



ARTSFAIRFAX

FY26 Operating Support Grant
Information Session

January 28, 2025

Agenda

- Grant Program Overview
- Get started and submit your application
- Review and Award Process
- Terms & Conditions
- Q & A

ArtsFairfax Team



Stuart Holt

President & CEO



Kelley Choi

Director of Grants & Community Partnerships



Debbie Mueller

Director of Development



Allison Mui Mitchell

Director of Advocacy & Communications



Karan Bansal

Technology Manager



Caroline Barnes

Development Manager



Stella Hanson

Advocacy & Communications Manager



Young Oh

Business & Operations Manager



Nicole Powlison

Grants Manager



Shannon Smith

Artist & Community Partnerships Manager

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



Funding

- Advocacy
- Grants
- Resources



Promotion

- Events Calendar
- Arts Directory
- Public Art Locator



Community

- Professional Development
- Work Opportunities
- Partnerships

ArtsFairfax Grant Programs

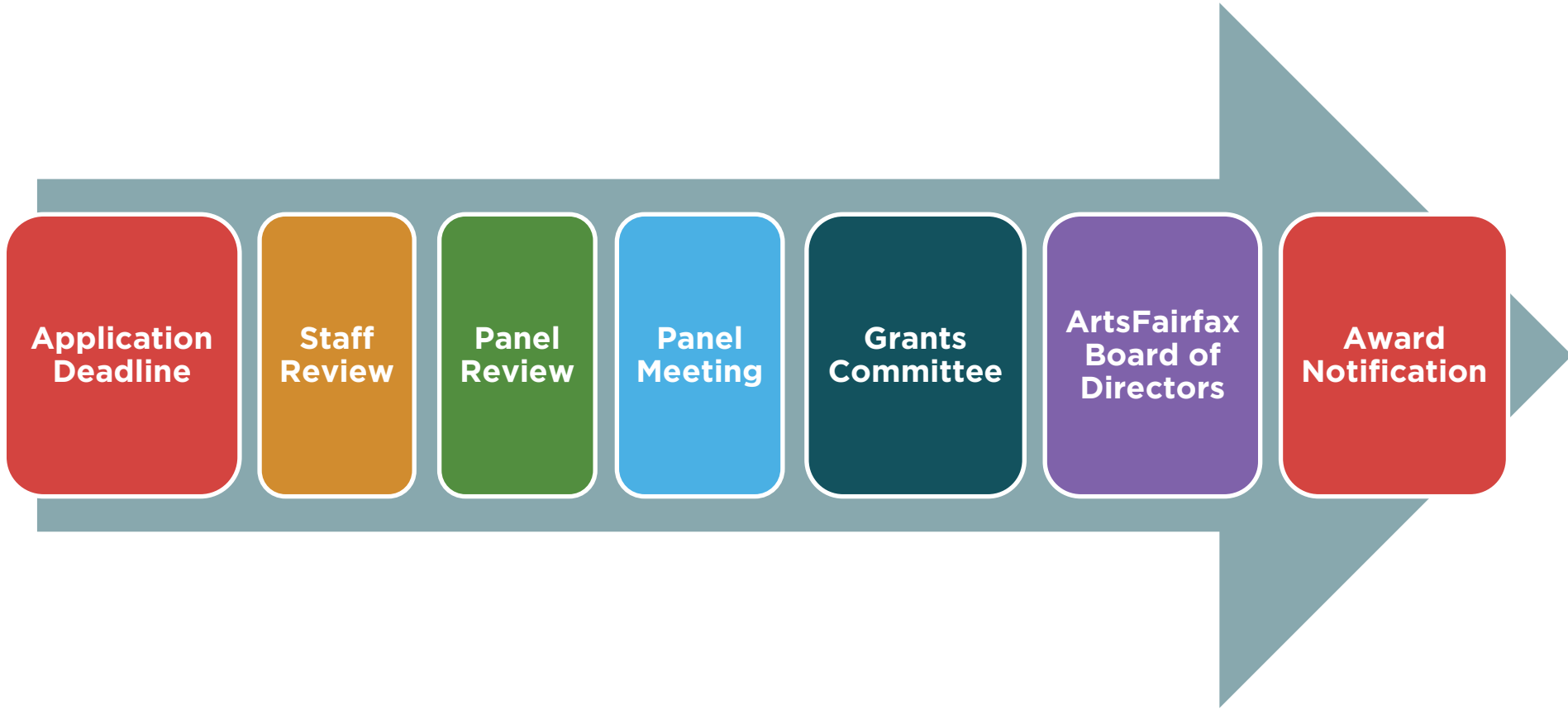
- ArtsFairfax will distribute more than **\$750,000** in County funds through competitive grants in FY25.
- You may apply for all 3 Grant Opportunities.

