



VIRGINIA COMMISSION FOR THE ARTS

Certification of Assurances and Grant Conditions

2025-2026 Community Impact 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. Community Impact Grants are limited to 50% or less of cash costs of any activity funded.

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 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 Commission grantee will:

- read and review the [2025-2026 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;
- 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
- notify the Commission of any substantial changes in its budget, programming, and key personnel related to this grant. Failure to do so will affect current and future funding.

Fiscal agents

In cases where a grantee is using a fiscal agent, the fiscal agent, as well as the grantee organization, is fiscally and legally responsible for all grant requirements. A copy of the letter from the IRS stating that the application for tax-exempt status has been received or a copy of the application submitted to the IRS is required with your application support materials. When the grant is awarded, the fiscal agent and grantee sign the grant agreement agreeing to all its terms. The fiscal agent receives the grant payment directly from the VCA. It is strongly recommended that the fiscal agent handle the accounting for the grant by receiving all income and paying all expenses for the project. It is allowable to charge the grantee for this service or have the cost included in the budget as a grant expense. The fiscal agent can transfer the grant payments to the grantee who would then handle the grant expenditures, but the fiscal agent would still be responsible for these expenditures. The fiscal agent and the grantee sign the final report certifying its accuracy. The fiscal agent is liable for the repayment of any grant funds not spent or misspent. The fiscal agent should be aware that receiving these additional grant dollars may increase its audit obligations to the VCA and the Office of State Budget & Management.

Each Commission grantee will 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

Each grantee will submit a final report to the Commission within thirty (30) days of the end of the grant period and no later than June 1, 2026. The final report can be found on the applicant's online "dashboard" under *Follow Ups*. Failure to submit this report may jeopardize any future grant being accepted by the organization and may result in the organization being required to repay grant funds.

Final Reporting Violations and Consequences

A late final report is a violation of the VCA's grants contract and will be taken into consideration when an organization applies for future grants. Funding may be denied, or future grants may be paid on a reimbursement basis based on reporting practices. An extension of the report due date may be requested in exceptional circumstances. Requests for final reporting extensions must be made in writing before the report due date.

Any reports more than five weeks delinquent (not received or incomplete) may be turned over to the Attorney General's office for collection. If a grantee's grant contract must be turned over to the Attorney General's Office for collection, the grantee will not be eligible for current or future grant funds for one fiscal year. Grantees must pay any collection agency costs involved in the VCA's obtaining a final report or grant refund.

Funding Acknowledgement

All print and digital material regarding the particular activity supported must acknowledge that the activity is partially supported by a grant from the Virginia Commission for the Arts (VCA) and the National Endowment for the Arts. The purpose of crediting the Virginia Commission for the Arts and the National Endowment for

the Arts is to provide citizens with an accurate picture of the broad range of arts activities supported by their tax dollars. Additionally, this acknowledgement serves as an endorsement for the organization and its activity and often leverages additional support.

The logos of the Virginia Commission for the Arts and the National Endowment for the Arts, as well as funding credit, are available for download from the Commission website [website under "Resources"](#). This acknowledgment is to be included in programs, print and online newsletters, educational materials, brochures, posters, news releases, web sites, catalogues, videos, and recognized in certain speeches and other special events as appropriate. However, as neither agency funds expenses related to fundraisers, logos/recognition should not be included in such related materials.

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, Board President/Chair/Treasurer). The signature of the individual indicates the organization's compliance with the grant conditions listed above.

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.

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

Applicant Organization 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. A duly authorized individual must also sign the final report form.