

The background is a gradient of blue, transitioning from a lighter shade at the top to a darker shade at the bottom. In the four corners, there are decorative white line-art elements resembling circuit boards or neural networks, with lines connecting to small circles.

FY 25 ARTS GRANTS

PWC DEPARTMENT OF PARKS AND RECREATION

APRIL 10, 2024

GRANT PROCESS OVERVIEW

- PWC Board of County Supervisors (BOCS) authorizes funds from PWC General Fund revenues
- Department of Parks and Recreation (DPR) administers funds
- The DPR Commission affirms recommended individuals to make up the Arts Grant Panel.
- The DPR Arts Recreation Specialist (ARS) reviews applications for completeness and compliance with grant policy/guidelines.
- Grant Panel evaluates ONLY completed eligible applications, scores and recommends grant distribution.
 - DPR Arts Recreation Specialist reviews distribution amounts for finalizing Panel recommendations.
- The DPR Commission reviews Panel recommendations and proposes recommendations to BOCS.
- BOCS reviews and determines final approval of FY25 funding recommendations.
 - The process of payment follows approval.

STEPS TOWARD GRANT FUNDING

Step 1 Verify Non-Profit Status

- Create Account and Register organization with GuideStar.org
- Prepare IRS letter

Step 2: Application Submission

- Submit one copy of current (**within last 18 months**) IRS letter verifying 501 (c) 3 status along with the grant application submission
- Submit (1) hard copy of grant application by delivery/mail and completed electronic copy by May 8, 2024
 - **Copy must match electronic submission**
- Original signature of the Certificate of Assurance must be on both submissions.

Step 3 Finalize for Payment

- Register as a PWC vendor for payment procurement
- If approved, Final Report Part I due by **Feb. 1, 2025** and Final Report Part II due by **July 10, 2025**

GRANT CYCLE AND TIMELINE

Activities for this grant period must be completed between July 1, 2024, and June 30, 2025

Timeline	
Application Submission Opens	April 11, 2024
Application Submission Closes	May 8, 2024
Panel Independent Review	Late May-early June
Review Meeting	Mid June
Parks Commission Review/Approval	Late June
Board of County Supervisors Review/Approval	Mid – Late July
Grants Disbursement	Late August

TWO (2) APPLICATION TYPES

Applicants may apply to **only one** type of grant

GENERAL OPERATING

TO ASSIST ORGANIZATIONS OF ARTISTIC MERIT IN FULFILLING THEIR MISSION BY PROVIDING FUNDS TO ENCOURAGE THEIR ADVANCEMENT.
FOR ORGANIZATIONS WITH 501(C) 3 STATUS, NO MINIMUM ANNUAL BUDGET IS REQUIRED.

NEW AND EMERGING

To provide seed money to new and emerging arts organizations that are less than three (3) years old.
For organizations with 501(c) 3 status or pending application, with established Board of Directors, and bylaws.

GENERAL OPERATING GRANT FORMS

(2) APPLICATION FORMS TO CHOOSE FROM

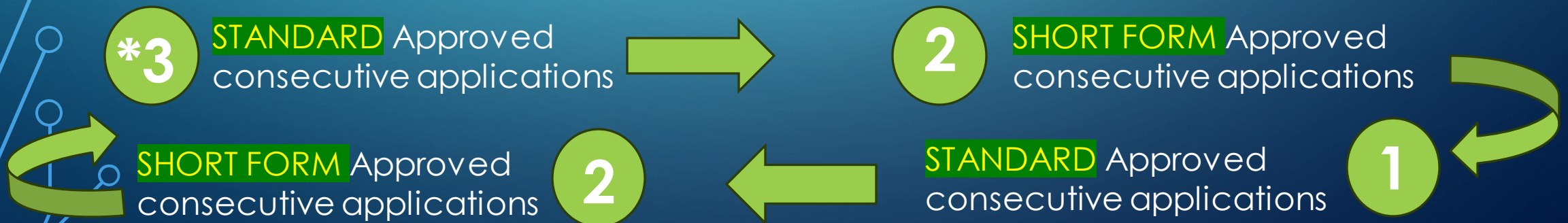
The type of General Operating grant application form chosen depends on your annual level of previously approved grants

STANDARD (LONG FORM)

General Operating Standard (Long-Form) application is generally required for General Operating grants. More detailed narrative.

