



**FY25 Operating Support Grant Sample Responses**  
**Small Organizations (Budgets under \$100,000)**

The following responses are sections of applications that were highly rated and recognized by the review panels as being exemplary. Thank you to the applicants for allowing us to share their applications.

**Describe your programs and activities that will occur during FY25 (July 1, 2024, through June 30, 2025) and their connection to your organization's mission and goals.**

Greater Washington Chinese Dance:

Routine Classes

GWCD dancers train at the Xuejuan Dance Ensemble in private lessons, technique classes, and performance/competition classes. Technique classes help GWCD dancers to increase their dance skills and the dances performed at GWCD events are taught during the other classes. All classes align with GWCD's goal of empowering its dancers to share Chinese dance and culture.

Master Classes

GWCD invites professional dancers, choreographers, and teachers to work with its dancers. These master classes provide GWCD dancers with opportunities to learn from professional dancers and broaden their dance repertoire which fulfills GWCD's mission of empowering its dancers to share Chinese dance with diverse audiences.

Workshop - Kennedy Center Dance Sanctuaries

On August 4, 2024, GWCD will host their final installment in a series of workshops with the Kennedy Center's Dance Sanctuaries program. Dance Sanctuaries' goal is to, "create space for communities of targeted styles and cultures." Their goal aligns directly with GWCD's goal of facilitating cross-cultural connection through dance. This workshop will be an introduction to Chinese dance for those not already familiar and a gathering point for Chinese dancers from the Washington, DC area.

Performance Programs

In July 2024, GWCD will perform at Mason District Park as part of their Summer Entertainment Series. This free-to-the-public, hour-long program will incorporate dances and interactive sections that cater to families. In March 2025, GWCD will perform at Capital One Hall in Tysons. The performance will feature XDE's performance/competition classes and top dancers. Both these programs aim to fulfill GWCD's goal of sharing Chinese culture with communities that might not know about or have access to Chinese cultural programs.

Fairfax Performances Where GWCD Sends Dancers

For the past five years, GWCD/XDE has sent performers to Fairfax Academy Dance's Benefit Concert which raises money for different non-profit groups within Fairfax County. Additionally, GWCD regularly sends performers to Fairfax County's celebrations including National Dance Day, Lunar New Year (LNY) events, and Asian American Pacific Islander (AAPI) Heritage Month events. These events support GWCD's mission to share Chinese culture and dance with diverse audiences.

Performances Outside Fairfax Where GWCD Sends Dancers

GWCD sends dancers to various LNY celebrations, AAPI month events, and cultural festivals



throughout the Washington D.C. area. These events bolster GWCD's mission of sharing Chinese culture and dance with diverse audiences.

#### Arts Education Outreach in Fairfax

GWCD hosts workshops for teachers in the Chinese Language Teacher Association of Virginia. GWCD also regularly sends dancers to present outreach programs and perform at schools throughout Fairfax County. Each outreach program varies depending on the school's request and can include dance performances, presentations on the historical/cultural context of the dances, student interactive sections, and/or printed supplemental information. These programs align with GWCD's goals to create and share Chinese dance and cultural information. Additionally, the GWCD dancers who participate in planning and presenting these programs gain research, presentation, and verbal communication skills that empower them to share Chinese culture with others.

#### Arts Education Outreach Outside Fairfax

GWCD sends dancers to present outreach programs and perform at schools throughout the Washington D.C. area. These schools include but are not limited to the Sidwell Friends School in Washington, D.C., schools in Montgomery County, Maryland, and nearby universities including George Washington University. These programs support GWCD's goal of creating and sharing Chinese dance and cultural information as well as provide GWCD's dancers with research, presentation, and performance opportunities which build skills that empower them to share Chinese culture with others.

#### Vienna Arts Society:

Our mission is to "enrich our community through art", with goals of serving our member artists as well as our broader community.

**ART EXHIBITIONS:** VAS brings the enjoyment of the arts to our community through multiple exhibitions held in various locations throughout the year. Exhibits are free and held in public locations accessible to every demographic, such as the Vienna Community Center, Patrick Henry Library, Village Green Shopping Center, Holy Trinity (Falls Church), the Reston Government Center, two local businesses, and our VAS art center. Our hosts at these locations share our values that art fosters more livable communities. We also present annual special exhibitions at NOVA Park's Meadowlark Botanical Gardens, Fairfax County's Green Spring Gardens (Mason District), and Northern Virginia Community College in Manassas. Several shows will be judged, which is important to our members as it helps build their resumes.

**ART EDUCATION:** We will offer art classes/workshops to the public in a wide variety of media and formats, approximately 2 per month. These classes benefit participants from across the DMV and beyond.