Grant Program	Grant Program Description	Info Session	Deadline	Panel Review
Ticket & Participation Subsidy	Fund free tickets, tuition, and transportation for arts programs and performances	Recording available	Rolling* (until funds are expended)	n/a
Operating Support	Fund arts organizations' basic operational needs	January 28 & 30, 2025	March 28, 2025	May 20-23, 2025
Project Support	Fund programs and activities that engage new audiences in the arts	May 29, 2025	July 15, 2025	August 27-28, 2024

Goals of the Operating Support Grant Program

1. Encourage wide participation in the arts by expanding exposure to and incorporating Fairfax County's diverse voices and traditions in cultural programming so that it is available to residents of Fairfax County.
2. Promote opportunities for individual artists and arts organizations of all disciplines to create, present, and celebrate their artistic endeavors.
3. Provide financial and other means of support to both established and emerging nonprofit arts organizations.
4. Facilitate increased resiliency, transformation, and expanded resources to support arts organizations through public and private funding.

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 Commonwealth of Virginia
- Departments of George Mason University, or non-profit organizations and foundations that support county agencies.

Fiscal Sponsor

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

Before Submitting the Application

- Notify Grants Manager Nicole Powlison npowlison@artsfairfax.org that you intend to apply with a Fiscal Sponsor
- ArtsFairfax will send an introductory email to the Applicant and their Fiscal Sponsor
 - Additional Instructions
 - Terms and Conditions for Fiscal Sponsor
 - Fiscal Sponsor Agreement

Application specifies information that should reflect the applicant organization and the Fiscal Sponsor Organization.

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, 2025 and June 30, 2026

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
- h) Re-Granting

Matching Requirement

- For FY26, there is no matching requirement for the Operating Support Grant Program, but the funding can and should be used to leverage additional private support.

Recent Updates

- Programing & Financial Tables uploads
- ACH Information
- Small Organization Award Request Cap - \$15,000
- “Not visible to panelists” questions
- Organization Profile for Grant Applicants
 - Editing last year’s submission

Getting Started

- [ArtsFairfax Website](#) Resources
- Submittable Website
- Two Submissions to complete:
 - Organization Profile
 - Application
 - Small Organizations
 - Medium/Large Organizations

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 the most recently completed fiscal year.
- Do not include pass-through money or in-kind expenses in the budget level calculation.
- 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

FY26 Organization Profile for Grant Applicants

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



FY26 Operating Support Grant Application

- Organization Profile for Grant Applicants (PDF)
- Board and Staff Bios
- Work Samples
- Supplementary Materials
- IRS Form 990
- Treasurer's Report/Audit
- 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

Application Walk Through

ArtsFairfax Submittable

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

- Before panelists meet in person, complete an Addendum form explaining (if necessary) any major organization or financial changes since the application was submitted.
- Panelists will meet in person.
 - Applicants will be able to observe virtually.
 - Applicants can submit a correction form during the meeting.

Role of staff

- Recruit and assign panelists
- Check applications for eligibility and completeness
- Facilitate Panel meetings
- Develop preliminary funding scenarios
- Provide technical assistance on the online grant portal, Submittable, to applicants and panelists

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

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** approves final funding decisions.

Panel Insights

Strong applications include these characteristics among others:

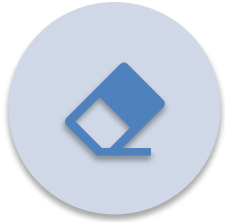
- Begin writing your application early.
- Use data to support your storytelling.
- Assume the reviewer knows nothing about your organization.
- Programs meet the **unique needs and interests** of the community.
- **Demographics** are used to support program design and community outreach.
- Share details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

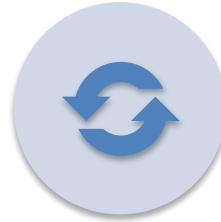


Create and edit narrative and text offline and then copy and paste into the online application.

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!

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 & Instagram
- 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



March 28, 2025, 7:00 PM – Application Deadline



May 20-23, 2025 – Panel Meetings



August 2025 – Announcement of awards and 70% payment



August 1, 2026– Final Report Due



September 2026 – Final 30% payment

Stay In Touch

Contact Us:

Nicole Powlison
Grants Manager
npowlison@artsfairfax.org
Direct: 571-395-4618

Kelley Choi
Director of Grants & Community
Partnerships
kchoi@artsfairfax.org
Direct: 571-395-4625

<http://artsfairfax.org>

Mark Your Calendar:

Capital One Hall Community Arts
Partnership Information Session

February 19 at 6pm

Register at ArtsFairfax.org