GUIDELINES FOR FUNDING

JULY 1, 2019 – JUNE 30, 2020

Virginia Commission for the Arts
Main Street Centre
600 East Main Street, Suite 330
Richmond, VA 23219

804.225.3132 (Voice/TDD)
www.arts.virginia.gov

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Janet Starke, *Executive Director*

Johnson Childress, *Deputy Director*

Catherine Welborn, *Program Coordinator*

Casey Polczynski, *Arts in Education Coordinator*

Lorraine W. Lacy, *Executive Financial Assistant*

Burnette Sales, *Administrative Assistant*

Tiffany Glass Ferreira, *Webmaster*

The Virginia Commission for the Arts is the state agency that supports the arts through funding from the Virginia General Assembly and the National Endowment for the Arts. The Commission distributes grant awards to artists, arts and other not-for-profit organizations, educational institutions, educators and local governments, and provides technical assistance in arts management.

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INTRODUCTION

Mission

Virginia Commission for the Arts celebrates and champions artistic excellence and encourages growth in artistic creativity, quality and innovation. VCA invests in the arts in the Commonwealth by supporting and encouraging full participation in a creative culture that will benefit all Virginians.

VCA Mandates and Goals

VCA's mission is driven by five mandates that address (1) availability and accessibility to the arts, (2) a commitment to lifelong arts learning and education, (3) a healthy and productive arts infrastructure, (4) the arts as a vital component of the Commonwealth's economy, and (5) an environment that is open and conducive to artistic expression. These mandates and goals are addressed by interconnecting themes that emphasize a strong commitment of support, relationship building and active service to the arts community and citizens of the Commonwealth.

These themes include:

- Enhancing VCA's capacities through improved communications, grants making processes and response systems.
- Increasing resources for the arts through more and better relationships, partnerships and alliances with the public and private sectors.
- Identifying and facilitating synergies within the existing Commonwealth's arts resources for greater impact, sustainability and adaptability.
- Stimulating and advancing a broader and richer dialogue about the role and value of the arts and creativity in the everyday lives of Virginians.

The Virginia Commission for the Arts' Strategic Plan can be downloaded from our website at http://www.arts.virginia.gov/about_strategic.html

Background on the Commission

The Commission's funds come from the Virginia General Assembly and the National Endowment for the Arts, a federal agency. The Commission, which was created in 1968, is guided by 13 Commissioners appointed to five-year terms by the Governor and confirmed by the General Assembly. To ensure statewide representation, at least one Commissioner – and no more than two – is appointed from each Congressional district. A full-time staff of five and one part-time staff implements programs and policies. The Commission is assisted by a statewide network of advisory panelists.

The 2019-2020 Guidelines for Funding, presented in the following pages, describe the grant programs of the agency. The Guidelines cover activities taking place between July 1, 2019, and June 30, 2020. This document reflects the advice of many of the constituents of the Commission. The agency encourages anyone in Virginia to comment on its programs and services by writing, calling, or e-mailing the Commission office at any time during the year.

GUIDING PRINCIPLES OF THE COMMISSION

Artistic Quality

Supporting and stimulating excellence in the arts throughout Virginia is the responsibility of the Commission.

Artistic quality is the first consideration in the decision to fund any arts organization or arts activity. The Commission supports artistic excellence where it already exists, encourages growth in artistic quality, and works to make this artistic excellence available to all Virginians.

Advisory panels make evaluations of artistic quality. The Commission chooses the panelists for their knowledge of and experience in the arts. They attend activities of the Commission grantees and have first-hand knowledge of the quality of the work of the organizations.

Access to the Arts

The Commission strives to make quality arts experiences available and accessible to all Virginians, regardless of age, ability, gender, gender identity, sexual orientation, race/ethnicity, geographic location, religion, socioeconomic status, or citizenship status. The Commission supports existing arts organizations in all parts of the Commonwealth and encourages new organizations that serve people with limited access to the arts.

