



# GUIDELINES FOR FUNDING

*July 1, 2023 – June 30, 2024*

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## AGENCY

Established in 1968, the Virginia Commission for the Arts (VCA) is the state agency that invests in the arts across the Commonwealth of Virginia. Investments are made possible through funding from the Virginia General Assembly and the National Endowment for the Arts. The Commission supports all arts disciplines by distributing grant awards to artists; arts organizations; educational institutions; nonprofits; educators; and local and tribal governments.

## ENABLING LEGISLATION

The Commission for the Arts shall perform among others the following duties: Stimulate and encourage throughout the State public interest and participation in the arts and to make recommendations concerning appropriate methods to encourage participation in and appreciation of the arts to meet the legitimate needs and aspirations of persons in all parts of the State. VCA Enabling Legislation 1968 (Chapter 9.1.9-84.03).

## MISSION

To invest in the arts in the Commonwealth of Virginia.

## STAFF

Margaret Hancock | Executive Director  
Casey Polczynski | Deputy Director  
Catherine Welborn | Senior Grants Officer  
Lorraine Crilley | Artist Engagement Coordinator  
Shenika Smith | Fiscal Officer  
Lorraine W. Lacy | Executive Financial Assistant  
Karina Klemz | Administrative Specialist  
Tiffany Glass Ferreira | Communications Specialist  
Jessica Pedersen | Poetry Out Loud Coordinator





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*Orange*

Robert Goudie | Vice Chair  
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Amanda Pillion | Secretary  
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*Collinsville*

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*Roanoke*





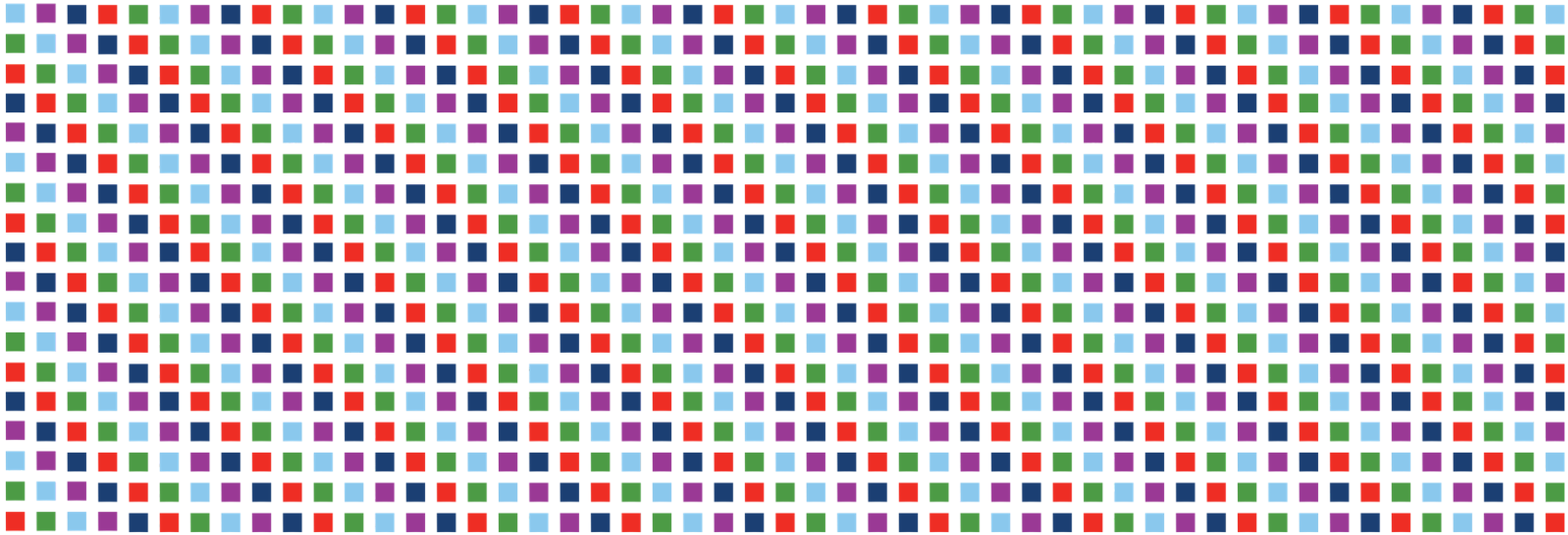
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# VCA GRANT PROGRAM OVERVIEW







# GRANT PROGRAMS

The 2023-2024 Guidelines for Funding, presented in the following pages, describe the grant programs of the agency.

The Guidelines cover activities taking place between July 1, 2023, and June 30, 2024.

This document reflects ongoing feedback and guidance from constituents across the Commonwealth. The agency encourages individuals in Virginia to comment on its programs and services by contacting the Commission office at any time during the year.

<b>PARTNERSHIP GRANTS</b>	<ul style="list-style-type: none"><li>■ <b>General Operating Support: Medium and Large Arts Organizations   GOS</b></li><li>■ <b>Operating Support Small: Small Arts Organizations   OSS</b></li><li>■ <b>Creative Community Partnership Grants</b></li></ul>
<b>IMPACT GRANTS</b>	<ul style="list-style-type: none"><li>■ <b>Community Impact Grants</b></li><li>■ <b>Education Impact Grants</b></li></ul>
<b>ARTIST ENGAGEMENT</b>	<ul style="list-style-type: none"><li>■ <b>Touring Artist Roster</b></li><li>■ <b>Virginia Touring Grants</b></li><li>■ <b>Teaching Artist Roster</b></li><li>■ <b>Arts in Practice Grants</b></li><li>■ <b>Artist Fellowships</b></li></ul>





## **GUIDING PRINCIPLES OF THE COMMISSION**

### **Artistic Excellence**

Supporting and stimulating excellence in the arts throughout Virginia as it pertains to public interest and appreciation is the responsibility of the Commission. The Commission supports artistic excellence, encourages innovation in artistic programming, and ensures artistic excellence is available to all Virginians.

While artistic excellence varies in relation to the organization's mission, goals, audiences, and activities, the defining elements include a commitment to innovation; a deep understanding of the particular medium presented to an audience; communication of a vision; and strong technique for both traditional and contemporary art forms.

Artistic excellence is a primary consideration in the decision to fund any arts organization or arts activity. Commission-selected advisory panels complete evaluations of artistic excellence through the lens of their own thought leadership and experience in the arts.

### **Diversity, Opportunity, and Inclusion**

The Commonwealth of Virginia is committed to diversity, opportunity, and inclusion. As a state agency, the Virginia Commission for the Arts invests in opportunities for quality arts experiences made available and accessible for all Virginians. As such, the Commission funds arts organizations, artists, and arts activities that preserve and present the many diverse cultures in the Commonwealth. All applicants should consider the needs and abilities of special populations when planning their programs.

Commission grantees are expected to actively seek and create opportunities for diversity and inclusion in their artists, audiences, boards, and staff. Applications for funding should fully describe all efforts to cultivate diversity, opportunity, and inclusion.

### **Individual Artist Support**

The Commission relies on a healthy, vital and productive arts infrastructure that supports Virginia's individual artists and arts entrepreneurs.

The Commission provides leadership in supporting the arts infrastructure of artists, arts professionals, and teaching artists in their development and ability to support themselves through their work.

### **Capacity-building of Arts Organizations**

The Commission provides ongoing support for established arts organizations and helps in the development of new arts organizations which fill a community need. In deciding which organizations to support, the Commission looks for high standards of artistic quality and management, as well as the amount of local commitment to an organization.

The Commission funds organizations that strive for artistic excellence. The Commission





defines a “professional” organization as one composed of, hiring, or serving artists who earn or endeavor to earn their living through the practice of their art.

The Commission views its financial assistance role to arts groups as that of a catalyst, helping to strengthen private and local support of the arts. The Commission believes in a diversified funding base for arts organizations, including cash reserve funds; endowment funds; in-kind support; earned income from ticket sales/admission fees; and contributions from individuals, corporations, foundations, and government. This philosophy recognizes that government resources are limited while demands for services are high, and that the arts are healthier when open to diverse influences and not financially dependent on any single source of support.

## Arts Education

The Commission recognizes the essential role of arts learning and education in the intellectual and creative growth of Virginians of all ages. The study of the arts is essential to human development and the education of all citizens, and that study begins through participation. As such, grantees are expected to actively seek and present arts experiences and provide resources and opportunities in which knowledge and appreciation of the arts is bolstered. The expansion of access to quality arts learning for underserved, under-resourced, and under-represented populations is also considered for funding.





## GRANT PROGRAMS | GENERAL POLICIES

### Basic Eligibility

The Virginia Commission for the Arts awards grants to Virginia organizations which:

- are nonprofit 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, or are educational institutions, or are local chapters of tax exempt national organizations;
- must have a valid Unique Entity Identifier (UEI) number, a 12-character alphanumeric value assigned, managed, and owned by the federal government through Sam.gov.(this excludes individual artists)
- remain in operation for the duration of the grant cycle to receive and apply the funds
- produce, present, or support in Virginia, dance, literary arts, media arts, music, theater, visual, and related arts;
- comply with Title VI, Section 601, of the Civil Rights Act of 1964 which states that no person, on the grounds of race, color, or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
- comply with Title IV, Section 1681, of the Education Amendments of 1972, and the Age Discrimination Act of 1975, Section 6101, which prohibit discrimination on the basis of sex or age.
- comply with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, which state that no otherwise qualified person shall, solely by reason of a handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
- must not be under current debarment or suspension from federal funding
- must have no past due Final Reports to the VCA at the time of application

### Ineligible Activities

The Virginia Commission for the Arts does not fund:

- lobbying activities intended to influence a member of Congress or the General Assembly, to favor or oppose any legislation
- activities restricted to an organization's membership
- expenses related to parties, receptions, fundraising events/benefits, etc.



