



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 support 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 James City County to help allocate City and County funding for arts and culture. Arts organizations that qualify as tax exempt public charities 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 type of mission, quality of programming, and evidence of sound administrative and fiscal management.

FY25 COMMISSION MEMBERS:

City of Williamsburg

Susan Corbett
Robert Leek
Barbara Vollmer
TBA

James City County

Melody Matheny
Thomas Phelps
Robin Phillips
Nicholas Vrettos

At Large (York County): TBA

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 tax-exempt public charities under section 501(c)(3) of the Internal Revenue Code to which donations are deductible as charitable contributions under section 17 (c) of the Internal Revenue Code. The Commission will review exempt status through the IRS, Exempt Organizations Select Check, <http://www.irs.gov/Charities-&-Nonprofits/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 or support for specific programs or projects. The cost for each request must be clearly itemized 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 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 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 appropriate fiscal oversight are major factors in WAAC’s evaluation of funding 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 current fiscal year, which is June 30th.

CHECKLIST FOR GRANT APPLICANTS

Prior to submission of an application, applicants should thoroughly review all documents that must be included in the grant application package and be familiar with the Criteria for Funding above. Applicants should compile all requested information before beginning to fill out 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, performance, or program and your organization’s mission.
- 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 an evaluation plan included?
- Include required board signatures.
- The attachments must include:
 - Board of Directors list with contact information
 - Copies of required tax-exempt documentation
 - All required financial information.
 - Income & Expense Budget for the organization
 - WAAC budget form—**with the WAAC column filled in**
 - A list of other grant funding pending and/or received relating to this application.

GUIDELINES 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 grant funds and thank WAAC for its support before the funds are released.
- WAAC support must be acknowledged by including the WAAC 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 and email lists. For City Council information, [click here](#).
- 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 form on or before the end of the fiscal year (June 30). 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.
- 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 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 the Commission Administrator:

**City of Williamsburg
Attn: Joanna Skrabala, Tourism Division Manager
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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