



TEMPE  
Community  
Council



**Human Services Funding  
Grant Applications  
FY 2026-27**

**AGENCY REVIEW**  
Volunteer Orientation  
ZoomGrants & Galaxy Navigation

# Housekeeping



- **Welcome**
- **All lines are muted**
- **Please use the chat function to ask questions throughout the session**
- **These slides in PDF form and recording will be posted to our website: [tempecommunitycouncil.org](http://tempecommunitycouncil.org)**

# Agenda



- **Thank You & Introductions**
- **Agency Review Overview**
- **Timeline**
- **Funding**
- **What's new?**
- **Performance Measures and Monitoring**
- **ZoomGrants Overview**
- **Questions**

# Welcome

# Introduction/Overview



# THANK YOU!



# Tempe Community Council

53 Years

Addressing  
Human Service Needs  
in Tempe



**TEMPE**  
Community  
Council



**“Connecting Those in Need with Those Who Care”**

# Tempe Community Council

## What Volunteers Say

*“I was impressed by the extensive network of service providers and by how thoughtful and well-designed their programs seem to be.”*

*“Each time I have participated, I have learned more about Tempe and the people who live here.”*

*“I was honored to be part of this important work.”*

*“Great experience and made me feel like I was directly contributing to my community.”*

*“I learned so much about our fragile populations and am reminded of what is so good in our community. **Tempe truly is a place with a big heart.**”*

*“Actively participate in community, learn firsthand of needs and services, and work with great people – phenomenal!”*

# Agency Review Reviewers

## Volunteer Requirement

- Live/Work in Tempe
- Must be at least 18 years old
- Attend Orientation/Training
- Confidentiality/Conflict of Interest Contract

## Read/Score/Interview (as needed)

## Initial Recommendations

- Written Proposal
- Financial Review
- Interview (only as needed)
- Allocation Discussion and Consensus

# Volunteer Involvement

Estimated activity/time commitment: **20 hours is average**

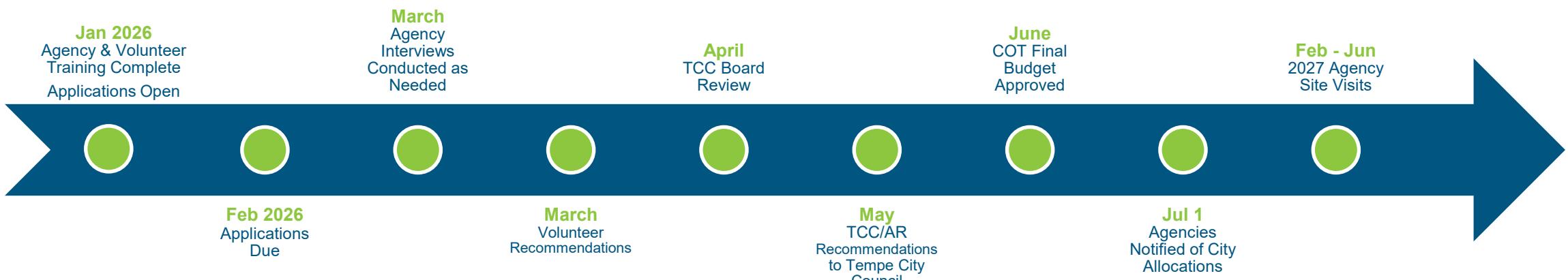
Activity	Timeframe
Attend Orientation/Training	2-3 hours (Jan)
Read/Score Agency Applications Assigned	4 hours 2-1/2 weeks (by Feb 23)
Participate in Agency Interviews (as needed)	1 half or full day - You Choose & Optional for some programs
Attend Allocation Meeting	8 hours (March 9 & 24 day in-person)
City Council Presentation	May 18 (tentative)
Monitoring Activities (i.e., Site Visits)	Ongoing – You Choose
Participate in Community of Practice Sessions	Ongoing – You Choose

# Agenda

- Timeline
- Process
- Volunteer Involvement & Opportunities
- About ZoomGrants (Grants Management Database)
- Agency Conflict of Interest & Matching
- Galaxy (Volunteer System)
- Next Steps
- Questions
- Program and Technical Assistance

# Agency Review

## HIGH LEVEL TIMELINE



Scoring DUE  
Monday, February 23  
Before 12 Noon Arizona Time

# Read, Score and Prepare Questions

Proposal Review, Scores and Questions must be submitted  
online by

**Monday, February 23 before 12:00 Noon**

# Timeline

## VOLUNTEER

### FY 2026-27 Agency Review Process

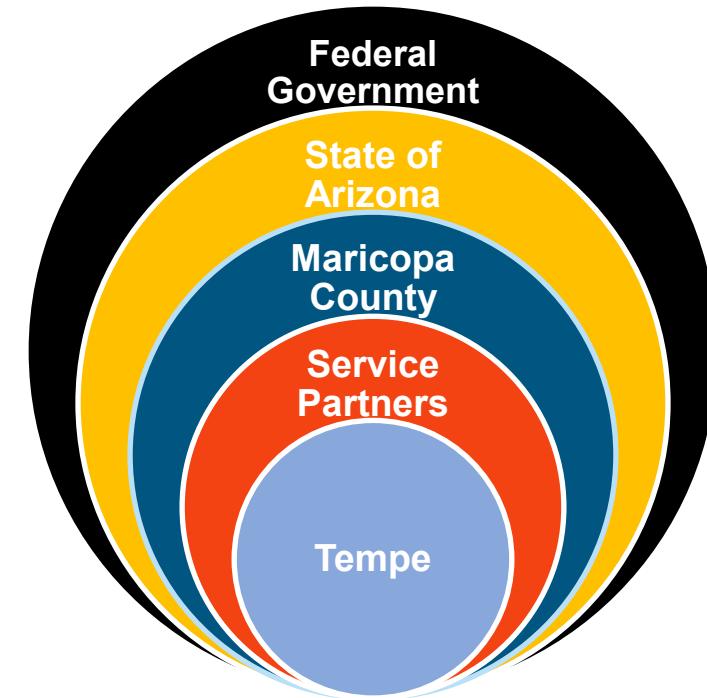
DATE	TIME	ACTION
January 21, 2026	5:30-7:00 PM New OR Returning Volunteers	<b>Programmatic Volunteer Orientation &amp; Training via ZOOM*</b> Training will prepare volunteers for the online application system. Attend only one of three sessions offered.
January 22, 2026	9:00-10:30 AM New OR Returning Volunteers	<b>Programmatic Volunteer Orientation &amp; Training via ZOOM*</b> Training will prepare volunteers for the online application system. Attend only one of three sessions offered.
January 22, 2026	1:00-3:00 PM	<b>Financial Volunteer Orientation &amp; Training via ZOOM*</b> <u>ONLY</u> volunteers needing additional training or guidance Training will prepare volunteers for the online application system.
January 23, 2026	9:30-11:00 AM New OR Returning Volunteers	<b>Programmatic Volunteer Orientation &amp; Training via ZOOM*</b> Training will prepare volunteers for the online application system. Attend only one of three sessions offered.
February 6, 2026	12:00 PM/Noon	<b>Applications Open for Scoring</b>
February 23, 2026	BEFORE NOON	<b>Volunteer interview questions and scoring due in ZoomGrants <u>before Noon</u></b>
March 9, 2026	3:00-5:30 PM	<b>Preliminary Allocation Meeting – Review Scores and Allocation Options via ZOOM*</b>
March 9-13, 2026	Time TBD	<b>Agency Interviews via Zoom</b> (as needed, agency-specific dates TBD) Determine significant questions and answers.
March 24, 2026	9:00 AM until Consensus (anticipated 12:00 PM)	<b>Final Review &amp; Recommendations Meeting</b> <b>Tempe Transportation Center – Don Cassano Room</b> Agency Review Committee meets and determines final recommendations by reviewing composite evaluations. Community Impact volunteers only.
April 1, 2026	4:30 PM	<b>Review and accept recommendations at TCC Board Meeting</b>
May 18, 2026	4:00 PM	<b>AR Recommendations presented to Tempe City Council at a Work Study Session</b>
July 2026-June 2027		<b>City Annual Agency Site Visits</b> Each year 10-15 agencies are visited by ARE volunteers (optional)

