

Agenda

- 1) Summary of Grant Guidelines
 - Introduction to ArtsFairfax
 - Grant Program Overview
 - Operating Support Grant Purpose and Goals
 - Overview of Grant Process
 - Eligibility
 - Grant Restrictions
 - 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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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 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](#)

ArtsFairfax Grant Programs

- ArtsFairfax will distribute more than \$750,000 in County funds through competitive grants in FY25.
- You may apply for all 3 Grant Opportunities.

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

Purpose of the Operating Support Grant Program

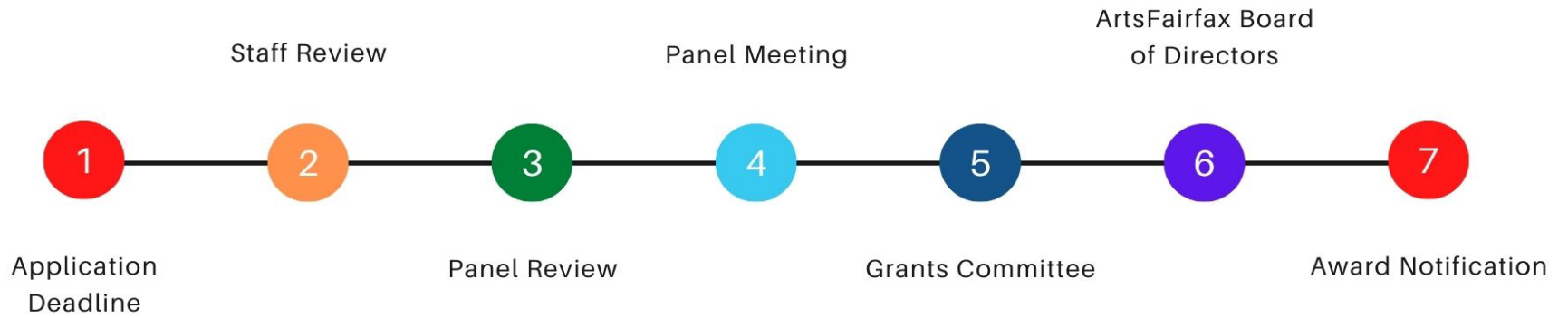
- Advance the arts in Fairfax County
- Support the goals and objectives of the County's arts organizations
- Help organizations maintain and develop their programs, services, and facilities.
- Encourage consideration of DEIA principals in the decision making, development, and deployment of policies, programs, and services.
- Generate recognition for a broad spectrum of the county's cultural organizations.

Goals of the Operating Support Grant Program

1. Provide support for established and emerging arts organizations
2. Encourage wide participation in the arts by expanding exposure to, and incorporating Fairfax County's diverse voices and traditions in cultural programming that is available to all residents of Fairfax County
3. Promote opportunities for a diversity of cultural workers, leaders, individual artists, and arts organizations to create, present, and celebrate their artistic endeavors and traditions
4. Be a catalyst for increased resiliency, transformation, and expanded resources to support arts organizations through public funding

ArtsFairfax

Operating Support Grant Process



Eligibility

1. It has as a **core mission** the creation, exhibition, presentation, production, or performance of and/or education in an arts discipline, and it operates as a stand-alone nonprofit 501(c)(3) organization with current or pending status.
2. It has **regular activity** in a minimum of four different months in the year or 120 days of the year.
3. It presents at least **51% of public arts activities** within the geographical boundaries of Fairfax County, the City of Fairfax, or the City of Falls Church.
4. The organization must have an **address of record** 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 for at least one year:
 - a) **Meet, rehearse, exhibit, and operate** within the geographical boundary of Fairfax County, the City of Fairfax, or the City of Falls Church.
 - b) Have **51% of board of directors' members** work or reside in Fairfax County, the City of Fairfax, or the City of Falls Church.
 - 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.
5. An eligible organization must:
 - a) **Be in compliance** with all local, state, and federal laws; and
 - b) If an organization does not hold 501(c)(3) status in its own right, a **fiscal sponsor that holds 501(c)(3) status** may apply on its behalf. The fiscal sponsor must manage all grant funds and ensure compliance with the terms of the grant if an award is made.
 - c) An organization must have **independently prepared financial statements** such as an audit or a treasurer's report (audit required for organizations with expenses of \$750,000 and above).
 - d) The applicant must have **submitted all required final reports** for any grants received from ArtsFairfax during the previous fiscal year.
 - e) The applicant must maintain an **ArtsFairfax Directory listing** and list activities on the **ArtsFairfax events calendar**.