In addition, the Commission makes a substantial investment in performing arts touring each year as a way of increasing the availability of high quality arts throughout the Commonwealth.

All applicants are expected to consider the needs and abilities of special populations, as informed by ability, age, gender, race, and socio-economic status when planning their programs.

Diversity

The Commission believes that it is through the arts we celebrate the diverse cultures of this country.

The Commission funds arts organizations, artists, and arts activities that preserve and present the many cultures of contemporary life in the Commonwealth.

Commission grantees are expected to actively seek racial, ethnic, and/or cultural diversity in their artists, audiences, boards, and staff. Applications for funding should fully describe all efforts to cultivate this diversity.

Assistance to Individual Artists

The Commission relies on a healthy, vital and productive arts infrastructure that supports Virginia's individual artists, arts entrepreneurs, businesses and institutions.

The Commission provides leadership in supporting the arts infrastructure of artists and arts professionals in their development and ability to support themselves through their work.

Additionally, the Commission supports artist retreats, access centers for equipment and studio/rehearsal space, and organizations that provide information and advisory services for individual artists.

Development of Arts Organizations

The Commission provides ongoing support for established arts organizations and helps in the development of new arts organizations which fill a community need. In deciding which organizations to support, the Commission looks for high standards of artistic quality and management, as well as the amount of local commitment to an organization in terms of attendance and financial support.

The Commission funds both professional and nonprofessional organizations that strive for artistic excellence. The Commission defines a “professional” organization as one composed of, hiring, or serving artists who earn or endeavor to earn their living through the practice of their art.

The Commission provides technical assistance to arts organizations by paying for staff and board members to attend workshops and seminars and funding short term consultations on management problems.

The Commission views its financial assistance role to arts groups as that of a catalyst, helping to strengthen private and local support of the arts. The Commission believes in a diversified funding base for arts organizations.

Organizations receiving funding from the Commission are expected to earn as much income from ticket sales/admission fees as possible, while seeking contributions from individuals, corporations, foundations, and government. This philosophy recognizes that government resources are limited while demands for services are high, and that the arts are healthier when open to diverse influences and not financially dependent on any single source of support.

Some arts organizations exist to present the work of one artistic leader and are not intended to continue after that leader is gone. Other, equally worthy arts organizations have a more broad-based artistic philosophy and are intended to continue serving their communities beyond the tenure of the original artistic leader. The Commission strongly encourages this second group of organizations to build cash reserve funds and endowment funds to ensure financial stability in the future.

Arts Education

The Commission values and promotes the arts as a key element in lifelong learning and recognizes the essential role of arts learning and education in the intellectual and creative growth of Virginians of all ages. The study of the arts is essential to human development and the education of all citizens. Authentic arts’ learning is experiential and begins in childhood and continues through adulthood. The Commission serves as an advocate for arts education providing support for arts experiences that inspire and ignite imagination. There are no age restrictions on creativity.

The Commission’s Arts in Education Program provides Virginians of all ages with opportunities for direct residency experiences with teaching artists to encourage a sustainable creative culture. These resources are meant to enhance and support sequential, curriculum-based arts instruction delivered by certified arts teachers in PreK-12 schools and expand quality arts access to underserved populations.

ADVISORY PANELS

To help in making decisions on grant applications to artists and arts organizations, the Commission has established panels to assist in the review of applications. Panelists make recommendations on grant applications; evaluate activities funded by the Commission, and make recommendations on the Commission’s policies and procedures. They are appointed for one-year terms and may be reappointed twice to serve a maximum of three years.

Each of the statewide panels consists of seven to nine members appointed by the Commission. The panelists are local artists, arts administrators, trustees of arts organizations, arts educators, and arts supporters. They are chosen for their expertise in the arts, their ability to work with others in a panel situation, and their willingness to devote the time required to review applications. In making appointments to the panels the Commission attempts to balance each panel with knowledge of the different arts disciplines and diverse cultural perspectives.

