

PWC ARTS GRANTS: GENERAL POLICIES

Basic Eligibility

The Prince William County Department of Parks, Recreation, and Tourism will consider grant applications for any organization which:

- is recognized as a non-profit and exempt from federal income tax under Section 501(a), which includes the 501(c) 3 designation, of the Internal Revenue code for at least one year and has completed a season of programs. (Exception is for organizations applying for New & Emerging Grants);
- produces, presents, supports or provides educational opportunities for 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 benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance;
- comply with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 which state that no otherwise qualified person shall, solely by reason of his or her 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;
- are based in Prince William County, Manassas and/or Manassas Park by meeting, rehearsing, exhibiting and operating within this community;
- have 80% members or participants from the community or 70% of services or programs offered within Prince William County, Manassas and/or Manassas Park;
- submitted all required final reports for previous grant(s) received from Prince William County;
- Applicants for New & Emerging Grants must have applied for 501(c) 3 status, have founding documents, a Board of Directors, and organizational bylaws.

NOTE: Prince William County Arts Council affiliation is *not* a requirement to apply for General Operating or New & Emerging grant funds.

Types of Grants

The following grants are funded by the Prince William County Government:

- General Operating Grants – To assist organizations of artistic merit in fulfilling their mission by providing funds to encourage their advancement.
- New & Emerging Grants – To provide seed money to new and emerging arts organizations that are less than three (3) years old.

Applicants may apply to only one of the two categories.

Amount of Assistance - All grants are subject to funds available from Prince William County. **Grant funds are not guaranteed to any organization.** Activities must be completed July 1 through June 30.

Previous support for an organization does NOT imply future support. To be considered for award, applications must be submitted each year and if found complete and eligible for Panel review, are evaluated in relation to all applications within the same grant type. No single organization can receive more than 25% of the total available County funds. **GRANT AWARDS ARE SUBJECT TO AVAILABLE FUNDING FROM PRINCE WILLIAM COUNTY GOVERNMENT AND AVAILABILITY OF FUNDING DOES NOT NECESSITATE ALL APPLICANTS BE FUNDED.**

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GENERAL OPERATING (G.O.) GRANTS - For organizations with 501(c) 3 status, registered under Guidestar.org, and able to provide a letter from IRS dated within an 18 mo. period. Grant amounts for larger income-based organizations are calculated through a mathematical formula based on total grant funds available and total number of eligible applicants to avoid any bias in determining a cap amount.

Application Types and Process

Standard (Long- Form) application is generally required for General Operating grants. Once an applicant has been approved for (3) consecutive General Operating grants submitted in standard form, they may then complete a Short-Form application for (2) consecutive grant cycle periods.

Upon consecutive approval of the two previous Short-Form cycles, an applicant is required to return to the Standard G.O. form to provide evidence of solid organization for at least (1) approved cycle, after which they may return to Short-Form for another (2) consecutive grant cycles.

Calculating Amount Requests

- **annual budgets less than \$100,000** income, grant eligibility is limited to a maximum of 20% of the most completed fiscal year's income as defined in the calculation of the application format.
- **annual budgets \$100,000 or greater**, grants are limited to a maximum of 15% of the previous year's eligible income as defined in the calculation of the application format.

The percentage calculation is a maximum eligibility amount and should *not* be understood as a guarantee of funding. All awards are subject to available grant funds.

Evaluation of Application

High priority is given to organizations that show strong efforts to seek multiple funding resources.

NEW & EMERGING GRANTS - For organizations with 501(c) 3 status or pending application, registered under Guidestar.com, and able to provide a letter from IRS dated within an 18 mo. period. 501(c) 3 status must be final in order to receive grant funding.

Calculating Amount Requests

Grant eligibility is limited to the lesser amount of \$1,000 or 50% of an organization's most recently completed fiscal year budget – or – current fiscal year for first time applicants. Grant eligibility may increase \$500 following each approved grant cycle, up to a maximum \$2500 award.

The percentage calculation is a maximum eligibility amount and should *not* be understood as a guarantee of funding. All awards are subject to available grant funds.

Evaluation of Application

High priority is given to organizations that show strong efforts to seek multiple funding resources.