SHORT FORM

General Operating Short-Form application allowed when an organization has proved steadiness in their operations. Shorter narrative.



PREPARING YOUR APPLICATION

- Ensure you have met the eligibility requirements as defined in the general policies.
- Registered successfully (and confirm) with GuideStar.org and have a non-profit profile
- **Check that you IRS letter is dated within an 18 month period**
- Prepare and review financials carefully - have several reviews...**it's that important**
 - **Do not include** government grants, carry-over income, or in-kind donations in your total expense, and that you are requesting an accurate calculation for the amount request
 - Address major financial changes in your application
- Have more than one person review final package...**it's that important**
- Verify that both the online and hardcopy are IDENTICAL applications...**it's that important**

APPLICATION SUBMISSION

- For the electronic application, please go to the website (www.pwcartscouncil.org) or contact the arts recreation specialist.
- There MUST be:
 - An online Application submission and one hard copy delivered or mailed to DPR Admin Office.
 - signed Certification of Assurances **must be** attached to both applications with original signatures.
 - one (1) copy of current IRS letter verifying 501 (c) 3 status
- For ease of review, collate hard copy application materials into a packet with a cover page indicating the following:
 - FY2025 PWC Arts Grants
 - Applicant Name
 - Grant Type
- **Note:** If all items are not submitted as required, applications risk being declined for panel review due to incompleteness.

Hard copy grant application must be submitted to the attention of the Arts Recreation Specialist, George Hellwig Admin Building 14420 Bristow Road, Manassas VA 20112, **by 4 p.m. May 8, 2024**

APPLICATION EVALUATION



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The Arts Recreation Specialist reviews each grant application for completeness and eligibility and serves as an observer when the Grants Panel meets to hold its review.

→ Is the applicant eligible?

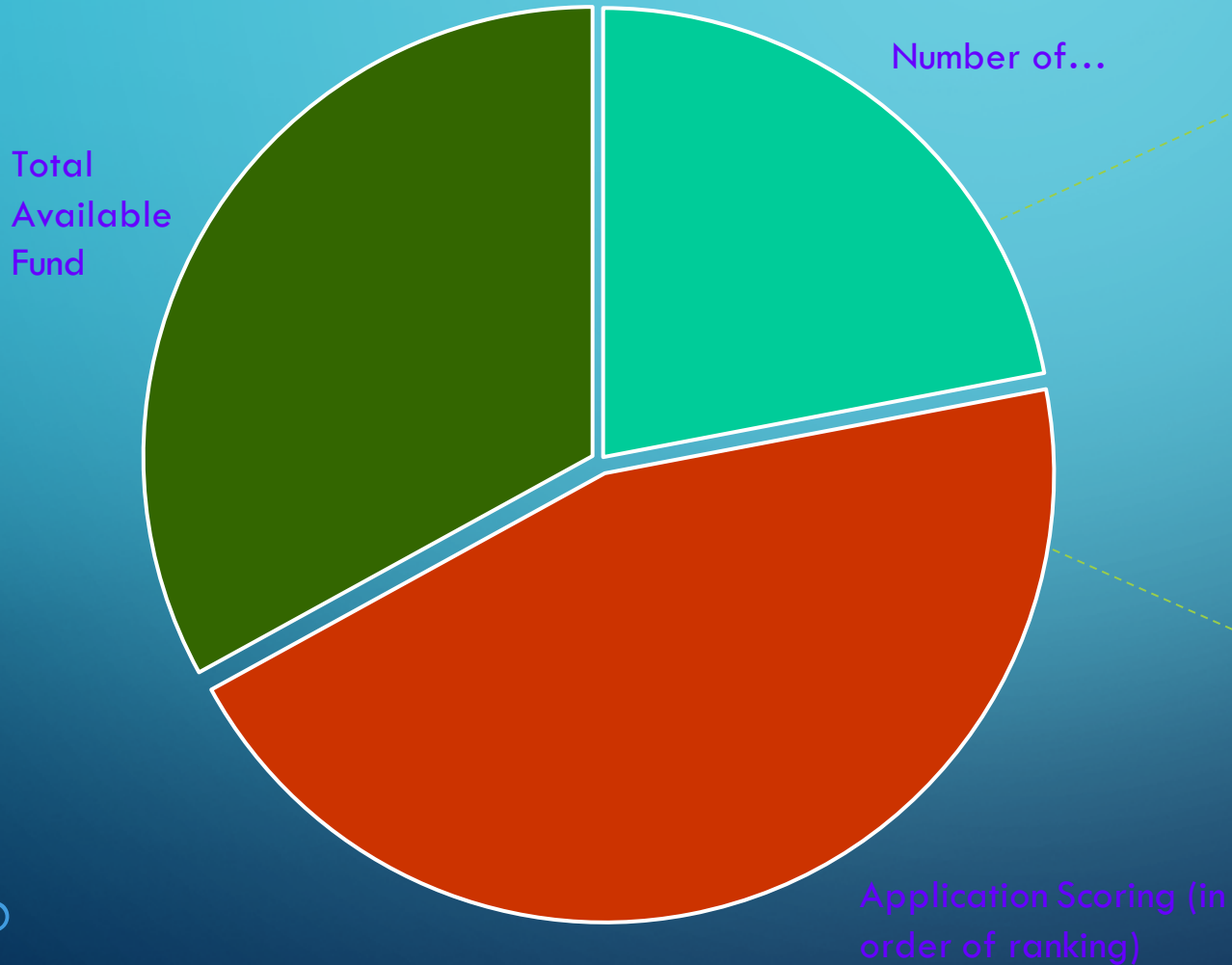
- ◆ If not, a brief explanation explaining the denial will be sent to the applicant.
- ◆ Ineligible applications are not reviewed by the Grant Panel.