**MONTHLY MEETINGS & ART DEMOS:** Our monthly member meetings are open to the public and are centerpieced by a 1-hour demo by an invited artist. The meetings alternate between live and online. We first began the online meetings during the pandemic, and found they can attract wider public attendance, which supports our goals of encouraging high-quality art accessible to all. **CRITIQUE GROUP:** Twice monthly, members and non-members are invited to bring in their work for constructive critique by other artists. This opportunity to discuss art and learn from each other is highly valued and enjoyed, and raises the professional caliber of our organization.

**COMMUNITY OUTREACH:** In April 2024, VAS received a Commending Resolution from Virginia Delegate Holly Seibold for its community outreach (see Work Sample 02), including the following: Five years of funding for our annual \$1,000 FCPS student scholarship has



been invested in a CD that will grow the amount over time. We will also continue to judge student entries for the National PTA Reflections annual art program for two FCPS schools. VAS will increase its visibility in the community with our activities tent at the annual Vienna Oktoberfest and our float in the Vienna Halloween Parade. We are sorry that our weekly art classes at a local assisted living facility (The Providence) will not be continuing into next year due to organizational changes there; however, we have a developing relationship with a Sunrise facility that recently opened in Vienna, and are collaborating with them on a joint fundraiser for Parkinson's Disease on May 3, 2024.

**FUNDRAISERS:** Last year's (FY24) massive fundraising effort ("Take A Seat Again, Vienna" painted benches project) was a successful public art project and profits from the auction will secure us financially for several years. However, the 1.5-year process was an enormous effort for many. Accordingly, FY25 will not focus on major fundraising efforts, but will engage in several smaller and less resource-heavy projects, such as the planned December Artisan Market in collaboration with the Vienna Business Association.

**SOCIAL EVENTS:** We hold a monthly "Third Thursday" free social event at our art center. We are proud that this has become increasingly popular and well-attended, drawing both members and non-members who enjoy refreshments, music, and conversation about the arts, while surrounded by our beautiful gallery of artwork. A local business continues to sponsor the refreshment cost of these events.

### **How do you engage the community to assess their needs and interests, and enhance or create programs in response to community feedback?**

#### Poetry Daily:

We assess the needs and interests of the community through website, newsletter, and social media analytics, reader and community feedback, and utilizing a broad network of volunteers in curating the work published. Website, newsletter, and social media analytics allow us to track which poems and essays draw the widest audiences. More critically, we also pay careful attention to direct feedback from our readers. For instance, when a visually impaired reader reached out and asked for poets' biographies to be featured on the same page as the poem rather than as a link — as that worked better for braille and audio readers — we made that change. We also added writing prompts to our What Sparks Poetry essay series after finding out that many of our readers used Poetry Daily as a resource in their teaching of creative writing. Lastly, our large group of volunteers that participate in weekly editorial meetings — where the team discusses poetry under consideration for feature — means that we get feedback from individuals with many different perspectives on poetry. Our volunteers come from various parts of our community, whether they are a poetry student, an award-winning poet who serves on our editorial board, or a reader who identifies as Deaf or LGBTQIA+. This past year we also did a survey of our newsletter subscribers asking about additional educational features that would be useful to them and plan to do another survey of this group of audience members in the Fall soliciting feedback on what newsletter features they find most meaningful and additional ways they would like to be connected by Poetry Daily to contemporary poetry.



## **How does the organization (staff, artists, Board, volunteers, partners) carry out the mission and goals of the organization?**

### Virginia Bronze Handbell Ringers of Northern Virginia:

The Virginia Bronze Board is composed of five elected officers (President, Vice President, Treasurer, Secretary and Ringer Officer), each with defined responsibilities related to managing all aspects of the organization with the help of a General Manager. Music decisions, including selection of ringers, assignment of parts, and selection of pieces, are the responsibility of the Music Director. The Executive Committee consists of the 5 elected officers, as well as the Music Director, the General Manager, and a member-at-large, all three of whom are non-voting members of the organization. All elected officers must be members of the organization at least six months prior to election. Members are defined in the bylaws as "individuals who are in good standing with all financial obligations to the organization. Annual dues, as determined by the Executive Committee, are due within 30 days of joining the organization, unless alternative arrangements are made in writing with the Treasurer. All members in good standing shall have full voting rights in the organization."