Not Eligible

- Arts divisions, and organizations with an arts program within a larger nonprofit 501(c)(3) organization, are not eligible for Operating Support and can apply only for Project Support and Ticket and Participation Subsidy grants
- Organizations that receive line-item funding from Fairfax County or the State of Virginia
- Departments of George Mason University, and non-profit organizations and foundations that support county agencies are not eligible for ArtsFairfax grants

Fiscal Sponsor

Organizations without 501(c)(3) status can apply with a fiscal sponsor.

Summary of steps to apply with a fiscal sponsor:

1. Email Fiscal Sponsor contact info to Grants Manager Kelley Choi at kchoi@artsfairfax.org
2. Include Fiscal Sponsor as a collaborator on the application and ask that they upload the required eligibility documents.
3. Use your organization's financials, not Fiscal Sponsor, in the application's narrative.
4. You will submit the application and be the primary point of contact for the grant.
5. Grants Manager will email Terms and Conditions paperwork to Fiscal Sponsor.
6. The fiscal sponsor must manage all grant funds if an award is made.

Grant Restrictions

All Operating Support Grants must:

- a) Support activities, programs, or projects occurring within Fairfax County, the City of Fairfax, or the City of Falls Church
- b) Have qualified artistic or scholarly, administrative, and management leadership (either professional or volunteer) capable of completing any grant-supported activities
- c) Occur within the dates of July 1, 2024 and June 30, 2025

Grant Restrictions Continued

Operating Support Grant Program grants cannot be used for:

- a) Fundraising activities, such as capital campaigns or endowment campaigns
- b) Construction or renovation projects
- c) Political advocacy costs
- d) Activities not open to the general public
- e) Debt retirement
- f) Pre-grant Costs
- g) Faith-based activities

Matching Requirement

- For FY25, there is no matching requirement for the Operating Support Grant Program due to the ongoing recovery from the COVID pandemic, but the funding can and should be used to leverage additional private support.

Recent Updates

- New Financial Table process
- Award amount calculated within application
- Small organizations (budgets over \$5,000 and under \$100,000) apply with separate Guidelines, Criteria, and Form
- Small Organizations may request up to 25% of their expenses.
- Extended window to submit appeal to 30 days
- Organizations can request up to \$60,000
- Organization Profile for Grant Applicants

Organization Profile

- Fill out once and attach PDF of the form to your applications for the rest of the year
- Includes general information (Mission statement, demographics, eligibility docs, contact info)
- Request to make edits as needed

Budget Levels

- Organizations fall within one of five budget levels:

Budget Level	Application Type
Level 1 \$5,000-\$50,000	Small Organizations
Level 2 \$50,000-\$100,000	Small Organizations
Level 3 \$100,000-\$250,000	Medium & Large Organizations
Level 4 \$250,000-\$500,000	Medium & Large Organizations
Level 5 over \$500,000	Medium & Large Organizations

- Budget size is determined by the “Total Expenses” from most recently completed fiscal year.
- Do not include pass through funds or in-kind expenses in the budget level calculation.
- Small organizations may request for 25% of Total Expenses. Medium and Large organizations may request for 15% of Total Expenses.
- If Applying with a fiscal sponsor use the applicant organization budget, not the fiscal sponsor’s budget in determining what form to use and request amount.

Budget Levels continued

"Pass through money," i.e., money that is collected by the organization and then immediately dispersed, as in the case of collecting art sales and then distributing that money back to the individual artist, should not appear in an organization's budget as income. If the organization collects a portion or percentage of that money then only that portion can show as income.

See Guidelines for examples.