# Nonprofit Challenges in 2026

Funding	Technology	Leadership	Collaboration
<ul style="list-style-type: none"><li>• Difficulty cultivating donors</li><li>• Difficulty measuring impact/outcomes</li><li>• Difficulty acquiring and retaining donors</li><li>• Government laws and restrictions</li><li>• Decreased private donations</li><li>• <b>Increased demand for services</b></li></ul>	<ul style="list-style-type: none"><li>• Lack of adequate resources</li><li>• Outdated software/technology</li><li>• <b>Providing services and programs remotely</b></li><li>• Rapidly changing technology</li><li>• Lack of technological experience</li></ul>	<ul style="list-style-type: none"><li>• Difficulty recruiting</li><li>• Limited staff capacity</li><li>• <b>High staff turnover</b></li><li>• Lack of strategic direction</li><li>• Lack of leader succession plan</li><li>• Difficulty recruiting board members</li><li>• Lack of engaged board members</li></ul>	<ul style="list-style-type: none"><li>• <b>Building partnerships</b></li><li>• Lack of communication</li><li>• Competition for funding and resources</li><li>• Maintaining organizational identity</li></ul>

# Human Services

## COLLABORATING FOR POSITIVE OUTCOMES



# Partnership

## TCC & CITY OF TEMPE



### Agency Review

Don Carlos

Youth & Families – Threadz, Teen Triple P Parenting, Open Horizons

Tempe Coalition

Tempe Community Foundation

Tempe VITA Tax Site

Community Resources/Non-profit  
Partners



### CARE 7

Community Supervision

Family & Community Support

Family Justice Commission

Homeless Solutions

Housing Services

Veterans/Military Resources

# Agency Review

## COMMUNITY IMPACT



### Tempe City Council Strategic Priority 3.10

Ensure that agencies who receive human service grants from the City, achieve their performance goals related to homeless, youth, domestic violence, working poor, seniors, and individuals with disabilities.



# Process Details

## Funding Sources

- City of Tempe General Fund
- Together Tempe - City of Tempe (water bill donations)
- Together Tempe - Tempe Community Council (individual donations)



## Citizens

- Agency Review Volunteers
- TCC Board and Committees
- Community of Practice Groups
- Community Needs Assessment



**Gather Lessons Learned** – continually identify how to improve!

# Funding Sources

**City of Tempe General Funds**  
**Together Tempe - Voluntary Donations via Utility Payment**  
**Together Tempe - Tempe Community Council**

**Approximately \$1,100,000**



# Giving to Help Even More



Giving a little changes a lot.



[TogetherTempe.org](http://TogetherTempe.org)

## Two ways to give:

- 1) Add \$1 (or more) to your City of Tempe utility bill payment
- 2) Give one time or recurring donation through TCC

# Minimum Agency Requirements

-  **501(c)3 Status**
-  **Human Services Focused**
-  **Serve Tempe Residents**

# 2024-25 Needs Assessment



**Full Report Available on TCC  
Website**

[tempecommunitycouncil.org/needs-assessment/](http://tempecommunitycouncil.org/needs-assessment/)

# Previous Target Populations

**Homeless  
Individuals and  
Families**

**Working Poor**

**Children  
and Youth**

**Sexual and  
Domestic Violence  
Survivors**

**Individuals with  
Disabilities**

**Older Adults**



**TEMPE**  
Community  
Council

# Social Determinants of Health



# Social Determinants of Health

## SAMPLE APPENDIX PAGE



### Healthy & Affordable Food

Healthy and affordable food starts with the understanding that "we are what we eat" and the availability of healthy, affordable food is vital for community health. Providing access to affordable, healthy food has a positive impact on nutrition, disease prevention, mental health, and early childhood brain development.

#### Overarching Performance Measure

The percentage (\_\_\_\_%) of program participants who have improved consistent access to affordable, nutritious, and culturally appropriate food to meet their dietary needs and preferences for an active, healthy life.

#### Prioritization

1. (Top priority) Food pantries, distribution sites, food vouchers, and food boxes
2. Community fridge, community closet, diaper bank, or hygiene hub
3. Programs that link clients to produce boxes or pantries
4. Culturally tailored food access programs or mobile pantries
5. Other:

#### Sample Key Outcomes

**Output Measures (Quantity of Services Provided)**

- Number of meals served per day/week/month
- Number of households or individuals served
- Pounds of food distributed
- Number of food boxes prepared and distributed
- Number of new clients enrolled in the program

**Outcome Measures (Impact on Clients & Community)**

- Percentage of clients who report improved food security
- Reduction in client reliance on emergency food assistance over time
- Percentage of clients who access additional support services (e.g., job training, housing assistance)
- Client satisfaction survey results
- Improvement in dietary quality (e.g., increased fruit/vegetable consumption)

**Efficiency Measures (Resource Utilization)**

- Cost per meal served
- Cost per pound of food distributed
- Percentage of food sourced through donations vs. purchases
- Volunteer hours contributed vs. paid staff time
- Time from food donation to distribution

**Quality Measures (Service Effectiveness & Client Experience)**

- Percentage of meals meeting nutritional guidelines
- Food freshness and quality ratings from clients
- Wait time for food assistance
- Number of service complaints and resolution time
- Client feedback on dignity and respect during service interactions

# Social Determinants of Health

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# Social Determinants of Health

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- Percentage of meals meeting nutritional guidelines
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# ZoomGrants

Look for the Social Determinant Of Health Agency Selection

## Branching Question #6

Select the **PRIMARY** social determinant of health your program seeks to address

**6. Select the PRIMARY social determinant of health your programs seeks to address.**

*You must select only one. Refer to the RFP and Training Manual for definitions of each social determinant.*

- Affordable Quality Housing
- Economic Opportunity
- Access to Care
- Social Justice (Collaborations check here)
- Quality Affordable Food
- Social Cohesion
- Educational Opportunity
- Community Safety



# Social Determinants of Health

## COLLABORATIONS

### 5. Which type of grant are you applying for?

*Single means one agency and one program. Collaborative means two or more agencies/organizations working on one program together.*

- Single Agency Program
- Collaborative Program (of any kind should apply under the Social Justice - Social Determinant)



### Social Justice

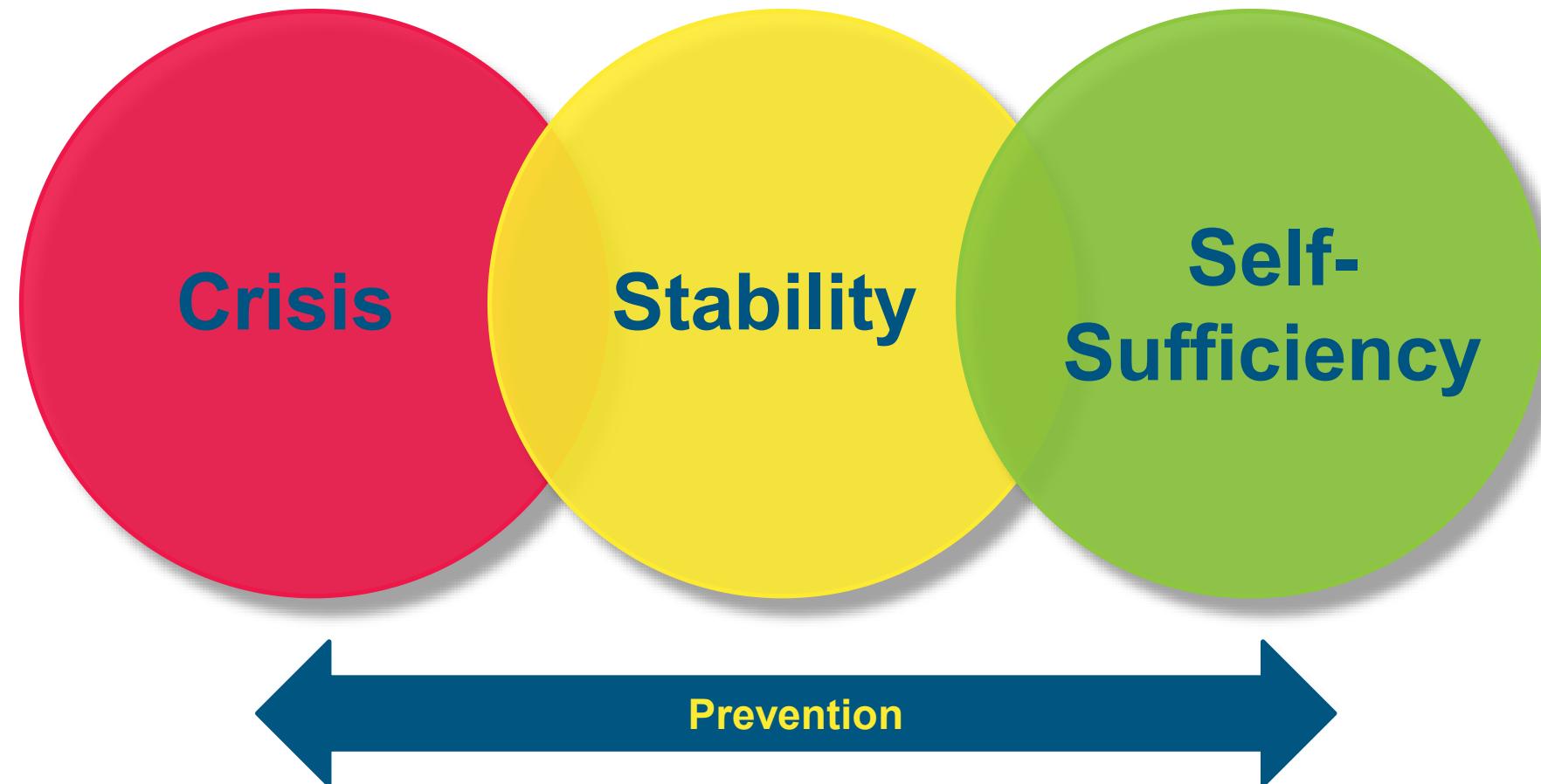
Social justice promotes fairness by challenging injustice and valuing diversity. Many preventable diseases are often linked to issues of social justice. In community health, the focus is on improving well-being and addressing health disparities. Addressing social justice issues positively improves physical and mental health, longevity, economic stability, social inclusion, family cohesion and community well-being.

