applicable.
- A completed **Application Certification**.

Thank you for your interest in the Carefree Cave Creek Chamber of Commerce Grant Program.

If you have any questions during the application, review, and/or award process, please contact Steve at (480) 488-3381 or via email at director@carefreecavecreek.org.