- endowments or capital campaigns
- activities that are primarily religious in purpose
- college or university-based projects that are part of a required course or curriculum that do not involve and serve a significant non-student population, or that are for activities that are otherwise available in the community
- general operating n





## NOTE

As of September 2022, the VCA uses a new logo and all funding acknowledgments must reflect the new logo.

## Grant Amounts

Commission grants to any established arts organization in one year will total no more than 30 percent of that organization's income for the previous year. Refer to each grant category for specific, maximum grant amounts and matching requirements.

Low priority will be given to organizations that do not show strong efforts to seek multiple funding resources, such as ticket revenue, contributed income, or in-kind support.

Support for an organization or project does not imply future Commission support. Application must be made each year. All Commission grants are subject to funds available.

## Certification of Assurances

Each grant application must be signed by an individual with the authority to act on behalf of the applicant organization. A signed application form is the applicant's agreement to complete what is described in the application and to comply with the Grant Conditions, a copy of which is attached to each application form. Applicants must attach a signed copy of the Certification of Assurances to the application and keep a copy on file.

When the Commission awards a grant, a letter is sent to the applicant with the payment schedule for that grant. Grantees shall notify the Commission of major changes of activities, budget, and/or leadership. Failure to do so may affect continued funding.

## Reporting Requirements

The Commission requires a final report on each grant within 30 days of the end of the grant period, and no later than June 1. Final report forms, if required, can be found on the applicant's dashboard. Each grantee must maintain accurate financial records for any activity supported by Commission funds. The Commission or its authorized representative shall have access to these records. These may include audited financials, profit and loss statements, and (in some cases) canceled checks or ACH documentation.

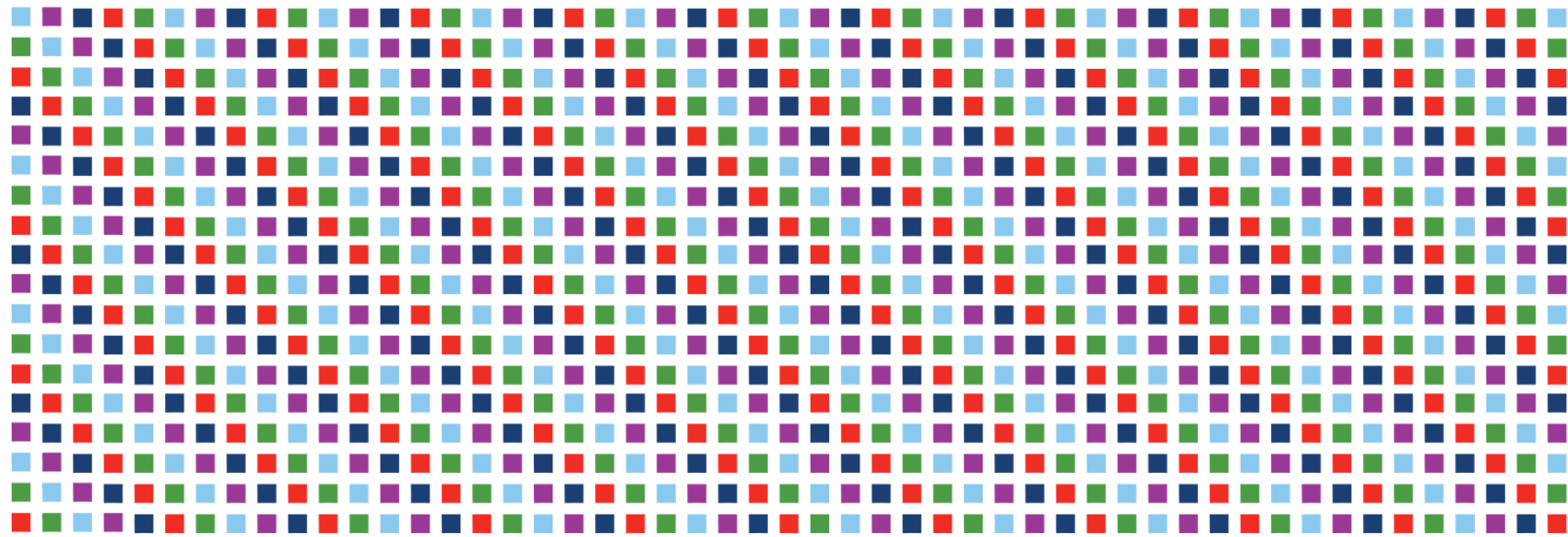
## NOTE

For FY 2023-2024, organizations with income exceeding \$750,000 must submit a board-certified opinioned audit.





# PARTNERSHIP GRANTS



VCA Guidelines for Funding





## PARTNERSHIP GRANTS

- General Operating Support: Medium and Large Arts Organizations | GOS
- Operating Support Small: Small Arts Organizations | OSS
- Creative Community Partnership Grants

# GENERAL OPERATING SUPPORT: MEDIUM AND LARGE ARTS ORGANIZATIONS (GOS)

## Purpose

To invest in arts organizations to advance their artistic excellence, operational excellence, and community engagement within their missions. The VCA serves as a partner by providing operating funds to continue, strengthen, and expand arts experiences that benefit Virginians.

## Eligible Applicants

- Meets the basic eligibility requirements as listed on page 9
- Virginia organizations whose primary purpose is the arts (units of government, organizations using a fiscal agent, and educational institutions and their private companion foundations are not eligible for GOS)
- Is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code
- Is incorporated in Virginia for at least one year prior to application
- Has its headquarters and home season in Virginia
- Has completed three (3) years of programming
- Presents at least three (3) different programs or services for the public each year
- Had a previous year's cash income of at least \$150,000. Organizations with smaller budgets may be eligible for OSS grants or for Community or Educational Impact Grants.
- Presents activities in ADA-compliant venue(s) including wheelchair access to restrooms
- Is governed by a board of directors that meets regularly
- Must not be under current debarment or suspension from federal funding
- Must have no past due Final Reports to the VCA at the time of application





## NOTE

First-time General Operating Support (GOS) applicants must contact the Commission staff before applying to confirm eligibility.

Organizations with an income of \$75,000 - \$150,00 from the most previously completed fiscal or calendar year may opt to file the GOS for Medium and Large Organizations long form application to be reviewed by a statewide panel, but may not apply for both GOS and OSS.

Organizations applying for GOS may not apply for:

- o Community Impact Grants
- o Arts in Practice Grants

## Additional Requirements

### • Avocational Organizations

Priority in this funding program will be given to organizations that pay artists. Avocational organizations may be funded in this program if they provide specific services or programs that would otherwise not be available in that particular geographic area. Avocational organizations may apply in the other grant programs of the Commission.

### • Festivals

A Partnership-funded festival must be:

- o a separately incorporated Virginia organization with a year-round administrative staff
- o maintain a primary purpose in the arts
- o maintain a year-round presence in the community
- o spend the majority of its budget on arts activities
- o last longer than three consecutive days
- o hire professional artists
- o include education and outreach programs as part of the festival

Other festivals may apply for Community Impact Grants and Virginia Touring Grants, if applicable.

### • Educational Organizations

Organizations that exist primarily to provide arts education should meet the following criteria:

- o maintain a diversified funding base, beyond tuition and ticket sales for public performances, that shows widespread community support





- employ teaching artists who are professionals or former professionals in their fields
- offer classes aimed at acquiring skills at ever-increasing levels of difficulty
- offer classes focused on development of skills rather than rehearsals for a performance
- offer scholarships for low-income students with an active effort to recruit students from diverse segments of the community
- present regular opportunities for students to perform or exhibit for the public

- **Vocal, Dance, and Musical Ensembles**

Vocal, dance, and musical ensembles that perform primarily pop, Broadway, or barbershop music, or that focus primarily on competitions are not eligible for General Operating Support but may be eligible to apply for Community or Education Impact Grants.

### **Eligible Expenses**

Funding from General Operating Support grants may be used to support most aspects of an arts organization's annual operating expenses (not including capital expenses), such as:

- Artist fees
- Administrative costs
- Contractual services
- Accessibility services
- Facilities operations (utilities, rent, routine maintenance, etc.)
- Marketing or publicity of events/activities
- Personnel (salaries, benefits, etc.)
- Professional development (workshops, seminars, conferences, excluding credit-earning post-secondary coursework)
- Supplies and materials
- Technical costs
- Travel (domestic) and other operational expenses necessary to deliver arts programs and services

### **Application Deadline**

The Commission awards all General Operating Support Grants for a one-year period. Each grantee is required to submit an application annually. Organizations that have been funded by the Commission in the General Operating Support category in the current year will be notified by the Commission in mid-December regarding information requirements for the application deadlines. All new applicants must contact the Commission before applying to determine eligibility.





**Short Form Applications are due February 1, 2023 by 5:00 p.m. EST**, for expenses occurring between July 1, 2023, and June 30, 2024.

**Long Form applications are due by March 1, 2023, by 5:00 p.m. EST**, for expenses occurring between July 1, 2023, and June 30, 2024.

