



GUIDELINES FOR GRANT RECIPIENTS & GRANT APPLICATION REQUIREMENTS

WHO WE ARE

Williamsburg Area Arts Commission (WAAC) serves the municipalities of the City of Williamsburg, James City County and York County. Its purpose is to support and stimulate excellence in the arts through an active grant fund program. The grants focus on assessment and development of activities that will enhance the arts experience for all citizens and visitors to the Historic Triangle.

As part of the annual grant process, WAAC reviews grant requests and makes recommendations to the City of Williamsburg and to James City County to help determine what portion of the City and County budgets should be allocated for arts and culture. Arts organizations that qualify as a non-profit organization by the IRS are eligible to apply for those funds. To determine an organization's eligibility to receive public funding, the Commission looks carefully at the organization's mission, quality of programming, and evidence of sound administrative and fiscal management.

FY24 COMMISSION MEMBERS:

City of Williamsburg

Susan Corbett
Robert Leek
Barbara Vollmer
(TBA)

James City County

Georgianna Avioli
Thomas Phelps
Robin Phillips
Nicholas Vrettos

At Large (York County): Nancy Sullivan

CRITERIA FOR FUNDING

Applications for arts support are submitted to the Commission on **December 1st** for the upcoming Fiscal Year (July 1 thru June 30). Application forms are posted on the WAAC website by October 1st.

- Applicants must be a non-profit, tax-exempt organization qualifying for Federal Tax exemption under section 501(c)(3) of the Internal Revenue Code and to which donations are allowable as charitable contributions under section 17 (c) of the Internal Revenue Code. The Commission will review non-profit status through the IRS, Exempt Organizations Select Check, <http://www.irs.gov/Charities-&-Non-Profits/Exempt-Organizations-Select-Check>
- All funding requests must be made electronically by completing the official online grant application.
- Applicants may request funds for general operating support and/or support for specific programs or projects. The cost for each request must be clearly specified in the proposed budget. Projects completed prior to the start of the fiscal year for which they apply are not eligible for funding.
- Projects, performances and/or services must include service to the Historic Triangle (City of Williamsburg, James City County, and Upper York County). Note that cash awards and re-granting programs are not eligible for WAAC funding.

- Special consideration is given to projects, performances, and/or services that nurture the Historic Triangle's diverse communities and all population segments, including children, senior citizens, persons with disabilities and the financially challenged.
- The Commission looks favorably on applications that show funding from other sources in addition to WAAC. That information can be entered in Section C of the Grant Application.
- Sound management and adequate fiscal responsibility are major factors in WAAC's evaluation of fund requests.
- Notification of awards are made at the conclusion of the budget cycles of both James City County and the City of Williamsburg, usually by the end of the fiscal year which is June 30th.

CHECKLIST FOR GRANT APPLICANTS

Prior to submission of an application, grant writers should thoroughly review all documents related to the grant application package and be familiar with the Criteria for Funding above. It is important for applicants to gather all requested information in advance of compilation, including financials and the necessary official signatures. Late application will void the application.

The following Checklist shows the items that must be included with an application. Forms submitted without the required items will incur penalties or disqualification. **Late applications will not be considered.**

APPLICATION CHECKLIST:

- Clearly define and describe your project and your organization's mission.
- Fund requests should be endorsed by the organization's governing board.
- If the application is for a project, it needs to be well thought out with thorough consideration given to the following:
 - Who will benefit?
 - Who will direct and guide the project?
 - Is there a clear plan of work?
 - Are the resources to execute the project in place?
 - Are costs clearly defined?
 - Is the appropriate budget form attached?
 - WAAC only accepts Budget Forms provided with the application: **complete all applicable columns.**
 - Is an evaluation plan included?
 - Is the application SIGNED by the authorizing official?
- The Application must include:
 - A Board of Directors list with contact information, including 1) street address and 2) email.
 - Copies of required tax information.
 - All required financial information.
 - A list of other grant funding pending and/or received relating to this application.
 - Late applications will not be considered.

GUIDELINES FOR GRANT FUND RECIPIENTS

- Recipients must use funds for the purpose defined in the application. Any changes need discussion with grantee liaison to obtain approval.
- Grantees must complete a Year-End Report by June 30th of the funded fiscal year.
- Funds must be expended within the fiscal year stated on the application.
- Grantees must acknowledge receipt of grant funds and thank WAAC for its support.
- WAAC support must be acknowledged with its logo in all press, programs, social media, and other promotion materials related to funded events, including announcements at live events. The WAAC logo is required on all visuals. For WAAC logo [**Click here**](#).
- Grantees should include members of the Commission, Williamsburg City Council and James City Supervisors to their mailing lists. For link, [**Click here**](#)
- Each grantee is assigned a Commission liaison officer who will assist grantees with direct communication to the Commission.

YEAR-END REPORTING

All grantee organizations are required to submit a Year-End report form on or before the end of the fiscal year. Failure to do so will result in a financial penalty the following year should the organization apply, and be approved for, future funding. All programs should be included in the report.

- Year-End reports must reach the Commission no later than June 30th of the grant year.
- Non-compliance will result in a penalty of up to 5% of a future grant award.
- Requests for delayed reporting must be submitted in writing and in the hands of the Commission Administrator on June 30th (see next bullet) with a promised receipt date of no later than July 5th.
- All organizations should apply for the release of grant money by sending a written request after July 1st, the beginning of the funded fiscal year, to:

**City of Williamsburg
Attn: Joanna Skrabala, Tourism Development Specialist
c/o Economic Development Department
401 Lafayette Street
Williamsburg VA 23185**

The letter must request the release of appropriated grant funds and indicate an understanding of the guidelines.

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