FY23 Ticket Subsidy Grant Information Session
January 27, 2023
Agenda

1) Summary of Grant Guidelines and Resources
   - Introduction to ArtsFairfax
   - Grant Program Overview
   - Eligibility
   - Eligible expenses
   - Review Process
   - Evaluation Criteria
   - Grant Applicant Resources
   - Terms and Conditions of a Grant
   - Appeals Process
   - Timeline and submitting your application

2) Walk through of the application in Submittable

3) Questions and Answers
Meet Our Team

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MISSION

ArtsFairfax is dedicated to expanding support for and access to arts and culture opportunities for all of Fairfax County.

Community Engagement
Arts Directory and Events Calendar
Artist Residencies
Fairfax Poet Laureate
County Master Arts Plans

Fairfax Arts Community
Competitive Grant Programs
Professional Development
Marketing & Promotional Services
Creative Spaces Toolkit

Annual Events
ArtsFairfax Awards
Fairfax Arts Advocacy Day

ArtsFairfax by the Numbers
200+ arts organizations served
$500k+ distributed in grants annually
ArtsFairfax Grant Programs

• ArtsFairfax will distribute more than $750,000 in the county funds through four competitive grants to arts organizations and artists of all disciplines in FY23.

• For FY23 we are offering:
  – Operating Support
  – Project Support
  – Pandemic Recovery
  – Ticket Subsidy Grants

• You may apply for all 4 Grant Opportunities.

• The matching requirement is waived for FY23 Grants due to the continuing challenges of the pandemic.
Ticket Subsidy Grant Overview

- **Purpose:**
  To fund free and reduced-price tickets and transportation for performances, workshops, classes, and camps for people who may not have regular opportunities to experience the arts.

- **Details:**
  - Pilot program – new in FY23
  - Non-matching
  - Rolling deadline
  - New resource page with contacts at NCS, FCDOT, FCPS Fine Arts Office, and human service organizations
  - Short application
  - Organizations can apply more than once but receive only one Ticket Subsidy Grant per 12-month period
Eligibility

1. An organization is eligible to apply if:
   a. It has as a core mission the creation, exhibition, presentation, production, or performance of and/or education in an arts discipline.
   b. It has regular activity in a minimum of four different months in the year or 120 days of the year.

2. An organization must:
   a. Be in compliance with all local, state, and federal laws; and
   b. Hold current or pending status under IRS code 501(c)(3); or
   c. Operate as a specifically defined arts division or have its own arts program identity, within a larger 501(c)(3) organization.

3. The applicant organization or the division/program must have an address of record within the geographical boundaries of Fairfax County, the City of Fairfax, or the City of Falls Church; present at least 51% of public artistic activities within the geographical boundaries of Fairfax County, the City of Fairfax, or the City of Falls Church; and satisfy ONE of the following three criteria:
   a. Meet, rehearse, exhibit, and operate within the geographical boundaries of Fairfax County, the City of Fairfax, or the City of Falls Church; or
   b. Have 51% of board members work or reside in Fairfax County, the City of Fairfax, or the City of Falls Church; or
   c. Verify that 51% of attendees at performances, exhibits, events, and activities reside in Fairfax County, the City of Fairfax, or the City of Falls Church evidenced through acceptable statistical data including but not limited to: ticket analysis, subscription data, box office surveys, and audience surveys.

4. The applicant must have submitted all required final reports for any grant(s) received from ArtsFairfax during the most recently completed fiscal year.

5. An organization must have independently prepared financial statements such as an audit or a treasurer’s report.

6. Organizations may receive a Ticket Subsidy Grant only once per 12-month period.

7. Ticket Subsidy Grants must support programs that take place in and serve audiences from Fairfax County, City of Fairfax, or City of Falls Church.
 Eligible Expenses

a) Ticket Value (for free or reduced priced tickets)
b) Fees/Tuition for classes, workshops, camps
c) Transportation expenses
Ticket Subsidy Grant Resources

Contacts:

– Neighborhood and Community Services (NCS) Form and email complete and email the NCS Ticket Distribution Request Form to NCS to be matched with one of the County’s many human service centers including early childhood/teen/community/seniors. With at least one month’s notice, NCS will provide free transportation.

– Fairfax County Department of Transportation contact and programs

– List of Human Services organizations

– Fairfax County Public School (FCPS) Fine Arts Office contacts

Download Resources page, guidelines, terms and conditions, and more at https://artsfairfax.org/ticketsubsidy/
Navigating the ArtsFairfax Website

ArtsFairfax Grant webpages have been redesigned.

ArtsFairfax.org
The application includes:

Program overview, including:
- A brief description of the program, the target audience for the free/reduced price tickets, and the marketing plan

Required documents:
- IRS Letter of Determination for your organization and/or your parent organization
- Treasurer’s Report or Audit for most recently completed fiscal year
- Board List with addresses (please denote Fairfax residents and employees)
- Most recent IRS 990 submission (do not include schedules)
- VA form 102 Remittance for Charitable Organization
- (Optional) Support Documentation (e.g., letters of support, documentation of partnerships or outreach, expenses, etc.)
VA form 102 Remittance for Charitable Organizations

- If you don’t have a recent form on file, complete and upload pages 1-3 and 7.
- Do not use a PO box as your primary address.
- Form 100 may be submitted if exempt from 102.

