



## VIRGINIA COMMISSION FOR THE ARTS

### Certification of Assurances and Grant Conditions 2025-2026 Arts In Practice Grant

**Virginia Commission for the Arts** (Commission) grantees are required to be nonprofit Virginia organizations and exempt from federal income tax under Section 501(a), which includes the 501(c)(3) designation of the Internal Revenue code, or are units of local or tribal government, educational institutions, or local chapters of tax-exempt national organizations. Arts in Practice Grants must be matched at least on a one-to-one basis with cash. In-kind contributions may be reported but are not considered part of the match. Arts in Practice Grants are awarded to the partnering organization, not the VCA Teaching Artist. Any activity underwritten with Arts in Practice grant funds must be open to the public and the applicant must provide community-wide publicity. Elementary and secondary schools, senior living facilities, correctional facilities, and hospitals are exempt from this requirement.

#### **Arts In Practice grants are limited to:**

- In-person residencies led by VCA Teaching Artists taking place in the state of Virginia between July 1, 2025, and June 15, 2026.
- 50% or less of the residency/workshop fees of the artist listed on the VCA Teaching Artist Roster.

#### **Each Commission grantee will:**

- read and review the [FY26 Guidelines for Funding](#) before applying;
- maintain and provide complete and accurate records of all activities connected with the grant;
- maintain effective control over and accountability for all funds, property, and other assets ensuring that assets are used solely for authorized purposes as described in the application form and attachments;
- provide the Commission, or its authorized representatives, access to the grant-related financial records if required;
- notify the Commission of any substantial changes in its budget, programming, schedule, and key personnel related to this grant. Failure to do so will affect current and future funding.
- use no part of a Commission grant for an activity intended or designed to influence a member of Congress or the General Assembly to favor or oppose any legislation

**NOTE:** If any project receiving grant support from the Commission has actual income in excess of expenses, the grantee must use these funds for other arts activities, and the Commission must approve the organization's use of excess funds up to the amount of the grant.

#### **Each Commission grantee will ensure that:**

No part of any grant activity which is financed in whole or in part under the grant will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of the employees engaged in such grant activity. Compliance with the safety and sanitary laws of the State in which the project or part thereof is to take place shall be primary evidence of compliance.

#### **Each Commission grantee will comply with these statutes and regulations:**

The requirements below apply to all programs and activities, regardless of funding source, and must be reflected in program design, public engagement, and operations. Grantees must not discriminate based on race, color, national origin, sex, age, or disability, and must ensure accessibility for individuals with disabilities. Grantees must comply with all applicable federal and state laws in their use of approved grant dollars. Key applicable laws include:

- **Title VI** of the Civil Rights Act of 1964 – prohibits discrimination based on race, color, or national origin; includes protections for individuals with limited English proficiency.
- **Title IX** of the Education Amendments of 1972 – prohibits sex-based discrimination.
- **Age Discrimination Act of 1975** – prohibits age-based discrimination.

- **Americans with Disabilities Act (ADA)** – prohibits disability-based discrimination in employment, public services, and public accommodations.
- **Section 504** of the Rehabilitation Act of 1973 – requires equal access and reasonable accommodations for individuals with disabilities.
- **Chapter 39** of the Code of Virginia, the Virginia Human Rights Act – safeguards individuals within the Commonwealth from unlawful discrimination in places of public accommodation.

Failure to comply may result in termination of grant funding.

### **Funding Acknowledgement**

All print and digital materials related to the funded activity must include acknowledgment that the activity is partially supported by a grant from the Virginia Commission for the Arts (VCA). This credit informs the public of the role their tax dollars play in supporting the arts and serves as both a public endorsement and a potential catalyst for additional support.

Acknowledgment must appear in programs, newsletters (print and online), educational materials, brochures, posters, news releases, websites, social media, videos, and, when appropriate, in certain speeches or at special events. Required credit language and official VCA logos are available on the Commission’s website under the Grants section [HERE](#).

**NOTE:** As VCA funding cannot be used for fundraising activities, VCA credit and logos should not appear in materials related to fundraising.

### **Reporting Requirements**

Each grantee will submit a Final Report to the Commission within thirty (30) days following the residency/workshop and no later than June 1, 2026. For activities taking place from June 1- 15, Final Reports are due by June 16, 2026. FY26 Arts in Practice Final Report forms can be found on the applicant’s Foundant Dashboard under “Follow-ups”. Submit the form once all of the required fields are complete.

### **Final Reporting Violations and Consequences**

Failure to submit a complete Final Report may jeopardize an organization’s eligibility for future grant funding and could result in a requirement to repay awarded funds. Late submission is a violation of the VCA grant agreement and will be considered in future grant evaluations. Based on an organization’s reporting history, future awards may be denied or issued on a reimbursement-only basis.

In exceptional cases, an extension may be requested in writing prior to the report due date. Reports more than five weeks overdue (either incomplete or not received) may be referred to the Office of the Attorney General for collection to seek reimbursement of allocated funds. If this occurs, the organization will be ineligible for any VCA funding for one fiscal year and must cover any associated collection costs.

**This form must be submitted with every Commission grant application and signed by an individual duly authorized** by the governing body of the organization to act on its behalf (such as the Executive Director, Artistic Director, Principal/Vice Principal, Board President/Chair/Treasurer). The signature of the individual indicates the organization’s compliance with the grant conditions listed above.

**NOTE: Only documents with original signatures will be accepted.** A duly authorized individual must also sign the Final Report form.

### **The undersigned certifies to the best of his/her knowledge that:**

- the information in this application and its attachments is true and correct;
- the filing of this application has been duly authorized by the governing body of the applicant organization;
- the applicant organization agrees to comply with all grant conditions cited above;
- the applicant organization is fully operational and anticipates remaining in business for the duration of the award period; and

- the organization is not currently under suspension or debarment by the federal government. If you are uncertain of your status, visit [SAM.gov](https://sam.gov).

**The undersigned further certifies that he or she has the legal authority to obligate the applicant organization.**

Applicant Organization Name): \_\_\_\_\_

Typed Name of Authorizing Official: \_\_\_\_\_ Title: \_\_\_\_\_

**Original** Signature of Authorizing Official: \_\_\_\_\_ Date: \_\_\_\_\_

Email of the Authorizing Official: \_\_\_\_\_