Nominations for the advisory panels may be submitted to the Executive Director at any time during the year. Each nomination is kept on file for three years. A list of current panelists is available from the Commission office and on the Commission website.

GRANT PROGRAMS: GENERAL POLICIES

Basic Eligibility

The Virginia Commission for the Arts awards grants to Virginia organizations which:

- are not-for-profit and exempt from federal income tax under Section 501(a), which includes the 501(c)3 designation of the Internal Revenue code, or are units of government, or are educational institutions, or are local chapters of tax exempt national organizations;
- produce, present, or support in Virginia, dance, literary arts, media arts, music, theater, visual, and related arts;
- comply with Title VI, Section 601, of the Civil Rights Act of 1964 which states that no person, on the grounds 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.
- comply with Title IV, Section 1681, of the Education Amendments of 1972, and the Age Discrimination Act of 1975, Section 6101, which prohibit discrimination on the basis of sex or age.
- comply with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, which state 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 under any program or activity receiving federal financial assistance.

Actions of the General Assembly

All Commission programs and grant amounts are subject to change, based upon action on the state budget by the Virginia General Assembly and by the Office of the Governor.

Acknowledgment of NEA and VCA Support

In all published material regarding the particular activity supported, acknowledgment must be made that the activity is partially supported by a grant from the Virginia Commission for the Arts and the National Endowment for the Arts. The purpose of crediting the Virginia Commission for the Arts and the National Endowment for the Arts is to provide citizens with an accurate picture of the broad range of arts activities supported by their tax dollars. The logo of the Virginia Commission for the Arts and the National Endowment for the Arts, as well as funding credit can be downloaded from the Commission website (www.arts.virginia.gov). This acknowledgment should be included in programs, print and online newsletters, educational materials, brochures, posters, news releases, web sites, catalogues, and videos.

Amount of Assistance

Commission grants to any established arts organization in one year will total no more than 30percent of that organization's income for the previous year. Refer to each grant category for maximum grant amounts and matching requirements.

Low priority will be given to organizations that do not show strong efforts to seek multiple funding resources. Applicants are expected to charge a reasonable fee when appropriate rather than offer free events.

Support for an organization or project does not imply future Commission support. Application must be made each year and will be considered in relation to applications submitted by all other organizations. All Commission grants are subject to funds available.

Grant Contract

Each grant application must be signed by an individual with the authority to act on behalf of the applicant organization. A signed application form is the applicant's agreement to do what is described in the application and to comply with the Grant Conditions, a copy of which is attached to each application form. Applicants must attach a signed copy of the Certification of Assurances to the application and keep a copy on file.

When the Commission awards a grant, a letter is sent to the applicant with the payment schedule for that grant. Major changes in activities, personnel, or budget must be approved in advance by the Commission.

Reporting Requirements

The Commission requires a final report on each grant within 30 days of the end of the grant period, and no later than June 1. Final report forms, if required, can be found on the Commission website under Grants/Applications and Forms http://www.arts.virginia.gov/grants_applications.html

Each grantee must maintain accurate financial records for any activity supported by Commission funds. The Commission or its authorized representative shall have access to these records.

The Commission requires General Operating support grantees that have income of over $600,000 for at least two consecutive years to submit an opinioned, independent audit of their financial records every year.

Lobbying

No part of a Virginia Commission for the Arts grant shall be used for any activity intended to influence a member of Congress or the General Assembly to favor or oppose any legislation.

Ineligible Activities

The Virginia Commission for the Arts does not fund:

- activities restricted to an organization's membership
- costs of parties, receptions, fund-raising benefits, etc.
- endowments, capital campaigns
- activities that are primarily religious in purpose
- college or university-based projects that are part of a required course or curriculum, that do not involve and serve a significant non-student population, or that are for activities that are otherwise available in the community
- general operating support for historic celebrations or community promotional activities
- applications to reduce or eliminate existing deficits
- arts activities / programs that have started or already occurred
- activities or programs that take place outside Virginia with the exception of the technical assistance grant.
- vocal and musical ensembles that perform primarily pop, Broadway, or barbershop music, or that focus primarily on competitions

GENERAL OPERATING SUPPORT FOR ARTS ORGANIZATIONS

(See General Policies)

Purpose

Assist organizations of artistic merit in fulfilling their missions by providing funds to maintain their stability and encourage their advancement.

