

Certification of Assurances and Grant Conditions for Touring Assistance Grantees of the Virginia Commission for the Arts

Virginia Commission for the Arts' grantees are required to be non-profit (non-stock) Virginia corporations or units of Virginia government and exempt from Federal income tax under Section 501(a) of the Internal Revenue code. Presenter Touring Assistance grants are awarded to the presenter (sponsor) of the performance. Any activity underwritten with Commission touring assistance funds must be open to the public and the presenter must provide community-wide publicity. Elementary and secondary public schools, senior living facilities, correctional facilities, and hospitals are exempt from this requirement. Touring Assistance may not be used for fund-raising events.

NEW REQUIREMENT: Effective April 4, 2022, the Federal government will stop using the DUNS number to uniquely identify entities registered in the System for Award Management (SAM). At that point, entities doing business with the Federal government will use a Unique Entity Identifier (UEI) created in SAM.gov. In order to receive funding for this program through the VCA, your organization must obtain its UEI by June 1, 2022. **Note:** Sub-recipients are not required to complete a full SAM registration to obtain a UEI. For more information, visit **SAM.gov**.

Presenter Touring Assistance Grants are limited to:

- performances taking place in the state of Virginia between July 1, 2022 and June 15, 2023. Applicants wishing to present artists from June 16 – June 30, 2023, must apply in the next fiscal year.
- 50% or less of the performance contract fee of the artist/ensemble listed in the VCA Performing Arts Tour Directory. Travel expenses may not be included in the total request.
- Commission grants to any established arts organization in one year will total no more than 30% of that organization's income from the previous year.
- No part of any Commission grant shall be used for any activity intended or designed to influence a member of Congress or the General Assembly to favor or oppose any legislation.

Each Commission grantee will:

- read and review the [2022-2023 Guidelines for Funding](#) before applying.
- follow the principles and actions as stated in the Virginia Commission for the Arts' [Statement on Cultural Equity](#).
- provide accurate, current and complete financial records of each grant.
- maintain accounting records that adequately identify the source and application of funds for grant-supported activities.
- maintain effective control over and accountability for all funds, property, and other assets ensuring that assets are used solely for authorized purposes.
- maintain procedures ensuring timely disbursement of funds.
- provide the Commission, or its authorized representatives, access to the grant-related financial records.
- grantee will expend any and all grant funds only for purposes described in the application form and attachments.
- grantee must request permission in writing to make substantial changes in budget, schedule, program, personnel. requested changes must be approved in advance by the Commission. **NOTE:** If any project receiving grant support from the Commission has actual income in excess of expenses, the grantee must use these funds for other arts activities, and the Commission must approve the organization's use of excess funds up to the amount of the grant.

Each Commission grantee will ensure that:

No part of any project or production which is financed in whole or in part under the grant will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of the employees engaged in such project or production. Compliance with the safety and sanitary laws of the State in which the performance or part thereof is to take place shall be primary evidence of compliance.

Each Commission grantee will comply with these federal statutes and regulations:



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- Title VI, Section 601, of the Civil Rights Act of 1964, which provides that no person, on the ground of race, color or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
- Title IX, Section 1681, of the Education Amendments of 1972, which provides that, with certain exceptions, no person, on the basis of sex or age, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.
- Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990 which states that no otherwise qualified person shall, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in federally assisted programs. Compliance with this Act includes: notifying employees and beneficiaries of the organization that it does not discriminate on the basis of handicap and operation of programs and activities which, when viewed in their entirety, are accessible to persons with disabilities. Compliance also includes maintenance of an evaluation plan developed with the assistance of persons with disabilities or organizations representing disabled persons which contains: policies and practices for making programs and activities accessible; plans for making structural modifications to facilities necessary for accessibility; a list of the persons with disabilities and/or organizations consulted; and the name and signature of the person responsible for the organization’s compliance efforts.

Each grantee will submit a Final Report to the Commission no later than 30 days following the performance and no later than June 1, 2023. For performances taking place from June 1- 15, Final Reports are due by June 17, 2023. FY23 Presenter Touring Assistance Final report forms can be found on the applicant’s Foundant Dashboard under “Follow-ups.

Acknowledgment of the Virginia Commission for the Arts and the National Endowment for the Arts must be made in all published material (printed programs, news releases, websites, email alerts, advertisements, flyers, etc.) and announcements regarding the particular activity or activities supported. Suggested language is “(organization or activity) is partially supported by funding from the Virginia Commission for the Arts and the National Endowment for the Arts.” If your organization is awarded a grant, you can find logos on the Commission website at www.arts.virginia.gov/about_logo

This form must be signed by an individual duly authorized by the governing body of the organization to act on its behalf and submitted with every grant application made to the Commission (examples include: Executive Director, Board Chair/President, Artistic Director, PTA President, etc). The signature of the individual indicates the organization’s compliance with all grant conditions cited above. A duly authorized individual must also sign the final report form.

The undersigned certifies that, to the best of his/her knowledge:

- the information in this application and its attachments is true and correct;
- the applicant organization agrees to comply with all grant conditions cited above. The undersigned further certifies that he or she has the legal authority to obligate the applicant organization.
- the filing of this application has been duly authorized by the governing body of the applicant organization.

Instructions: Print this form, sign, scan, save and upload into the grant application.

Applicant Organization Name _____

Printed Name of Authorizing Official _____

Title _____ Email _____

Signature of Authorizing Official _____

Date _____