



GUIDELINES FOR GRANT RECIPIENTS & GRANT APPLICATION REQUIREMENTS

WHO WE ARE

The [Williamsburg Area Arts Commission \(WAAC\)](#) serves the municipalities of the City of Williamsburg, James City County, and York County. Its mission is to support and stimulate excellence in the arts through an active grant fund program. The grants support activities to enhance the arts experience for all Historic Triangle citizens and visitors.

Beginning in December, WAAC Commissioners review grant requests and make recommendations to the City of Williamsburg and James City County for potential inclusion in their annual arts and culture budgets. Arts organizations that qualify as tax-exempt public charities by the IRS are eligible to apply for these funds.

FY26 COMMISSION MEMBERS:

City of Williamsburg

Susan Corbett
Robert Leek
Barbara Vollmer
Sherri Phillips

James City County

Melody Matheny
Thomas Phelps
Robin Phillips
Nicholas Vrettos

At Large (York County): Brandon Gist

CRITERIA FOR FUNDING

Applications are submitted to the Commission by **December 1st** for the upcoming fiscal year (*July 1, 2026, - June 30, 2027*). Application forms are posted on the WAAC website by October 1st. Notification of awards is made in late June at the conclusion of the annual budget cycles of both the City of Williamsburg and James City County. (*FY27 grantees will be notified in late June 2026.*)

- Applicants may request funds for support for specific programs or projects.
- The estimated cost for each request must be clearly itemized in the WAAC column of the proposed budget form. Projects completed prior to the start of the FY27 fiscal year are not eligible for funding.
- Projects, performances, and/or programs must serve residents of the Historic Triangle (City of Williamsburg, James City County, and Upper York County). Cash awards or prizes and re-granting programs are not eligible for WAAC funding.
- Special consideration is given to projects, performances, and/or programs that engage all population segments of the Historic Triangle's diverse communities, including children, senior citizens, those with disabilities, and the financially challenged.

- The Commission looks favorably on applications that show funding from other sources in addition to WAAC. (This information can be entered in Section C of the Grant Application.)
- Sound management and appropriate fiscal oversight are major factors in WAAC's evaluation of funding requests.

CHECKLIST FOR GRANT APPLICANTS

Prior to submitting a request for funds, applicants should thoroughly review the entire grant application package, be familiar with the Criteria for Funding, and compile all requested information and documents **before** beginning to fill out the electronic 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.**

State the organization's mission (*in no more than 2-3 sentences*).

Clearly define and describe your project, performance, or program, considering the following questions:

- Who will direct and guide the project?
- Is there a clear plan of work?
- Are the resources to execute the project in place?
- What will it cost and are costs clearly defined?
- Is an evaluation plan included?

Other information required:

- Board of Directors list with contact information
- Copies of required tax-exempt documentation
- All required financial information.
- Income and expense budget for the organization
- A list of other grant funding pending and/or received relating to this application.
- Appropriate signatures

REQUIREMENTS FOR GRANT FUND RECIPIENTS

- Recipients must use funds for the purpose outlined in the application. Any changes must be approved by the WAAC.
- 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 the grant award and thank WAAC for its support before the funds are released.
- Grantees must acknowledge WAAC support by including the WAAC logo in promotion materials related to funded events, programs, and performances, including announcements at live events. The WAAC logo is required on all visuals. For logos, visit the WAAC website: williamsburgva.gov/waac.
- Grantees should include members of the Commission, Williamsburg City Council, and James City Supervisors in their mailings. (*Go to the City and County websites for current lists*)

- Each grantee is assigned a Commission liaison who will assist grantees with direct communication to the Commission. Make sure you understand who that is. Liaisons may change from year to year.

YEAR-END REPORTING

All grant recipients are required to submit a Year-End report at the end of the grant year.

- Year-End reports must reach the Commission no later than June 30th of the grant year.
- Noncompliance 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, Joanna Skrabala on June 30th with a promised receipt date of no later than July 5th.

City of Williamsburg
Attn: Joanna Skrabala, Tourism Division Manager
c/o Economic Development Department
401 Lafayette Street
Williamsburg VA 23185
jskrabala@williamsburgva.gov

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