Workshop

Attendance at the annual grant workshop is **mandatory** for grant writers of the applying organizations submitting their first grant application. Due to grant and policy changes, attendance by grant writers of repeat applicants is strongly encouraged to ensure they understand the grant process and deadlines. If an organization is unable to send a participant, an organization may coordinate an appointment with the Admin Support Coordinator. The Admin Support Coordinator will notify organizations about workshop details.

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Application Submission

Application forms will be distributed at the grant workshop and posted at www.pwcartsCouncil.org. Additional copies may be requested by contacting the Admin Support Coordinator.

Applicants MUST submit the following:

- **seven (7) IDENTICAL and** complete applications,
 - signed **Certification of Assurances** must be attached to each application with **original signatures** on at least one of these form attachments (copies are accepted for the other six applications)
- one (1) copy of current IRS letter verifying 501 (c) 3 status

For ease of review by the Grant Panel, collate application materials into individual folders or binder clipped packets with a cover page indicating the following:

1. FY2020 PWC Arts Grants
2. Applicant Name
3. Grant Type

Note: If applicant does not submit identical applications as required, applications risk being declined for Panel review due to incompleteness. Application materials will not be accepted by fax machine or other electronic means such as e-mail.

Grant applications must be submitted attention to the Janet LaFleur, George Hellwig Admin Building 14420 Bristow Road, Manassas VA 20112, by 5 p.m. on Friday April 19, 2019.

Grant Panel

The Grant Panel, which is appointed by the Prince William County Department of Parks, Recreation, and Tourism, is comprised of 6 individuals with expertise, interest and experience in the arts, non-profit management, finance, grant administration, etc. Employees or board members of grant applicants are not eligible to serve on the Grant Panel. Names of panelists and date/location of the Grant Review are published online.

Panelists serve a staggered 2-year term and attend a Panel Workshop for understanding responsibilities, scoring criteria, and review process. The Admin Support Coordinator reviews each grant application for completeness and eligibility and serves as an observer when the Grants Panel meets to hold its Review. Ineligible applications will not be reviewed by the Grant Panel but will be returned to the applicant with a brief explanation of denial.

The Admin Support Coordinator provides copies of the grant applications to the Grant Panel. Grant Panelists independently review each application and have an opportunity to ask additional questions about the application prior to determining the final grant recommendations. The panelists keep applications confidential until approval/denial is given and awards are made public. Panelists also refrain from discussions of an application other than with Grants Panel members.

Conflict of Interest:

A Grant Panelist, who, in reviewing an application, finds him/herself in a conflict of interest, shall leave the room during discussion of the application and abstain from any voting, discussion or lobbying of such an application. The review of the concerning application under in this matter may be postponed until one is

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selected to score in place of the panelist, in most cases the Admin Support Coordinator is selected. A conflict of interest shall be determined if a panelist is a participant in an applicant's activities or is a member of the applicant organization.

Grant Review

The Grant Panel will meet as needed to complete the process. All panelists have a two-week period to conduct initial review to evaluate all eligible applications, prepare notes, and complete a preliminary score sheet. During this time, any individual panel member may pose a given question about each application. The Admin Support Coordinator will direct questions to the applicant organization, providing a deadline for response. An applicant's failure to respond to the Panel's questions may disqualify the grant application from further consideration. The Grant Panel will gather to hold a Grant Review for application scoring. While the Grant Review is open to the public, comments, questions, or any similar distractions may not be made. Photography/recording is not allowed. The Admin Support Coordinator will maintain extensive notes of the Grant Review proceedings.

Funding Level Based Upon Scores

The Grant Panel will utilize the score sheets and scoring criteria established for the grant process. Funding recommendations will be made based on average scoring of the application, available funding and the number of qualified applications submitted. Applications receiving an average score under 50% may not be funded. Availability of funding does not necessitate all applicants be funded.

Notification & Payment

The Admin Support Coordinator will notify applicants of Grant Panel funding recommendations within 3-5 business days, only after the scoring and full deliberation of all grant recommendations from the Panel are completed. Notification will be made via email to the contact listed on the grant application. Information about the appeal process will also be provided within this email notification. Notice to the applicant about Grant Panel recommendations is not to be understood as an official award amount. Any applicant may ask for comments on their application upon receiving the recommendation notice.