#### Overarching Performance Measure

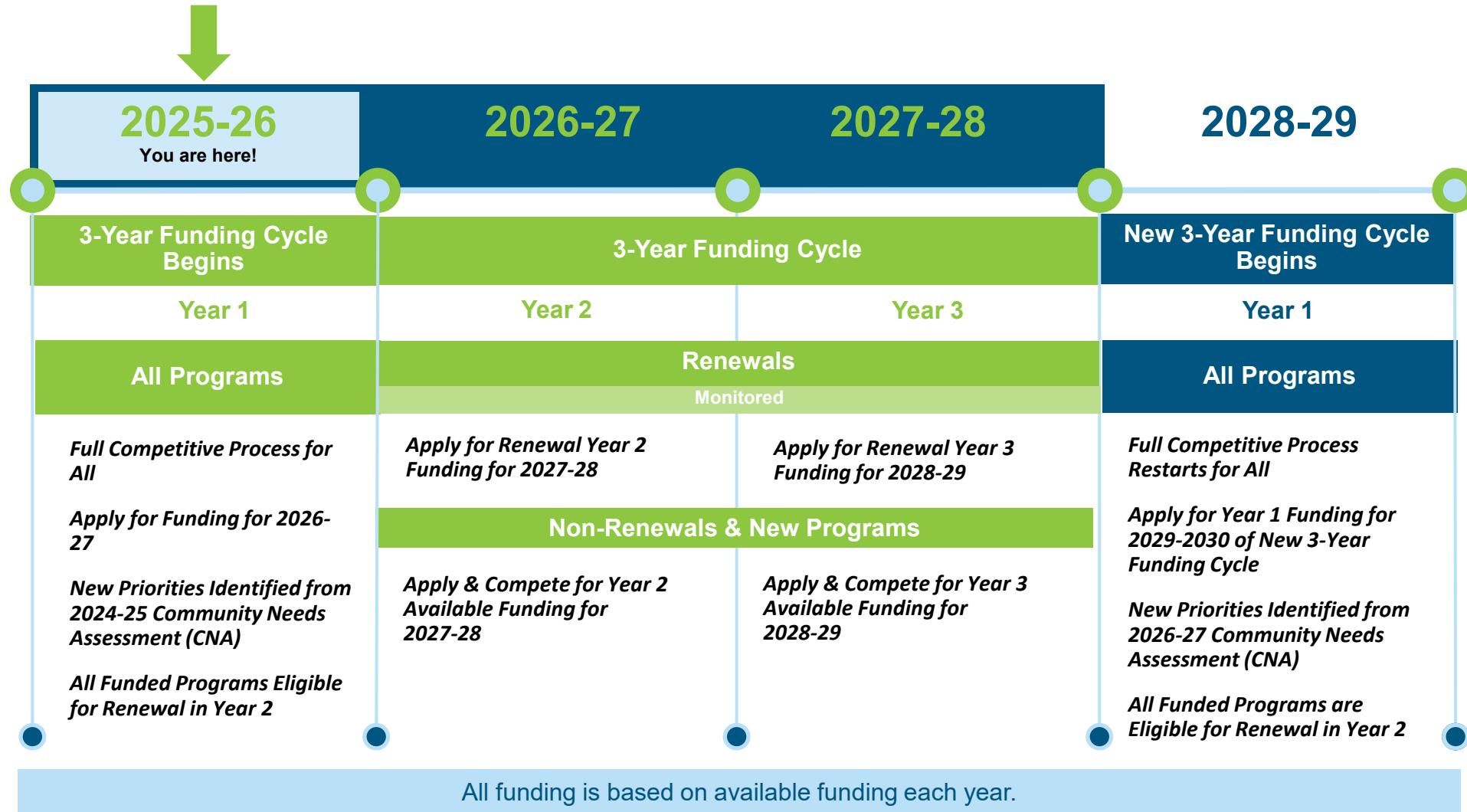
The percentage (\_\_\_\_%) of program participants receiving legal navigation [services who demonstrate improved stability in court compliance, housing \(safe living\), or access to essential community supports.](#)

**Collaborative programs of any kind (ANY SUBTOPIC in ZoomGrants) should apply under this Social Justice determinant.**

# Categories



# Proposed 3-Year Funding Cycle



# Application Summary 2025 – 2026 (Last Year)



## Applications

**67 Agencies/75 Programs**

**20 new agencies or programs**  
not funded in 2024

**10 agencies funded last year**  
but did not meet criteria for  
renewal/multiyear option

**37 agencies eligible** for renewal/multiyear



## Requested Amount

**Total New/Renewal Requests**  
**\$1,584,459**

**Renewals Requests**  
**\$972,906**

**New/Non-Renewable Funding Available**  
**Approximately \$127,094**

# Scoring

AGENCY REVIEW 2026-27  
Volunteer Training: Scoring Guidance Manual

Scoring Rubric & Tips

Below is your volunteer scoring rubric/tip sheet. It is meant to be a quick reference to assist you with scoring. It is not all inclusive. Reading all of this manual will be the best for educational purposes, but this tip sheet may be useful after you have attended the training and read the manual.

The guidance and/or things-to-consider information appears in *italic blue text* in the scoring questions below.

Please rank the following scoring questions using the scale as indicated below.

Question #	Description	Scoring
1-14	<b>Programmatic Application Questions</b>	On a scale where ...
1	Score the Social Determinant of Health (SDOH) subtopic the program seeks to address. Is the program proposing to serve an identified priority subtopic? Choose one of the three options for points listed in the rating scale column.	10 points = Top Priority or 5 points = Posted priorities other than Top Priority or 2 points = "Other" (their added self-defined program)
2	Is the project a collaborative one? For those that check collaborative for Application Question #5.	0 or 10
3	Rank to what extent does this program collaborate with other stakeholders to meet the needs of their program participants.  For a collaborative grant, look at the additional guidance provided below.	1 is "Does Not" and 5 is "Extensively"

## APPLICATION EVALUATION

### Scoring Rubric & Tips

# Scoring

## APPLICATION EVALUATION

### Scoring Rubric & Tips

Question #	Description	Scoring
1-14	<b>Programmatic Application Questions</b>	On a scale where ...
1	<p>Score the Social Determinant of Health (SDOH) subtopic the program seeks to address. Is the program proposing to serve an identified priority subtopic? Choose one of the three options for points listed in the rating scale column.</p> <p><i>See Application Questions 7–14. If they check the top priority they receive 10 points. Some SDOH have a longer list of subtopics than others. If the subtopic is listed and checked, the application receives 5 points. If they check "Other," they receive 2 points.</i></p>	<p>10 points = Top Priority or 5 points = Posted priorities other than Top Priority or 2 points = "Other" (their added self-defined program)</p>

