



**GUIDELINES FOR FUNDING**  
***July 1, 2024 – June 30, 2025***  
***(Revised June 18, 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.  
§ 23.1-3223

## MISSION

To invest in the arts in the Commonwealth of Virginia.

## STAFF

Margaret Hancock | Executive Director  
Casey Polczynski, Ph.D. | Deputy Director  
Shauna Jones-Friend | Fiscal and Compliance Officer  
Catherine Welborn | Senior Grants Officer  
Lorraine Bruner | Artist Engagement Coordinator  
Dawn LeHuray | Administrative and Communications Coordinator  
Nina Sjogren | Special Assistant



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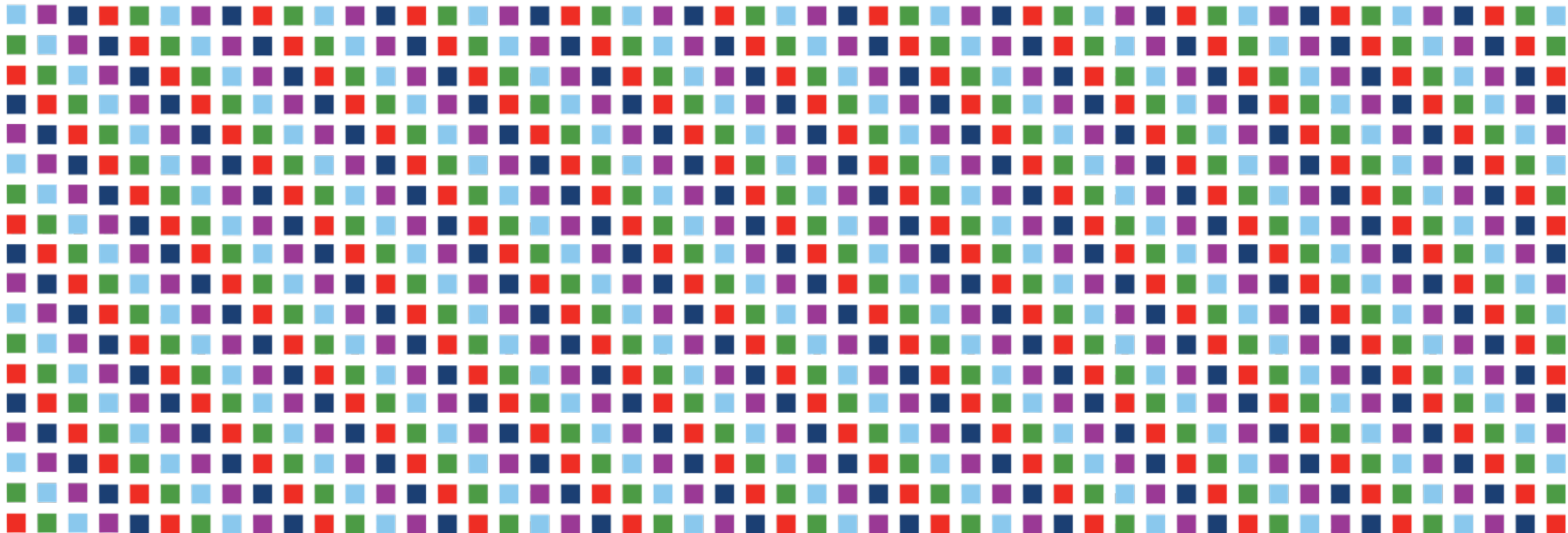


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# VCA GRANT PROGRAM OVERVIEW





## GRANT PROGRAMS

The 2024-2025 Guidelines for Funding, presented in the following pages, describe the grant programs of the Commission.

The Guidelines cover activities taking place between July 1, 2024 - June 30, 2025.

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.

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## 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 and vibrant cultures in the Commonwealth. All applicants are expected to consider the needs and abilities of special populations when planning their programs.

Commission grantees are also 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 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 and Outreach**

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 outreach and 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 support for historic celebrations or community promotional activities
- fines and penalties, bad debt costs, or deficit reduction
- activities or programs that occur outside of the grant period
- activities or programs that take place outside Virginia
- vocal, dance, and musical ensembles that perform primarily pop, Broadway, or barbershop music, or that focus primarily on competitions

### **Application Submission**

All applications must be submitted via Foundant, the VCA's online grants system. Applications are due in Foundant by 5:00 p.m. EST on the date published for each individual grant program.

### **Actions of the General Assembly**

All Commission programs and grant amounts are subject to change, based upon action on the state budget by the Virginia General Assembly and by the Office of the Governor.

### **Funding Acknowledgment**

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 ([www.vca.virginia.gov](http://www.vca.virginia.gov)). 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 curtain 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.

### **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. Applications must be submitted 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. Additionally, applicants must attach a signed copy of the Certification of Assurances to the application which is the applicant’s agreement to complete what is described in the application and to comply with the grant conditions.