Description

These grants provide general operating support to Virginia arts organizations to continue, strengthen, and expand their programs.

Eligible Applicants

Virginia organizations whose primary purpose is the arts (excluding units of government and educational institutions and their private companion foundations), that have an independent governing board, that meet the Basic Eligibility criteria, and that are exempt from federal income tax under Section 501(c)3 of the Internal Revenue Code.

Organizations must be incorporated in Virginia before applying for General Operating Support and must have completed three years of programming. Applicants for General Operating Support are required to present at least three different programs or services for the public in Virginia each year.

A Virginia arts organization is defined as one whose primary purpose is the arts, that is incorporated in the state, and that has its headquarters and home season, or activities equivalent to a home season for non-producing organizations, in the state.

Applicants that are at least three years old must have a previous year's income of at least $10,000 in cash. Organizations with smaller budgets may be eligible to apply for Project Grants or Technical Assistance.

NOTE: First-time General Operating Support applicants must contact the Commission staff before applying to confirm eligibility. Organizations applying for General Operating Support are not eligible for Project Grant funding.

Avocational Organizations. Priority in this funding program will be given to organizations that pay artists. Avocational organizations may be funded in this program if they provide specific services or programs that would otherwise not be available in that particular geographic area. Avocational organizations may apply in the other grant programs of the Commission.

Festivals. In order to be eligible for General Operating Support a festival must be a separately incorporated Virginia organization with a year-round administrative staff and a year round presence in the community; have as its primary purpose the arts, spend the majority of its budget on arts activities; last longer than three consecutive days; hire professional artists; and include education and outreach programs as part of the festival. Other festivals may apply for Project Grants and Touring Assistance.

Educational Organizations. Organizations that exist primarily to provide arts education should meet the following criteria:

- The instructors should be professionals or former professionals in their fields
- Classes should be aimed at acquiring skills at ever-increasing levels of difficulty
- Classes should be focused on development of skills rather than being primarily rehearsals for a performance
- The organization should have a diversified funding base, beyond tuition and ticket sales for public performances, that shows wide-spread community support

- Scholarships should be available for low income students. There should be an active effort to recruit students from all segments of the community
- In addition to instruction, there should be regular opportunities for students to perform or exhibit for the public

Vocal and Musical Ensembles. Vocal and musical ensembles that perform primarily pop, Broadway, or barbershop music, or that focus primarily on competitions are not eligible for General Operating Support but are eligible to apply for Project Grants for new initiatives or for Technical Assistance.

Diversity. Applicants that are serving racially, ethnically, and/or culturally diverse communities are expected to actively seek racial, ethnic, and/or cultural diversity in their artists, audiences, boards, and staff. Applications for funding should fully describe all efforts to cultivate this diversity.

Diversified Funding Base. Applicants are expected to earn as much income from ticket sales/admission fees as possible, while seeking contributions from individuals, corporations, foundations, and government, as well as income from special fund-raising activities. This philosophy recognizes that government resources are limited while demands for services are high and that the arts are healthier when open to diverse influences and not financially dependent on any single source of support.

Eligible Activities

- Special projects
- Maintenance / operation costs
- Ongoing programming

Deadline

The Commission awards all General Operating Support Grants for a one year period. Each grantee is required to submit an application annually. Organizations that have been funded by the Commission in the General Operating Support category in past year will be notified by the Commission in early December about what information will be required for the application deadlines. All new applicants must contact the Commission before applying to determine eligibility.

