



## **Support of Arts Organizations and Grants Project Grant Guidelines for Funding**

**July 1, 2018 – June 30, 2019**

**Applications must be received by Monday, October 1, 2018, 5:00 pm**

**Note: The City of Fairfax Commission on the Arts is transitioning to new project grants guidelines beginning in fiscal year 2017-2018. These new guidelines are in line with those of other arts organizations in the Commonwealth of Virginia and are designed to make the application process easier. Applicants are advised to read the guidelines below thoroughly and in their entirety. They have changed from prior years.**

### **Goals:**

The City of Fairfax Commission on the Arts (the "Commission") recognizes the important role that cultural activities play in determining quality of life. To that end, it has demonstrated a longstanding commitment to support the arts. The following goals are set forth in the furtherance of this commitment:

1. To create a climate within the City that is conducive to the growth and development of City artists and arts organizations through public and private support.
2. To foster the development of excellence and diversity in the arts ensuring that a varied program of cultural activities is available to satisfy the interests of City residents.
3. To guarantee to all artists and arts organizations an open and fair policy that assures equal access to City arts resources.
4. To encourage development of a public/private partnerships in support of the arts.

The Commission provides facilities, financial and technical support, and services to artists and cultural organizations to help them establish themselves in the City. It celebrates and champions artistic excellence. It encourages growth in artistic creativity, quality, and innovation. And it is committed to making art accessible to everyone.

The Commission invests in the arts in the City by supporting and encouraging full participation in a creative culture that will benefit all residents. The Commission seeks to integrate cultural features, including visual, literary, and performing arts, into the existing environment as a means of promoting tourism, economic vitality, civic involvement, and civic pride.

## General Application Policies:

The following policies apply to Commission grants applications. All applications must be:

1. Eligible for support. (See “Eligibility for Support,” below.)
2. Received by 5:00 pm on Monday, October 1, 2018. Late applications will not be considered.
3. For activities and events that occur or occurred between July 1, 2018 and June 30, 2019.
4. Completed using the Commission’s new interactive, fillable grant application form. If you choose to download the form to complete the application offline, it must be complete and typed. The Commission will not accept handwritten applications.
5. Signed. Original or electronic signatures are required on the Certificate of Assurances portion of the application.
6. Submitted by completing our interactive, fillable form, making 12 paper copies of the completed application, and submitting those copies by mail or in person. The Commission does not accept applications sent electronically or by fax. The 12 paper copies of the completed application may be mailed or hand-carried to:

The City of Fairfax Commission on the Arts  
10455 Armstrong Street, Suite 123  
Fairfax, VA 22030

**\*NOTE: For the 2018-2020 grant cycle ONLY, the Commission has adopted these interim *Project Grant Guidelines for Funding* to facilitate the transition from a paper to an online grant management system. These interim guidelines will streamline the application process for grantees and increase the efficiencies of the review process for the Commission while the new online system is being installed and tested. New guidelines for fiscal year 2019-2020 and future grant cycles will be established by the Commission to reflect changes to an online grant system and review process.**

## Eligibility for Support:

### General Criteria for Applicants

**The City of Fairfax Commission on the Arts’ grant program provides funding to organizations/activities that are not otherwise funded by the City of Fairfax through a direct grant from the City Council.**

**Note: The Commission does not fund individuals or groups that have violated any condition imposed by the Commission in connection with any previous Commission-funded project.**

**As well, individuals and organizations that received Commission grants the previous year and missed the reporting deadline must submit the required final report to be eligible for grant funding in the following year. A missed final report will result in ineligibility for funding for one year.**

In addition, to be eligible to receive resources, all applicants must:

1. Be headquartered or reside in the City of Fairfax. Or, they must perform, produce, or present their proposed event or program in the City.
2. Provide access to the arts at reasonable or no costs.
3. Demonstrate artistic skills and professionalism that are appropriate for the type and nature of the organization.
4. Consider the needs and abilities of special populations when planning their proposed events and programs. These include but are not limited to geography, age, gender, race, special needs, and socio-economic status.
5. Produce, present, or support in the City of Fairfax dance, literary arts, media arts, music, theater, visual arts, and related arts.
6. Comply with the criteria required by the Commission, including the submission of a complete and signed application.
7. Seek funds in support of a specific project (as distinguished from general operating funds) that result in a product or service that will be available to the public for the benefit of the City of Fairfax and its residents.

#### **Additional Criteria for Organizations:**

To be eligible to receive financial support, an organization must meet all of the General Criteria for Applicants (1-7) listed above, and:

1. Be a not-for-profit organization and exempt from federal income tax under Section 501(a), which includes the 501(c)3 designation of the Internal Revenue code. Or, it must have applied for tax exempt status. Or, it must be an educational institution. Or, it must be a local chapter of tax exempt national organization.

#### **Additional Criteria for Individuals:**

To be eligible to receive financial support, an individual artist must meet all of the General Criteria for Applicants (1-7) listed above, and

1. Be a practicing artist who is producing, composing, writing, presenting, or supporting dance, literary arts, media arts, music, theatre, visual arts, or related arts.