# Scoring

## APPLICATION EVALUATION Scoring Rubric & Tips

2	<p>Is the project a collaborative one? For those that check collaborative for Application Question #5.</p> <p><i>See application Question 5. Collaborative grants are given 10 points. This gives them a scoring advantage. Collaborations are prioritized and given extra points.</i></p>	0 or 10
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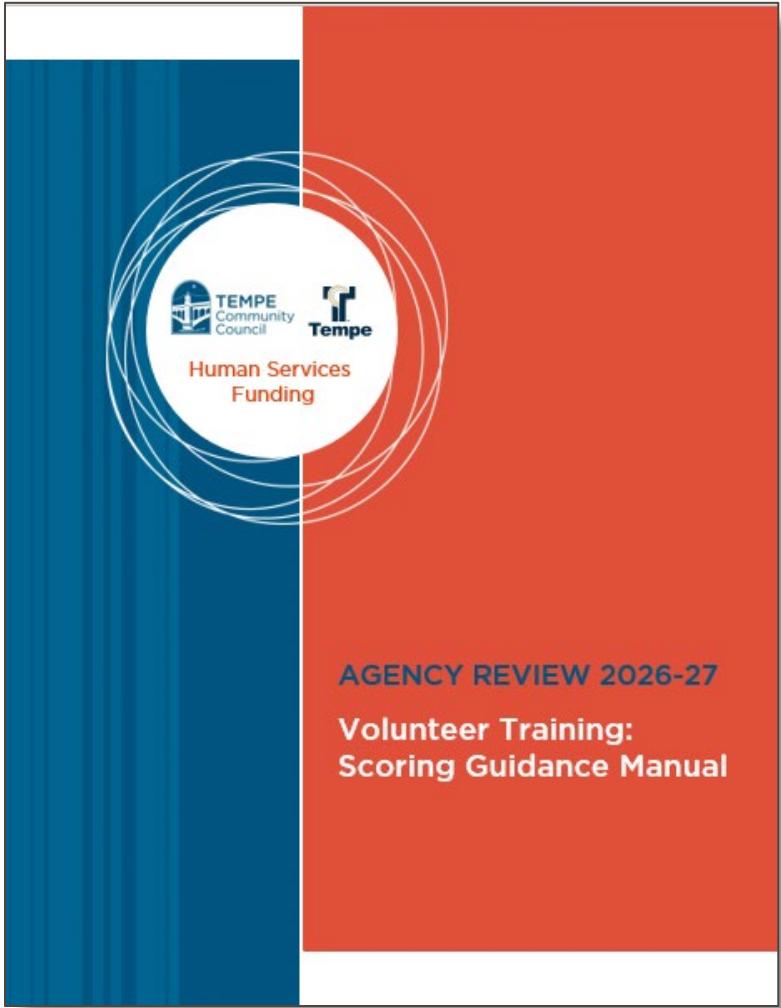
# Process and Scoring

- **Volunteers** - Read/Score/Interview (as needed)
- **Overall scoring:**

Scoring	% of Total Score
Agency Application (80 points possible) Financial Review (10 points possible) Mental Health Questions (5 points possible) Discretionary Points (5 points possible)	100% (100 pts. Max)
Agency Interviews (Support the application)	
<b>TOTAL</b>	<b>100%</b>

- **Initial recommendations:**
  - Written proposal
  - Financial Review
  - Interview (if needed)
- **Final recommendations to City Council**
- **TCC Community Impact Committee reviews/refines process each year**
- **Staff and volunteers conduct agency evaluations each year**
- **Staff monitors City's investment year-round**
- **Volunteers are invited to attend Communities of Practice and site visits**

# Scoring Guidance Manual



## Training Manual Available Online

<https://www.tempecommunitycouncil.org/agency-review/volunteer/>

# Interviews as Needed

## WHY?

- **Create less subjectivity in the process**
- **Level the playing ground**
- **Create room for other opportunities to get to know the agencies like the Community of Practice**
- **Efficiency in getting questions answered**

# Application Evaluation



- READ THE WHOLE APPLICATION**
- Review** scoring descriptions and grant criteria.
- Score** the grant application **using the rubric provided.**

To help make a scoring determination, keep track of the evidence that you believe the grant applicant has provided which addresses each question.



**Look to your Volunteer Training Scoring Guidance Manual and directions inside ZoomGrants.**

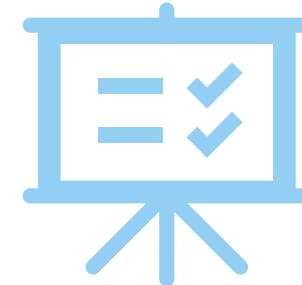
# Importance of Performance Measures



**Tells the agency  
and client  
success story**



**Proves that the work  
has a meaningful  
impact on clients**



**Assesses whether  
the program worked  
as designed**

# Goals, Outcomes, and Indicators

	<b>Definition</b>	<b>Example</b>
<b>Goal</b>	An aspirational “big picture” statement about what you hope to achieve with this program.	<i>Our goal is to alleviate food scarcity for seniors in Tempe.</i>
<b>Outcome</b>	A specific statement about the changes you expect to make in pursuit of this goal and how many people you intend to reach in the fiscal year.	<i>90% or 90 participants aged 60-85 will have increased food sufficiency.</i>
<b>Indicator</b>	The way that an outcome can be measured which indicates success towards the outcome. There may be multiple indicators per outcome.	<i>80% or 80 Tempeans aged 60-85 will report having had at least 2 meals per day in the last month, as measured by a survey administered every 3 months.</i>

# Services vs. Outputs vs. Outcomes

## Service

### What the agency provided

- e.g., counseling services, job assistance, food box

## Output

### How many units of services were completed

- e.g., 7 presentations delivered, 150 youth received tutoring sessions

## Outcome

### What benefits clients received by participating in agency programs

- e.g., improved financial knowledge, increased safety, better health

Outputs and services are NOT outcomes. Outcomes need to be written as changes in **behavior, attitude, knowledge, skill, status, or condition** as a result of participation in agency services.

# How Outcomes Should be Written

## Essential Components of an Outcome Statement



- ✓ % of Tempe participants
- ✓ # of Tempe participants
- ✓ Type of participants
- ✓ Direction of change
- ✓ Type of change
- ✓ Area of change



“85% or 50 elementary school youth will increase their knowledge of healthy eating habits”

# How Indicators Should be Written

## Essential Components of an Indicator



- ✓ % of Tempe participants
- ✓ # of Tempe participants
- ✓ Type of participants
- ✓ Direction of change
- ✓ Success defined
- ✓ Data collection method
- ✓ Time bound

*“On the final day of the program, 85% or 50 elementary school youth who attend at least 3 of the 5 program sessions will achieve a score of at least 75% on the Healthy Habits test, as measured by test scores recorded by facilitators.”*

# Let's Practice! – Example A

## ***Goal***

The goal of providing in-home services is to help empower older adults and adults with disabilities to remain at home as long as possible.

## ***Outcome***

90% or 13 adults with disabilities will  
improve their ability to remain in their home safely.

## ***Indicator***

90% or 13 adults with disabilities served will report fewer or no in-home falls on the 3-month post-feedback survey.

# AGENCY REVIEW

## Financial Reviewer Training

# Application

## BUDGET

- New agencies are capped at \$30,000 request
- Program Budget for all
- Agency Budget for those requesting more than \$10,000
- Budget Narrative



# Application

## COMPLIANCE DOCUMENTS



- Agency Review Pre-Application Manual / Policy and Procedures
- Board of Directors Roster
- 501(c)3
- 990
- Audit
- Management Letter/Auditor Recommendation
- Balance Sheet
- Financial Review Worksheet – New/Updated
- List of Assurances
- Certification Form
- Photo of Services



