



FY24 OPERATIONS GRANT GUIDELINES

PURPOSE

The purpose of the City of Falls Church Arts and Humanities Operations Grant Program is to support organizations that encourage arts, history, and cultural education and strengthen the vitality of these efforts in the City of Falls Church and serve as a catalyst in the greater community.

GOALS OF THE GRANTS PROGRAM

Consistent with the purpose of the Arts and Humanities Grants program, grant funds will be awarded to support organizations that achieve one or more of the following goals:

1. Stimulating excellence in Falls Church in the area of the arts, theatre, culture and/or history
2. Encouraging cultural and ethnic diversity in Falls Church
3. Enhancing the quality of life in Falls Church through:
 - a. Stimulating economic development
 - b. Supporting educational advancement in the arts, theater, culture and history
 - c. Appealing to the widest audience
 - d. Making culture, arts, theater and history accessible to all

ELIGIBLE ORGANIZATIONS

- The organization must be a tax-exempt organization as defined in section 501(c)(3) of the Internal Revenue Code (IRC).
- The organization's core mission must be towards the research, production, presentation, exhibition, education or performance of arts, culture, theatre or history.
- The organization must reside in the City of Falls Church with a City of Falls Church address on record.
- At least 75% of the organization's programming or activities must take place in the City of Falls Church.
- Any previous Arts and Humanities grants awarded to the organization must be closed out and all reports and funds from previous grants be accounted for before the next grant can be awarded.

ELIGIBLE FOR OPERATING FUNDING

- Operating expenses spent during the City of Falls Church Fiscal Year FY24
- Cover overhead costs such as rent and utilities
- Investing in technology
- Grants are **not** awarded for fundraising efforts, endowment funds, political activities, pre-incurred costs, salaries for part-time and full-time employees, costs directly associated with a particular project or program, and construction or renovation projects.

GRANT AMOUNT

Operational grant funding cannot exceed 25% of the organization's total budget of operational expenses (maximum of \$15,000); the amount is based on the actual expenses from the previous year.

CRITERIA FOR EVALUATING APPLICATIONS

Grant proposals are evaluated according to the following criteria:

- **APPROPRIATENESS** – The foundation's core mission meets the goals of the grant program.
- **MERIT** - Requested funds will be used to address an important, defined organizational need, with a well-developed and detailed plan of action.
- **FINANCIAL NEED** – Requested fund amount is necessary and cost efficient to carry out the organizations mission.
- **ORGANIZATIONAL CAPACITY** – The organization has the needed leadership and manpower to be successful.
- **SERVICE TO THE COMMUNITY** – Organizations must serve local residents in the areas of the arts, history, theater and cultural education.

DEADLINE

Grant applications are due by **July 28, 2023** and must be postmarked on or before that date and mailed to Falls Church Recreation and Parks Department, 312 Park Ave., Falls Church, VA. 22046; Attention: Holly Irwin. Emailed applications must be received by 5 pm on July 12, 2022 – email: hirwin@fallschurchva.gov

Organizations who submit applications prior to the deadline may request a review of their application for feedback prior to their final submission.

Please contact Holly Irwin by phone (703-248-5171) or e-mail (hirwin@fallschurchva.gov) with any questions.

APPLICATION REVIEW

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 convened by the Recreation and Parks Department. The Grant Review Committee may request additional information from organizations. The committee will submit a recommendation to the Recreation and Parks Department which will present the recommendation to the City Council. The City Council will make the final funding determination.

AWARD NOTIFICATION

Grantees will receive email notification including the terms and conditions of accepting the award following the City Council Meeting.

REPORTING AND PAYMENT

Grant funds will be paid on a reimbursement basis. The grant recipients must submit documentation to the City of Falls Church in the form of itemized receipts and expenditures consistent with the amount awarded and application description. Receipts deemed not relevant to the original application will not be reimbursed.

*The City of Falls Church reserves the right to release a grant award payment in advance of expenditures under special circumstances.

GRANT CYCLE

- May 2023 – Operations Grant Application Process Opens (May 3)
- July 2023 – Operations Grant Application Closes (Deadline July 28)
- August 2023 – Grant Review Committee Reviews Applications
- September 2023 – Grant Recommendations are presented to City Council
- October 2023– Grant Awardees are notified and complete a grant agreement form
- October 2023 through May 2024 – Grant Recipients may submit reporting for grant reimbursement
- May 2024- Deadline for grant reimbursement (May 16)

*All receipts must be turned in by the grant reimbursement deadline