→ Is it complete?

Grant Panelists will independently review each application. Afterwards, the panel will convene to discuss and score all eligible applications.

SCORING CRITERIA

Determination of Recommended Funding



Artistic Quality

Financial Development

Effective Management

Organizational Stability

Community Outreach

IF APPROVED, GRANTEES MUST . . .

1. Spend grant funds only for purposes described in your application
2. Maintain and provide access to financial records of grant
3. Report major changes (activities, personnel, budget) in writing within 4 weeks of change
4. Submit activity and financial reporting– final report is required in order to receive future grant funds

FUNDING CANNOT BE USED FOR ACTIVITY EXPENSES PRIOR TO JULY 1, 2024

1. *Acknowledge support “partial funding has been provided by the Prince William County” in your promotional materials*

GRANT PANEL INVITATIONS - OPTIONAL

Potential Applicants are encouraged to invite the Grant Panel to your organization event(s)
No forms of solicitation or persuasion involving any panel member allowed. Questions should be presented to the Arts Recreation Specialist

- **Option 1:** Prepare an event entrance VIP guest list to include each panel member name. All six individuals of the Panel must be included with no charge. Email jlafleur@pwcgov.org to confirm establishment of guest list and event flier/details to forward to Panel.
- **Option 2:** email (6) six complimentary e-tickets to Arts Recreation Specialist with subject “Panel Comp Tix”, for distribution or mail to: Arts Recreation Specialist, 14420 Bristow Rd., Manassas VA 20112.

GUIDESTAR.ORG REGISTRATION REQUIRED

A BEST PRACTICE GUIDE FOR COLLECTING AND SHARING INFORMATION ABOUT NONPROFIT ORGANIZATIONS

Required (*) and Optional Information – (basic level)

Identification Information

Organization Name*, EIN*, Telephone, Fax, Mailing Address*

Payment Information

Legal Name*, EIN of Payable Organization, Payment Address*

Primary Contact

Name*, Title, Email*, Telephone

Organization Leader

Name*, Title, Email, Short Biography, Photo, LinkedIn URL

Organization Co-leader

Name*, Title, Email, Short Biography, Photo, LinkedIn URL

Board Chair

Name*, Company/Organization, Term Dates

Mission & Programs

Mission Statement*, Program Name*, Program Description*, Population Served*, Geographic Area Served*

Categorization

Keywords*, NTEE codes*

Brand

Logo*, Tagline*, Website URL* (or “Don’t have one”)

CONTACT

Contact:

Arts Recreation Specialist:

▪ 703-792-8782

Submission Deadline:

May 8, 2024 by 4:00 pm

Attn: Arts Recreation Specialist

George Hellwig Admin Building

14420 Bristow Road

Manassas, VA 20112