### **Reporting Requirements**

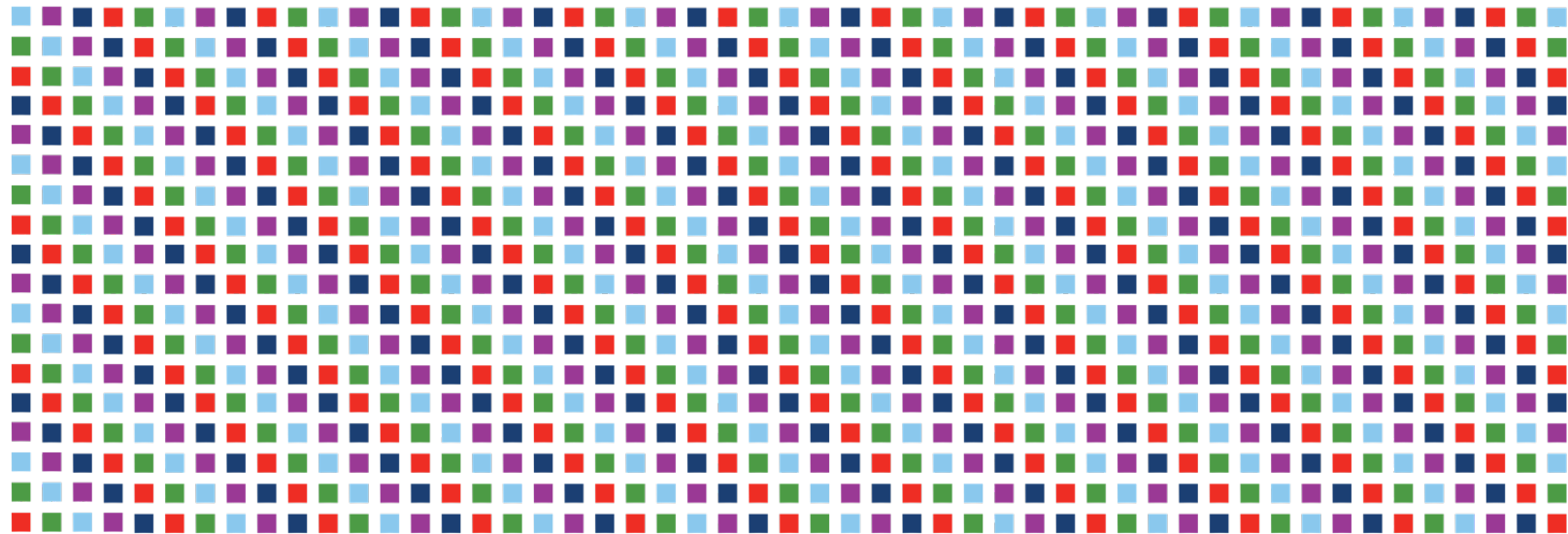
When the Commission awards a grant, a letter is sent to the applicant with the payment schedule for that grant. Grantees shall notify the Commission of major changes of activities, budget, and/or leadership. Failure to do so may affect continued funding.

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 are located on the applicant’s dashboard in Foundant. 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:** Organizations with income exceeding \$750,000 must submit a Board-certified opinioned audit.



# PARTNERSHIP GRANTS





**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 unrestricted operating 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 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 applying for GOS may not apply for:

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

#### NOTE

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

### ■ Educational Organizations

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

- 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, if applicable.



## 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, 2024, by 5:00 p.m. EST**, for expenses occurring between July 1, 2024 - June 30, 2025.

**Long Form applications are due by March 1, 2024, by 5:00 p.m. EST**, for expenses occurring between July 1, 2024 - June 30, 2025.

## Required Attachments

The following forms are provided by the Commission via upload in the online grant application:

- Eligible Income Worksheet
- Signed Certification of Assurances
- Virginia W-9 Form



Applicants must generate and upload the following support documents:

- Three documents reflecting artistic excellence
- 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 / audit from the most recently completed fiscal or calendar year
- Balance Sheet from December 31, 2023
- Current year (projected) budget

### 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 unrestricted 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 and Access

**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 and Access** 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, a Board-approved Profit and Loss Statement from the most recently completed fiscal or calendar year can be submitted; however, the organization will be required to submit an audit prior to the Advisory Panel screening session.

## Application/Review/Payment Process

1. Applicants submit the information requested by the Commission online by the deadline.
2. The Commission staff reviews each application for completeness and eligibility. Incomplete or ineligible applications will not be reviewed, will be returned to the applicant with an explanation, and will not be funded.
3. Applications are made available to the members of an Advisory Panel electronically.
4. Advisory Panelists independently review each application prior to the Advisory Panel screening session.
5. The Advisory Panel meets with two members of the Commission staff. Commissioners attend Advisory Panel screening session as silent observers. The Advisory Panel makes its recommendations after group discussion.
6. The Commission Board then reviews the recommendations of the Advisory Panel and staff and takes final action on the applications.
7. Applicants are notified of Commission action by email following vote at the Commission Board meeting and pending enactment of the fiscal year budget per the General Assembly.
8. **The Commission will pay the award in full by mid-August.** The Commission reserves the right to use an alternative payment schedule in special circumstances.
9. Final Reports must be submitted after the completion of all funded activities or by June 1 at the latest. Failure to submit a Final Report by the deadline will impact future funding.



## 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 and 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 (2) years of programming at the time of application
- Presents at least three (3) different programs or services for the public each year
- Had a previous year's unrestricted operating income of at least \$10,000, but no greater than \$150,000
- Presents activities in ADA-compliant facilities, including wheelchair access to restrooms
- Is governed by a Board 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

### NOTE

Organizations applying for OSS may not apply for Community Impact 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 a separately incorporated Virginia organization with a year-round administrative staff
- maintain a primary purpose in the arts
- maintain a year-round presence in the community
- spend the majority of its budget on arts activities
- last longer than three consecutive days
- hire professional artists
- include education and outreach programs as part of the festival

### NOTE

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

### ■ Educational Organizations

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

- 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, if applicable.

### **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, personnel (salaries, benefits...)
- Contractual services
- Accessibility services
- Facilities operations (utilities, rent, routine maintenance...)
- Marketing or publicity of events/activities
- 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 are provided by the Commission 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 / audit from the most recently completed fiscal or calendar year
- Balance Sheet from December 31, 2023
- Current year (projected) budget



### Application Deadline

March 1, 2024, by 5:00 p.m. EST, for expenses occurring between July 1, 2024 - June 30, 2025.

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 partial year-end Report on June 1 and October 1. Failure to submit the Final Reports by the deadline 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

Awards of \$2,500

### Criteria for Evaluating Applications

Commission staff reviews submitted applications for eligibility, completeness, and accuracy.

### Application/Review/Payment Process

1. Applicants must complete and submit the online application to the Commission by the deadline.
2. The Commission staff reviews each application for completeness and eligibility. Incomplete or ineligible applications will not be reviewed, will be returned to the applicant with an explanation, and will not be funded.
3. The Commission staff makes recommendations for each application.
4. The Commission Board reviews the staff recommendations and takes final action on the applications.
5. Applicants are notified of Commission action by email following vote at the Commission Board meeting and pending enactment of the fiscal year budget per the General Assembly.
6. The Commission will pay the grant amount in full by mid-August. The Commission reserves the right to use an alternative payment schedule in special circumstances.
7. OSS Final Report Part I (narrative) is due June 1, 2024; OSS Final Report Part II (financials) is due no later than October 1, 2024. Failure to submit a Final Report by the deadline will impact future funding.