#### **Ineligible Activities:**

Grant money from the Commission is to be applied *only* to direct costs of a specific activity, event, presentation, or exhibition. The Commission does not fund:

1. General operating expenses.
2. Costs of parties, receptions, fundraising benefits, food, drink, catering, gifts, awards, etc.
3. Endowments, capital campaigns.
4. Activities that are primarily religious in purpose.

5. College or university-based projects that are part of a required course or curriculum, and that do not involve and serve a significant non-student population.
6. Requests to reduce or eliminate existing deficits.
7. Activities or programs that take place outside of the City.
8. Marketing and promotional efforts.
9. Requests that are submitted late, that are not signed, that are handwritten, that are submitted electronically, or that are incomplete.

### Criteria for Evaluating Applications:

**NOTE: Priority will be given to new, innovative, and emerging arts activities and events that will be available to the public for the benefit of the City.**

The Commission reviews grant applications at its November meeting. This is a closed executive session; members will discuss grant applicant finances and other privileged information from grant-seeking individuals and organizations.

Grant awards are subject to availability of funds for grants. The Commission will use the following criteria to determine if support of an applicant with City resources is warranted.

Will the proposed activity or event:

1. Be a new, innovative, or emerging arts activity?
2. Be available to the public for the benefit of the City?
3. Add to the City's vibrancy by encouraging and promoting tourism, economic vitality, and civic engagement?
4. Serve the needs of the City's residents and be accessible to them?
5. Provide an opportunity for the applicant to demonstrate artistic excellence and professionalism?
6. Contribute something that is needed to expand the City's existing cultural arts offerings?

### Guidelines for Grantees:

#### Changes in an Activity or Event:

After the grantee agrees to the terms specified, no substantial changes in the activity or event program, personnel, or budget may occur, unless approved in advance and in writing by the Commission. The individual or organization that signs the contract agrees to uphold its conditions and is legally responsible for the compliances stated in the contract. All project dates, including the period required to implement and complete the funded activity or event, must fall within the Commission's fiscal year (July 1 through June 30), unless an extension has been approved.

### **Cancellation of an Activity or Event:**

Cancellation of a funded activity or event requires notification and explanation to the Commission and a return of all monies received. If the grantee then wishes to substitute an alternative event due to unforeseen circumstances, the grantee needs to notify the Commission, return the initial grant payment, and submit a new grant proposal for review and approval.

### **Unobligated and Unspent Funds:**

Grantees must return to the Commission any grant monies that remain unobligated and unspent at the end of the grant period.

### **Payments to Grantees:**

Grant recipients will receive 75% of their grant amount upon approval and award. The final 25% will be awarded upon the grantee's completion and submission of a final report. (See "Reporting Requirements" below.) This report must be filed within 30 days of the event or final performance and, in all instances, no later than June 30, 2018 at 5:00 pm.

### **Acknowledgment:**

Grantees must acknowledge in all published material that the funded activity or event is partially supported by a Commission grant. The purpose of crediting the Commission is to provide residents with an accurate picture of the broad range of arts activities supported by their tax dollars.

The Commission will provide grantees with its logo and funding credit. This is the way that the Commission is to be acknowledged. Acknowledgment should be included in the grantee's published materials including but not limited to: programs, print and online publications, educational materials, brochures, posters, news releases, websites, catalogues, and videos.

### **Final Reporting Requirements:**

Each grantee must maintain accurate financial records for any activity supported by Commission funds. The Commission or its authorized representative shall have access to these records.

A final report must be delivered to the Commission within 30 days of the event or final performance, and in every instance, no later than June 30, 2019 at 5:00 pm. The Commission will not accept reports via fax.

Failure to file a final report by the due date will result in the Commission withholding the final 25% of payment. Individuals and organizations that miss the reporting deadline must submit the required final report to be eligible for grant funding in the following year. A missed final report will result in ineligibility for funding for one year.

The final report must be submitted using the Commission's Final Report form, which contains a summary of the funded activity or event, including the:

1. Name and address of organization.
2. Contact person, title, and preferred phone number.
3. Project or event name, date, and location.
4. Grant appropriation, to include:

- A. The total grant amount;
- B. A breakdown of expenses;
- C. How grant funds were spent;
- D. The number of attendees;
- E. The number of performers;
- F. A copy of promotional materials and the event program highlighting acknowledgment of funding from the Commission;
- G. An assessment of the project or event, and
- H. A signed Certificate of Assurances.

### **Completing Our Interactive, Fillable Application Form:**

The Commission's project grant application is an interactive, fillable form that has highlighted fields in which you must enter text. You must fill in every field for this application to be considered complete and ready for review. Please respond as briefly and concisely as possible. However, be sure that your application provides sufficient explanation for panelists who have no prior knowledge of your organization.

Once you complete the application, print and then mail or deliver twelve (12) copies to the Commission office no later than June 30, 2018 at 5:00 pm. We strongly advise applicants to save a copy of their completed application forms. An original or electronic signature is required on the Certification of Assurances portion of the application.

Note: There is no option to submit an electronic version of this form in fiscal year 2017-2018.

For questions regarding your application, please contact the Commission staff at (703) 273-6097.

[ONLINE APPLICATION FORM STARTS AT THE TOP OF THE NEXT PAGE.]