Required Documents

FY25 Organization Profile for Grant Applicants

- IRS Determination Letter
- VA Form 102 or 100
- Board list with addresses



FY25 Operating Support Grant Application

- Organization Profile for Grant Applicants (PDF)
- Board and Staff Bios
- Work Samples
- Supplementary Materials
- IRS Form 990
- Treasurer's Report
- Optional - Organization Chart
- Optional - Strategic Plan (or Summary)

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 deadline:

- ArtsFairfax staff confirms 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.
- Eligible applications are evaluated by panel review.
 - Panelists are arts professionals with relevant knowledge and expertise
 - We welcome suggestions and volunteers.

Review Process continued

- Panelists will meet in person.
 - Applicants will be able to observe virtually.
 - Applicants can submit a correction form during the meeting.
- ArtsFairfax Board of Directors makes the final funding decisions
 - Based on the evaluations by the panels and the overall goals of the Grant Program and of ArtsFairfax.

Role of staff

- Recruits and assign panelists
- Checks applications for eligibility and completeness
- Compiles panel scores
- Facilitate Panel meetings
- Takes notes at panel and provides feedback upon request
- Develops preliminary funding scenarios
- Provides technical assistance on the online grant portal, Submittable, to applicants and panelists

How ArtsFairfax Determines Grant Amounts

- After the panel meetings, each applicant will have an **average panel score**.
 - ArtsFairfax staff creates a ranking by **Z score** which enables us to combine multiple panels.
 - Z scores are converted into a **percentage**.
- Calculations are **verified by an outside accountant** for accuracy.
- Applicants may **receive less than the amount requested** based upon their panel score.
- The **ArtsFairfax Grants Committee** makes recommendations for funding based upon the panel scores and the funds available. ArtsFairfax Board makes final funding decisions.

Evaluation Criteria

- Panels are usually comprised of 3-5 individuals
- Panelists review and evaluate each eligible application on its own merit.
- ArtsFairfax selects panel members for their diverse backgrounds, expertise in a particular arts discipline, and knowledge of the community.

Equally Weighted Criteria:

1. Organization Profile
 2. Programs and Services
 3. Community Engagement
 4. Organizational Effectiveness
 5. Financials
- Different criteria for the 2 applications
 - for Small Organizations
 - for Medium and Large Organizations

Evaluation Criteria – Small Organizations

1. Organization Profile (*History, Mission, Values, Vision, Goals, Relevance*)

- a) Does the applicant provide clear, specific, and thorough evidence of vision, mission, goals, and evolution over time?
- b) Does applicant use demographic data to describe their service area, leadership, audience/participants and how the community informs their identity, mission, and programs?

2. Programs and Services (*Ability to create quality, mission-driven work that engages and inspires its community including aesthetic attributes of risk-taking, resourcefulness, sensory experiences, sustained resonance, impact, and value*)

- a) Do the programs and services effectively fulfill the applicant's mission and goals?
- b) Does the applicant offer public artistic activities that reflect the diversity of the population of Fairfax County?

3. Community Engagement (*an organization's ability to meaningfully engage with its community to achieve its mission*)

- a) Are programs and outreach activities accessible for all residents of Fairfax County, especially underserved populations including but not limited to youth, the elderly, the disabled, minorities, ethnic communities, and those in underserved areas?
- b) Is there evidence of effective marketing of the organization's programs?

4. Organizational Effectiveness (*ability to successfully manage resources*)

- a) Is the organizational management (staff, artistic leadership, Board, volunteers, partners) successful in carrying out the mission, and goals and/or strategic plan?

5. Financials

- a) Is the applicant financially stable; and/or does the application explain changes in finances due to the pandemic and steps being taken or planned, to address needs and changes?
- b) Does the applicant utilize sound financial controls and reporting procedures?
- c) Does the applicant maintain a diversity of funding sources, including earned and contributed income?
- d) Does the applicant employ fundraising strategies appropriate for the size of the organization and the community served to ensure sustainability.

Evaluation Criteria – Medium and Large Organizations

1. Organization Profile (History, Mission, Values, Vision, Goals, Relevance)

- a) Does the applicant provide clear, specific, and thorough evidence of vision, mission, goals, and evolution over time?
- b) Does the applicant use demographic data to describe their service area, leadership, audience/participants as well as how the community informs their identity, mission, and programs?

