

# 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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# Arts & Culture

## *In Fairfax*

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



**200+**

arts & culture  
organizations



**100+**

arts & culture  
festivals



**35+**

arts venues,  
galleries & spaces

# ArtsFairfax promotes *Local Arts* for the General Public

- Arts Directory
- Events Calendar
- “Things to Do” Newsletters



Things To Do | June 1-15



Ravel Dance Company presents *Cinderella*

Join Cinderella on June 5 as she endures a wondrous journey to discover that love can become magic, and magic can find true love. This stunning performance is brought to life by 80 dancers, exquisite costumes, and elaborate scenery.

[Learn more](#)



Wolf Trap presents Ben Rector

Nashville-based singer/songwriter Ben Rector makes his Wolf Trap debut on June 8th in support of his latest album, *The Joy of Music*. Rector's songs strike a chord with audiences through heartfelt lyrics that are the perfect soundtrack to life's most transformative moments.

[Learn more](#)



Workhouse Arts Center presents *Xanadu*

Workhouse Arts Center is excited to announce its upcoming production of the musical *Xanadu*. Based on the Universal Pictures cult classic movie of the same title, which starred Olivia Newton-John and Gene Kelly, *Xanadu* is hilarity on wheels for adults, children, and anyone who has ever wanted to feel inspired. The production runs on select dates from now through June 11.

[Learn more](#)



NextStop Theatre presents *Lucky Stiff*

From NextStop Theatre comes *Lucky Stiff*, a musical comedy by Lynn Ahrens and Stephen Flaherty. Full of quirky plot twists, this hilarious production will have you singing and laughing in your seat. Showing now through June 12

[Learn more](#)

ArtsFairfax wants to promote your performances, events, classes & festivals!  
Tell us about your events.

[Submit Your Events](#)

# ArtsFairfax promotes *Opportunities* for arts workers

- Jobs in the Arts
- Artist Calls
- Professional Development



Arts Opportunities | June 22- July 6

## Create Art



Call to Artists: FY23 Art Bank Program (ABP)

The DC Commission on the Arts and Humanities (CAH) requests applications from qualified arts, humanities, arts education, and service organizations for its Fiscal Year 2023 Art Bank Program. Award amounts vary but eligible applicants can be awarded up to \$15,000.

Deadline: Friday, June 24, 2022 at 4:00 pm

[Learn more](#)

Call to Artists: Murals at Mason

Murals at Mason is seeking artists in DC, MD, and VA to submit mural proposals for multiple sites inside the Manassas Regional Airport and other sites in Fairfax County.

Deadline: Various

[Learn more](#)

## Find A Grant



Grant Opportunity: ArtsFairfax Project Support Grant

ArtsFairfax Project Support Grants serve both arts organizations and individual artists with funding to support projects that engage Fairfax County residents.

Key Date: June 22, 2022, Information Session

[Learn more](#)

## Learn & Grow



Fairfax Art League Workshop: Introduction to Geometric Patterns

The Fairfax Art League is hosting a workshop where students will learn to construct simple patterns using basic geometric principles with a compass and straightedge. Step by step guided instructions will be given to construct the patterns in a systematic way. Participants will be able to incorporate the patterns in a variety of media according to their preference such as painting, woodwork, ceramics, etc.

When: Saturday, June 25, 2022

[Learn more](#)

# The arts fuel a *thriving, creative, & economically strong* community in Fairfax County



## Discovery

Arts Directory  
Events Calendar  
Public Art Locator



## Opportunity

Jobs  
Artist Calls  
Professional Development



## Community

ArtsFairfax Awards  
Fairfax Arts Advocacy Day  
Capital One Hall  
Community Arts Partnership

# ArtsFairfax Grants



- We offer **\$795,000+** in grants to about **60 organizations** annually.
- This year, ArtsFairfax grantees will present **14,205 programs** to **1.1M participants** in Fairfax County and beyond.

