



Prince William County Arts Council

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## **FY18 TECHNICAL ASSISTANCE GRANT GUIDELINES & APPLICATION**

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**APPLICATIONS ARE ACCEPTED SEPTEMBER 30<sup>TH</sup> – APRIL 30<sup>TH</sup>**

### **Purpose**

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

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### **Description**

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

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### **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.

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### **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 Arts Recreation Specialist 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, 2018.

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### **Criteria for Evaluation & Amount of Assistance**

Applications are reviewed by the Arts Recreation Specialist 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 FY2018 is **\$500 per member**, with grants being distributed only as long as funds are available. Award amount requested can be less than maximum allowed.



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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.

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

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### 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, 2018.** 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 Arts Recreation Specialist, 703-792-8782, [Tlewis2@pwcgov.org](mailto:Tlewis2@pwcgov.org)

Applicants must submit one original completed grant application to the Arts Recreation Specialist:  
Terraya Lewis, Locust Shade Park 4701 Locust Shade Dr Triangle, VA 22172

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APPLICATION FOLLOWS



Prince William County Arts Council

## FY18 TECHNICAL ASSISTANCE GRANT APPLICATION

### Application Instructions

Please type answers to all the following sections, following the numbered sequence.  
Use a typeface of 10 points or larger. Use only 8 1/2" x 11" pages typed on one side.  
Do not exceed four (4) pages of response text, excluding requested support documentation.  
Be sure to label the top of each page of the application with the name of the organization and the page number.  
**Submit one completed copy of the application and all supporting materials.**

Date Submitted: \_\_\_\_\_

(Appl. # \_\_\_\_ - \_\_\_\_)

\_\_\_\_\_  
*Arts Council Member (Individual or Organization)*

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City*

\_\_\_\_\_  
*State*

\_\_\_\_\_  
*Zip code*

\_\_\_\_\_  
*Contact Name, Phone and Email Address*

### **For Organizations**

\_\_\_\_\_  
*Date of Incorporation*

\_\_\_\_\_  
*Date of IRS 501(c) (3) approval  
(If applicable)*

\_\_\_\_\_  
*Federal Employer ID #*

Organization has 80% members or participants from the Greater Prince William community or 70% of services or programs offered within the community?

**(See Guidelines. Explain if answer(s) is "no".)**

Yes     No

\_\_\_\_\_  
**Total Request of This Grant (Maximum of \$500)**

**\$** \_\_\_\_\_

The undersigned certifies to the best of his/her knowledge the information in this application and its attachments is true and correct; the filing of this application has been duly authorized by the governing body of the applicant organization; the applicant agrees to comply with all the grant conditions cited above. The undersigned further certifies that he or she has the legal authority to obligate the applicant.



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### For Individual Artists:

\_\_\_\_\_  
Typed Name of Artist

\_\_\_\_\_  
Signature

### For Arts Organizations:

\_\_\_\_\_  
Typed Name of Board President/Chairman

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name of Board Treasurer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name of Executive Director (*if applicable*)

\_\_\_\_\_  
Signature

### Narrative

- 1) State name and description of activity for which you propose to use Technical Assistance Grant funds, including start and end dates (i.e., conference, consultant).
- 2) Specifically, how will the grant funds be used? Include a copy of the conference/consultant material, description of equipment/software, etc.
- 3) How will this purchase or activity improve the member's artistic quality, community service or management?
- 4) Who will use or benefit from the grant, including name and title of participants/attendees?
- 5) Total itemized projected cost of activity such as fees (registration, consultant), travel (mileage, airfare, taxi), per diem (lodging, meals based on PWC Government per diem rates which can be obtained from the Arts Liaison).
- 6) Amount of grant requested.

**FOR ORGANIZATIONS WHO DID NOT SUBMIT A GENERAL OPERATING OR STABILITY GRANT APPLICATION THIS FISCAL YEAR, THE FOLLOWING IS REQUIRED IN ADDITION TO NARRATIVE:**

- If applicable, a list of the current Board of Directors/Trustees. Indicate officers of the Board.
- Evidence of Artistic Quality such as reviews or letters of recommendation indicating purpose and quality or organization's programming.
- Set of Promotional Materials for most recently completed year.



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- If applicable, a Financial Statement. The year-end financial reports or an audit listing total income and total expenses for the most recently completed fiscal year. Applicants with annual budgets over \$250,000 are required to submit an opinioned, audited financial statement.
- If the member is required by the IRS to file a Form 990, submit the organization's most recent Form 990.
- If applicable, ONE COPY ONLY of the letter from the Internal Revenue Service showing your organization's tax-exempt status attached to original application.
- If applicable, ONE COPY ONLY of your organization's current Bylaws attached to original application.

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