2. Programs and Services (Ability to create quality, mission-driven work that engages and inspires its community including aesthetic attributes of risk-taking, resourcefulness, sensory experiences, sustained resonance, impact, and value)

- a) Do the programs and services effectively fulfill the applicant's mission and goals?
- b) Does the applicant offer public arts activities that reflect the diversity of the population of Fairfax County?
- c) Are the applicant's efforts to understand Fairfax County's diversity and respond to the community it serves evident? Does explanation clearly and thoroughly illustrate the creative process, which includes creative roles, responsibilities, and authentic constituent collaboration, where constituents are essential in the artistic decision-making process?
- d) Is the organizational success story clear and does it explain why it is considered successful in terms of aesthetic attributes, evaluation, and outcomes?
- e) Do the programs demonstrate support for and stimulation of artistic growth and excellence?
- f) Do the programs offer the public greater access to underrepresented artists and art forms?
- g) Does the applicant demonstrate artistic excellence as shown by the qualifications, background, and experience of the artists?
- h) Are there clear examples of positive critical response to the organization's performances, exhibits, and other artistic work?

Criteria – Medium and Large Organizations Cont.

3. Community Engagement (an organization's ability to meaningfully engage with its community to achieve its mission)

- a) Is the applicant building support for the organization's mission and activities by connecting with stakeholders (arts collaborators, participants/audiences, funders, and/or non-arts partners)?
- b) Is there evidence of effort to improve and evaluate program quality involving staff, board, artistic personnel, and diverse constituents?
- c) Is access to the arts for all residents of Fairfax County, especially underserved populations (youth, the elderly, the disabled, minorities, ethnic communities, and those in underserved areas) evident in programs and outreach activities?
- d) Is there evidence of effective marketing of the organization's programs?

4. Organizational Effectiveness (ability to successfully manage resources)

- a) Is the staffing structure (staff, artists, board, volunteers, partners) successful in carrying out the mission, and goals and/or strategic plan?
- b) Does the organization reflect the diversity of its service area and that of the county in its policies, programs, leadership, and personnel?
- c) Does the applicant have clear priorities and mechanisms to regularly identify, evaluate, and address staffing, training, planning, evaluation, and finances that are both sustainable and aligned with growth or change?

5. Financials

- a) Is the applicant financially stable?
- b) Does the applicant utilize sound financial controls and reporting procedures?
- c) Does the applicant maintain a diversity of funding sources, including earned and contributed income?
- d) Does the applicant employ fundraising strategies appropriate for the size of the organization and the community served to ensure sustainability?

ArtsFairfax Grant Applicant Resources

Download and view on the ArtsFairfax website:

- Grant Guidelines (2 versions)
- Information Session recording and slides
- Online Application Instructions
- Application Questions in Word (2 versions)
- Activities Table in Excel
- Financials Table in Excel
- Model Application
- Required Document Checklist & Question-Criteria Matrix
- Financials Webinar recording
- Recent Recipients of Operating Support Grants
- Resource Links

Panel Insights

Strong applications include these characteristics among others:

- Begin writing your application early.
- Use data to support your storytelling.
- Assume the reviewer knows nothing about your organization.
- Programs are to meet the **unique needs and interests** of the community.
- **Demographics** are used to support program design and community outreach.
- Share details on **strategic priorities** and give examples on how they will be executed.
- Budget includes **diverse revenue streams** balanced with a variety of unearned and earned sources, as well as a board giving.

Panel Insights Continued

The panel comments also reflect how well the proposal showcases the quality of programs, organizational effectiveness, and community outreach. And they also underscore the weaknesses in applications.

- **Demonstrate awareness of your community**—include details on how community needs are identified or specific strategies to attract these audiences.
- **Differentiate yourself as an organization**—tell us why your organization is special.
- **Consider diversity as holistic, not just one aspect of an organization**—discuss board/leadership diversity, artistic/ensemble diversity, and audience diversity.

Grant Writing Tips



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



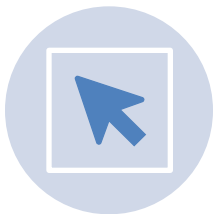
Panelists reading your application may know nothing about your organization or your programs.



Use quantitative and qualitative data.



Use the evaluation criteria to guide your answers.



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

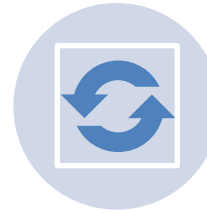


Create and edit narrative and text offline and then copy and paste into the online application.