- VA Form 102 Remittance for Charitable Organizations (required form):

- VA Form 102 info and database:
Review Process

Following the grant application deadline:

- **ArtsFairfax staff reviews eligibility and completeness.** Staff may contact applicants for information needed to make an eligibility determination.
- If an application is determined to be ineligible, the application will be rejected without evaluation.
- Incomplete applications are subject to rejection without evaluation. If an application is rejected, the applicant will be notified by e-mail.
- **All eligible applications will be reviewed by staff.**
- Applicants will be notified of their grant status within 30 days of receipt of the application.
Evaluation Criteria

1. Underserved Audience is well documented.

2. Marketing Plan is realistic.
Terms & Conditions

Grant recipients must agree to comply with the following conditions (see Terms and Conditions document for details):

– Duration of a Grant
– Organizational Eligibility
– Amount of Grant
– Use of Funds
– Acknowledgement of ArtsFairfax Funding
– Required Directory and Event Listings
– Announcement of Award
– Payment and Reporting Procedures
– Record Keeping
– Cancellation
– Mandatory Participation in Research
– Advocacy Requirements
Acknowledgement of ArtsFairfax Funding

All grant recipients are required to acknowledge ArtsFairfax funding for the duration of the grant period. Your success is our success. By working together, we raise the profile of the arts in the county.

- Acknowledge ArtsFairfax in all print materials and digital communications
- Include appropriate ArtsFairfax ad in programs
- Include #ArtsFairfax in your social media channels
- Share your activities with ArtsFairfax on Facebook, Twitter & Instagram @ArtsFairfax
- Add ArtsFairfax’s calendar link to your website

Learn more on the new “Manage your award” webpage
Appeals Process

Appeal must be received within 2 weeks of notification.

Denial based on:

• **Criteria other than those set forth** in the applicable guidelines.
• The grant panel’s **failure to apply the applicable guidelines**.
• The grant panel’s **failure to consider relevant evidence** presented in support of the grant application.
• The direct result of an **undisclosed conflict of interest**.
Grant Writing Tips

- Write clearly and concisely. Keep your answers brief but specific.
- Use the evaluation criteria to guide your answers.
- Log out of Submittable when you are not actively working in the application.
- Verify that all contact information in your application is correct.
- Have someone new proofread the application before submitting.
- Create and edit narrative and text offline and then copy and paste into the online application.
Frequently Asked Questions

1. **What if our tickets are free? Can I still apply for this grant?** Since the tickets are free there would be no associated cost to include in the grant request. You may use the contacts in the Ticket Subsidy Grant Resources to help distribute your free tickets and for free transportation. You would need to apply for a Project Support Grant to request funds for artist fees and other program expenses.

2. **Can I include associated ticket fees?** Yes, you may include TicketMaster and other related ticket fees in your grant request.

3. **Do I have to have confirmation from a community group or agency that they can use the tickets before I apply for the grant?** A letter of support or confirmation email from the organization or agency distributing the tickets will strengthen your request. You should have your outreach plan in place before applying for the Ticket Subsidy Grant.

4. **What if I complete the NCS ticket distribution form, and then I don't get the grant?** If the grant isn't received, please notify NCSArtsFairfaxTickets@fairfaxcounty.gov immediately.

5. **How long will it take to receive confirmation from NCS?** Please allow a week to 10 days after the form is submitted.

6. **Does the grantee have to return a portion of the grant if the free tickets are unused?** Report on the number of tickets used. Funds do not have to returned.
Grant timeline

Key Dates:
- **January 10, 2023** Application Opened
- **January 27, 2023** Information Session
- **June 30, 2023** Last day to submit applications for FY23

After submission:
- **Award Notification** 30 days after submission
- **Final Report Due** 60 days after use of funds

Start your applications early!
Submitting your application

• Online application portal
  – https://artsfairfax.submittable.com/submit

• Refer to the Grant Guidelines, Resources, and Submittable Online Application Instructions
  – https://artsfairfax.org/ticketsubsidy

• Last day to submit a Ticket Subsidy Grant application for FY23 funds is June 30, 2023.
Mark Your Calendars

- **January 30 – February 3**: Grant Feedback Sessions
- **February 21, 22, 24**: Pandemic Recovery Grant Panels
- **March 9**: Operating Support Grant Information Session
- **March 15**: Capital One Hall Information Session

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<th>Deadline</th>
<th>Panel Date(s)</th>
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<td>Fund free tickets, tuition, and transportation for arts programs and performances</td>
<td>January 27, 2023</td>
<td>Rolling</td>
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<tr>
<td>Operating Support</td>
<td>Fund arts organizations’ basic operational needs</td>
<td>March 9, 2023</td>
<td>April 24, 2023</td>
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<td>Project Support</td>
<td>Fund programs and activities that engage new audiences in the arts</td>
<td>June 27, 2023</td>
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Thank you