



FY24 Arts and Humanities Operations Grant Application Procedure

Step 1. All Applicants should review the FY2024 Arts and Humanities Operation Grant Guidelines to make sure their organization is eligible for an Arts and Humanities Operations Grant.

Step 2. Complete Arts and Humanities Operations Grant Application

Step 3. Attach the following supporting documentation:

- a. Copy of IRS 501 (C) 3 Determination Letter
- b. List of Current Board Members
- c. Statement of Activities form (attachment A) with the most recently completed budget year (by April 2023)
- d. Copy of board approved Statement of Activities (Income Statement) from the most recently completed budget year (by April 2023)
- e. Copy of board approved budget for year FY24 grant fund will be used

Step 4. Submit application with required supporting documentation by deadline **July 28, 2023** at 5:00 pm to:

Holly Irwin
Recreation and Parks Department
312 Park Avenue, Falls Church, VA 22046
Or by email to hirwin@fallschurchva.gov

Step 5. Applicants will receive confirmation from the Recreation and Parks Department that their application has been received.

Step 6. After an initial review by the Recreation and Parks Department to ensure eligibility, the application will be reviewed by the Arts and Humanities Grant Review Committee. The applicant may choose to attend the committee meeting in order to give a short presentation and answer questions.

Step 7. The committee will submit a recommendation to the Recreation and Parks Department which will present the recommendation to the City Council for final approval in a public session of council.

After final review and approval by City Council, grant award recipients will be notified of their awards.

If you have any questions, pertaining to this application, please call Holly Irwin at 703-248-5171 (TTY 711) or email hirwin@fallschurchva.gov