# 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

April 1, 2024, by 5:00 p.m. EST for local and tribal government grants awarded in 2024-2025.

## 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 Process

1. Applicants must complete and submit the online application to the Commission by the deadline.



2. The Commission staff reviews each application for completeness and eligibility. Incomplete or ineligible applications will not be reviewed, will be returned to the applicant with an explanation, and will not be funded.
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.
5. Applicants are notified of Commission action by email following vote at the Commission Board meeting and pending enactment of the fiscal year budget per the General Assembly.

### **Payment Process and Reporting Requirements**

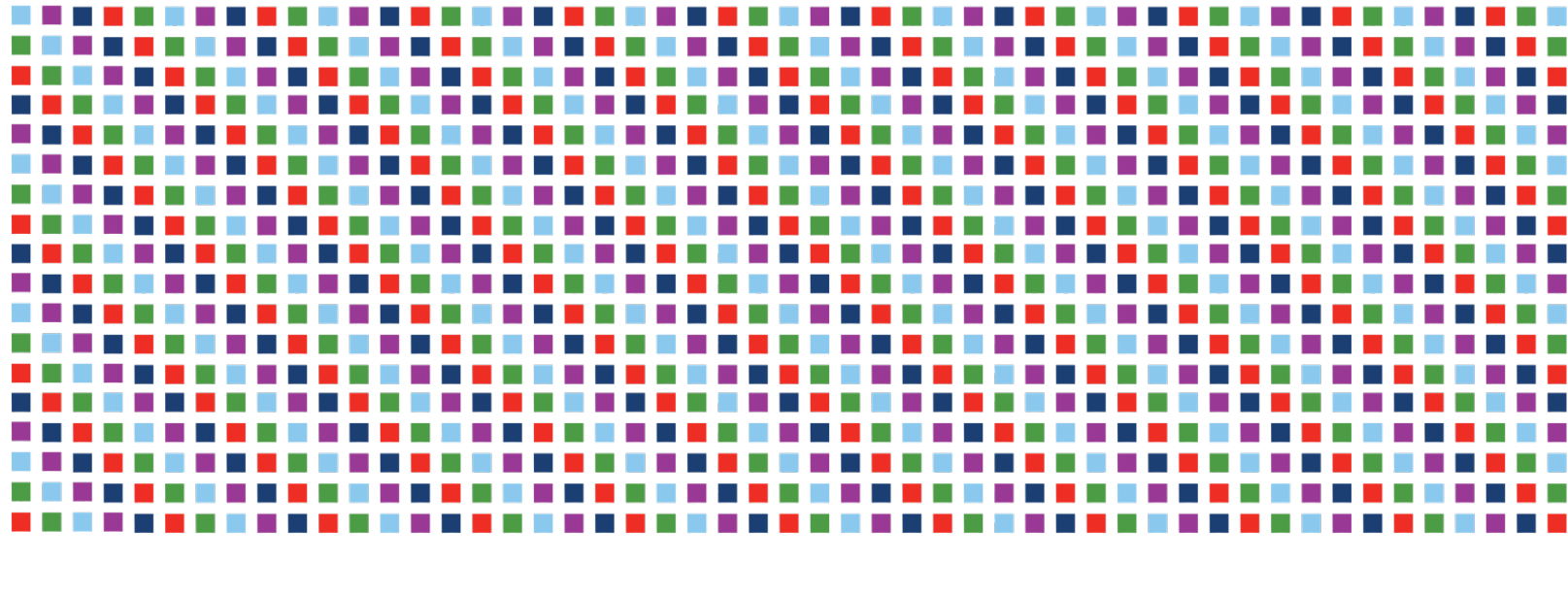
After confirmation of the grant award, each local or tribal government must complete the online Final Report/confirmation form that demonstrates its governing Board has appropriated the matching funds and the funds from the Commission. This confirmation must include the appropriate page of the local government's approved 2024 - 2025 budget and a copy of the check(s) to the sub-grantee(s). The Commission will pay the grant match in full after receiving this confirmation. The deadline for the Final Report/Confirmation is February 1, 2025, by 5:00 p.m. EST. Failure to submit a Final Report by February 1 will result in the loss of the grant.

### **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 Report.



# IMPACT GRANTS







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|  | <ul style="list-style-type: none"><li>■ <b>Community Impact Grants</b></li><li>■ <b>Education Impact Grants</b></li></ul> |
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## 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

- Virginia nonprofit 501(c)(3) organizations
- Units of local and tribal governments
- Higher educational institutions presenting the arts

### NOTE

- Groups without tax-exempt status may apply using a Virginia Fiscal Agent (see details below).
- Applications for traditional learning environments, including Pre-K-12 and lifelong learners with identified learning goals, must be filed under the Education Impact Grant program.
- Individuals may not apply.

### 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



## 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.

### NOTE

\*The Commission will also accept Fractured Atlas and Women In Film & Video as fiscal agents for Community and Education 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.

## Eligibility Requirements

- Meets the basic eligibility requirements as listed on page 9
- 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

### 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, 2024, by 5:00 p.m. EST for the grant period of July 1, 2024 - June 15, 2025.

## 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 Commission 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.