### Required Attachments

The following forms will be provided by the VCA via upload in the online grant application:

- Signed Certification of Assurances
- Virginia W-9 Form

Applicants must generate and upload the following support documents:

- List of staff (paid or volunteer) and their roles
- List of board members highlighting officers and including members' affiliations
- IRS 501 (c)(3) Determination Letter
- Profit & Loss Statement from the Most Recently Completed Fiscal or Calendar Year
- Balance Sheet from December 31, 2022
- Budget for the Year of the Grant

### Reporting Requirements

If the grant is awarded, the organization must submit a partial year-end report no later than June 1 in order to receive the second (final) grant payment. Failure to submit a final report by June 1 will impact future funding. **If an organization undergoes a substantive change in its mission, program, artistic leadership, or management during the grant period, the Commission must be notified immediately.** If, in the opinion of the Commission, such changes alter the purpose for which the grant was awarded, the Commission may require the organization to submit justification for continuing to receive the grant fund .

### Amount of Assistance

Organizations approved for funding will receive no more than 10 percent of their previous year's total operating income, less Commission support, commissions to artists, facility rental income for non-arts activities, money paid to the organization for out-of-state trips or tours by the people taking the trips or tours, money raised for capital purposes in the previous year, and endowment income. Most organizations will receive less than the maximum, and no organization is guaranteed a specific funding amount. Minimum grant awards will be \$2,500 per year; maximum grant awards will be \$100,000 per year.





## Criteria for Evaluating Applications

- Artistic Excellence
- Operational Excellence
- Community Engagement

**Artistic Excellence** is the first standard of review. What constitutes artistic excellence may vary in relation to the organization's mission, goals, audiences, and activities. The organization must demonstrate high-quality activities that achieve a distinct artistic vision consistent with the applicant's mission and goals. The Commission supports organizations with a wide variety of artistic programs, including both the preservation of an artistic heritage and the presentation of new works and new artists.

**Operational Excellence** is measured by the organization's capacity to effectively manage its operations and resources as reflected by organizational stability and fiscal position. The organization has a board-approved strategic planning process that shows evidence that it is maximizing opportunities to generate diversified income. The organization has a strong board composition, staff qualifications, and clearly articulated roles and responsibilities for each.

**Community Engagement** includes efforts to expand the applicant's reach to new and diverse audiences. Community impact strives to make the arts a vital part of community life, including those who are underserved, under-resourced, or under-represented. The grantee also complies with ADA-accessibility mandates.

### NOTE

Organizations with annual income over \$750,000 (for the previous two consecutive years) must submit an opinioned, audited financial statement from the most recently completed fiscal or calendar year. If the audit is not complete by the grant deadline, upload a board approved Profit and Loss Statement from the most recently completed fiscal or calendar year. Your organization will be required to submit an audit prior to the panel meeting.

## Application/Review/Payment Procedure

1. Applicants submit the information requested by the Commission each year. The Commission staff is available for consultation on applications, and to review drafts of applications, if received at least four weeks before the deadline.
2. The Commission staff reviews each application for completeness and eligibility. Incomplete or ineligible applications will not be reviewed, and will be returned to the





applicant with an explanation.

3. Applications are made available to the members of the panel electronically.
4. The panelists independently review each application prior to the panel meeting.
5. The panel meets with two members of the Commission staff. Commissioners attend panel meetings as silent observers. Applicant representatives may attend the panel meeting as observers but may not address the panel. The panel makes its recommendations after group discussion. Names of Commissioners and advisory panelists, as well as dates and locations of Commission and panel meetings, are made available through the Commission office and on the Commission website.
6. The Commission Board then reviews the recommendations of the staff, and takes final action on the applications.
7. Applicants are notified of Commission action by email in late June.
8. The Commission will generally pay 85 percent of each year's grant amount by August 15. The final 15 percent will be paid within 30 days after the Commission receives the final report on the grant. The Commission reserves the right to use an alternative payment schedule in special circumstances. Final reports must be submitted after the completion of all funded activities or by June 1 at the latest.





## OPERATING SUPPORT FOR SMALL ORGANIZATIONS (OSS)

### Purpose

To invest in arts organizations to advance their artistic excellence, operational excellence, and community engagement within their missions. The VCA serves as a partner by providing operating funds to continue, strengthen, and expand arts experiences that benefit Virginians.

### Description

This grant program makes general operating support of \$2,500 available to small, nonprofit arts organizations (with annual cash income of less than \$150,000\*), that have arts as the core of their mission, and provide public access to ongoing arts programs.

### Eligible Applicants

- Meets the basic eligibility requirements as listed on page 9
- Virginia organizations whose primary purpose is the arts (units of government, organizations using a fiscal agent, and educational institutions & their private companion foundations are not eligible for OSS)
- Is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code
- Is incorporated in Virginia for at least one year prior to application
- Has its headquarters and home season in Virginia
- Has completed two years of programming at the time of application
- Presents at least three different programs or services for the public each year
- Had a previous year's cash income of at least \$5,000, but no greater than \$150,000\*
- Presents activities in ADA compliant facilities, including wheelchair access to restrooms
- Is governed by a board of directors that meets regularly
- Must not be under current debarment or suspension from federal funding
- Has no past due Final Reports to the VCA at the time of application
- Meets the basic eligibility requirements as listed on page 9

### NOTE

- Small arts organizations with income of \$75,000 - \$150,000 from the most previously completed fiscal or calendar year may opt to file the GOS for Medium and Large Organizations long form application to be reviewed by a statewide panel, but may not apply





for both GOS and OSS. Organizations applying for OSS may not apply for Community Impact Grants.

## Additional Requirements

**Educational Organizations & Festivals** must meet additional requirements for funding in this category. A checklist can be found in the Guidelines for Funding and is also included in the application.

**Avocational Organizations** may be funded in this program if they provide specific services or programs that would otherwise not be available in that particular geographic area. Avocational organizations may apply in the other grant programs of the Commission.

**Vocal, Musical, and Dance Ensembles** that perform primarily pop, Broadway, or barbershop music, or that focus primarily on competitions are not eligible for OSS, but are eligible to apply for Community Impact Grants for new or expanded initiative.

## Eligible Expenses

Funding from OSS Grants may be used to support most aspects of an arts organization's annual operating expenses (not including capital expenses), such as:

- Artist fees
- Administrative costs
- Contractual services
- Accessibility services
- Facilities operations (utilities, rent, routine maintenance...)
- Marketing or publicity of events/activities
- Personnel (salaries, benefits...)
- Professional development (workshops, seminars, conferences, excluding credit-earning post-secondary coursework)
- Supplies and materials
- Technical costs
- Travel (domestic) and other operational expenses necessary to deliver arts programs and services

## Required Attachments

The following forms will be provided by the VCA via upload in the online grant application:

- Signed Certification of Assurances





- Virginia W-9 Form

Applicants must generate and upload the following support documents:

- List of staff (paid or volunteer) and their roles
- List of board members highlighting officers and including members' affiliations
- IRS 501 (c)(3) Determination Letter
- Profit & Loss Statement from the Most Recently Completed Fiscal or Calendar Year
- Balance Sheet from December 31, 2022
- Budget for the Year of the Grant

### Application Deadline

Applications are due by March 1, 2023, by 5:00 p.m. (EST), for expenses occurring between July 1, 2023, and June 30, 2024.

The Commission awards all Operating Support for Small Organization (OSS) grants for a one-year period. Each grantee is required to submit an application annually.

### Reporting Requirements

If the grant is awarded, the organization must submit a year-end report no later than June 1 in order to receive the second (final) grant payment. Failure to submit a final report by June 1 will impact future funding. If an organization undergoes a substantive change in its mission, its artistic leadership, or its management during the grant period, the Commission must be notified immediately. If, in the opinion of the Commission, such changes alter the purpose for which the grant was awarded, the Commission may require the organization to submit justification for continuing to receive the grant funds.

### Amount of Assistance

Awards of \$2,500.

### Payment Schedule

The Commission will generally pay 85 percent of each year's grant amount by August 15. The final 15 percent will be paid within 30 days after the Commission receives the final report on the grant. The Commission reserves the right to use an alternative payment schedule in special circumstances. Final reports must be submitted after the completion of all funded activities or by June 1 at the latest.

### Criteria for Evaluating Applications

VCA staff reviews submitted applications for eligibility, completeness and accuracy. Applications that meet program requirements are authorized, pending availability of funds.





## Review Criteria for OSS

The review of the OSS application is based on the successful submission of required support documents (see above) and answers to four narrative questions:

1. What is the organization's mission statement and how does programming demonstrate artistic excellence and advance its mission?
2. Provide an overview of the organization's primary arts activities/programming/services for the current year and the year of the grant.
3. Describe the geographic area and audiences/communities that will be supported by this funding. Highlight any underserved, under-resourced, and under-represented audiences/communities reached.
4. What is the intended impact of the organization's arts activities/programming/services? (Include clear, specific and thorough explanation of how the organization's planned activities/programming/services have and will impact its audiences/communities.





## CREATIVE COMMUNITIES PARTNERSHIP GRANTS

### Purpose

To encourage local and tribal governments to support the arts.

### Description

The Commission will match, *up to* \$4,500, subject to funds available, the tax monies given by independent town, city, county, and tribal governments to independent arts organizations. The funding, which does not include school arts budgets or arts programming by local governments, committees or councils of government, nor departments such as parks and recreation, may be sub-granted either by a local arts commission/council or directly by the governing body.

### Eligible Applicants

Independent city, town, county, or tribal governments in Virginia.

### Eligible Activities

Grants to independent, ADA-compliant arts organizations for arts activities in the locality, including activities that provide opportunities for underserved, under-resourced, and under-represented communities. The Commission does not match payments paid to performers for specific performances. Local governments seeking such funding should apply to the Virginia Touring Grants program.