Grant Panel recommendations are forwarded to the Parks Commission for review and approval, and then to the Prince William Board of County Supervisors for final award approval.

Grantees receive an official grant award letter with a summary of Grant Panel remarks.

Awards for approved PWC Arts Grant Applications are distributed in partial payments with processing during the County's 2020 fiscal year and only after the approving resolution of Prince William County Board of County Supervisors has been signed. First partial payment is 70% of the award; final payment is the remaining 30% of award disbursement beginning December 31st of the County fiscal year. The County reserves the right to withhold funding if it determines performance on grant commitments are not being met in good faith or is unnecessarily delayed.

Acknowledgement

The phrase **“partial funding has been provided by the Prince William County”** must be stated on **the organization's website**. In all published materials (printed programs, news releases, advertisements, flyers, etc.) use of the Prince William County Dept. of Parks, Recreation, and Tourism logo must be included. For announcements regarding the particular activity supported, it is requested that organizations acknowledge that the activity is partially supported by a grant from the Prince William County or and must be displayed when other sponsors logos are displayed.

If contributions are acknowledged by categories of donations in program books, it is required to acknowledge the grant amount in the appropriate category. The purpose of crediting Prince William

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County is to provide citizens with an accurate understanding of the broad range of activities supported by their tax dollars.

Grant Contract

Each grant application must be signed by an individual with the authority to act on behalf of the applicant organization. A signed application is the applicant's agreement that information provided is complete and accurate. The signed application also indicates the applicant's intention to comply with the grant policies and reporting requirements. Applicants must attach an originally signed **Certification of Assurances** to the application and keep a copy on file.

Final Reporting Requirements

Each grantee must report major changes in planned activities, personnel, or budget in writing to the Admin Support Coordinator within 30 days of the changes for approval by the Grant Panel.

A Final Report form is sent with the official grant award letter. It is the responsibility of the grantee to retain this form for completion. For each Fiscal Year, each grantee will submit to the Admin Support Coordinator a final report that includes a program narrative and financial report covering the associated grant period (July 1 – June 30). Final reports must be received by 5pm on the deadline. This deadline for complete final report, including financials, applies to all grantees regardless of the organization's fiscal year.

General Operating grantees with annual budgets over \$250,000 are required to submit an opinioned, audited financial statement. Submission of the final report and financial information is required in order to receive future grant funds.

Lobbying

No part of the Prince William County Arts Grant shall be used for any activity intended to influence an elected official to favor or oppose any legislation.

Ineligible Activities

The Prince William County grants do **not** fund:

- activities restricted to an organization's membership;
- cost of parties, receptions, fund-raising benefits, etc.
- activities that benefit primarily other jurisdictions outside of the community;
- organizations that restrict or limit their membership or participation in their programs in any manner, direct or indirect, with the exclusion of artistic ability as it merits maintaining the artistic integrity of the organization;
- activities and organizations that are wholly sponsored by commercial institutions, religious institutions, government agencies, public or private educational institutions;
- college or university-based projects that are part of a required course or curriculum, or that do not involve and serve a significant non-student population;
- arts programs which are essentially recreational, rehabilitative or therapeutic;
- general operating support for historic celebrations or community promotional activities;
- work of individual artists;

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- elimination of existing debts.
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Appeal

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

Applicants who believe their applications for funding were rejected by the Grant Panel for any of the following three reasons may appeal to Prince William County 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 the Prince William County Grant Panel members who willfully failed to disclose conflicts of interest; or
3. The application was denied because the Admin Support Coordinator or the Grant Panel members provided erroneous information 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.

Request for appeals must be in writing and received by the Admin Support Coordinator within 14 days after your organization is notified of the Grant Panel's funding recommendation.

The request should be sent to the **Admin Support Coordinator, 14420 Bristow Road, Manassas VA 20112**. The request should identify one or more of the three reasons for an appeal and outline the applicant's rebuttal of the Grant Panel's recommendation.

The written request represents the applicant's sole means of presenting its position.

Prince William County will review and act upon the appeal prior to final action on grant funds by the Prince William Board of County Supervisors.