## Required Attachments

The following forms are provided by the Commission 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:

- Artist(s) bios
- Three documents reflecting artistic excellence
- Profit and Loss Statement or audit from the most recently completed fiscal or calendar year
- IRS 501(c)(3) Determination Letter
- Fiscal Agent Agreement (*if applicable*)



## Application/Review/Payment Process

1. Applicants must complete and submit the online application to the Commission by the deadline.
2. The Commission staff reviews each application for completeness and eligibility. Incomplete or ineligible applications will not be reviewed, will be returned to the applicant with an explanation, and will not be funded.
3. Commission staff forwards applications to members of the statewide, multi-disciplinary Advisory Panel to review prior to the Advisory Panel screening session.
4. The Advisory Panel meets with two members of the Commission staff. Commissioners attend Advisory Panel screening session as silent observers. The Advisory Panel makes its recommendations after group discussion.
5. The Commission Board then reviews the recommendations of the Advisory Panel and staff and takes final action on the applications.
6. Applicants are notified of Commission action by email following vote at the Commission Board meeting and pending enactment of the fiscal year budget per the General Assembly.
7. The Commission will pay the grant amount in full by mid-August. The Commission reserves the right to use an alternative payment schedule in special circumstances.
8. Final Reports must be submitted 30 days after the completion of all funded activities or by June 1 at the latest. Failure to submit a Final Report by the deadline will impact future funding.



## EDUCATION IMPACT GRANTS

### Purpose

To provide opportunities for students, educators, youth, and adult citizens throughout Virginia to participate in and learn through the arts by working with highly-qualified professional artists in both traditional and non-traditional learning environments.

### Description

Education Impact Grants fund hands-on participatory programs/residencies that enrich instruction in-school arts curriculum, engage diverse populations in community-based settings, and provide professional development for artists and educators. There is a 1:1 required cash match for the grant.

### Eligible Applicants

- Virginia federally tax-exempt schools (public, public charter, private, alternative, special education schools, homeschools, career and technical centers, colleges, and universities)
- Virginia nonprofit 501(c)(3) organizations
- Virginia units of local and tribal governments (including libraries, departments of parks and recreation, correctional facilities, etc.)

### NOTE

Applicants applying for Education Impact Grants may not apply for Community Impact Grants.

### Eligible Activities

- New or expanded artist residencies based upon identified learning goals. Grant funding supports multi-day projects, typically between three and 10 days in length.
- New or expanded in-school, after-school, or summer arts education programs.
- New or expanded training programs for artists or arts integration professional development for teachers who work with Virginia's Pre-K-12 students.

### NOTE

- Teaching Artists may be proposed in the application with supplemental documentation of the artist's qualifications or selected from the VCA Teaching Artist Roster. Grant funds may be used for artist stipends, equipment, supplies, and costs for documenting and/or evaluating program outcomes.
- Applicants utilizing the VCA Teaching Artist Roster will be reviewed in-agency only and recommended for funding, if eligible.
- The Commission will not fund the same activity by same applicant for more than three years without significant program expansion.



## Eligibility Requirements

- Meets the basic eligibility requirements as listed on page 9
- Groups without tax-exempt status may apply using a Virginia Fiscal Agent (see details below)
- All programming must take place in Virginia 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

## Fiscal Agents

A nonprofit, tax-exempt Virginia organization or unit of government may act as fiscal agent for an 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.

### 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.

## Application Deadline

April 1, 2024, by 5:00 p.m. EST, for activities/residencies taking place between July 1, 2024 - June 15, 2025.

## 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 Commission 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 and participatory 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.

## Required Attachments

The following forms are provided by the Commission 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:

- Residency/workshop lesson plan
- Profit and Loss Statement or audit from the most recently completed fiscal or calendar year (not required for public schools and units of government)
- IRS 501(c)(3) Determination Letter
- Fiscal Agent Agreement (*if applicable*)

Applicants must also generate and upload the following documents if not using an artist from the VCA Teaching Artist Roster:

- Teaching artist(s) resume(s)
- One letter of reference
- Three documents reflecting artistic excellence



