



## FY24 Arts and Humanities Project Grant Application

**Grant Title:** \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

**Address of Organization:** \_\_\_\_\_

**Primary Contact  
Title:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Grant Amount Requested:** \_\_\_\_\_

### *Grant Eligibility Checklist*

\_\_\_\_\_ My organization is a tax-exempt organization as defined in section 501(c)(3) of the Internal Revenue Code (IRC); or my organization/group has a tax-exempt 501(c)(3) as its fiscal agent for the project grant.

\_\_\_\_\_ My organization's core mission includes one of the following: research, production, presentation, exhibition, education or performance of arts, culture, theatre or history.

\_\_\_\_\_ My organization resides in the City of Falls Church with a City of Falls Church address on record.

\_\_\_\_\_ At least 75 % of my organizations programming or activities take place in the City of Falls Church.

\_\_\_\_\_ My organization has completed all previous Arts and Humanities grant reports and submitted receipts for all grant funds previously awarded.

\_\_\_\_\_ Any project grant submitted under this application will only be reimbursed if project is completed and accessible to the public by the end of the fiscal year.

\_\_\_\_\_ \*Projects located on City property **MUST** submitted written approval for use of space

\_\_\_\_\_ \*Public Art Projects **MUST** be submitted written approval by the Arts and Humanities Council

***What is the organization's official mission statement?***

***Describe the proposed project grant (You may attach a separate sheet if additional space is needed).***

***How does the Project Grant meet the Goals of the Art and Humanities Grant Program? (The grant program's goals are listed in the project grant guidelines)***

***Describe the organizations capacity to complete this project. Please include a description of leadership, manpower and plan of action for the proposed project. (This includes the name of the project lead, additional staffing needs and roles, expected hours to complete the project, and a timeline for completing the project).***

***How will the project's success be measured? (Examples: Number of people served, economic impact to community, quantity of historical documents preserve, etc.)***

***Does your project require additional sources of revenue? If so, what additional funding streams (and budgeted amounts) are confirmed or being pursued for this project? Will securing additional revenue impact the completion of this project by the reimbursement deadline (May 16, 2024)***

The following items **MUST** be submitted with this application:

\_\_\_\_\_ Copy of IRS 501 (C) 3 Determination Letter for the applying organization

\_\_\_\_\_ Project Budget (please include all revenues and expenses related to the project)

\_\_\_\_\_ \*Projects located on City property **MUST** submitted written approval for use of space

\_\_\_\_\_ \*Public Art Projects **MUST** be submitted written approval by the Arts and Humanities Council

I certify that the information provided in this application is correct and the organization meets all of the eligibility requirements:

\*Signature of Chief Administrator of the Organization or Chairman of the Board

Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit Completed Application to Holly Irwin, Falls Church Recreation and Parks Department, 312 Park Ave., Falls Church, VA. 22046 or [hirwin@fallschurchva.gov](mailto:hirwin@fallschurchva.gov) by deadline July 28, 2023 at 5:00 pm. Additional documentation may be requested based on the discretion of the grant administrator for the Recreation and Parks Department.