



## **FY24 Ticket and Participation Subsidy Grant Terms and Conditions**

Updated 4/19/24

### **Duration of the Grant**

Activities supported by the Ticket and Participation Subsidy Grant are specified in the award letter and must be completed as described in the grant application by the end of the grant period.

### **Organizational Eligibility**

Grant recipients must continue to meet all Ticket and Participation 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.

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.

### **Amount of Grant**

Award amount is specified in the award letter.

### **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 as described in the grant application.

### **Acknowledgement of ArtsFairfax Funding**

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 the Grants Manager at [grants@artsfairfax.org](mailto:grants@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.

### **Payment and Reporting Procedures**

Grant recipients will receive the full award amount at the time of the grant announcement. Grantees must submit a brief final report within 60 days of subsidized ticket 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.

### **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 [grants@artsfairfax.org](mailto:grants@artsfairfax.org).