



FY23 Ticket Subsidy Grant Terms and Conditions

Duration of the Grant

Generally, activities supported by the Ticket Subsidy Grant may be carried out for one year, by June 30, 2023.

Organizational Eligibility

Grant recipients must continue to meet all Ticket Subsidy Grant eligibility requirements during the grant period. Grant recipients are required to notify ArtsFairfax staff in writing of any major financial, leadership, or programmatic changes to their organization.

Amount of Grant

Applicants may request up to \$5,000. Applicant may be awarded less than requested.

Matching Requirement

There is no matching requirement for the Ticket Subsidy Grant.

Use of Funds

Grant funds may be used for Ticket Value (For free or reduced priced tickets); Fees/Tuition for classes, workshops, camps; and Transportation expenses.

Acknowledgement of ArtsFairfax Funding

Acknowledgements

ArtsFairfax requires acknowledgement of ArtsFairfax's support for all public programs and services. Credit ArtsFairfax as a donor on your website and all printed materials and digital media through use of the ArtsFairfax logo and the statement, "This program is funded in part by ArtsFairfax."

- a) Grant recipients should send copies to ArtsFairfax of all materials that are distributed to the public, e.g., flyers, brochures, or program booklets.
- a) Grant recipients are required to follow the instructions in the Grant Communications Kit.
- b) Grant recipients are required to acknowledge ArtsFairfax funding on at least one social media platform—tag @artsfairfax on their social media platforms (Facebook, Twitter, Instagram) and follow ArtsFairfax and use #ArtsFairfax.
- c) Include an ArtsFairfax grant award announcement in the printed program for the project for the duration of the grant period in accordance with your sponsorship recognition policy. The three suggested sizes are commensurate with your total FY23 grant award amount: over \$10,000 full page, \$5,000-\$9,999 half page, and under \$5,000 quarter page. The announcements are available in both color and black and white. Contact Jackie Dubin, Grants Manager at jdubin@artsfairfax.org for a customized graphic.

Required Directory and Event Listings

Create an Arts Directory listing on the ArtsFairfax website.

Also, grantees are required to list their programs and events on the ArtsFairfax Events Calendar website throughout the grant period.

Announcement of Award

ArtsFairfax will notify applicants of final decisions within 30 days of receipt of the application.

Payment and Reporting Procedures

Grant recipients will receive the full award amount at the time of the grant announcement. Grantees must submit a one-page (maximum) final report within 60 days of receipt of funds summarizing how funds were spent and the impact of the grant including number of tickets used or fees offset and by whom.

Record Keeping

Grantees shall maintain an accurate record of the grant received and all expenses incurred under this grant and retain such records for at least four years after completion of the grant period.

Cancellation

ArtsFairfax reserves the right, in its sole discretion, to discontinue funding if it is not satisfied with the progress of the grant or the content of any required written report. In the event of discontinuation, any unexpended funds shall immediately be returned to ArtsFairfax, except where ArtsFairfax has agreed in writing to an alternative use of the balance of funds.

Required Participation in Research

During the grant period, ArtsFairfax may request that grantees participate in local, regional, or national arts studies. The studies may be related to, but are not limited to audience spending, organization management, or facility usage and planning. Grantees are required to assist ArtsFairfax in evaluating the impact of funding by contributing to these studies if requested.

Advocacy Requirements

Grantees are required to write to both the Chairman of the Board of Supervisors and the Supervisor for your organization's magisterial district (if applicable) thanking them for appropriating the grant funds. The letters should provide information about how the grant funds will be used to support your organization and its community impact. Send a copy of the letter via email to jdubin@artsfairfax.org. Grantees should also invite their District Supervisor to programs made possible with Pandemic Recovery Grant funding.