Online Short Form Applications are due February 1, 2019, by 5:00 p.m., for expenses occurring between July 1, 2019, and June 30, 2020.

Online Long Form applications are due by March 1, 2019, by 5:00 p.m., for expenses occurring between July 1, 2019, and June 30, 2020.

Reporting Requirements

If the grant is awarded, the organization must submit a year-end report no later than June 1 of each year in order to receive the second payment for the grant. Failure to submit a final report by June 1 will impact future funding in the next grant year. If an organization undergoes a substantive change in its mission, its artistic leadership, or its management during the grant period, the Commission must be notified immediately. If in the opinion of the Commission such changes alter the purpose for which the grant was awarded, the Commission may require the organization to submit justification for continuing to receive the grant funds.

Amount of Assistance

Organizations approved for funding will receive no more than 10 percent of their previous year's cash income, less Commission support, commissions to artists, facility rental income for non-arts activities, money paid to the organization for out-of-state trips or tours by the people taking the trips or tours, and money raised for capital purposes in the previous year. Most organizations will receive less than the

maximum, and no organization is guaranteed a specific funding amount. Minimum grant awards will be $500 per year; maximum grant awards will be $200,000 per year.

Criteria for Evaluating Applications

- Artistic excellence
- Effective management
- Public service and public benefit to the community

Artistic Excellence is the first and most important standard of review. The organization has high-quality activities that achieve a distinct artistic vision consistent with the applicant's mission and goals. The Commission supports organizations with a wide variety of artistic programs, including both the preservation of an artistic heritage and the presentation of new works and new artists.

Effective Management is measured by the organization's capacity to effectively manage its operations and resources as reflected by organizational stability and fiscal position. The organization has a sound, board approved business or strategic planning process that shows evidence that the organization is maximizing its opportunities to generate earned income and contributed income. The organization has a strong board composition, staff qualifications, and clearly articulated roles and responsibilities.

Public Service and Public Benefit to the Community includes efforts to expand the applicant's reach through partnerships that work to make the arts a vital part of community life. The organization has a commitment to arts education for Virginians of all ages as part of or beyond the organization's regular programming. The organization makes the arts a vital part of economic development for the organization's home community, its region or the state.

In evaluating the applications, the Commission will take into account whether the requested grant will result in significant programs for the community that could not be provided within the applicant's existing financial resources. The Commission will also evaluate the general merits of each application relative to others being considered.

NOTE: The Commission requires General Operating Support grantees that have income of over $600,000 for at least two consecutive years, to submit an opinioned, independent audit of their financial records every year.

Application/Review/Payment Procedure

1. Applicants submit the information requested by the Commission each year. The Commission staff is available for consultation on applications, and to review drafts of applications before the application deadline. If assistance is needed, contact the Commission office at least four weeks before the deadline. Organizations planning to apply to the Commission should include the panelists and Commissioners on their mailing lists.

2. Applicants submit the completed online application forms by the deadlines. NO EXCEPTIONS.

3. The Commission staff reviews each application for completeness and eligibility. Incomplete or ineligible applications will not be reviewed and will be returned to the applicant with an explanation.

4. Applications are sent to the members of the regional panel.

5. The panelists independently review each application prior to the panel meeting.

6. The panel meets with two members of the Commission staff. Commissioners attend panel meetings as observers. Applicant representatives may attend the panel meeting as observers but may not make a presentation to the panel. The panel makes its recommendations after group discussion. Names of Commissioners and advisory panelists, as well as dates and locations of Commission and panel meetings, are available from the Commission office and on the Commission website. Applicants are

encouraged to invite the panelists and Commissioners to their public arts events in advance of the panel meetings. Applicants being reviewed by the full panel are encouraged to attend the meeting.

7. Following the panel meeting, the Commission staff makes a recommendation on each application.

8. The board of the Commission then reviews the recommendations of the panel and staff and takes final action on the applications.

9. Applicants are notified of Commission action by email. The appeals process for applications not awarded funds can be found in the appeals section of the guidelines.