The President must have served on the Board in another position prior to being elected. Officers are elected by a majority vote of VAB membership to serve a two-year term, except the Ringer Officer who serves a one-year term. All positions are volunteer. Terms are staggered to ensure continuity. The Music Director is hired by the Board as an Independent Contractor on an annual basis or as long as is stated in their contract. Prior to contract renewal, an annual review of the Music Director is conducted by the Board. The General Manager is a volunteer position appointed by the Board and serves at the discretion of the Board. Members-at-large are appointed by a majority vote of the elected officers and serve one year terms.

The Executive Committee meets monthly to assess whether VAB is meeting its stated goals, review financial statements, plan concerts and events, develop strategies to attract more diverse audiences, and discuss long-term plans to expand programs and elevate the level of artistic achievement. VAB holds an annual membership meeting to discuss any business, vote on any proposed bylaw changes, and elect Officers to the Board.

## **Financial Narrative & Table**

### Greater Washington Chinese Dance Financial Narrative:

The financial narrative follows a footnote system corresponding with numbers in column E labeled "Notes" on the financial table.

1 - The revenues in the most recently completed fiscal year (column B) reflect the ticket sales from GWCD's first-ever Capital One Hall show. The revenues in this fiscal year (column C) reflect the ticket sales from GWCD's second Capital One Hall show for which we sold significantly more tickets.

2 - Revenue from performance honorariums varies yearly depending on the performances that GWCD attends and the organizations and groups that GWCD partners with for these performances.

3 - The revenues in the most recently completed fiscal year (column B) reflect three Kennedy Center Dance Sanctuaries events that GWCD hosted. The revenues in this fiscal



year (column C) reflect only two Kennedy Center Dance Sanctuaries events that GWCD will host.

4 - In the current fiscal year (column C), GWCD started offering additional enrichment events for its dancers featuring visiting professional dance companies and pre-professional dance schools.

5 - Since GWCD was founded in mid-2022, this current fiscal year (column C) is the first year GWCD has had individual donors.

6 - In the current fiscal year (column C), GWCD will receive funding from the Potomac Institute and the Asian American Chamber of Commerce. GWCD is also in the process of reaching out to additional foundations for funding.

7 - In the most recently completed fiscal year (column B), GWCD was only able to apply for a partial, roughly eight-month-long, fiscal year for the operating support grant because the nonprofit was established in April 2022. For the current fiscal year, GWCD can apply for a full fiscal year for the operating support grant.

8 - This expense increased for the current fiscal year (column C) because GWCD seeks to attract and work with a growing pool of guest choreographers.

9 - This expense increased for the current fiscal year (column C) because more GWCD events required programs and/or flyers to be created and printed.

10 - This expense increased for the current fiscal year (column C) because GWCD hired a staff member, Lauren Chen, to manage GWCD's social media accounts and online marketing.

11 - This expense increased for the current fiscal year (column C) because one of GWCD's key goals is to decrease in-kind revenues/expenses by paying volunteers for their work. Most of the formerly in-kind volunteer work that is now paid contributes to the administrative operations of the nonprofit.

12 - This expense increased for the current fiscal year (column C) because, as GWCD continues to expand and offer more events, dancers need to spend more hours in the studio to prepare for said events. The studio space is also used to host additional enrichment events for GWCD's dancers.

13 - This "other" expense covers the insurance policy GWCD purchases for performances.

14 - This "other" expense is the fee that the Fairfax Academy dance program charges performers at their annual benefit concert.



Greater Washington Chinese Dance Financial Table:

EARNED INCOME REVENUES	A. Most Recently Completed Fiscal Year	B. Current Fiscal Year Approved Budget	C. Next Fiscal Year	Notes
1. Tickets/Admissions	2000	3500	3500	1
2. Memberships	5000	5000	5500	
3. Contract Services				
4. Performances Fees	1300	1000	1300	2
5. Tuition/Class/Workshop Fees	5100	3400	3000	3
6. Advertising Sales				
7. Merchandise Sales & Concessions				
8. Rentals				
9. Special Events		300	500	4
10. Other				
11. Other				
12. Other				
<b>SUBTOTAL EARNED INCOME REVENUES</b>	<b>\$13,400</b>	<b>\$13,200</b>	<b>\$13,800</b>	

  

CONTRIBUTED/UNEARNED REVENUES	A. Most Recently Completed Fiscal Year	B. Current Fiscal Year Approved Budget	C. Next Fiscal Year	Notes
13. Individuals		300	500	5
14. Board Contributions	5000	5000	5500	
15. Corporations				
16. Foundations		500	1000	6
17. Federal				
18. State (VCA and/or line item)				
19. Local (Not including this ArtsFairfax Grant)				
20. ArtsFairfax Grant(s)	2364	4000	4500	7
21. Interest & Investment Income				
22. Other				
23. Other				
24. Other				
<b>SUBTOTAL CONTRIBUTED/UNEARNED REVENUES</b>	<b>\$7,364</b>	<b>\$9,800</b>	<b>\$11,500</b>	
<b>SUBTOTAL EARNED AND CONTRIBUTED/UNEARNED REVENUES</b>	<b>\$20,764</b>	<b>\$23,000</b>	<b>\$25,300</b>	

