WILLIAMSBURG AREA ARTS COMMISSION
401 Lafayette Street, Williamsburg, Virginia 23185-3617
(757) 220-6181 / Fax (757) 259-8057

Grant Guidelines

- Organizations may not use grant funds for purposes other than those expressly requested in their application. Any changes to the original application must be disclosed to your Commission liaison for approval and may be subject to reduction in future funding.

- The funds are for **2010 (July 1, 2009 through June 30, 2010)** fiscal year only and must be expended for projects in that period.

- Organizations receiving financial support must give appropriate credit to the Williamsburg Area Arts Commission. "Appropriate credit" means inclusion of a statement in all publicity, programs, posters, or the like.

- Organizations are required to maintain regular contact with their assigned liaisons to ensure that he/she has been informed of and invited to all public events. Liaison commissioners are assigned to each funded organization and serve as your advocate to the full commission. Failure to maintain contact will affect future funding.

- Please add members of Williamsburg City Council and James City County Board of Supervisors to your organization's mailing list.

- Organizations must submit a Calendar Event form for each WAAC-funded project, performance, and/or service through **July 2010.** Funded organizations are encouraged to submit forms for non-funded events.

- By accepting WAAC funds, you agree that WAAC may share your organization's website address in efforts to promote and nurture the arts in our community. As appropriate, please be sure to link the WAAC calendar, www.williamsburgva.gov/dept/events/arts.htm, to your organization's website.

- All organizations are required to submit a Year-End Report form on or before **June 30, 2009**. Failure to do so will result in a financial penalty the following year should your organization apply for future funding. Please include a copy of all programs with your report.

- All organizations should apply for the release of grant money by sending a written request to **Julie Phares, Finance Office, City of Williamsburg, 401 Lafayette Street, Williamsburg, VA 23185**. The letter must request the release of appropriated funds and indicate an understanding of the grant guidelines. Monies will be released after **July 1, 2009**.

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Checklist for Funding

- Year-End Report Form **(Due 6/30/09)**
- WAAC Calendar Event Forms
- Letter requesting release of funds **(Funds will be released after 7/01/09)**

Please note that organizations will not receive funding until all documents have been submitted.