10. The Commission will generally pay 85 percent of each year's grant amount by August 15. The final 15 percent will be paid within 30 days after the Commission receives the final report on the grant. The Commission reserves the right to use an alternative payment schedule in special circumstances. Final reports must be submitted after the completion of all funded activities or by June 1 at the latest.

GENERAL OPERATING SUPPORT FOR MAJOR ARTS INSTITUTIONS

Organizations that meet the standards described below will be reviewed by a statewide, multi-disciplinary panel in alternating years. These organizations will follow the same guidelines and application procedures as other applicants for General Operating Support.

In addition, Major Arts Institutions must have the following:

- Have significant economic and artistic impact in its region of the state
- Must pay its performers. Organizations that have the purpose of presenting the visual arts must have professional curators who select the work to be shown. These organizations may not charge fees to artists for the exhibition of their work.
- Employ full time administrative staff
- Have boards of directors with the authority and skills to guide the organization
- Have been reviewed and approved for full funding in operating support from the Commission for at least four years prior to being considered by the Commission to be a major arts institution
- Have previous year's cash income of at least $1,500,000. Substantial income for non-arts activities, such as facility rental income, is not included in the income minimum
- Have education/outreach programs
- Have opinioned, independent audits of their financial records each year
- The Commission staff will submit to the Commission Board for their approval any arts organization that meets the above criteria to be moved into the Major Arts Organization category. The Commission staff will also notify the Commission Board of any Major Arts Organization that does not meet the above criteria for three consecutive years. The Commission may vote to remove the organization from this category.

NOTE: An arts organization cannot opt out of being in the Major Arts Organization category once it has met the above criteria.

TECHNICAL AND ORGANIZATIONAL DEVELOPMENT ASSISTANCE GRANTS

Purpose
To assist arts organizations in improving their artistic quality, community service, or management.

Description
These grants are designed to provide outside help for arts organizations on particular problems. The Commission staff will help organizations find the appropriate consultants or workshops for their needs, if requested.

Eligible Applicants
Virginia organizations whose primary purpose is the arts, local arts agencies that are units of local government, and public art programs (excluding other units of government, educational institutions and their private companion foundations) and that meet the Basic Eligibility criteria. The organizations must be incorporated in the state and have their headquarters and home seasons, or activities equivalent to a home season for non-producing organizations, in the state.

Eligible Activities
- Short-term consultations on particular artistic or organizational problems, with the staff of the applicant organization carrying out the resulting plan of action
- Sending administrators, board members, and other authorized representatives to conferences or seminars which will increase job effectiveness

Deadline
Applications go online April 1, 2019 and are accepted throughout the year, at least four weeks before the proposed activity occurring between July 1, 2019 and June 15, 2020, or until funds run out.

Amount of Assistance
Up to $1,000 (non-matching) per year. Grants are awarded from available funds on a first-come, first-served basis with priority given to small arts organizations with budgets of $150,000 or less from April 1-May 1, 2019.

Criteria for Evaluating Applications
- Need by applicant organization for the proposed activity
- Financial need of the organization for the requested grant

Application/Review/Payment Procedure
1. Applicants submit the online application form at least four weeks before the proposed activity. The Commission does not accept application materials via facsimile transmission or other electronic means (e.g. e-mail).
2. The Commission staff reviews proposals and notifies applicant promptly.

After receiving confirmation of a grant, the grantee may proceed with the activity. Upon receipt of the final report, the Commission will authorize payment to the grantee

CREATIVE COMMUNITIES PARTNERSHIP GRANTS

(*formerly Local Government Challenge Grants*)

Purpose

To encourage local governments to support the arts.

Description

The Commission will match**,** *up to* $4,500, subject to funds available, the tax monies given by independent town, city, and county governments to arts organizations. The money, which does not include school arts budgets or arts programming by parks and recreation departments, may be granted either by a local arts commission/council or directly by the governing board.

