



FY26 Ticket & Participation Subsidy Grant Guidelines

Purpose

Ticket & Participation Subsidy Grants are non-matching grants to Fairfax County, the City of Fairfax, and the 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.

Application Deadline

Applications will be accepted on a rolling basis until available funds are expended through June 30, 2026.

Applications must be submitted either:

1. At least 14 days prior to the start of the event.
2. Not more than 60 days after the event is complete.

Organizational Eligibility

An organization is eligible to apply if:

1. Its core mission is the creation, exhibition, presentation, production, or performance of and/or education in an arts discipline, and it is a nonprofit 501(c)(3) organization with current or pending status. A specifically defined arts division or arts program within a larger 501(c)(3) organization is also eligible to apply.
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. It has an address of record within the geographical boundaries of Fairfax County, the City of Fairfax, or the City of Falls Church and it satisfies 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.
 - b) 51% of board members work or reside in Fairfax County, the City of Fairfax, or the City of Falls Church.
 - c) 51% of attendees at performances, exhibits, events, and activities reside in Fairfax County, the City of Fairfax, or the City of Falls Church as evidenced through acceptable statistical data including but not limited to ticket analysis, subscription data, box office surveys, and audience surveys.
5. Additional eligibility requirements:
 - a) An organization must be in compliance with all local, state, and federal laws.
 - b) If an organization does not hold 501(c)(3) status in its own right they may have a fiscal sponsor that holds 501(c)(3) status. 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 only required for organizations with two consecutive fiscal years of income 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 Arts Directory profile and list activities on the Events Calendar on the ArtsFairfax website.

The following are not eligible organizations:

1. Organizations that receive line-item funding from the Commonwealth of Virginia.
2. Departments of George Mason University.
3. Nonprofit organizations and foundations that support county agencies.

Grant Restrictions:

1. Organizations may receive the Ticket & Participation Subsidy Grant twice per grant period (July 1, 2025 -June 30, 2026). The combined total of the two awards may not exceed \$5,000.
2. Ticket & Participation Subsidy Grants must support programs that take place in and serve audiences from Fairfax County, the City of Fairfax, or the City of Falls Church.

Award Amount

Applicants may request up to \$5,000. Organizations with under \$20,000 in expenses from their most recently completed fiscal year may request a maximum of 25% of their fiscal year expenses. Ticket & Participation Subsidy Grants are paid in full at the time of the award.

Eligible Expenses

1. Ticket Value (for free or reduced-priced tickets) – capped at \$150 per ticket
2. Fees/Tuition for classes, workshops, camps – capped at \$500 per person
3. Transportation expenses

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, but is not limited to, populations underserved because of geographic location, religion, sexual orientation, gender identity, race or ethnicity, ability, or age.
 - b. Seniors, students, and veterans are not all necessarily underserved. Please provide additional demographics.
2. Marketing Plan is realistic.
 - a. Includes confirmation of interest from target audience and/or community programs.

Review Process

Following the grant application deadline, ArtsFairfax staff determines whether an applicant is eligible and whether an application is complete. Staff may contact applicants for additional information needed to determine eligibility. If an applicant is determined to be ineligible, the application will be rejected without evaluation. Also, incomplete applications are subject to rejection without evaluation. If an application is rejected, the applicant will be notified by email.

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. If, after staff review, an application requires edits or additional information to be submitted, the applicant will be notified of the grant status within 30 days of the completed edits.

Submitting Your Application

Prior to submitting a Ticket & Participation Subsidy Grant Application, an applicant must have a documented plan with a 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 applicant'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)
- Treasurer's Report or Audit (Organizations who have applied for an ArtsFairfax FY26 Operating or Project Support Grant will not be required to resubmit these documents)

Grant Preparation Assistance

Please contact ArtsFairfax Grants Staff with questions about an activity's appropriateness or eligibility. Resources and recorded Information Session available at <https://artsfairfax.org/ticketsubsidy/>

Resources

- 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.
- Additional Applicant Resources can be found under the "Applicant Resources" tab at <https://artsfairfax.org/ticketsubsidy/>

Terms and Conditions of Grant

Grant Period

All Ticket & Participation Subsidy Grant programs must occur within the dates of July 1, 2025 and June 30, 2026.

Organizational Eligibility

Grant recipients must continue to meet all Ticket & Participation Subsidy 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 grant period 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

Applicants may request up to \$5,000. Organizations with under \$20,000 in expenses from their most recently completed fiscal year may request a maximum of 25% of their fiscal year expenses. Ticket & Participation Subsidy Grants are paid in full at the time of the award.

Required Acknowledgement of ArtsFairfax Funding

ArtsFairfax Grantees are required to acknowledge funding throughout the grant period 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), follow ArtsFairfax and use #ArtsFairfax in posts about grant funded activities. Refer to the Grants Communications Kit for sample posts and usable artwork.

Required Arts Directory and Event Calendar Listings

Create an Arts Directory profile on the ArtsFairfax website: ArtsFairfax.org. Grantees are required to list their programs and events on the Events Calendar throughout the grant period.

Payment and Reporting Procedures

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.

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.

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.