### Deadline

The online application is due on April 1, 2023 by 5:00 p.m. EST for local and tribal government grants awarded in 2023-2024.

### NOTE

A local or tribal government that has not approved its budget by the grant deadline may apply conditionally and confirm the application as soon as possible.

### Amount of Assistance

Up to \$4,500, subject to funds available. Local government (excluding tribal) match must be from local government funds; federal funds may not be included.

### Criteria for Evaluating Applications

- Clearly defined policies and procedures for awarding local funds to arts organizations





- Demonstrated community impact

### Application/Review/Payment Procedures

1. Local and tribal governments must complete and submit the online application by the deadline.  
**THERE ARE NO EXCEPTIONS.**
2. The Commission staff reviews each application for completeness and eligibility.
3. The Commission staff makes recommendations on levels of funding for each application.
4. The Commission board reviews the staff recommendations and takes final action on the applications.

### Reporting Requirements

After confirmation of the grant award, each local government must complete the online final report/confirmation form that its governing board has appropriated the matching funds and the funds from the Commission. This confirmation must include the appropriate page of the local government's approved 2023 - 2024 budget and a copy of the check (s) to the sub-grantee(s). The Commission will pay the grant in full after receiving this confirmation. The deadline for the final report/confirmation is February 1, 2024.

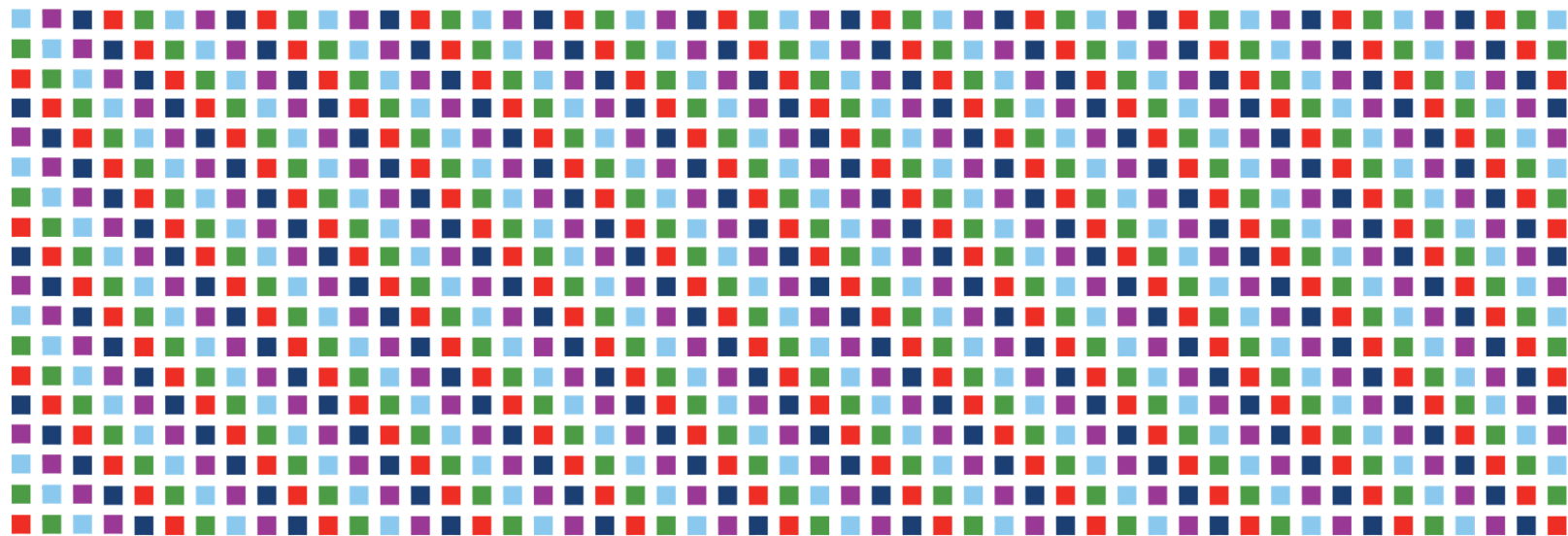
### NOTE

If the local or tribal government receives more than \$750,000 in yearly federal expenditures from Commonwealth agencies, they must submit a Single Audit.





# IMPACT GRANTS







## IMPACT GRANTS

- **Community Impact Grants**
- **Education Impact Grants**

# COMMUNITY IMPACT GRANTS

## Purpose

To facilitate new and innovative art-based projects or services that reach and impact communities, including those that are underserved, under-resourced, and under-represented.

## Description

Community Impact Grants fund high-quality creative arts programming, creation of new work, expansion of successful arts projects, and/or arts-based services to the field. Impact Grants support any artistic discipline and on any scale. There is a 1:1 required cash match for the grant.

## Eligible Applicants

This grant program is open to any Virginia nonprofit organization, unit of government, tribal government, or higher educational institution presenting the arts. Applications for traditional learning environments, including Prek-12 and lifelong learners with identified learning goals, must be filed under the Education Impact Grant program. Individuals may not apply.

## Eligibility Requirements

- Meets the basic eligibility requirements as listed on page 9
- The organization is a nonprofit Virginia 501(c)(3) organization or unit of local or tribal government. Groups without tax-exempt status may apply using a Virginia Fiscal Agent (see details below)\*
- Applicant meets the Basic Eligibility Requirements listed on page 9 of the Guidelines for Funding
- All programming/services will take place in ADA-compliant facilities
- Must not be under current debarment or suspension from federal funding
- Must have no past due Final Reports to the VCA at the time of application

## Eligible Activities

Community Impact Grants provide support for a wide range of new and expanded arts programs that drive impact, including, but not limited to:





- new or expanded performances, exhibitions, screenings, conferences, readings, public art projects, and festivals that focus on engaging new and underserved, under-resourced, and under-represented audiences or communities
- program enhancements that enable participation of individuals with disabilities
- commissions of new works of visual, performing, and media arts
- public art projects that commission an artist for the creation of new work that engage the community in the planning, presentation, and/or fabrication

## NOTE

- Organizations applying for GOS, OSS, or Education Impact Grants may not apply for Community Impact Grants.
- General operating support or annual budgets for established organizations are not considered projects and are ineligible.
- Applications from colleges/universities should be for activities not otherwise available in the community.
- Projects from colleges/universities that are primarily for academic credit are not eligible.
- Generally, the Commission will not support the same project for more than three years.

## Application Deadline

March 1, 2023 at 5:00 p.m. EST for the grant period of July 1, 2023-June 15, 2024.

## Assistance Amount

Generally, the grant amounts will be between \$1,000 and \$5,000. Applicants may submit more than one application for a combined total of no more than \$5,000 and must provide at least a 1:1 cash match of the requested grant. The Virginia Commission for the Arts will rarely grant more than 50 percent of the cash costs of any project.

## Cash Match

Grant awards to organizations must be matched 1:1. For example, if an organization requests \$1,000 from VCA, it must have at least \$1,000 in cash income from another source (other than state or federal funds) towards the expenses of that same project. Sources of matching funds may include revenue from the project activities such as ticket sales; contributions from individuals, foundations, or corporations; or cash from the organization's own accounts.

## In-kind Support

In-kind contributions cannot be counted as part of a cash match. In-kind contributions are the dollar value of materials and services that are provided to a project at no cash cost from sources other than the applicant, e.g., volunteer hours or donated space. However, it is important to document and include information on in-kind contributions as part of the application budget. In-kind donations





help to demonstrate a community's support of a project.

### Criteria for Evaluating Applications

The Virginia Commission for the Arts' is interested in innovative, collaborative arts programs and/or services with the following priorities:

**Community Impact** - The extent to which there is an active, two-way engagement between the applicant and the audience/community in the planning, participation, and evaluation of the proposed activity, including intentional strategies to reach new and underserved, under-resourced, and under-represented communities.

**Artistic Excellence** - Relative to the budget size of the organization, the extent to which the applicant demonstrates a committed effort to provide its audience/community an innovative, impactful, and quality artistic experience.

**Operational Excellence** - The extent to which the applicant can demonstrate sound fiscal and project management.

### Fiscal Agents

A nonprofit, tax-exempt Virginia organization or unit of government may act as fiscal agent for a Community Impact Grant request by an organization that is not tax exempt or not incorporated in Virginia.\* The fiscal agent must complete and sign the application and, if a grant is received, is legally responsible for the completion of the project and for the proper management of the grant funds. The Commission requires that a fiscal agent have a written agreement with the individual or organization that will actually administer the project, to avoid misunderstandings. The Commission requires a signed copy of the written agreement between the two parties as part of the application. The fiscal agent may not have a staff member affiliated with any aspect of the project, either as an employee or in a policymaking role such as serving on the board of directors.

#### NOTE

\*The Commission will also accept Fractured Atlas and Women In Film & Video as fiscal agents for Community Impact grants only, as approved by Commission vote. Fractured Atlas and Women in Film & Video are the only exceptions for fiscal agents outside of Virginia.

