



Terms and Conditions

Grant recipients must agree to comply with the following terms and conditions of the Project Support Grant.

Grant Period

All grant activities shall take place within the grant year (July 1, 2025-June 30, 2026). If needed, Grantees may request a two-year grant period. The request should explain the reason the two-year grant period is needed, and an interim report will be required documenting progress on the project and how funds have been spent to date.

Organizational Eligibility

Grant recipients must continue to meet all Project Support Grant eligibility requirements during the grant period. Grant recipients are required to notify ArtsFairfax in writing of any major financial, leadership, or programmatic changes to their organization.

Grantee will keep its tax-exempt status as a recognized Section 501(c)(3) and Section 509(a) organization current throughout the period of this grant and will comply with all applicable federal and state laws and regulations that govern the use of funds from private foundations to the Grantee organization. This includes but is not limited to the prohibition against activities described in Section 4945(d) of the IRS Code and limiting the use of the grant funds to the appropriate taxable purposes as described in IRS Code section 170(c)(2)(b).

Grant Amount

Project Support Grants range from \$1,000 to \$25,000. ArtsFairfax will review and negotiate budgets as necessary. Applicants may be granted an amount less than requested.

Addendum

If an applicant experiences substantive changes in the organization's programming, staffing, and funding after the application has been submitted but at least two weeks before the panel review, then the applicant must submit an addendum that explains

these accomplishments and/or challenges and how they impact their application. All applicants will be sent a link to the online form through Submittable.

Use of Funds

The Grantee will use the funds solely for the purposes approved by ArtsFairfax as described in the Project Support Grant Guidelines. Grant funds may not be used for fundraising activities, such as capital campaigns or endowment campaigns, construction or renovation projects, political advocacy costs, activities not open to the general public*, debt retirement, pre-grant costs, re-granting, faith-based activities, proselytizing, promoting any one faith over another or events that would be inappropriate for a diverse, multicultural and multigenerational audience. All revenues generated with project funds during the grant period must be reported as program income and all listed expenses must be incurred during the grant period.

** Arts Education projects taking place in schools are considered **Open to the General Public**.*

Required Acknowledgement of ArtsFairfax Funding

ArtsFairfax Grantees are required to acknowledge funding throughout the grant year or term of the funded project. To raise the visibility of your organization as well as that of the arts and nonprofit cultural organizations in Fairfax County, ArtsFairfax requires the following:

1. Credit ArtsFairfax as a donor on your website and all printed materials through the use of the ArtsFairfax logo and the statement, “[Organization Name] is funded in part by ArtsFairfax”
2. Follow the instructions in the Grant Communications Kit and send samples of materials that are distributed to the public to ArtsFairfax.
3. Acknowledge ArtsFairfax funding on at least one social media platform—tag @artsfairfax on their social media platforms (Facebook, Instagram) and follow ArtsFairfax and use #ArtsFairfax. Refer to the Grants Communications Kit for sample posts and usable artwork.

Required Arts Directory Profile and Event Calendar Listings

Create a directory profile on the ArtsFairfax website: [ArtsFairfax.org](https://www.artsfairfax.org). Grantees are required to list their programs and events on the Events Calendar throughout the grant period.

Announcement of Award

ArtsFairfax will not release information about the status of an application until all applications have been reviewed and all award decision-making has concluded. For the current grant year (FY26), ArtsFairfax will notify applicants of final decisions in October 2025.

Payment and Reporting Procedures

Grant recipients will receive 70 percent of the award amount at the time of the grant announcement. Grantees are required to submit a final report at the end of the grant period (due August 1, 2026). Upon approval of the final report, ArtsFairfax will disburse the remaining 30 percent of the award amount to the grant recipient. Grantees must submit their final report via Submittable and include copies of all materials distributed to the public, such as catalogues, programs, brochures, flyers, press releases, and other publicity materials. The materials may be scanned and attached to the final report or sent to ArtsFairfax before the end of the grant period.

Record Keeping

Grantees shall maintain an accurate record of the grant received and all expenses incurred under this grant and retain such books and records for at least four years after completion of the use of this grant.

Cancellation

ArtsFairfax reserves the right, in its sole discretion, to discontinue funding if it is not satisfied with the progress of the grantee 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 unused 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 send acknowledgement letters to both the Chairman of the Board of Supervisors and the Supervisor for your organization's magisterial district (if applicable) to thank 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. Grantees should also invite their District Supervisor to attend funded programs.

Appeals Process

Unless there are grounds for an appeal, all funding decisions of ArtsFairfax are final. ArtsFairfax funding decisions may be appealed only upon the following grounds:

- The applicant's grant application was denied based on criteria other than those set forth in the applicable guidelines, where the application of such

improper criteria was open and obvious and there was also no legitimate basis for denial under the applicable guidelines;

- The applicant's grant application was denied based on the grant panel's failure to apply the applicable guidelines, where such failure is open and obvious and not merely a subjective evaluation of the merits of the application;
- The applicant's grant application was denied based on the grant panel's failure to consider relevant evidence presented in support of the grant application, where such failure was both open and obvious and not merely the result of the applicant's failure to properly identify or present such evidence; and/or
- The applicant's grant application was denied as the direct result of an undisclosed conflict of interest between the applicant and a member of the grant panel, where, but for such conflict, the applicant's grant application would not have been denied.

Other than the grounds listed above, there are no other grounds for an appeal, including, but not limited to, general dissatisfaction with the process, dissatisfaction with the amount awarded, dissatisfaction with the qualifications of the members of the grant panel, disagreement with an opinion of a member of the grant panel, or the applicant's desire to submit additional evidence.

To file an appeal, an applicant must submit a written appeal request directly to ArtsFairfax. Such an appeal must be received by ArtsFairfax within thirty (30) calendar days of the date of the applicant's notification letter from ArtsFairfax describing the funding decision being appealed. An appeal must state the grounds for the appeal and provide clear and convincing evidence in support of such grounds. No evidence or supporting materials which could have been provided as part of the Applicant's original grant application will be considered.

All appeal requests will be reviewed by the Grants Committee of ArtsFairfax's Board of Directors. Appeals will be reviewed within sixty (60) calendar days from the date the written appeal request was received by ArtsFairfax. If the Grants Committee determines that there exist grounds for an appeal, the Grant Committee will re-evaluate the application. All decisions of the Grant Committee with regard to any re-evaluation will be final. If the Grants Committee determines that there are no grounds for an appeal, then the original decision of the grant panel shall become final without further recourse or reconsideration. All decisions of the Grants Committee with regard to appeal requests are final without further recourse or reconsideration.