Grant Writing Tips Continued



Avoid using jargon and define acronyms.



Do not repeat information in different narrative sections.



Verify that all contact information in your application is correct.



Financial information referred to in the narrative should match your financial documentation.



Have someone new proofread the application before submitting.



Start your application early!

Resources for Grant Applicants

General:

- US Census: <https://www.census.gov/quickfacts/fact/table/US/PST045219>
- Fairfax County Demographics: <https://www.fairfaxcounty.gov/demographics/>
- Fairfax County Strategic Plan: <https://www.fairfaxcounty.gov/strategicplan/cultural-recreational-opportunities>
- ArtsFairfax arts directory includes organizations and artists: <https://artsfairfax.org/arts-directory/>
- Americans for the Arts Aesthetic Perspectives report:
<https://www.americansforthearts.org/sites/default/files/Aesthetic%20Perspectives%20Full%20Framework.pdf>

Arts Access:

- Distribution of arts organizations by Magisterial District- Districts relatively underserved by the arts Click Here
- Map of Fairfax art venues:
<http://fairfaxcountygis.maps.arcgis.com/apps/webappviewer/index.html?id=0f52e12765f449e28aab2002c7772990>
- Opportunity Index: <https://opportunityindex.cfnova.org/indicator/chart?r=1&category=4®ion=4>
- Title One Schools: <https://www.fcps.edu/about-fcps/performance-and-accountability/title-i/title-i-identified-schools>
- ArtsFairfax Disability Workshop resources: <https://artsfairfax.org/arts-for-all/>

Diversity:

- One Fairfax: <https://www.fairfaxcounty.gov/topics/one-fairfax>
- Chairman's Task Force on Equity and Opportunity Recommendations (2-23-21):
<https://www.fairfaxcounty.gov/chairman/sites/chairman/files/assets/documents/chairmans%20task%20force%20recommendations%20for%20feb%2023%20-%20final.pdf>
- Our Immigrant Neighbors infographic: <https://www.fairfaxcounty.gov/demographics/our-immigrant-neighbors>
- Equity Centered Community Design Field Guide:
https://drive.google.com/file/d/1ltaNeNf_VEUSwUjWlaVw3wSCXZt8KnU/view?usp=sharing

Terms & Conditions

Grant recipients must agree to comply with the following conditions of the Operating Support Grant program. (see guidelines for details)

- Grant Period
- Organizational Eligibility
- Organization Profile
- Grant Amount (\$1000 - \$60,000)
- Addendum
- Matching Requirement
- Use of Funds
- Acknowledgement of ArtsFairfax Funding
- ArtsFairfax Directory and Calendar
- Announcement of Award
- Payment and Reporting Procedures
- Record Keeping
- Cancellation
- Participation in Research
- Advocacy Requirements

Acknowledgement of ArtsFairfax Funding

All grant recipients are required to acknowledge ArtsFairfax funding for the duration of the grant. 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

See the Grants Communication Kit www.artsfairfax.org/grants

Appeals Process

Appeal must be received within 30 days 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.**

(See Guidelines for detailed descriptions)

Grant timeline



April 5, 2024 – Application Deadline



May 8-10, 2024 – Panel Meetings



August 2024 – Announcement of awards and 70% payment



September 2025 – Final 30% payment



August 1, 2025– Final Report Due

Submitting Your Application

- SUBMIT BY April 5, 2024 at 7:00 pm
Late applications will not be accepted
- Organization Profiles and Applications must be submitted online through the ArtsFairfax Online Application Portal
 - <https://artsfairfax.submittable.com/submit>
- Prior submissions can be viewed on your account submissions page
 - <https://manager.submittable.com/user/submissions>
- Tips:
 - Collaboration Feature
 - Multiple people can work on an application simultaneously
 - Complete Organization Profile first in order to upload PDF to the application

Stay In Touch

Contact Us:

Kelley Choi
Grants Manager

Office: 703-642-0862

Direct: 571-395-4625

kchoi@artsfairfax.org

<http://artsfairfax.org>

Mark Your Calendar:

Capital One Hall Community Arts
Partnership Information Session

February 21 at 6pm

Register at ArtsFairfax.org