### Required Attachments

The following forms will be provided by the VCA via upload in the online grant application:

- Project Budget Form
- Signed Certification of Assurances
- Virginia W-9 Form

Applicants must generate and upload the following documents:

- Short Bios of Principal Staff /Project Leader and Artist(s)





- Three Documents Reflecting Artistic Excellence
- Profit and Loss Statement or Audit from the Most Recently Completed Fiscal or Calendar Year
- Balance Sheet from December 31, 2022
- IRS 501(c)(3) Determination Letter
- Fiscal Agent Agreement (*if applicable*)

### Application/Review Process

1. Application due March 1, 2023 by 5 p.m. EST. Commission staff is available for consultation and draft application reviews until February 1, 2023.
2. Commission staff reviews the applications and forwards them to members of the statewide, multi-disciplinary advisory panel to review prior to the panel meeting.
3. The advisory panel meets with two members of the Commission staff and a Commissioner. Applicant representatives may attend the panel meeting as observers but may not present to the panel. The panelists make their recommendations after group discussion. Names of Commissioners and advisory panelists, as well as dates and locations of Commission and the panel meeting, are available on the Commission website.
4. The board of the Commission reviews the panel and staff recommendations and takes final action on the applications.
5. Applicants are notified of Commission action by email in late June.
6. The Commission will generally pay 85 percent of each year's grant amount by August 15. The final 15 percent will be paid within 30 days after the Commission receives the final report on the grant. The Commission reserves the right to use an alternative payment schedule in special circumstances. Final reports must be submitted within 30 days of the completion of the project and no later than June 1.





## EDUCATION IMPACT GRANTS

### Purpose

Provide opportunities for Virginia's students, educators, and other adult populations to participate in and learn through the arts by working with highly qualified professional artists, in support of lifelong learning.

### Description

These grants provide Virginia's Pre-K-12 students and teachers with opportunities to work with professional artists either in a school setting or through after-school or summer activities. Education Impact Grants may support professional development for teaching artists and educators to work with elementary and secondary school students, or other adult populations in community settings.

### Eligible Applicants

- Virginia public Pre-K–12 schools
- Virginia private, federally tax-exempt schools
- Virginia 501(c)(3) organizations
- Virginia units of local or tribal government

### NOTE

- Applicants applying for Education Impact Grants may not apply for Community Impact Grants.
- All programming must take place in ADA-compliant facilities

### Eligible Activities

- New or expanded artist residencies for Pre-K –12 students or adult populations, based upon identified learning goals
- New or expanded after-school or summer arts education programs facilitated by nonprofit arts organizations
- New or expanded training programs for artists or arts integration professional development for teachers who work with Virginia's Pre-K-12 students
- Synchronous or asynchronous virtual learning with a specific Virginia population

### NOTE

- The Commission will not fund the same activity by the same applicant for more than three





years without significant program expansion.

- Teaching Artists may be proposed in the application with supplemental documentation of the artist's qualifications or selected from the Commission's Teaching Artist Roster. Grant funds may be used for artist stipends, equipment, supplies, and costs for documenting and/or evaluating program outcomes.

### Application Deadline

April 1, 2023 by 5:00 p.m. EST, for activities/residencies taking place between July 1, 2023 and June 15, 2024.

### Amount of Assistance

Generally, the grant amounts will be between \$1,000 and \$5,000. Applicants may submit more than one application for a combined total of no more than \$5,000 and must provide at least a 1:1 cash match of the requested grant. The Virginia Commission for the Arts will rarely grant more than 50 percent of the cash costs of any project.

### Cash Match

Grant awards to organizations must be matched 1:1. For example, if an organization requests \$1,000 from VCA, it must have at least \$1,000 in cash income from another source (other than state or federal funds) towards the expenses of that same project. Sources of matching funds may include revenue from the project activities such as ticket sales; contributions from individuals, foundations, or corporations; or cash from the organization's / school's own accounts.

### In-kind Support

In-kind contributions cannot be counted as part of a cash match. In-kind contributions are the dollar value of materials and services that are provided to a project at no cash cost from sources other than the applicant, e.g., volunteer hours or donated space. However, it is important to document and include information on in-kind contributions as part of the application budget. In-kind donations help to demonstrate a community's support of a project.

### Criteria for Evaluating Applications

The Virginia Commission for the Arts is interested in innovative, collaborative arts education programs and/or services with the following priorities:

**Education Impact** — The extent to which there is an active, two-way engagement between the applicant and the audience/community in the planning, participation, and evaluation of the proposed activity, including intentional strategies to reach new and underserved, under-resourced, and under-represented communities.

**Artistic Excellence** — Relative to the budget size of the organization, the extent to which the applicant demonstrates a committed effort to provide its audience/community an innovative, impactful, and quality artistic experience.





**Operational Excellence** —The extent to which the applicant can demonstrate sound fiscal and project management.

### Fiscal Agents

A nonprofit, tax-exempt Virginia organization or unit of government may act as fiscal agent for a Education Impact Grant request by an organization that is not tax-exempt or not incorporated in Virginia. The fiscal agent must complete and sign the application and, if a grant is received, is legally responsible for the completion of the project and for the proper management of the grant funds. The Commission requires that a fiscal agent have a written agreement with the individual or organization that will actually administer the project, to avoid misunderstandings. The Commission requires a signed copy of the written agreement between the two parties as part of the application. The fiscal agent may not have a staff member affiliated with any aspect of the project, either as an employee or in a policymaking role such as serving on the board of directors.

### Required Attachments

Applicants must generate and upload the following documents:

- Teaching Artist(s) Resume
- Residency/Workshop Lesson Plan
- Three Documents Reflecting Artistic Excellence
- One Document Reflecting Instructional Excellence
- Two Letters of Reference
- IRS 501(c)(3) Determination Letter

### Application/Review Process

1. Application due April 1, 2023 by 5 p.m. EST. Commission staff is available for consultation and draft application reviews until March 1, 2023.
2. Commission staff reviews the applications and forwards them to members of the statewide, multi-disciplinary advisory panel to review prior to the panel meeting.
3. The advisory panel meets with two members of the Commission staff and a Commissioner. Applicant representatives may attend the panel meeting as observers but may not present to the panel. The panelists make their recommendations after group discussion. Names of Commissioners and advisory panelists, as well as dates and locations of Commission and the panel meeting, are available on the Commission website.
4. The board of the Commission reviews the panel and staff recommendations and takes final action on the applications.
5. Applicants are notified of Commission action by email in late June.
6. The Commission will generally pay 85 percent of each year's grant amount by September 15. The final 15 percent will be paid within 30 days after the Commission receives the final report on



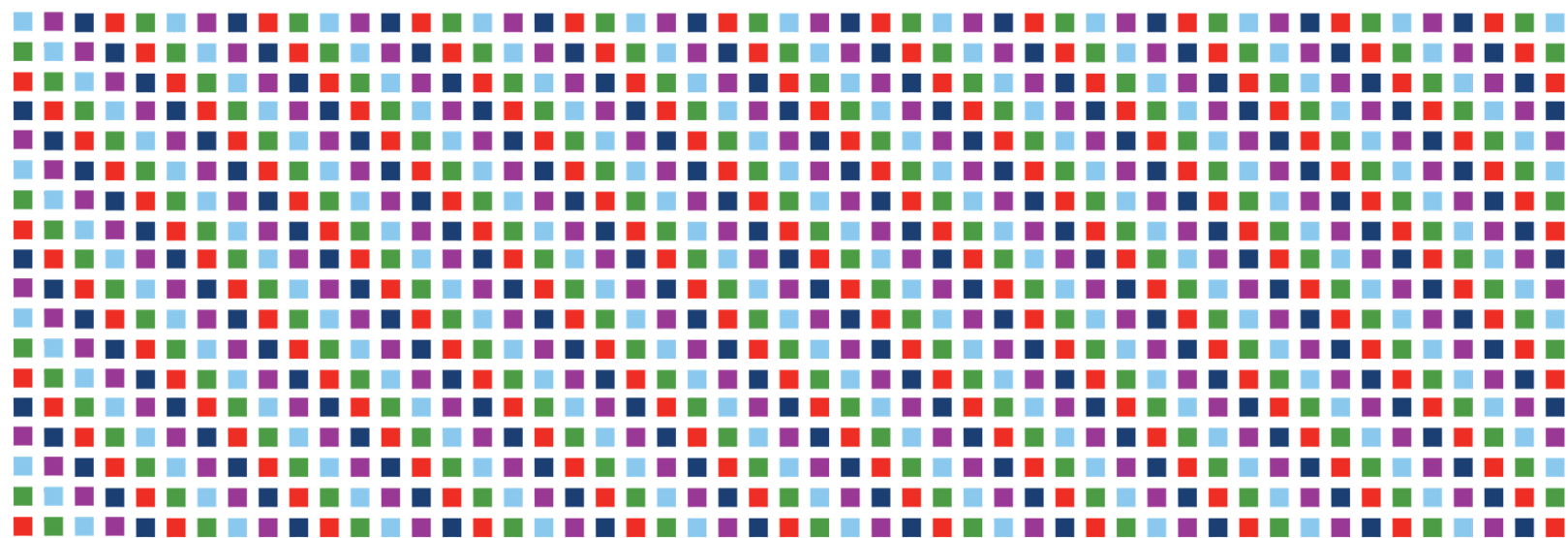


the grant. The Commission reserves the right to use an alternative payment schedule in special circumstances. Final reports must be submitted within 30 days of the completion of the project and no later than June 1.





# ARTIST ENGAGEMENT



VCA Guidelines for Funding





## ARTIST ENGAGEMENT

- Touring Artist Roster
- Virginia Touring Grants
- Teaching Artist Roster
- Arts in Practice Grants
- Artist Fellowships

## VIRGINIA TOURING ASSISTANCE

### Purpose

Increase opportunities for Virginians to experience high-quality performing arts events, and promote high-quality Virginia artists.