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# Application

## COMPLIANCE DOCUMENTS – IRS 990 & FINANCIAL WORKSHEET

<b>990</b>		<b>Return of Organization Exempt From Income Tax</b>	
OMB No. 1545-0047			
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)			
Do not enter social security numbers on this form as it may be made public.			
Go to <a href="http://www.irs.gov/Form990">www.irs.gov/Form990</a> for instructions and the latest information.			
2025		Open to Public Inspection	
, 20			
Department of the Treasury Internal Revenue Service			
<p><b>A For the 2025 calendar year, or tax year beginning</b>, 2025, and ending</p> <p><b>B Check if applicable:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Address change</li> <li><input type="checkbox"/> Name change</li> <li><input type="checkbox"/> Initial return</li> <li><input type="checkbox"/> Final return/terminated</li> <li><input type="checkbox"/> Amended return</li> <li><input type="checkbox"/> Application pending</li> </ul> <p><b>C Name of organization</b> Doing business as</p> <p><b>D Employer identification number</b></p> <p><b>E Telephone number</b></p> <p><b>F Name and address of principal officer:</b></p> <p><b>G Gross receipts \$</b></p> <p><b>H(a) Is this a group return for subordinates?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>H(b) Are all subordinates included?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If "No," attach a list. See instructions.</p> <p><b>H(c) Group exemption number</b></p> <p><b>I Tax-exempt status:</b> <input type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) ( ) (Insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527</p> <p><b>J Website:</b></p> <p><b>K Form of organization:</b> <input type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other <b>L Year of formation:</b></p> <p><b>M State of legal domicile:</b></p>			
<p><b>Part I Summary</b></p> <p><b>Activities &amp; Governance</b></p> <p>1 Briefly describe the organization's mission or most significant activities:</p> <p>2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.</p> <p>3 Number of voting members of the governing body (Part VI, line 1a) . . . . . <b>3</b></p> <p>4 Number of independent voting members of the governing body (Part VI, line 1b) . . . . . <b>4</b></p> <p>5 Total number of individuals employed in calendar year 2025 (Part V, line 2a) . . . . . <b>5</b></p> <p>6 Total number of volunteers (estimate if necessary) . . . . . <b>6</b></p> <p>7a Total unrelated business revenue from Part VIII, column (C), line 12 . . . . . <b>7a</b></p> <p>b Net unrelated business taxable income from Form 990-T, Part I, line 11 . . . . . <b>7b</b></p> <p><b>Revenue</b></p> <p>8 Contributions and grants (Part VIII, line 1h) . . . . .</p> <p>9 Program service revenue (Part VIII, line 2g) . . . . .</p> <p>10 Investment income (Part VIII, column (A), lines 3, 4, and 7d) . . . . .</p> <p>11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e) . . . . .</p> <p>12 Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)</p> <p><b>Expenses</b></p> <p>13 Grants and similar amounts paid (Part IX, column (A), lines 1–3) . . . . .</p> <p>14 Benefits paid to or for members (Part IX, column (A), line 4) . . . . .</p> <p>15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10) . . . . .</p> <p>16a Professional fundraising fees (Part IX, column (A), line 11e) . . . . .</p> <p>b Total fundraising expenses (Part IX, column (D), line 25) . . . . .</p> <p>17 Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e) . . . . .</p> <p>18 Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25) . . . . .</p> <p>19 Revenue less expenses. Subtract line 18 from line 12 . . . . .</p> <p><b>Net Assets or Fund Balances</b></p> <p>20 Total assets (Part X, line 16) . . . . .</p> <p>21 Total liabilities (Part X, line 26) . . . . .</p> <p>22 Net assets or fund balances. Subtract line 21 from line 20 . . . . .</p> <p><b>Part II Signature Block</b></p> <p>Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.</p> <p><b>Sign Here</b></p> <p>Signature of officer</p> <p>Date</p> <p>Type or print name and title</p> <p><b>Paid Preparer Use Only</b></p> <p>Preparer's name</p> <p>Preparer's signature</p> <p>Date</p> <p>Check <input type="checkbox"/> if self-employed</p> <p>PTIN</p> <p>Firm's name</p> <p>Firm's EIN</p> <p>Firm's address</p> <p>Phone no.</p> <p>May the IRS discuss this return with the preparer shown above? See instructions . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>For Paperwork Reduction Act Notice, see the separate instructions.</p> <p>Cat. No. 11282Y</p> <p>Form 990 (2025) Created 4/30/25</p>			

<b>AGENCY REVIEW</b>		
<b>Financial Review Worksheet for FY 2026-2027</b>		
To be completed by the agency		
Date of Form 990	Prior Year	Current Year
Total Revenue (Row 12)		
Total Expenses (Row 18)		
Revenue Less Expenses (Row 19)		
Total Assets (Row 20)		
Total Liabilities (Row 21)		
Net Assets (Row 22)		
<b>PART IX - Total Functional Expenses</b>		
Total expenses (Row 25, Column A)		
Program service expenses (Row 25, Column B)		
Management & general expenses (Row 25, Column C)		
Fundraising expenses (Row 25, Column D)		
Ratio of Program Service expenses to Total Functional Expenses (divide Column B by Column A)		
<p><b>Date of Most Recent Audit</b></p> <p>Did the auditor provide an unqualified or unmodified (clean) audit?</p> <p>If not, please explain any concerns listed, and summarize management controls or sources of oversight:</p>		

# Application

## COMPLIANCE DOCUMENTS – IRS 990 & FINANCIAL WORKSHEET

Form 990 (2025) Page 10

**Part IX Statement of Functional Expenses**  
Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

**Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.**

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21.				
2 Grants and other assistance to domestic individuals. See Part IV, line 22.				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16.				
4 Benefits paid to or for members.				
5 Compensation of current officers, directors, trustees, and key employees.				
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B).				
7 Other salaries and wages.				
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions).				
9 Other employee benefits.				
10 Payroll taxes.				
11 Fees for services (nonemployees):				
a Management.				
b Legal.				
c Accounting.				
d Lobbying.				
e Professional fundraising services. See Part IV, line 17.				
f Investment management fees.				
g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Schedule O.)				
12 Advertising and promotion.				
13 Office expenses.				
14 Information technology.				
15 Royalties.				
16 Occupancy.				
17 Travel.				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials.				
19 Conferences, conventions, and meetings.				
20 Interest.				
21 Payments to affiliates.				
22 Depreciation, depletion, and amortization.				
23 Insurance.				
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
a				
b				
c				
d				
e All other expenses.				
<b>25 Total functional expenses.</b> Add lines 1 through 24e.				
<b>26 Joint costs.</b> Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720).				

Form 990 (2025)

**AGENCY REVIEW**

**Financial Review Worksheet for FY 2026-2027**

To be completed by the agency

	Prior Year	Current Year
Date of Form 990		
Total Revenue (Row 12)		
Total Expenses (Row 18)		
Revenue Less Expenses (Row 19)		
Total Assets (Row 20)		
Total Liabilities (Row 21)		
Net Assets (Row 22)		
<b>PART IX - Total Functional Expenses</b>		
Total expenses (Row 25, Column A)		
Program service expenses (Row 25, Column B)		
Management & general expenses (Row 25, Column C)		
Fundraising expenses (Row 25, Column D)		
Ratio of Program Service expenses to Total Functional Expenses (divide Column B by Column A)		
<b>Date of Most Recent Audit</b>		
Did the auditor provide an unqualified or unmodified (clean) audit?		
If not, please explain any concerns listed, and summarize management controls or sources of oversight:		



# Application

## COMPLIANCE DOCUMENTS – AUDIT LETTER

**N.P.O.**  
ACCOUNTANTS  
*Nonprofit Accounting Specialists*

INDEPENDENT AUDITORS' REPORT

[REDACTED]

**Opinion**

We have audited the financial statements of [REDACTED], which comprise the Statement of Financial Position as of June 30, 2023, and the related Statements of Activities, Cash Flows and Functional Expenses for the year then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of [REDACTED] as of June 30, 2023, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Basis for Opinion**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of [REDACTED], Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about [REDACTED] ability to continue as a going concern for one year after the date that the financial statements are issued.

24 W Camelback Rd | Suite 568 | Phoenix, AZ 85013

**Auditors' Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

**In performing an audit in accordance with GAAS, we:**

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of [REDACTED] internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about [REDACTED] ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

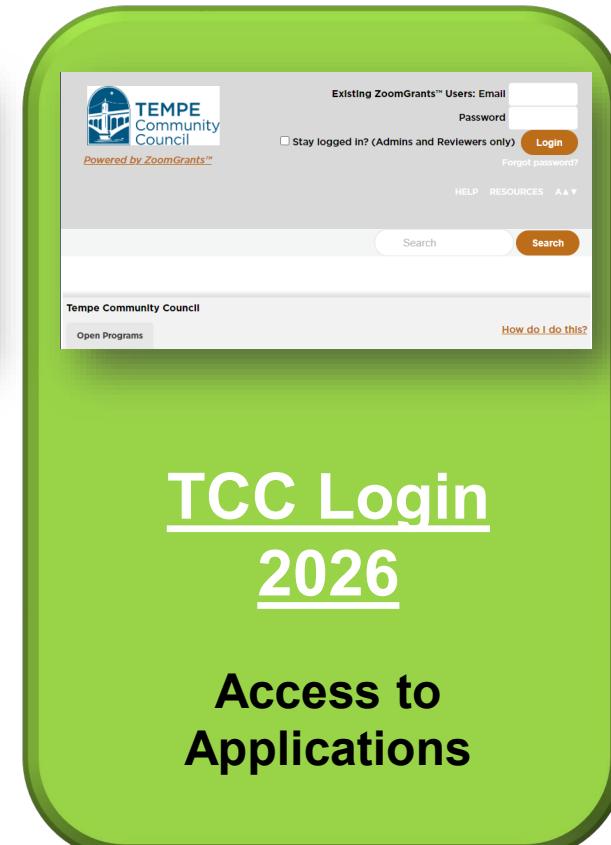
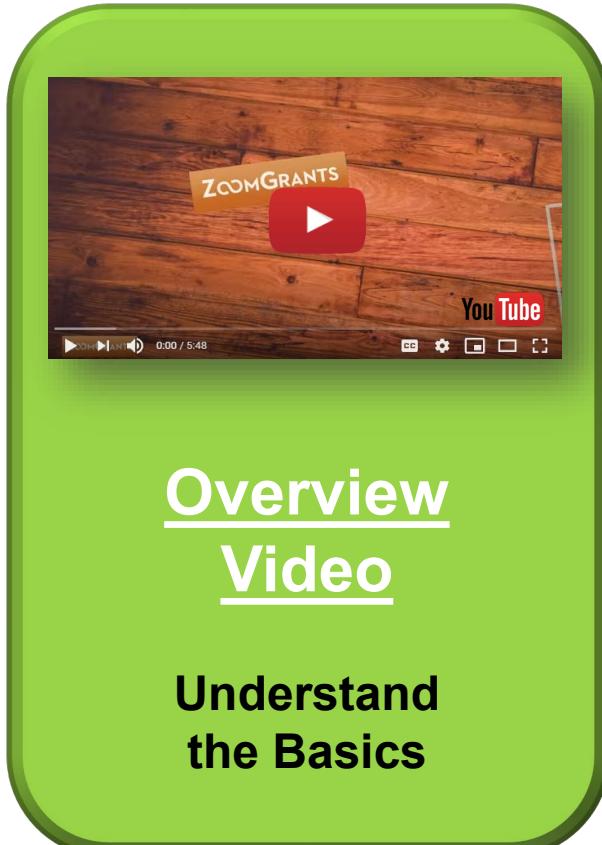
**Report on Summarized Comparative Information**