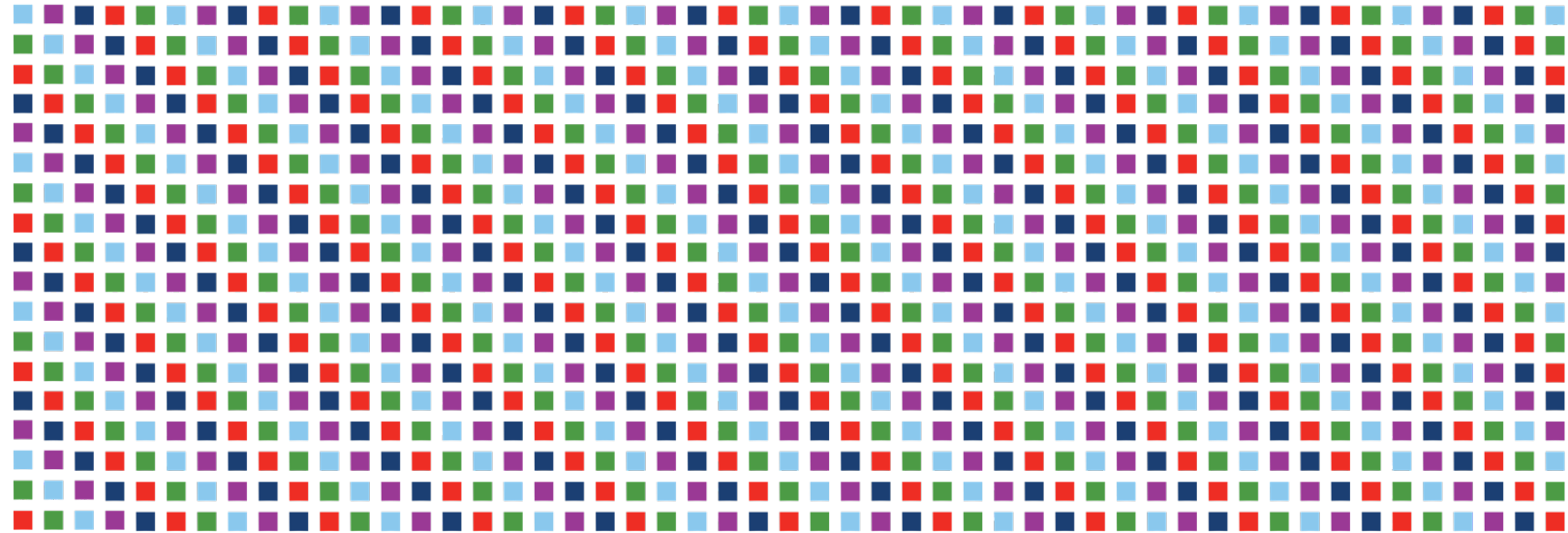
## Application/Review/Payment Process

1. Applicants must complete and submit the online application to the Commission by the deadline.
2. The Commission staff reviews each application for completeness and eligibility. Incomplete or ineligible applications will not be reviewed, will be returned to the applicant with an explanation, and will not be funded.
3. If not utilizing an artist on the VCA Teaching Artist Roster, Commission staff forwards the application to members of the statewide, multi-disciplinary Advisory Panel to review prior to the Advisory Panel screening session. Applications utilizing the VCA Teaching Artist Roster will be reviewed in-agency only.
4. The Advisory Panel meets with two members of the Commission staff. Commissioners attend Advisory Panel screening sessions as silent observers. The Advisory Panel makes its recommendations after group discussion.
5. The Commission Board then reviews the recommendations of the Advisory Panel and staff and takes final action on the applications.
6. Applicants are notified of Commission action by email following vote at the Commission Board meeting and pending enactment of the fiscal year budget per the General Assembly.
7. The Commission will pay the grant amount in full by mid-August. The Commission reserves the right to use an alternative payment schedule in special circumstances.
8. Final Reports must be submitted 30 days after the completion of all funded activities or by June 1 at the latest. Failure to submit a Final Report by the deadline will impact future funding.





# ARTIST ENGAGEMENT





ARTIST  
ENGAGEMENT

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

## VIRGINIA TOURING ASSISTANCE

### Purpose

To increase opportunities for Virginians to experience high-quality performing arts events and promote professional Virginia artists.

### Description

Virginia Touring Assistance supports in-state touring for performing artists/ensembles. Presenters seeking support for performances select and book artists from the VCA Touring Artist Roster, which features vetted Virginia artists/ensembles that are provided a set dollar amount reserved for each touring season. Presenters apply for Virginia Touring Grants which provide up to 50 percent of the performance fee for touring programs listed on the Roster. Virginia Touring Grant awards are made to the presenter (not to the artist/ensemble), who is responsible for compensating the touring artist/ensemble in full. Fostering diverse performances across the state, this program provides Virginians with enriching arts experiences that extend beyond their immediate communities.

## FOR PERFORMERS AND ENSEMBLES APPLYING FOR INCLUSION ON THE TOURING ARTIST ROSTER

### Eligible Applicants


Virginia-based performing artists and performing arts ensembles.

### NOTE

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

- Programs 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 may be exempt from this requirement.

- 
- All bookings for Virginia Touring grants must take place 30 miles outside of the home area of the touring artist(s)/ensemble.

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

July 15, 2024, by 5:00 p.m. EST, for the FY26 touring season of July 1, 2025 - June 15, 2026.

### **Criteria for Evaluating Applications**

The Virginia Commission for the Arts is interested in high-quality artists and ensembles that exhibit the following:

- Artistic excellence
- Effective management
- Cost-effectiveness of the proposed tour
- Evidence of presenter interest in the proposed tour
- Unique contribution to the VCA Touring Roster

### **Required Attachments**

Applicants must generate and upload the following documents:

- Three audio/visual work samples
- Artist/management bios
- Three documents reflecting artistic quality and presenter interest
- Touring history (2023 – 2025)
- Marketing/promotional sample

### **Application/Review Process for Touring Artists and Ensembles Applying for Inclusion on the Touring Artist Roster**

1. Applicants must complete and submit the online application to the Commission by the deadline.
2. The Commission staff reviews each application for completeness and eligibility. Incomplete or ineligible applications will not be reviewed, will be returned to the applicant with an explanation, and will not be funded.
3. Commission staff forwards the application to members of a statewide, multidisciplinary Advisory Panel prior to the Advisory Panel screening session.
4. The Advisory Panel meets with two members of the Commission staff. Commissioners attend Advisory Panel screening sessions as silent observers. The Advisory Panel makes its recommendations after group discussion.



5. The Commission Board then reviews the recommendations of the Advisory Panel and staff and takes final action on the applications.
6. Applicants are notified of Commission action by email following vote at the Commission Board meeting.
7. The funding reserved by the Commission for each touring artist/ensemble will be held for potential presenters from March 1, 2025, until December 1, 2025.
8. In December, the Commission will post the 2025-2026 Touring Artist Roster on its website with information about artists and ensembles eligible for touring support and descriptions of their touring programs.
9. The Commission will begin accepting Virginia Touring Grant applications from presenters on March 1 of each year.
10. Presenters apply online via Foundant for Virginia Touring Grants, including copies of signed contracts with touring artists/ensembles, to the Virginia Commission for the Arts. Applications must be received at least two weeks prior to the event and no later than December 1.
11. The Commission awards Virginia Touring 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.
12. If an artist/ensemble listed on the 2025-2026 Touring Artist Roster has used all of its original touring allocation prior to December 1, they may book additional performances and encourage 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.
13. After December 1, the Commission will pool any uncommitted touring funds and award them to presenters on the "waitlist". 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.

## FOR PRESENTERS APPLYING FOR VIRGINIA TOURING GRANTS

### Eligible Applicants

- Virginia nonprofit 501(c)(3) organizations
- Virginia units of local and tribal governments (including libraries, departments of parks and recreation, correctional facilities, etc.)
- Virginia federally tax-exempt schools (public, public charter, private, alternative, special education schools, homeschools, career and technical centers, colleges, and universities)



### Eligible Activities

- Programs taking place in Virginia between July 1, 2024 - June 15, 2025
- Programs listed in the Touring Artist Roster which take place at least 30 miles from home base of the artist/ensemble
- Programs 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 may be exempt from this requirement.

### Eligibility Requirements

- Meets the basic eligibility requirements as listed on page 9
- All programming must take place in Virginia 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

### Application Deadline

Virginia Touring Grant applications are available online beginning March 1. Presenters must apply for touring support, including copies of signed contracts with touring artists/ensembles, 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 on the Touring Artist Roster, subject to the overall limit for each touring artist/ensemble. Grant awards are a minimum of \$100 and maximum of \$7,500 per performance.