Eligible Applicants

Independent city, town, or county governments in Virginia.

Eligible Activities

Grants to independent arts organizations for arts activities in the locality. The Commission does not match payments paid to performers for specific performances. Local governments seeking such funding should apply in the Performing Arts Touring Assistance Program.

Deadline

The online application is due on April 1, 2019 by 5:00 p.m. for local government grants awarded in 2019-2020.

NOTE: A local government that has not approved its budget by the grant deadline may apply conditionally and confirm the application as soon as possible.

Amount of Assistance

Up to $4,500, subject to funds available. Local government match must be from local government funds; federal funds may not be included.

Criteria for Evaluating Applications

- Artistic quality of the organizations supported by the city/county/town
- Clearly defined policies and procedures for awarding local funds to arts organizations
- Degree of involvement of artists and arts organizations in the local process of awarding grants
- Community impact including number of participants, duration of program, and other public and private sector involvement
- Description of ongoing local government support for arts programs and funding

Application/Review/Payment Procedures

1. Local governments submit complete the online application form by the deadline. The Commission does not accept hard copy application materials.
2. The Commission staff reviews each application for completeness and eligibility.
3. The Commission staff makes recommendations on levels of funding for each application.
4. The Commission board reviews the staff recommendations and takes final action on the applications.
5. After confirmation of the grant award, each local government must complete the online final report/confirmation form that its governing board has appropriated the matching funds and the funds from the Commission. This confirmation must include the appropriate page of the local government's approved 2019 - 2020 budget or a copy of the check (s) to the sub-grantee (s). The Commission will pay the grant in full after receiving this confirmation. The deadline for the final report/confirmation is February 1, 2020.

NOTE: Organizations receiving Project Grant funding are not eligible for General Operating funding.

PROJECT GRANTS

Purpose
To facilitate new and innovative art projects or services that engage the community and that have the potential to advance cultural presence, awareness and connections.

Description
Project grant funds assist with the production of high quality creative arts activities, the creation of new work, operating support for new and emerging arts organizations, the expansion of successful arts programs, and services to the field. Projects can be in any artistic discipline and on any scale. There is a 1:1 required cash match for the grant. The Commission will not support the same project for more than three years.

Eligible Applicants
Virginia not-for-profit organizations, units of government, or educational institutions that meet the Basic Eligibility criteria. Each department of a college or university is considered to be a separate applicant.

Eligible Activities
- Commissions of new works of art
- Operating support for new and emerging arts organizations (whose primary purpose is the arts, which have applied for 501(c)3 designation of the Internal Revenue code, are incorporated in Virginia, are five years old or less, and had a previous year's income of less than $50,000)
- New or expanded performances or exhibitions
- Services to artists and arts organizations, such as research studies, shared administrative and/or technical services, professional development workshops, and shared promotional materials

NOTE:
- General operating support or annual budgets for established organizations are not considered projects and are ineligible
- Applications from colleges/universities should be for activities not otherwise available in the community
- Projects from colleges that are primarily for academic credit are not eligible
- Commission grants to any established arts organization in one year will total no more than 30 percent of that organization's income for the previous year. Most grantees receive much less than 30 percent of their income in Commission grants.
- Applications for projects involving PreK-12 students must be filed under the Artist in Education Grant Program.

Deadline
Online application due March 1, 2019, by 5:00 p.m. for projects taking place between July 1, 2019, and June 15, 2020.

Amount of Assistance
Generally, the grant amounts will be between $1,000 and $5,000. Applicants may submit more than one application for a combined total of no more than $5,000 and must provide at least a one-to-one cash

match of the requested grant. The Virginia Commission for the Arts will rarely grant more than 50 percent of the cash costs of any project.