We have previously audited [REDACTED] 2022 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated December 8, 2022. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2022 is consistent, in all material respects, with the audited financial statements from which it has been derived.

*NPO Accountants*

NPO Accountants  
Phoenix, Arizona  
January 09, 2024

# About ZoomGrants



**LOGIN LINK**

[https://www.zoomgrants.com/zgf/Tempe\\_Community\\_Council/City\\_of\\_Tempe\\_Human\\_Services\\_Grants\\_2026-2027](https://www.zoomgrants.com/zgf/Tempe_Community_Council/City_of_Tempe_Human_Services_Grants_2026-2027)

# Program Dashboard

## QUICK TOUR ON ZOOMGRANTS

### 1. QUICK ACCESS TABS

These tabs provide quick access to Application lists, the Scoring, Financial, and Reporting Reports, and the Data page.

### 2. MY DECISIONS\*

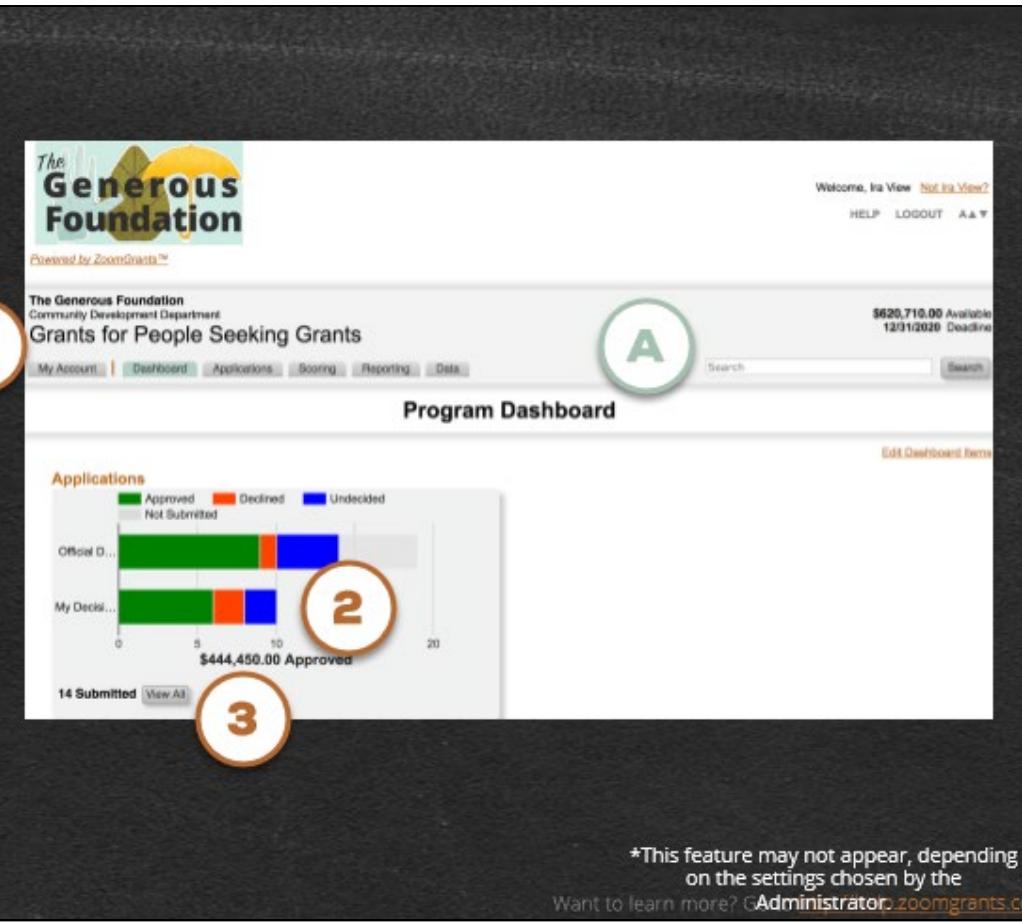
Depending on the settings chosen by the Administrator, you may be assigned to review all or some specific Applications, or you may have access to all of the Submitted Applications.

Click the color-coded bars in the My Decisions section to view lists of Applications with the selected vote. The screenshot to the right, for example, indicates that this Committee Member has voted to Approve several Applications, Decline several, and is still Undecided about one.

To view a list of all of the Applications that you've been asked to read, click the View All button (3) at the bottom of the Applications section.

### A. SEARCH

The Search field is here, too, but this time it will just search for Applications within this Program.



TEMPE  
Community  
Council

# Your Account

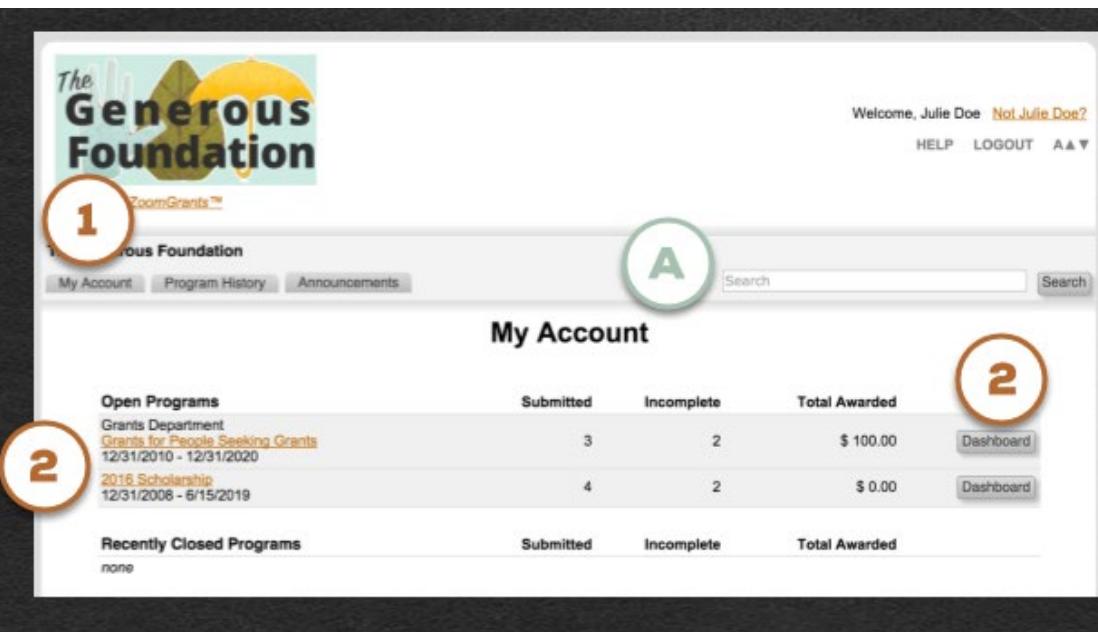
- Volunteer Reviewers must have a ZoomGrants account.
- Kim will set-up your account using your email and assign a default password.
- You will be required to change and customize your password after you first log in.

You may need to check your spam or junk folder and add “[Notices@ZoomGrants.com](mailto:Notices@ZoomGrants.com)” to your whitelist to ensure you receive ZoomGrants emails.

