



Ticket and Participation Subsidy Grant Guidelines

Updated 4-19-24

Program Description

Ticket and Participation Subsidy Grants are non-matching grants to Fairfax County, City of Fairfax, and City of Falls Church arts organizations to fund free and reduced-price tickets, participation, and transportation for performances, workshops, classes, and camps for Fairfax residents who may not have regular opportunities to experience the arts.

Award Amount

Applicants may request up to \$5,000. No match is required. A Ticket and Participation Subsidy Grant is paid in full at the time of award.

Applicant Eligibility

All applicants must meet the following criteria to apply for a Ticket and Participation Subsidy Grant. Staff reviews all grant applications for eligibility prior to any awards consideration.

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

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

Eligible Expenses

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

Grant Preparation Assistance

Please contact ArtsFairfax Grants Staff with questions about an activity's appropriateness or eligibility.

Deadline

Applications will be accepted on a rolling basis until available funds are expended through June 30, 2024.

Review Process

Applications will be internally reviewed by a panel of staff members and approved by the ArtsFairfax Grants Committee. Applicants will be notified of their grant status within 30 days of receipt of the application.

Payment and Final Report

Grant recipients will receive the full award amount at the time of the grant announcement. A brief final report is required within 60 days of subsidized ticket and/or program date (use of funds) summarizing how funds were spent and the impact of the grant including number of tickets used or fees offset and by whom. Organizations who applied for and received funding after their event took place will have 60 days from award notification to complete their final report. Recipients will report statistics including the percentage of Fairfax based participants. Recipients will be sent a link to the form through Submittable.

How to Apply

Prior to submitting a Ticket and Participation Subsidy Grant Application, an applicant must arrange plans with community partner organization(s) (such as a community center, school,

human services provider, etc.) to distribute tickets and have a firm confirmation of interest including number requested. Applicants may submit the grant application retroactively. Complete Online application at <https://ArtsFairfax.submittable.com/submit>.

You will provide the following:

- A list of the organization's Board of Directors including work/home addresses
- VA Form 102 Remittance for Charitable Organization
- 501(c)(3) determination letter
- A brief description of the program, the target audience for the free/reduced price tickets, and the marketing plan
- Support Documentation (e.g., letters of support, documentation of partnerships or outreach, and/or expenses)

Resources available at <https://artsfairfax.org/resourcesticketsubsidy/>

- 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) arts division contacts

Acknowledgements

Ticket and Participation Subsidy Grant recipients must acknowledge ArtsFairfax's support 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 FY24 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 [here](#).