### Description

This grant program supports touring by Virginia performing artists and ensembles within the state. The touring activities are restricted to those listed in the Commission's annual Touring Artist Roster. Any nonprofit organization meeting the Basic Eligibility criteria can apply to receive a touring assistance grant to support these activities. Grants are made to the presenter, not to the touring artist(s). Touring artists apply to be listed in the Touring Artist Roster, with a set dollar amount reserved to support their touring, as outlined below. To be eligible for funding, performances must take place in Virginia but outside of the performer's home base. Any activity underwritten with Commission touring assistance funds must be open to the public, and the presenter must provide community-wide publicity. Elementary and secondary schools, senior living facilities, correctional facilities, and hospitals are exempt from this Commission requirement.

## FOR PERFORMERS AND ENSEMBLES SEEKING TO BE LISTED ON THE TOURING ARTIST ROSTER

### Eligible Applicants

Virginia performing artists and performing arts ensembles. Individual students or organizations whose members are primarily Pre-K-12 or undergraduate college students are not eligible for inclusion in the Touring Artist Roster.





### Eligible Activities

- All bookings for Performing Arts Touring Assistance must take place 30 miles outside of the home area of the touring artist(s)/ensemble.
- Programs should be open to the public, and the presenter must provide community-wide publicity. Elementary and secondary schools, senior living facilities, correctional facilities, and hospitals may be exempt from this requirement.

### Deadline for Artists to Apply for Inclusion on the Touring Artist Roster

Online application is due July 15, 2023, by 5:00 p.m. EST, for the touring season of July 1, 2024, to June 15, 2025.

### Criteria for Evaluating Applications

- Artistic excellence
- Effective management
- Availability of similar touring programs in the state
- Cost-effectiveness of the proposed tour
- Evidence of presenter interest in the proposed tour

### Application/Review Procedures for Touring Artists and Ensembles Wishing To Be Listed on the Tour Roster

1. The artist/ensemble must complete and submit the online application to the Commission by the deadline.
2. The Touring Program advisory panel will consider the proposals and make recommendations to the Commission. The Commission will approve artists/ensembles for touring support and reserve a block of funds for each. Decisions will be announced in October 2023.
3. The funding reserved by the Commission for each touring artist/ensemble will be held for potential presenters from March 1, 2024, until December 1, 2024.
4. In December, the Commission will post the 2024-2025 Touring Artist Roster on its website with information about artists and ensembles eligible for touring support and descriptions of their touring programs.
5. The Commission will begin accepting touring assistance applications from presenters on March 1 of each year.
6. Presenters apply online for touring support, including copies of signed contracts with touring artists/ensembles, to the Virginia Commission for the Arts. Applications must be received by the Commission at least two weeks prior to the event and no later than December 1.





7. The Virginia Commission for the Arts awards touring support grants to presenters of a particular artist/ensemble on a first-come, first-served basis from that artist's/ensemble's allocation. Grant award letters are generally emailed two weeks after receipt of each presenter's application by the Commission.
8. If an artist/ensemble listed on the 2024-2025 Touring Artist Roster has booked a tour and used all of its original allocation prior to December 1, it may book additional performances and encourage the presenters to apply to the Commission's "wait list" on a first-come first-served basis for funds which have gone unused by other artists/ensembles. It is the responsibility of the artist/ensemble to explain that there is no guarantee of funding in this situation.
9. After December 1, the Commission will pool any uncommitted touring funds and award them to presenters on the "waitlist," or other presenters which apply to support activities of eligible artists/ensembles. Waitlist performances must take place between December 2 and June 15 of each touring season. Touring ensembles that receive an allocation of \$25,000 or more may not apply for waitlist funds.

## INFORMATION FOR PRESENTERS OF VIRGINIA TOURING ARTISTS/ENSEMBLES

### Eligible Applicants

Virginia nonprofit organizations, units of local or tribal government, or educational institutions that meet the Basic Eligibility criteria.

### Eligible Activities

- Programs taking place between June 1, 2023 and June 15, 2024
- Programs listed in the Touring Artist Roster which take place at least 30 miles from home base of the artist/ensemble
- Programs should be open to the public, and the presenter must provide community-wide publicity. Elementary and secondary schools, senior living facilities, correctional facilities, and hospitals may be exempt from this requirement

### Application Deadline

Touring Assistance applications are available online, beginning March 1. Presenters should apply online for touring support, including copies of signed contracts with touring artists/ensembles, to the Commission at least two weeks prior to the event, and before December 1.

### Amount of Assistance

The Commission will fund *up to* 50 percent of the performance fee only for touring programs listed in the Touring Artist Roster, subject to the overall limit for each touring artist/ensemble. Grant award amounts are a minimum of \$100 and maximum of \$7,500 per performance.





## Application/Review/Payment Procedures for Presenters

1. In December, the Virginia Commission for the Arts posts an online Touring Artist Roster, listing basic information about the artists and ensembles eligible for tour support and descriptions of the touring program for the following July 1 through June 15 time period.
2. Touring artists/ensembles and presenters begin scheduling and signing contracts. All negotiations regarding type and schedule of activities, fees, technical needs and promotional efforts are the responsibility of each touring artist/ensemble and its presenters, and the resulting arrangements should be included in the contract. The Commission's grant, however, will not exceed 50 percent of the contracted performance fee. Fees and all local costs are the responsibility of the presenters. A presenter's total costs will depend on the touring artist's/ensemble's fee, facility costs, promotion costs, and other local factors. Each contract must contain language referring to the requested amount of presenter touring assistance.
3. Applications are made available online March 1. Presenters apply online for touring support, including copies of signed contracts with touring artists/ensembles, to the Virginia Commission for the Arts at least two weeks before an event and before December 1.

Presenters should not consider touring grants automatic, but wait for confirmation. Grant award letters are generally emailed two weeks after receipt of each contract by the Commission.

4. For grant awards of over \$500 the Commission will send 85 percent of the grant to the presenter before the scheduled touring program. The Commission will pay the final 15 percent of the grant after receiving the final report. For grants of \$100 to \$499, payment will be made after the Commission has received the final report. The Commission will not make first payments for July performances. Awards for July performances will be made in full 30 days after the receipt of the final report (online), but no earlier than August 1.
5. Presenters must submit final reports to the Virginia Commission for the Arts within 30 days after each event. Final report forms can be found on the applicant's dashboard.
6. If any presenter receiving subsidy for one of these touring artists/ensembles has actual income in excess of expenses, the presenter must use these additional funds for other arts activities, and the Commission must approve the use of any of these excess funds up to the amount of the grant.





## ARTS IN PRACTICE GRANTS

### Purpose

To increase opportunities for short-term artist residencies that engage communities and learners in 20 hours or less of arts-based instruction.

### Description

The Arts in Practice grants program provides support of up to \$1,500 (15 percent cash match) to eligible Virginia Pre-K-12 schools, not-for-profit organizations, and units of local and tribal government for short-term residencies focused on participatory and experiential learning conducted by professional teaching artists. VCA Teaching Roster Artists who are permanent Virginia residents can apply for up to two Arts in Practice grants per grant cycle. Funding is available on a first-come first-served basis and applications will be reviewed by staff in the order in which they are received. The shape and scheduling of the residency is up to the school/organization and the artist. An intensive residency may occur over one to three days, or it may be appropriate to have more residency activities of shorter duration, such as two hours a week for six weeks. For residencies that are more than 20 hours, please apply for the Education Impact Grant.

### Eligible Applicants

- Virginia's public Pre-K–12 schools
- Private, federally tax-exempt schools
- Nonprofit organizations
- Units of local and tribal government
- Current VCA Teaching Artist Roster participants who are permanent Virginia residents

### NOTE

Organizations receiving GOS or OSS grants may not apply for Arts in Practice Grants.

Eligible applicants may apply for no more than two Arts in Practice Grants within a grant cycle.

### Eligibility Requirements

- Meets the basic eligibility requirements as listed on page 9

### Eligible Activities

- Short-term active participatory residency including for schools and communities not to exceed 20 hours





- Residency activities could include workshops, demonstrations with a participatory component, and individual or community projects
- Synchronous or asynchronous virtual learning with a specific Virginia population

### Residency Examples

- An elementary school engages a dance artist for four weeks to conduct 45-minute weekly sessions with each third-grade classroom to integrate movement with their study of migration.
- A poet is brought in by a community center to work with a group of senior citizens on memory and personal history through poetry.
- A theatre artist conducts a workshop for teachers of rural second language English learners to develop lessons utilizing theatre performance techniques to support language development.
- A nonprofit organization coordinates a one-day military/veteran's family event where teaching artists conduct mini-workshops and demonstrations.

### NOTE

- The Arts in Practice grant is not intended to support concerts, assemblies, or field trips.
- Assessment is required to measure residency effectiveness in meeting the program goals.

### Application Deadline

Between July 1, 2023 and April 15, 2024, reviewed by staff in the order in which they are received. Applications will be accepted until the funds are fully committed, but no later than April 15, 2024.

### Assistance Amount

Up to \$1,500 (15 percent cash match). Grants are awarded from available funds on a first-come, first-served basis.

### Cash Match

Grant awards to organizations must include a 15 percent cash match. Sources of matching funds may include revenue from the project activities such as ticket sales, contributions from foundations or corporations, government support from federal or local sources, or cash from the organization's own accounts.

### In-kind Support

In-kind contributions cannot be counted as part of a cash match. In-kind contributions are the dollar value of materials and services that are provided to a project at no cash cost from sources other than the applicant, e.g. volunteer hours or donated space. However, it is important to document and





include information on in-kind contributions as part of the application budget. In-kind donations help to demonstrate a community's support of a project.