**1. MY ACCOUNT**  
The My Account page provides quick access to all Programs to which you have been assigned.

**2. PROGRAM DASHBOARD**  
Click an orange Program title or the Dashboard button to access that Program.

**A. SEARCH**  
Use the Search field to quickly find Applications by entering part of the Application title, Application contact, etc. You will only be able to access Applications and Programs to which you have been assigned as a Funding Committee Member.





TEMPE  
Community  
Council

# Your Role as a Volunteer

**Support the agencies in creating well-written outcomes by giving them feedback and opportunity to learn and improve**



- 1. Make note of outcomes that do not include all required elements or are written as services or outputs.**
- 2. Add a question for clarification under Committee Discussion in ZoomGrants.**  
**All comments left here should be in the form of a question. Do not hold a discussion with other reviewers in this area.**

# Volunteer Forms

- **Required to be completed before being assigned agency applications to review.**
  - **Volunteer Release & Waiver of Liability** are completed and stored in Galaxy volunteer management system (may have completed if prior volunteer, new volunteers may need to complete if not done during registration).
  - **Agency Review Related Conflict of Interest and Confidentiality Agreement** document will be emailed for signature if attending virtually.

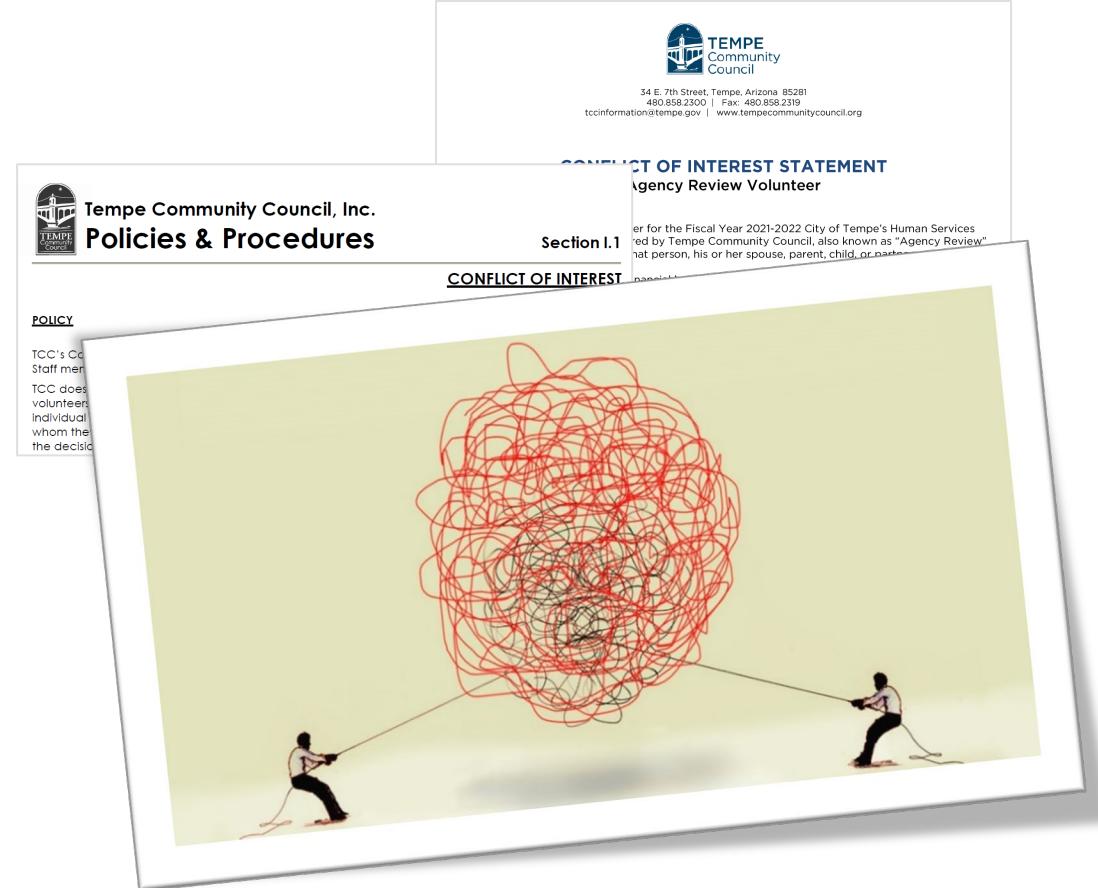


## COMPLETE:

- Agency Conflict of Interest & Policy Statement AR 2025 and Confidentiality Agreement**
- Volunteer Release (includes media) & Waiver of Liability (for new volunteers)**

# Conflict of Interest

- **Read, sign and return** emailed form to [kim\\_vannimwegen@tempe.gov](mailto:kim_vannimwegen@tempe.gov)
- Declare any agency conflicts via email to [kim\\_vannimwegen@tempe.gov](mailto:kim_vannimwegen@tempe.gov)
- Conflicts include range of past **TWO** years.



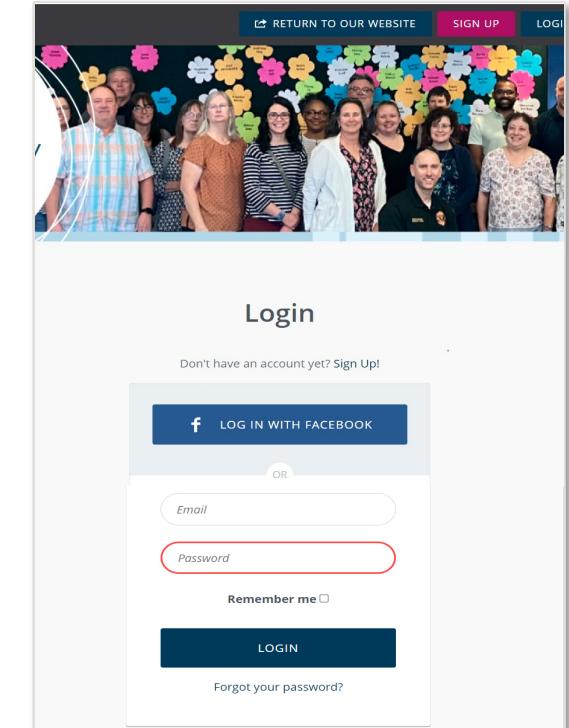
# Confidentiality



- **All information must remain confidential** - including sensitive information about management issues, board conditions, staff assignments, specific client information, and/or financial information.
- **All discussions are to remain within the panel regarding applicant agencies and evaluation/allocation processes.** Information shared outside of the panel may be misinterpreted and out of context of the entire discussion.
- **Panel members who violate confidentiality of the evaluation/allocation process may be dismissed** from the panel or may not be allowed to serve on future panels.
- **Read and Sign Confidentiality Statement within Galaxy.**

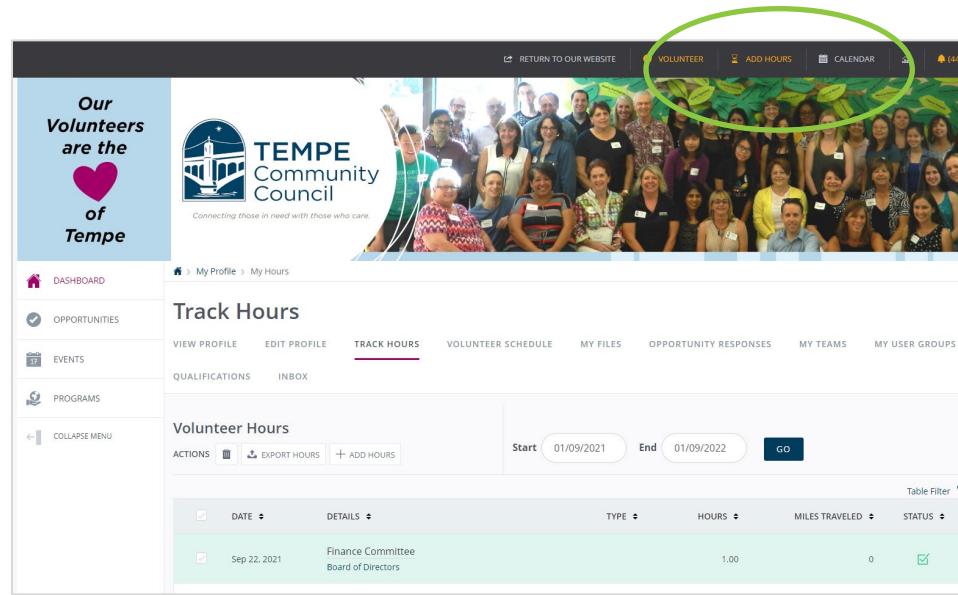
# How to Sign Up for AR Opportunities in Galaxy

1. Login to Galaxy volunteer portal:  
[tempecommunitycouncil.galaxydigital.com](http://tempecommunitycouncil.galaxydigital.com)
2. View Agency Review volunteer **Opportunities** and click on **Respond** to sign up for:
  - **Review and Scoring Applications**
  - Preliminary Allocation Meeting (optional)
  - Final Review & Recommendations Meeting (optional)
3. Qualifications needed for any forms or question may be prompted (generally for new volunteers). After submitting qualifications, click “Respond” again to complete the sign-up
4. Green box will appear at top of screen to confirm submission and an email confirmation will be sent **Your Qualifications have been submitted.**
5. Any problems signing up contact Cindy (480.858.2310) or Kim (480.858.2303)



# Log Your Volunteer Time

**REMEMBER TO LOG YOUR VOLUNTEER HOURS IN GALAXY**  
(includes review and scoring time)



## HOW TO LOG YOUR VOLUNTEER HOURS

1. Login to the Galaxy Digital portal (or Galaxy Causer app).
2. From your Galaxy dashboard, click on **ADD HOURS** from top black menu bar.
3. Under HOUR TYPE area find the opportunity for which you want to log hours from the dropdown menu “Select an Opportunity.”
4. Complete the fields required.
5. At bottom of page click **Submit Hour Entry**.