### Required Attachments

The following forms are provided by the Commission via upload in the online grant application:

- Signed Certification of Assurances
- Virginia W-9 Form

Applicants must generate and upload the following documents:

- Signed contract between the Touring Artist and Presenter
- IRS 501(c)(3) Determination Letter

### Application/Review/Payment Process for Presenters

1. In December, the Commission posts an online Touring Artist Roster, listing artists and ensembles eligible for tour support and descriptions of their touring programs for the following July 1 through June 15 time period.



2. Touring artists/ensembles and presenters begin scheduling and signing performance contracts. All negotiations regarding type and schedule of activities, fees, technical needs, and promotional efforts are the responsibility of each touring artist/ensemble and the presenter, and the resulting arrangements must be included in the contract. A Virginia Touring Grant request may not exceed 50 percent of the contracted performance fee. Travel, lodging, and all other local fees are the responsibility of the presenter. 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 the VCA contingency clause referring to the requested amount of presenter touring assistance: "This contract is contingent upon receipt of a Virginia Touring Grant award in the amount of \$\_\_\_\_\_ from the Virginia Commission for the Arts."
3. Applications are made available online March 1. Presenters apply online for Virginia Touring Grants, including copies of signed contracts with touring artists/ensembles, to the Commission at least two weeks before an event and no later than December 1.
4. The Commission staff reviews each application for completeness and eligibility. Incomplete or ineligible applications will not be reviewed, will be returned to the applicant with an explanation, and will not be funded.
5. Virginia Touring Grants are not automatic and confirmation/grant award letters are generally emailed two weeks after receipt of a completed and approved application.
6. Presenters must submit a Final Report in Foundant within 30 days after each event. Final Report forms can be found on the applicant's dashboard. Failure to submit a Final Report by the deadline will impact future funding.
7. Payment will be made in full approximately 30 days after the receipt of the Final Report.
8. If any presenter receiving subsidy for a touring artist/ensemble 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 students, educators, youth, and adult citizens throughout Virginia to engage in short-term artist residencies (20 hours or less) and promote Virginia teaching artists.

## Description

Arts in Practice Grants enhance arts education by funding in-person, participatory residencies/workshops led by artists listed on the VCA Teaching Artist Roster. This is a rolling grant program and applications are reviewed by Commission staff in the order in which they are received. A 15% cash match is required for this grant.

## Eligible Applicants

- Virginia federally tax-exempt schools (public, public charter, private, alternative, special education schools, homeschools, career and technical centers, colleges, and universities)
- Virginia nonprofit 501(c)(3) organizations
- Virginia units of local and tribal governments (including libraries, departments of parks and recreation, correctional facilities, etc.)
- Current VCA Teaching Artists who are permanent Virginia residents

## NOTE

- Organizations receiving GOS grants may not apply for Arts in Practice Grants.
- Eligible applicants may apply for no more than two Arts in Practice Grants within a fiscal year.

## Eligibility Requirements

- Meets the basic eligibility requirements as listed on page 9
- All programming must take place in ADA-compliant facilities in Virginia
- 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

- Short-term, in-person participatory residencies led by VCA Teaching Artists not to exceed 20 hours, taking place in Virginia between July 1, 2024 - June 15, 2025.
- Activities could include workshops or demonstrations with a participatory component, community arts projects, or professional development for arts educators.



## NOTE

- Arts in Practice grants support contracted professional fees, supplies, and travel expenses negotiated between the organization and the VCA Teaching Artist. Professional fees must equal or exceed 50% of the total grant request.
- Arts in Practice Grants are not intended to support concerts, assemblies, or field trips.
- Assessment is required to measure residency effectiveness in meeting program goals.

### Application Deadline

Arts in Practice is a rolling grant program that opens May 1, 2024. Applications are reviewed on a first-come, first-served basis by Commission staff until April 15, 2025, or until funds are fully committed. Applicants must apply at least two weeks prior to the activity.

### Assistance Amount

Up to \$2,000 (15 percent cash match), subject to the overall limit of \$10,000 per VCA Teaching Artist.

### 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.

### Required Attachments

The following forms are provided by the Commission via upload in the online grant application:

- Project budget form
- Signed Certification of Assurances
- Virginia W-9 Form

All applicants must generate and upload the following documents:

- Signed contract between the Teaching Artist and Facilitator
- IRS 501(c)(3) Determination Letter





## Application/Review/Payment Process

1. Applicants must complete and submit the online application to the Commission at least two weeks before the proposed activity/residency.
2. The Commission staff reviews each application for completeness and eligibility. Incomplete or ineligible applications will not be reviewed, will be returned to the applicant with an explanation, and will not be funded.
3. Arts in Practice Grants are not automatic and confirmation/grant award letters are generally emailed two weeks after receipt of a completed and approved application.
4. Applicants must submit Final Reports within 30 days after the completion of the activities. Final Report forms can be found on the applicant's dashboard. Failure to submit the Final Report will affect future funding.
5. Payment will be made in full approximately 30 days after the receipt of the Final Report.



# TEACHING ARTIST ROSTER

## Purpose

To identify and promote highly-qualified and experienced Teaching Artists with experience in schools and other community-based settings. The VCA Teaching Artist Roster is an online resource for VCA Education Impact and Arts In Practice Grants, as well as any other school or community groups seeking professional Teaching Artists.

## Description

VCA Teaching Artists are dedicated professionals who are committed to the development of their own artistic practice and teaching methodologies. Proficient in the techniques and content of their disciplines, they are adept in developing and implementing audience-specific arts curriculum. Arts in Practice residencies are led by teaching artists listed on the VCA Teaching Artist Roster. The choice to partner with VCA Teaching Artists for Education Impact Grants is optional.

## Eligible Applicants

Individual teaching artists as well as nonprofit organizations that provide educational programming and employ teaching artists are eligible to apply.