### Criteria for Evaluating Applications

The Virginia Commission for the Arts is interested in innovative, collaborative arts programs and/or services with the following priorities:

**Education Impact**—The extent to which there is an active, two-way engagement between the applicant and the audience/community in the planning, participation, and evaluation of the proposed activity, including intentional strategies to reach new, underserved, under-resourced, and under-represented communities.

**Artistic Excellence**—Supported evidence of artistic knowledge and skills and demonstrates a committed effort to provide its audience/community an innovative, impactful, and quality artistic experience.

**Instructional Excellence**—The extent to which the applicant can demonstrate sound educational practices and pedagogy.

### Required Attachments

The following forms will be provided by the VCA via upload in the online grant application:

- Project Budget Form
- Signed Certification of Assurances
- Virginia W-9 Form

Applicants must generate and upload the following documents:

- Teaching Artist(s) Bios
- Residency/Workshop Plan
- Three Documents Reflecting Artistic Excellence
- One Document Reflecting Instructional Aptitude
- Letter(s) of Support
- IRS 501(c)(3) Determination Letter

### Criteria for Funding

- Demonstrated need by the applicant school or organization for the proposed residency
- Financial need of the school or community organization for the requested grant
- VCA Teaching Roster Artists working with populations with limited arts access





### Application/Review/Payment Procedure

1. Applicants must complete and submit the online application at least six weeks before the proposed activity, to take place between August 15, 2023, and June 15, 2024.
2. The Commission staff will review Arts in Practice grant proposals for completeness and eligibility.
3. The Commission staff reviews proposals and notifies the applicant promptly.
4. After receiving confirmation of a grant award, the grantee will be asked to affirm the terms of the grant to include the 15 percent funding match and the requirement to submit a final report. Grant funds will be processed 30 days prior to the planned activity.





# TEACHING ARTIST ROSTER

## Purpose

To identify and promote highly-qualified and experienced Teaching Artists who have particular experience working in schools and other community-based settings. The Teaching Artist Roster is an online resource for VCA Education Impact grants, as well as any other school or community groups seeking professional Teaching Artists.

## Description

Teaching Artists are professionals committed to the development of their own artistic practice as well as their teaching pedagogy with the desire to share their knowledge through residencies and workshops. They are knowledgeable in the techniques and content of their disciplines and are adept at developing and implementing audience-specific arts curriculum. Although the VCA promotes the Teaching Artist Roster to applicants and others, the Commission does not guarantee contract work to our Teaching Artists.

## Eligible Applicants

Teaching Artists must be:

- 18 years of age or older at the time of application
- a resident of Virginia, Delaware, Kentucky, Maryland, North Carolina, Pennsylvania, Tennessee, West Virginia, and/or the District of Columbia
- professional artist with expertise in one or more disciplines
- skilled in working with children, youth, teachers, adults, seniors, veterans, and/or other populations
- committed to differentiated instruction and effective teaching methods to reach all learners

Individual Teaching Artists as well as nonprofit organizations who provide educational programming and employ Teaching Artists are eligible to apply.

## NOTE

Full-time students are ineligible to apply for the Teaching Artist Roster.

## Application Deadlines (*No Exceptions*)

Applications and support materials are accepted during two cycle deadlines: April 3, 2023 and October 2, 2023, and due by 5:00 p.m. EST each deadline date.





## Application Evaluation

The Virginia Commission for the Arts' is interested in innovative, collaborative arts programs and/or services with the following priorities:

### Criteria for Evaluating Applications

The Virginia Commission for the Arts' is interested in innovative, collaborative arts programs and/or services with the following priorities:

**Artistic Excellence**—Supported evidence of artistic knowledge and skills and demonstrated a commitment to provide audiences and communities with an innovative, impactful, and quality artistic experience.

**Instructional Excellence**—The extent to which the applicant can demonstrate sound educational practices and pedagogy.

**Collaboration and Program Management**—The extent to which the applicant can demonstrate successful collaboration and project management.

**Professionalism**—The extent to which the applicant represents the professional standards of the Virginia Commission for the Arts.

### Required Attachments

Applicants must generate and upload the following documents:

- Teaching Artist(s) Resumes
- Residency/Workshop Lesson Plan
- Three Documents Reflecting Artistic Excellence
- One Document Reflecting Instructional Excellence
- Two Letters of Reference

### Review Process

Applications including support materials will be reviewed by the Commission's Teaching Artist Roster panel comprised of artists and educators representative of different disciplines.

Panel and staff recommendations are then reviewed by the Commission board which makes the final decisions on those teaching artists included in the roster. All teaching artists shall agree to have a national background check\* to ensure their capacity to work with school-aged students or the elderly or disabled. Names of Commissioners and advisory panelists, as well as dates and locations of Commission and panel meetings, are available from the Commission





office and on the Commission website.

#### NOTE

Questions regarding background checks may be directed to the Commission's staff.





# ARTIST FELLOWSHIPS

## Purpose

To recognize the creative excellence of individual Virginia artists and support their pursuit of artistic excellence.

## Description

A limited number of fellowships are available to professional creative artists living in Virginia. Funding in this category is highly competitive. Specific arts disciplines are eligible for support each year on a rotating basis, depending upon the amount of state funding available to the Commission. Artists should confirm with Commission staff the select disciplines each year.

## Eligible Applicants

- A legal resident who possesses a valid Virginia driver's license and/or pays income taxes in Virginia and/or is a registered Virginia voter
- Artists who plan to remain a Virginia resident during the grant period
- Artists who are 18 years of age
- Artists may receive only one fellowship from the Commission within any four-year period

## Application Deadline

October 2, 2023, by 5:00 p.m. EST

## Discipline

The discipline for FY24 will be announced by summer 2023

## Assistance Amount

A limited number of artists will be considered for fellowship awards of up to \$5,000 each. Artists are not required to provide matching funds.

## Criteria for Evaluating Applications

The Virginia Commission for the Arts is interested in innovative and impactful artistic practice that connects with the citizens of the Commonwealth.

- consistent quality of the artist's work
- applicant's record of professional arts activity and achievement as reflected in the application





- potential for the Fellowship to significantly advance the artist's career

### Required Attachments

Attachments will vary and depend upon the selected discipline.

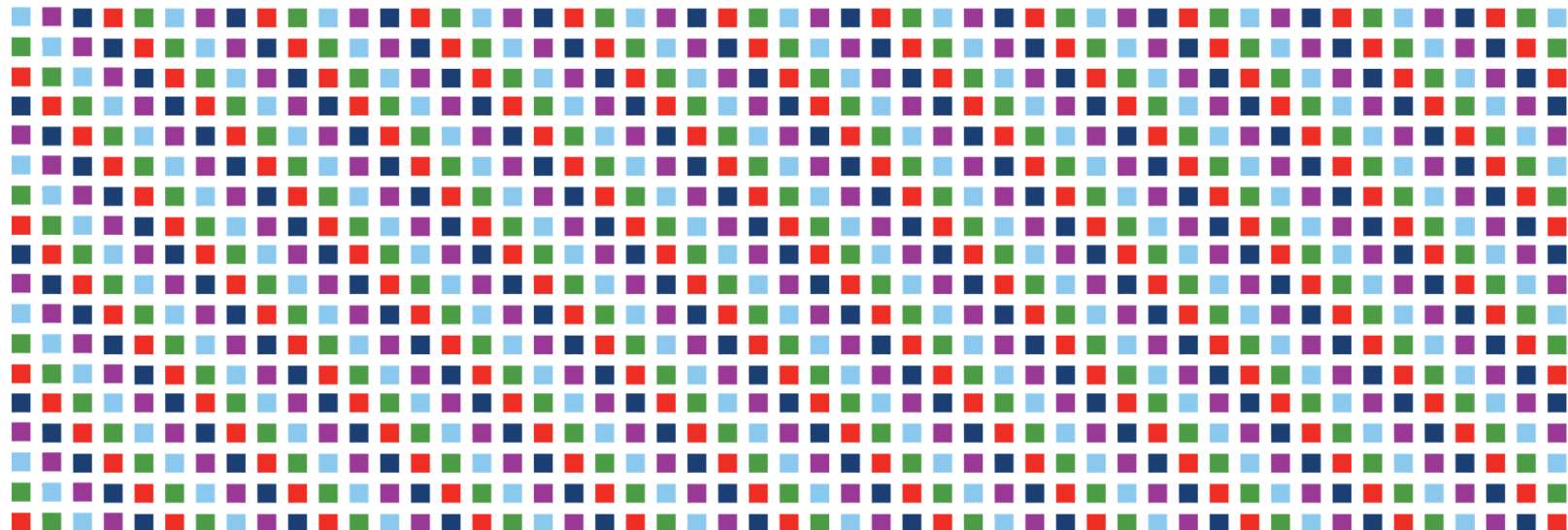
### Application/Review Process

1. Application due October 2, 2023 by 5 p.m. EST. Commission staff is available for consultation and draft application reviews until September 15, 2023.
2. Commission staff reviews the applications and forwards them to members of the statewide, multi-disciplinary advisory panel to review prior to the panel meeting.
3. The advisory panel meets with two members of the Commission staff and a Commissioner. Applicant representatives may attend the panel meeting as observers but may not present to the panel. The panelists make their recommendations after group discussion. Names of Commissioners and advisory panelists, as well as dates and locations of Commission and the panel meeting, are available on the Commission website.
4. The board of the Commission reviews the panel recommendations and takes final action on the applications.
5. Applicants are notified of Commission action by email in late December.
6. Payment to the artists will be made by January 15, 2024. Fellowship awards are reported as taxable income.