Note: You can log hours multiple times for the same opportunity – such as “Review and Score Applications” opportunity. To ensure it is not a duplicate log, put some detailed information in the “description” box if needed and utilize the Date Worked box.

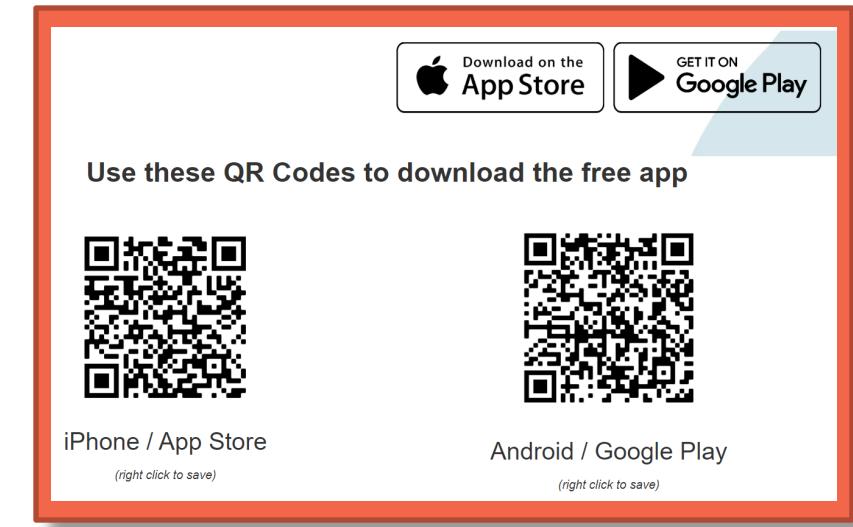
# Galaxy Digital Tips & Help

## HOW TO DOWNLOAD THE GALAXY “CAUSER - GET CONNECTED” APP FOR YOUR PHONE/TABLET/IPAD

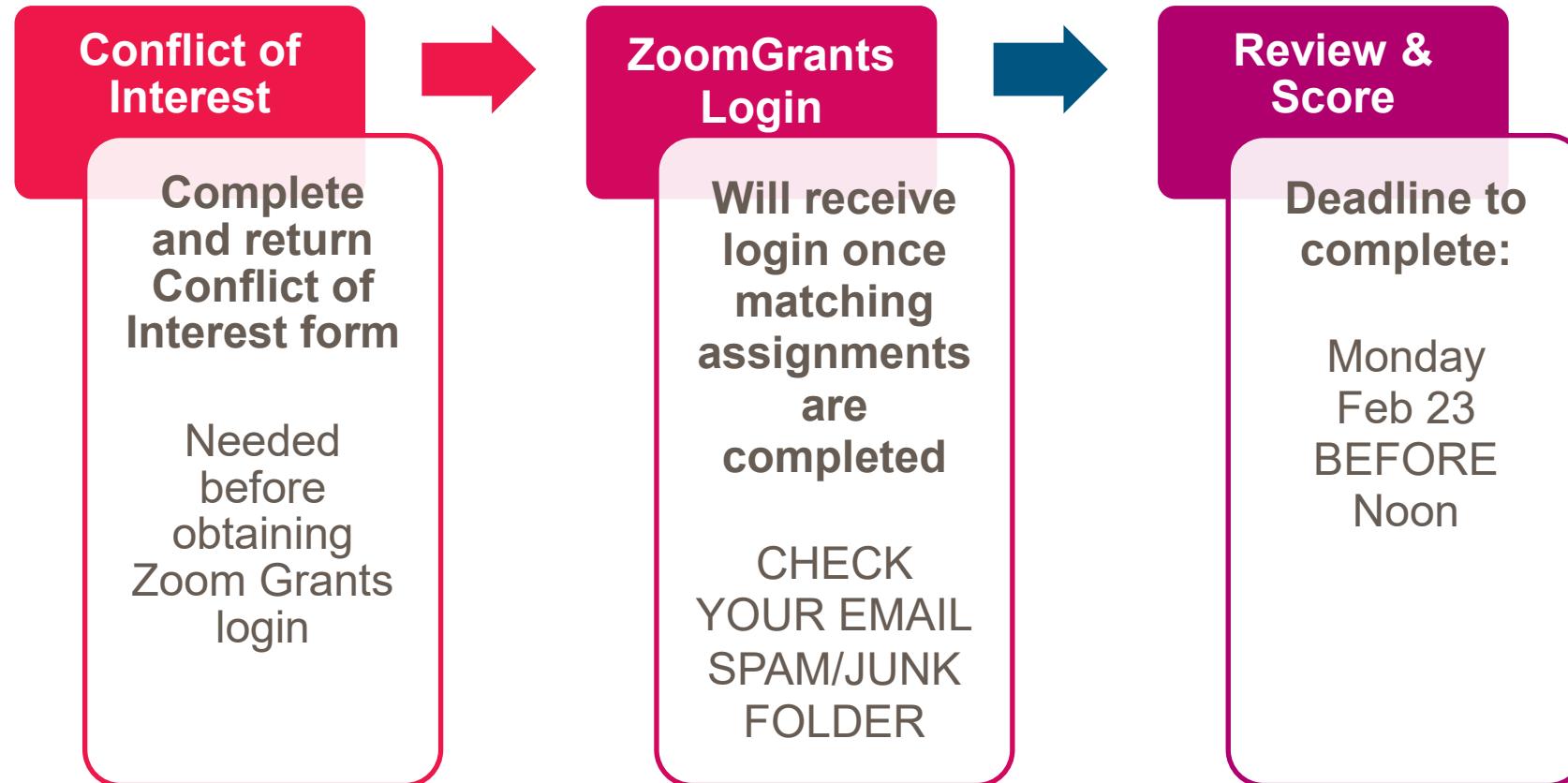
1. Visit the Galaxy Digital App webpage:  
<https://www.galaxydigital.com/for-volunteers-your-new-get-connected-volunteer-mobile-app>
2. Select the platform link your phone uses  
(Google Play or Apple App Store)  
to download the CAUSER – GET CONNECTED app.
3. This app makes logging your hours  
VERY EASY!

## GALAXY HELP GUIDE

For a detailed step-by-step guide for using our volunteer management system – Galaxy Digital call 480.858.2300



# Next Steps



# Questions?

# Assistance

## Technical Questions

[Questions@ZoomGrants.com](mailto:Questions@ZoomGrants.com)

## ZoomGrants Navigation/Technical Issues

1.866.323.5404 Ext 2

## Program Questions

Tempe Community Council

Kim Van Nimwegen, Community Impact Manager  
480.858.2303 | [kim\\_vannimwegen@tempe.gov](mailto:kim_vannimwegen@tempe.gov)

## Financial Review Questions

Kevin Brown 602.859.0085 | [kevpro@gmail.com](mailto:kevpro@gmail.com)

Nancy Blevins 480.695.2520 | [nblevins21@gmail.com](mailto:nblevins21@gmail.com)

Jim Bander 623.252.3278 | [jim.bander@gmail.com](mailto:jim.bander@gmail.com)

## Galaxy Questions

Cindy Kominska, 480.858.2310 | [cindy\\_kominska@tempe.gov](mailto:cindy_kominska@tempe.gov)



# Thank you!

We value the time and care you put into this process.





117 E. 5<sup>th</sup> Street, Suite 200, Tempe, AZ 85281  
480.858.2300  
[tempecommunitycouncil.org](http://tempecommunitycouncil.org)