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 artists 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

## NOTE

- Full-time students are not eligible to apply for the Teaching Artist Roster.
- Although the VCA promotes the Teaching Artist Roster to applicants and others, the Commission does not guarantee contract work to our Teaching Artists.

## Application Deadline

July 15, 2024, by 5:00 p.m. EST.

## 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 commitment to providing 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. Executes rich and complex residencies/workshops for all learners while engaging them on variety of levels.

**Collaboration and Program Management** - Supported evidence of a successful collaboration with a school, organization, or community. The extent to which the applicant demonstrates the ability to implement appropriate methods for assessing student learning and benchmark program goals.

**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) resume
- Residency/workshop lesson plan
- Three documents reflecting artistic excellence
- One document reflecting instructional excellence
- Two letters of reference

### Application/Review Process for Teaching Artists Applying for Inclusion on the Teaching Artist Roster

1. Applicants complete and submit the online application to the Commission by the deadline.
2. The Commission staff reviews each application for completeness and eligibility. Incomplete or ineligible applications will not be reviewed, will be returned to the applicant with an explanation, and will not be funded.
3. Commission staff forwards applications to members of the statewide, multi-disciplinary Advisory Panel to review prior to the Advisory Panel screening session.
4. The Advisory Panel meets with two members of the Commission staff. Commissioners attend Advisory Panel screening sessions as silent observers. The Advisory Panel makes its recommendations after group discussion.
5. The Commission Board then reviews the recommendations of the Advisory Panel and staff and takes final action on the applications.
6. Applicants are notified of Commission action by email following vote at the Commission Board meeting and pending enactment of the fiscal year budget per the General Assembly.



## **BACKGROUND CHECK**

If awarded inclusion on the VCA's Teaching Artist Roster, applicants must agree to a national background check to ensure their capacity to work with school-aged students, the elderly, or individuals with disabilities. Questions regarding background checks may be directed to the Commission's staff.



# ARTIST FELLOWSHIPS

Virginia Commission for Arts' Artist Fellowships are presented on a year-to-year basis – contingent on state funding – and will not be presented for the 2025 fiscal year

## Purpose

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

## Description

A limited number of Artist 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.

## 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 or older at the time of application

## NOTE

Artists may receive only one Artist Fellowship from the Commission within any four-year period

## Application Deadline

FY25 Artist Fellowships are currently closed.

## Discipline

Disciplines are announced each summer.

## Assistance Amount

A limited number of artists will be awarded Artist Fellowships 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, to include:

**Artistic Excellence** - Consistent quality of the artist's work

**Professionalism** - Applicant's record of professional arts activity and achievement as reflected in the application



**Fellowship Impact** - Potential for the Artist Fellowship to significantly advance the artist's career

### Required Attachments

Attachments will vary and depend upon the selected discipline but generally follow this outline:

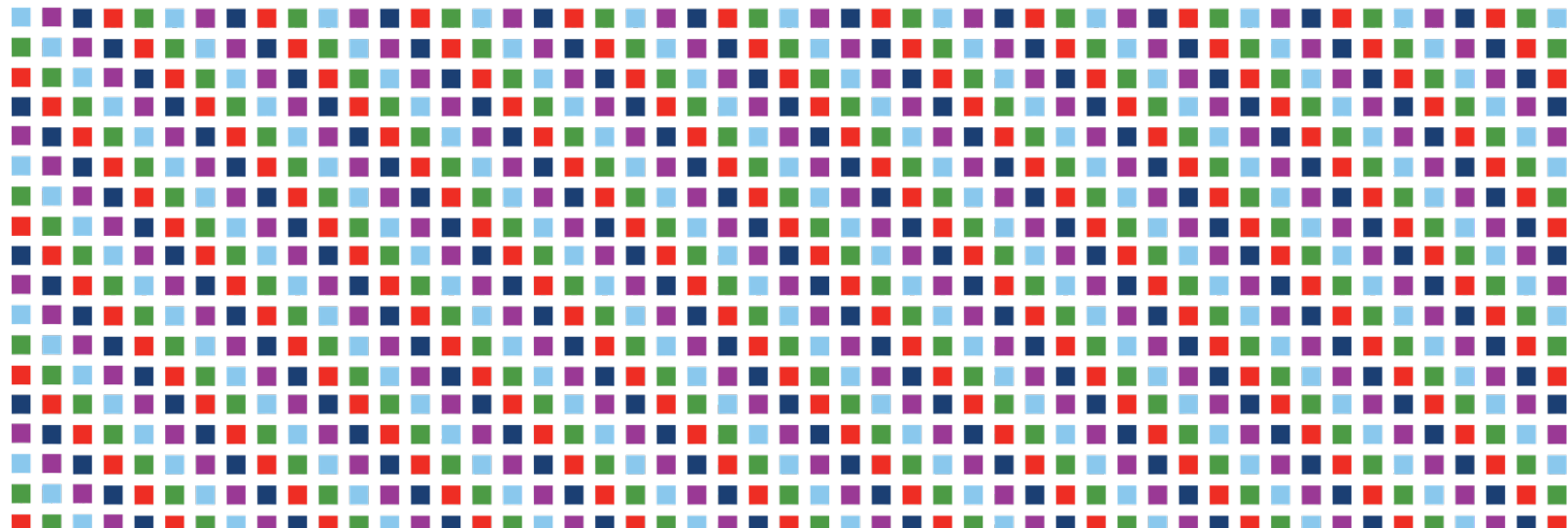
- Artist statement
- Artist biography
- Fellowship impact statement
- Resume/CV
- Artistic work samples