# SUGGESTIONS FOR GRANT APPLICANTS







## SUGGESTIONS FOR GRANT APPLICANTS

- Visit the Commission website ([www.vca.virginia.gov](http://www.vca.virginia.gov)) regularly for news, grant applications, deadlines, and report forms. Each year the Commission staff conducts virtual application assistance workshops to explain the different grant programs and application procedures. Applicants are encouraged to attend.
- Applicants should read the “General Policies” section as well as the Guidelines for Funding for a particular grant program. General Policies apply to all grantees of the Commission.
- New applicants to the Commission should contact the Commission staff as soon as possible for information on application procedures and to confirm eligibility.
- In preparing grant applications, applicants should not assume that the panelists know their organization first hand. Tell your organization’s story and the impact it is hoping to achieve in as concise and compelling manner as possible. Include factual information to support statements of impact on the community.
- Jargon, buzz words, and insider language in the proposal are discouraged.
- Applicants are responsible for complying with the instructions and Certification of Assurances attached to each application form.
- Once an application is submitted to the Commission, inform the Commission promptly of any changes in the address, key personnel, programming, or other pertinent information about the grant application. If a grant is awarded, any substantive changes in the activities or budget described in the application must be approved in advance by the Commission staff.
- The Commission staff will answer any questions about the grant programs, assist applicants in completing the forms, and review drafts of grant applications, if requested at least four weeks before the grant deadlines.
- All advisory panel and Commission meetings are open to the public. Applicants and others may observe the meetings. The dates and locations of the meetings are available on the Commission’s website.





## COMPLAINTS PERTAINING TO CIVIL RIGHTS COMPLIANCE

Any person who believes that a grantee of the Virginia Commission for the Arts is not in compliance with either the Civil Rights Act of 1964, the Americans with Disabilities Act, or Section 504 of the Rehabilitation Act of 1973 may file a written complaint with the Executive Director of the Commission. The letter of complaint should include information about the dates, location, and specific aspects of the grantee's activities that may not be in compliance.

The staff of the Commission will attempt to resolve the matter informally, if possible, by meeting with the grantee and the complainant.

If the staff of the Commission determines that the grantee is in full compliance with civil rights requirements, the Executive Director of the Commission will inform the grantee and the complainant. If the staff of the Commission determines that the matter cannot be resolved informally, the matter will be brought to the board of the Commission for consideration of suspension or termination of funding.

## APPEALS PROCESS FOR GRANT APPLICANTS

Applicants who believe their applications for funding were rejected for any of the following three reasons may appeal to the Commission for reconsideration:

1. The application was declined on the basis of review criteria other than those appearing in the guidelines;
2. The application was declined due to influence of advisory panel or Commission members who willfully failed to disclose conflicts of interest; or
3. The application was declined because erroneous information was provided by the staff, panelists, or Commission board members at the time of review, despite the fact that the applicant provided accurate and complete information on regulation forms as part of the standard application process.

Incomplete applications are specifically denied any appeals process. Dissatisfaction with the denial of an award or the amount of a grant award is not grounds for appeal.

Requests of appeals must be received, in writing, at the Commission office **WITHIN 30 DAYS** of the applicant's notification of a funding award decision. The board of the Commission will review and act upon the appeal at its next regularly scheduled meeting.

If the board of the Commission changes a funding decision as a result of an appeal, the timing of the payment of the grant will be at the discretion of the agency's Executive Director.

## APPEALS PROCESS FOR PUBLICATIONS

(Touring Artist Roster and Teaching Artist Roster)

Applicants for either the Touring Artist Roster or Teaching Artist Roster may appeal a decision not to



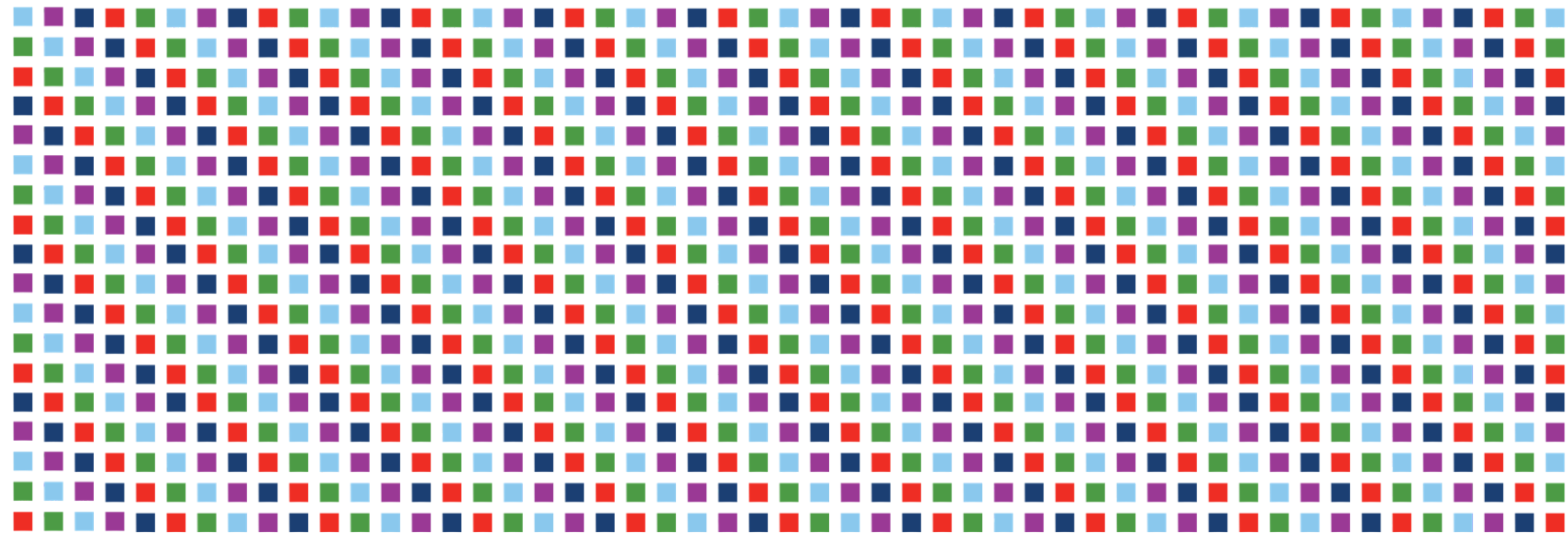


be included on the Roster on the basis of the three reasons listed above. The same procedure is followed for these appeals with the exception that applicants have only 15 days from notification to file their appeals because of publication schedules. These appeals will be reviewed and acted upon by the Executive Committee of the Commission.





# ADVISORY / GRANT PANELS



VCA Guidelines for Funding





## ADVISORY / GRANT PANELS

Commission-selected advisory panels assist in the review and complete evaluations of grant applications. Panelists make recommendations on grant applications; evaluate activities funded by the Commission, and make recommendations on the Commission's policies and procedures. They are appointed for one-year terms and may be reappointed twice to serve a maximum of three years.

Panelists are thought leaders in the arts industry who are passionate about the positive impact of the arts on the Commonwealth. Panelists span expertise across multiple disciplines and include individual artists; educators; community leaders; museum curators; theatre directors; board leaders; and arts administrators.

Each of the regional and statewide panels consists of six to eight members appointed by the Commission. The panelists are chosen for their expertise in the arts, their ability to work with others in a panel situation, and their willingness to devote the time required to review applications. In making appointments to the panels, the Commission attempts to balance each panel with knowledge of the different arts disciplines and diverse cultural perspectives.

Nominations for the advisory panels may be submitted to the Executive Director at any time during the year. Each nomination is kept on file for three years. A list of current panelists is available from the Commission office and on the Commission website.

## NOMINATIONS FOR ADVISORY PANELISTS

### Role of Advisory (Grants) Panels

The advisory panels of the Virginia Commission for the Arts make recommendations and give guidance that will affect the future of the arts in the Commonwealth. The quality and integrity of the Commission's decision-making depend upon the individual contributions of time, thought, and energy of these volunteers.

### Nominations for Advisory Panels

The Commission staff keeps a file of nominations for the panels, and anyone can send in names at any time during the year. Each name remains on file for at least three years. Each nomination should include a brief description of the individual's experience in the arts, an address, and a telephone number. An individual may nominate him or herself.

### Panelist Eligibility

- individual artists in all disciplines
- artistic directors of arts institutions
- curators and museum directors
- heads of performing arts presenting series
- leaders of arts institutions





- board leaders of arts institutions
- college faculty in the visual arts, music, theatre, dance, and creative writing
- folklorists
- managers of individual performers and touring companies
- arts educators, school administrators, teachers, and PTA/PTO representatives
- writers and editors
- community leaders with an understanding of the role of the arts in their communities

### Panelists Possess

- in-depth knowledge in a field of the arts
- familiarity and understanding of a wide variety of arts events in their communities
- high level of articulation of thought
- willingness to offer opinions in public
- ability to work in a committee setting
- willingness to contribute the time necessary to review grant applications and to understand the Commission programs and policies
- ability to attend a one-day or two-day panel meeting
- access to a laptop computer for panel application review

### Panels

The Commission has different panels for several of the varied grant categories.

Nominations for panelists may be sent by email to [Margaret.Hancock@vca.virginia.gov](mailto:Margaret.Hancock@vca.virginia.gov) or by mail to:

Margaret Hancock  
Executive Director  
Virginia Commission for the Arts  
Main Street Centre  
600 East Main Street, Suite 330  
Richmond, Virginia 23219

Nominations must include contact information for the individual nominated for the panels and either a bio or a few sentences about the individual's experience in the arts.