



# FY19 Technical Assistance Grant Guidelines

## Applications are accepted from September 30 – April 30

### PURPOSE

To assist Arts Council members in improving their artistic quality, community service or management.

### DESCRIPTION

This reimbursement grant program is designed to provide outside help for Arts Council members to address particular problems or issues.

### ELIGIBLE APPLICANTS

Eligibility for funds are **ONLY** Prince William County Arts Council members (excludes associate members) with dues paid and **membership effective as of September 1<sup>st</sup>**. This grant is funded directly by membership dues.

### ELIGIBLE ACTIVITIES

1. Short-term consultations on particular artistic or organizational problems. Consultation should be held with the individual artist or staff/board of an applicant organization responsible for the resulting plan of action.
2. Sending artists, administrators, board members, and other authorized representatives to conferences or seminars which will increase member effectiveness. Applicants will use the Prince William County Government per diem rates for payment of mileage and meals. The Admin Support Coordinator can provide current information on per diem rates.
3. Purchase of equipment, computer hardware, and software (including subscriptions and licensing) for management purposes.

Activity must be completed by June 30, 2019.

### CRITERIA FOR EVALUATION & AMOUNT OF ASSISTANCE

Applications are reviewed by the Admin Support Coordinator for eligibility and completion. Evaluation by the Arts Council Board is based upon the demonstrated need of the member and availability of funds.

The maximum amount of assistance for FY2019 is **\$500 per member**, with grants being distributed only as long as funds are available; on a first come first serve basis. Award amount requested can be less than maximum allowed.

Applications benefiting a single representative of a member organization are accepted, however this is

considered assistance for the member organization, thus any additional requests will only allow for remaining amounts of the maximum assistance per member.

This is a reimbursement grant. Upon approval, the applicant is notified to proceed with payment of the demonstrated need. **Payments/Purchases may not be made prior to approval** (in rare cases, the Arts Council Board may vote on exceptions to this ruling).

The approved applicant is required to submit a Final Report consisting of receipts to show proof of payment and any additional paperwork necessary (i.e. mileage tracking).

Grant funds are only issued as a reimbursement up to the maximum amount of \$500 per member after the Final Report is received. Final reports are due within 45 days of approval or activity completion and no later than June 1.

Please note that funds will *NOT* be provided for activities that have already occurred prior to approval of a grant.

### RESPONSIBILITY OF AWARD RECIPIENTS

If you acknowledge contributors by categories of donations in program books, you are required to acknowledge the grant amount in the appropriate category from Prince William County. This is only required if you currently list sponsors on your website or other records. It is requested that you include the PWC Arts Council logo on your organization website. Links to request this logo can be found on the website: [www.pwcartscouncil.org](http://www.pwcartscouncil.org)

### APPLICATION SUBMISSION

**The Arts Council is soliciting Technical Assistance Grant Applications for submission by April 30, 2019.** Application materials will not be accepted by fax transmission or any other electronic means (e.g., e-mail).

Questions about the application should be directed to the Admin Support Coordinator, 703-792-8782, [artscouncil@pwcgov.org](mailto:artscouncil@pwcgov.org)

**Applicants must submit one original completed grant application to:**

Prince William County Arts Council  
Admin Support Coordinator  
Birchdale Recreation Center  
14730 Birchdale Ave.  
Dale City, VA 22193