  

OTHER REVENUES	A. Most Recently Completed Fiscal Year	B. Current Fiscal Year Approved Budget	C. Next Fiscal Year	Notes
25. In-Kind (must also show as an expense)	4500	4000	3800	
<b>SUBTOTAL ALL REVENUES</b>	<b>\$25,264</b>	<b>\$27,000</b>	<b>\$29,100</b>	

  

PERSONNEL EXPENSES	A. Most Recently Completed Fiscal Year	B. Current Fiscal Year Approved Budget	C. Next Fiscal Year	Notes
1. Administrative staff salary & benefits	2500	2800	3100	
2. Artistic staff salary & benefits	5500	5300	5800	
3. Technical/Production staff salary & benefits	1300	1300	1400	
4. Contract: artistic	1000	1200	1200	8
5. Contract: other	700	800	800	
<b>SUBTOTAL PERSONNEL EXPENSES</b>	<b>\$11,000</b>	<b>\$11,400</b>	<b>\$12,300</b>	

  

OPERATIONAL EXPENSES	A. Most Recently Completed Fiscal Year	B. Current Fiscal Year Approved Budget	C. Next Fiscal Year	Notes
7. Program expenses (production, exhibition, materials)	800	1000	1100	9
8. PR/Marketing/Advertising/Promotion	1000	1200	1300	10
9. Operations and administration	800	1100	1250	11
10. Rental: rehearsal & performance	6000	7200	8000	12
11. Royalties/licensing fees				
12. Concessions/Merchandise (cost of goods sold)				
13. Fundraising	500	500	600	
14. Other	300	300	400	13
15. Other	50	50	50	14
16. Other				
<b>SUBTOTAL OPERATIONAL EXPENSES</b>	<b>\$9,450</b>	<b>\$11,350</b>	<b>\$12,700</b>	
<b>SUBTOTAL PERSONNEL AND OPERATIONAL EXPENSES</b>	<b>\$20,450</b>	<b>\$22,750</b>	<b>\$25,000</b>	

  

ADDITIONAL EXPENSES	A. Most Recently Completed Fiscal Year	B. Current Fiscal Year Approved Budget	C. Next Fiscal Year	Notes
17. In-kind (must also be shown as income)	4500	4000	3800	
18. Debt retirement				
19. Capital Expenditures				
<b>SUBTOTAL ALL EXPENSES</b>	<b>\$24,950</b>	<b>\$26,750</b>	<b>\$28,800</b>	

  

<b>TOTAL REVENUE (excluding additional)</b>	<b>\$20,764</b>	<b>\$23,000</b>	<b>\$25,300</b>	
<b>TOTAL EXPENSES (excluding additional)</b>	<b>\$20,450</b>	<b>\$22,750</b>	<b>\$25,000</b>	
<b>ANNUAL SURPLUS/DEFICIT</b>	<b>\$314</b>	<b>\$250</b>	<b>\$300</b>	
<b>ACCUMULATED SURPLUS/DEFICIT</b>	<b>\$564</b>	<b>\$814</b>	<b>\$1,114</b>	



### Sample Programs and Activities Table

The following table is a sample, representing the activities of a fictional youth theatre company.

Note: the table distinguishes only between the planned number of programs and activities *inside* or *outside* Fairfax County. In the narrative response (Question 2a), this applicant would describe in greater detail the planned schedule, repertoire, specific partnerships, content of lesson plans, etc. For this chart, all similar planned activities or programs are to be grouped together by program category in a single line, regardless of time or location.

List of Arts Programs and Activities by category for 07/01/25 - 06/30/26 (Categories: arts education, performances, workshops, exhibitions, classes, camps, etc.)		Number of occurrences in Fairfax County	Number of occurrences outside of Fairfax County	Program/Activity Notes
1	Performances	11	2	5 performances each of the Fall and Spring show, Summer Camp performances
2	Arts Education	8	2	Pre-Performance lectures
3	Camps	3		three different two-week long summer camps (M-F)
4	Workshops	6	2	Visiting guest workshops, theater skill intensives, informational tours of local venues/companies
5	Classes	30		FCPS After-School Theater Thursdays (approximately 1x/week during the school year)
6				
7				
8				