



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 government, educational institutions, or local chapters of tax-exempt national organizations. No part of any Commission grant shall be used for any activity intended or designed to influence a member of Congress or the General Assembly to favor or oppose any legislation.

Commission CCPG matching funds must be sub-granted by the local or tribal government to independent, ADA-compliant arts organizations for arts activities in the locality, including activities that promote cultural equity and access. The Commission does not match payments paid to performers for specific performances. Local governments seeking such funding should apply for Virginia Touring Grants, if applicable.

SAM.gov Unique Entity Identifier (UEI): As a recipient of federal funding through the National Endowment for the Arts, the Virginia Commission for the Arts also requires UEI numbers on all grant applications from nonprofit organizations and units of local and tribal government. Applicants who have not already done so must register with SAM.gov to be issued a 12-character, Unique Entity ID (UEI). There is no fee for registering for a UEI.

Each Creative Community Partnership Grantee must:

- read and review the [2025-2026 Guidelines for Funding \(FY26\)](#) 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;
- provide the Commission, or its authorized representatives, access to the grant-related financial records if required;
- expend any and all grant funds only for purposes described in the application form and attachments.
- maintain procedures ensuring timely disbursement of funds;
- request permission in writing to make changes to the proposed sub-grantees, budget, schedule, program and or personnel. The requested changes must be approved in advance by the Commission;
- local or tribal governments that receive more than \$750,000 in federal funding from expenditures from Commonwealth agencies must submit a Single Audit.

Each Commission grantee and subgrantee must comply with these federal statutes and regulations:

The VCA and all of its grantees are contractually committed to abiding by federal regulations which bar discrimination on the basis of race, color, national origin, disability, age, or sex and which require accessibility for persons with disabilities, including but not limited to:

- Title VI of the Civil Rights Act of 1964, as amended, and implemented by the National Endowment for the Arts at 45 USC 1110, provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance. Title VI also extends protection to persons with limited English proficiency (42 USC 2000d et seq.)
- As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary.
- Title IX of the Education Amendments of 1972, as amended, provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subject to

discrimination under any education program or activity receiving Federal financial assistance (20 USC 1681 et seq.)

- The Age Discrimination Act of 1975, as amended, provides that no person in the United States shall, on the basis of age, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance (42 USC 6101 et seq.)
- The Americans with Disabilities Act of 1990 (ADA), as amended, prohibits discrimination on the basis of disability in employment (Title I); State and local government services (Title II); and places of public accommodation and commercial facilities (Title III) (42 USC 12101-12213).
- Section 504 of the Rehabilitation Act of 1973, as amended, provides that no otherwise qualified individual with a disability in the United States shall, solely by reason of his/her disability, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance (29 USC 794). Access should be integrated into all facets and activities of an organization, from day-to-day operations to long range goals and objectives. All organizations are legally required to provide reasonable and necessary accommodations for staff and visitors with disabilities (including the location and content of all funded programs).

Final Reporting Requirements/Payment Procedures

Each local or tribal government will confirm that its governing board has appropriated the matching funds by completing the online CCPG FY26 Final Report/Confirmation Form. The final report/confirmation must include:

1. a list of the sub-grantee organizations that received funding
2. total funding awarded to each organization, including a breakout of the Commission's \$ share and the local government's \$ share
3. the appropriate page of the local or tribals government's approved FY26 budget showing the amount of the award and match
4. copy(ies) of the check(s) or payments made to the sub-grantee(s)

The Commission will pay the grant in full approximately 30 days after receiving this final report/confirmation.

The deadline for this confirmation is February 1, 2026.

This application must be physically signed by an individual duly authorized by the governing body of the locality to act on its behalf and submitted with every grant application made to the Commission.

Authorizing officials include county administrators, mayors, city/town managers, tribal leaders, etc.

The signature of the individual indicates the locality's compliance with all the grant conditions listed above.

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

- the information in this application and its attachments are true and correct;
- the applicant organization agrees to comply with all grant conditions cited above;
- the applicant organization and subgrantees are fully operational and anticipate remaining in business for the duration of the award period; and
- the locality and subgrantees are not currently under suspension or debarment by the federal government. Visit SAM.gov. to confirm status.
- the filing of this application has been duly authorized by the governing body of the applicant organization;

Local of Tribal Government Name: _____

Name of Authorizing Official: _____ Title: _____

Original Signature of Authorizing Official: _____ Date: _____

Email of the Authorizing Official: _____

NOTE: Only documents with original signatures will be accepted.