### Application/Review/Payment Process

1. Applicants must complete and submit the online application to the Commission by 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. Commission staff forwards applications to members of the statewide, multi-disciplinary Advisory Panel to review prior to the Advisory Panel screening session.
4. The Advisory Panel meets with two members of the Commission staff. Commissioners attend Advisory Panel screening sessions as silent observers. The Advisory Panel makes its recommendations after group discussion.
5. The Commission Board then reviews the recommendations of the Advisory Panel and staff and takes final action on the applications.
6. Applicants are notified of Commission action by email following vote at the Commission Board meeting and pending enactment of the fiscal year budget per the General Assembly.
7. Artist Fellowship awards are made mid-January 2025. 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 Final Report forms. Each year the Commission staff conducts virtual workshops to explain the different grant programs and application procedures. Applicants are encouraged to attend.
- Sign up for the Virginia Commission for the Arts Newsletter [here](#)
- 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.
- If a new applicant, contact the Commission staff for information on application procedures and to confirm eligibility.
- In preparing grant applications, do not assume that the application reviewers know your organization firsthand. Tell your organization’s story and the impact it is hoping to achieve in as concise and compelling a manner as possible. Include factual information to support statements of impact.
- Ensure that your budget is clear, concise, and justifiable. Ensure each budget item relates directly to the project activities.
- Do not use jargon, buzz words, and insider language in the application.
- Include letters of support from stakeholders, partners, or community leaders to strengthen your application, if applicable. These letters can be beneficial in demonstrating community support or the necessity of the project.
- Proofread, and have others proofread, the application before submitting it. Typos or grammatical errors can detract from the content of your proposal.
- Whenever possible, use quantitative metrics to support your claims. For instance, if your organization previously received a grant, show the measurable impact that funding had.
- Comply with the instructions and Certification of Assurances attached to each application form.
- Once an application is submitted, inform the Commission promptly of any changes in the address, key personnel, programming, or other pertinent information regarding 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 are available to answer any questions about the grant programs and applications.





## 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 must 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, the complainant, and the Office of the Attorney General.

If 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 Commission determines that the matter cannot be resolved informally, the matter will be further considered for 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, Advisory 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.

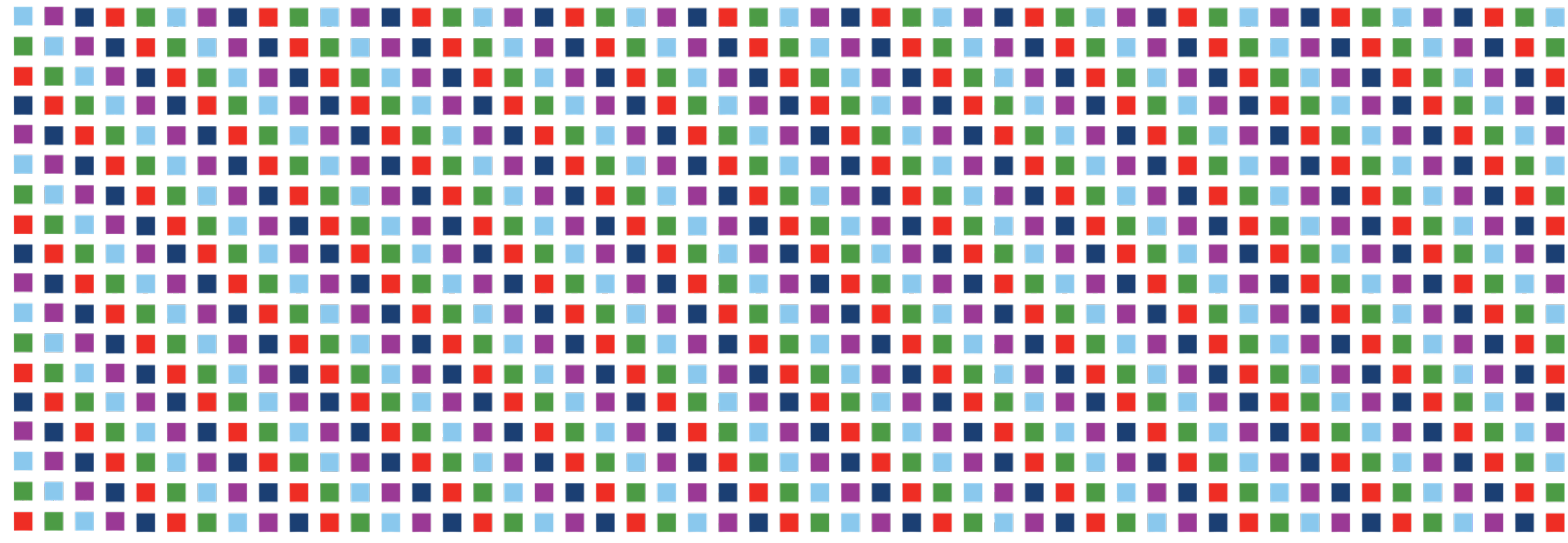
If the Board of the Commission changes a funding decision as a result of an appeal, the timing of the payment of the grant will be at the discretion of the agency's Executive Director.

## APPEALS PROCESS FOR TOURING AND TEACHING ARTIST ROSTERS

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 PANELS





## ADVISORY PANELS

The role of the Advisory Panels of the Virginia Commission for the Arts is to assist with recommendations and guidance on grant applications. Advisory Panelists evaluate activities funded by the Commission. They are selected for one-year terms and may be re-selected twice to serve a maximum of three years.

Advisory 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 Advisory Panels consists of five to seven members selected by the Commission. Advisory Panelists are chosen for their expertise in the arts, their ability to work with others in a group setting, and their willingness to devote the time required to review applications. In making selections to the Advisory Panels, the Commission attempts to balance knowledge of the different arts disciplines and diverse cultural perspectives.

### Nominations for Advisory Panels

Nominations for the Advisory Panels may be submitted to the VCA at any time during the year. Each nomination must 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.

### Advisory 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

### Advisory Panelists Demonstrate

- in-depth knowledge in a field of the arts
- familiarity and understanding of a wide variety of arts events in their communities
- ability to work and offer opinions 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 Advisory Panel screening session
- access to a computer for Advisory Panel screening session

The [Advisory Panelist Nomination Form](#) can be found on the Commission website under “About/Advisory Panels”.



Virginia Commission for the Arts  
Main Street Centre  
600 East Main Street, Suite 330  
Richmond, Virginia 23219  
804.225.3132  
[www.vca.virginia.gov](http://www.vca.virginia.gov)