



## **FY24 PROJECT GRANT GUIDELINES**

### **PURPOSE**

The purpose of the City of Falls Church Arts and Humanities Grant Program is to support activities, programs, events, and strategies 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 programs, events, or activities 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 the 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) or have an IRS tax-exempt 501c3 as its fiscal agent for a project grant.
- 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.

- 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.

#### **ELIGIBLE ACTIVITIES**

- Meets the goals of the grants program
- Serves not only the organization but also the City of Falls Church community
- Grants are **not** awarded for political activities or lobbying.

#### **\*ADDITIONAL REQUIREMENT FOR PUBLIC ART PROJECTS\***

All public art projects must be reviewed by the Arts and Humanities Council prior to applying for an Arts and Humanities Project Grant. Email [hirwin@fallschurchva.gov](mailto:hirwin@fallschurchva.gov) to learn more about the public art review process.

#### **\*ADDITIONAL REQUIREMENT FOR PROJECTS LOCATED ON CITY PROPERTY\***

Grant proposals that request the use of City property must submit written approval from the City with their application. Examples include a historic marker or mural designed for a public park.

#### **GRANT AMOUNT**

Organizations may submit applications for projects up to \$5,000. The Grant Committee may choose to fully fund or partially fund project grants. (\$2,000 is set aside annually for heritage grants.)

**Heritage Grants** – provide funding for preserving the rich history of the City of Falls Church, encourage the collection and preservation of documents and photos, unique to the City, and preserve the collective memory of our City’s neighborhoods. The grant is for the preservation of local history at a grassroots level. (Examples include a historic marker, historic trail map, collection and preservation of historical photographs)

#### **CRITERIA FOR EVALUATING APPLICATIONS**

Grant proposals are evaluated according to the following criteria:

- **APPROPRIATENESS** – The project meets the goals of the grant program.
- **MERIT** - Requested funds will be used to address an important, well-defined project need, with a well-developed and detailed plan of action.
- **FINANCIAL NEED** – Requested fund amount is necessary and cost-efficient to carry out the project.
- **ORGANIZATIONAL CAPACITY** – The organization has the needed leadership and manpower to complete the project within the defined project grant cycle.
- **SERVICE TO THE COMMUNITY** – The project must serve 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 Holly Irwin, Falls Church Recreation and Parks Department, 312 Park Ave., Falls Church, VA. 22046. Emailed applications must be received by 5 pm on July 28, 2023– email: [hirwin@fallschurchva.gov](mailto:hirwin@fallschurchva.gov)

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

Please contact Holly Irwin by phone (703-248-5171) or e-mail ([hirwin@fallschurchva.gov](mailto: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 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 an email notification including the terms and conditions of accepting the award following the City Council Meeting.

## **REPORTING AND PAYMENT**

Grant funds are 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 project description. Receipts deemed not relevant to the original project 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 – Project Grant Application Process Opens (May 3)
- July 2023 – Project Grant Application Closes (Deadline July 28)
- August 2023 – Grant Review Committee Review 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