# 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:

- Non-matching
- Rolling deadline
- Short application





# 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 the Ticket and Participation Subsidy Grant twice per grant period (July 1, 2023 – June 30, 2024). The combined total of the two awards may not exceed \$5,000.
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

- Ticket Value (for free or reduced priced tickets)
- Fees/Tuition for classes, workshops, camps
- 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/>

# 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):  
<https://www.vdacs.virginia.gov/pdf/oca102registrationstatement.pdf>
- VA Form 102 info and database:  
<https://www.vdacs.virginia.gov/food-charitable-solicitation.shtml>



## REMITTANCE FORM CHARITABLE ORGANIZATION FORM 102

### YOU MUST USE THIS FORM TO RECEIVE PROPER CREDIT OF YOUR FEE(S)

Organization name: \_\_\_\_\_

Address: \_\_\_\_\_

Federal Employer Identification Number: \_\_\_\_\_

### REGISTRATION FEE AMOUNT

Your annual registration, which includes the annual fee payment, is due every year, on the fifteenth day of the fifth month from the end of the organization's most recently completed fiscal year, unless the organization has requested an extension of either three months or six months to file.

**Initial:** First time registrants pay a \$100 initial fee. If the organization has prior financial history, the organization is **also** required to pay an annual fee. Organizations with no financial history are **not** required to pay an annual fee.

**Late:** If your registration has lapsed, you will be required to pay the \$100 late fee **and** the annual registration fee. **You will never pay an initial and late registration fee at the same time.**

**Annual:** See page seven of Form 102 for annual registration fee calculations.

Initial Registration Fee (\$100): \$ \_\_\_\_\_ (910-02184)

Late Registration Fee (\$100): \$ \_\_\_\_\_ (910-02184)

Annual Registration Fee: \$ \_\_\_\_\_ (910-02619)

(See pg. 7 of Form 102)

Total Fees: \$ \_\_\_\_\_

To assist us in tracking your payment, please enter your **Check Number:** \_\_\_\_\_

### MAKE CHECKS PAYABLE TO: TREASURER OF VIRGINIA

The Code of Virginia authorizes state agencies to assess interest, administrative charges and penalty fees for returned checks and past-due accounts in accordance with guidelines promulgated by the Department of Accounts.

### PLEASE ATTACH COMPLETED REMITTANCE FORM TO FRONT OF REGISTRATION FORM WITH CHECK ATTACHED AND MAIL TO:

Virginia Department of Agriculture and Consumer Services  
P.O. Box 526  
Richmond, VA 23218-0526

# Review Process

Following the grant application submission:

- **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 and majority Fairfax County based.
  - a. Underserved refers to populations who face barriers in accessing the arts, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, and populations underserved because of special needs (such as language barriers, disabilities, immigration status, or age).
  - b. Seniors, students, and veterans are not all necessarily underserved. Please provide additional demographics such as low income, disability, and residing in an under-resourced area of the county.
  
- 2) Marketing Plan is realistic.
  - a. Includes confirmation of interest from target audience and/or community programs



# 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



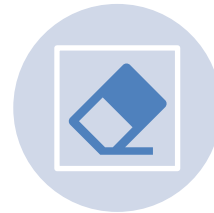
Write clearly and concisely. Keep your answers brief but specific.



Verify that all contact information in your application is correct.



Use the evaluation criteria to guide your answers.



Have someone new proofread the application before submitting.



Log out of Submittable when you are not actively working in the application.



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](mailto:NCSArtsFairfaxTickets@fairfaxcounty.gov) immediately.
5. **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 be returned.

# Grant timeline

## Key Dates:

- **Now:** Application Open
- **January 23, 2024** Information Session
- **June 30, 2024** Last day to submit applications for FY24

## After submission:

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

Start your applications early!

# Q & A

# 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 FY24 funds is June 30, 2024.

# Mark Your Calendars

- **February 15:** Operating Support Grant Information Session
- **February 21:** Capital One Hall Information Session
- **April 5:** Operating Support Application Deadline

Grant Program	Grant Program Description	Info Session	Deadline	Panel Date(s)
Ticket Subsidy	Fund free tickets, tuition, and transportation for arts programs and performances	January 23, 2024	Rolling	n/a
Operating Support	Fund arts organizations' basic operational needs	February 15, 2024	April 5, 2024	May 8-10, 2024
Project Support	Fund programs and activities that engage new audiences in the arts	June 13, 2024	July 15, 2024	August 28-29, 2024



# Contact Us

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# Thank you