Criteria for Evaluating Applications

- Artistic quality of the proposed project
- Extent to which the proposed project meets the needs of the community
- Management and cost effectiveness of the proposed project

Fiscal Agents

A not-for-profit, tax-exempt Virginia organization or government unit may act as fiscal agent for a Project Grant request by an individual or organization that is not tax-exempt or not incorporated in Virginia. The fiscal agent must sign the application and, if a grant is received, is legally responsible for the completion of the project and for the proper management of the grant funds. The Commission requires that a fiscal agent have a written agreement with the individual or organization that will actually administer the project, to avoid misunderstandings. The Commission requires a signed copy of the written agreement between the two parties as part of the application. The fiscal agent may not have a staff member affiliated with any of the project, either as an employee or in a policy making role such as serving on the board of directors.

Application Review/Payment Procedures

1. Applicants submit the online information requested by the Commission each year. The Commission staff is available for consultation on applications, and to review drafts of applications until February 1, 2019. If assistance is needed, contact the Commission office at least four weeks before the deadline. Organizations planning to apply to the Commission should put the panelists and Commissioners on their mailing lists.

2. Applicants submit completed online application form by the deadline. NO EXCEPTIONS.

3. The Commission staff reviews each application for completeness and eligibility. Incomplete or ineligible applications will not be reviewed and will be returned to the applicant with an explanation.

4. Applications are sent to the members of the regional advisory panel.

5. The panelists independently review each application prior to the panel meeting.

6. The advisory panel meets with at least two members of the Commission staff. Commissioners will attend the panel meeting as observers. Applicant representatives may attend the panel meeting as observers but may not make a presentation to the panel. The panelists make their recommendations after group discussion. Names of Commissioners and advisory panelists, as well as dates and locations of Commission and the panel meeting, are available from the Commission office and on the Commission website. Applicants are encouraged to invite the panelists and Commissioners to their arts events for the public in advance of the panel meeting. Applicants are encouraged to attend the panel meeting.

7. Following the panel meeting, the Commission staff makes a recommendation on each application.

8. The board of the Commission then reviews the recommendations of the panel and staff and takes final action on the applications.

9. Applicants are notified of Commission action by email. The appeals process for applications not awarded funds can be found in the appeals section of the guidelines.

10. The Commission will generally pay 85 percent of each year's grant amount by August 15th. The final 15 percent will be paid within 30 days after the Commission receives the final report on the grant. The

Commission reserves the right to use an alternative payment schedule in special circumstances. Final reports must be submitted within 30 days of the completion of the project and no later than June 1st.

PERFORMING ARTS TOURING ASSISTANCE PROGRAM

Purpose

Increase opportunities for Virginians to experience high-quality performing arts events.

Description

This grant program supports touring by Virginia performing artists and ensembles within the state. The touring activities are restricted to those listed in the Commission's annual Tour Directory. Any not-for-profit organization meeting the Basic Eligibility criteria can apply to receive a touring assistance grant to support these activities. Grants are made to the presenter, not to the touring artist(s). Touring artists apply to be listed in the Tour Directory, with a set dollar amount reserved to support their touring, as outlined below. To be eligible for funding, performances must take place in Virginia but outside of the performer's home base. 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 schools, senior living facilities, correctional facilities, and hospitals are exempt from this Commission requirement.

INFORMATION FOR PERFORMERS AND ENSEMBLES SEEKING TO BE LISTED IN THE TOUR DIRECTORY

Eligible Applicants

Virginia performing artists and performing arts ensembles. Individual students or organizations whose members are primarily PreK-12 or undergraduate college students are not eligible for inclusion in the Tour Directory.

Eligible Activities

- Programs listed in the Performing Arts Tour Directory, which take place 30 miles outside of the home area of the touring artist(s)
- Programs should be open to the public, and the presenter must provide community-wide publicity. Elementary and secondary schools, senior living facilities, correctional facilities, and hospitals may be exempt from this requirement.

Deadline

Online application is due July 15, 2019, by 5:00 p.m., for the touring season of July 1, 2020, to June 15, 2021.

Criteria for Evaluating Applications

- Artistic excellence
- Effective management
- Availability of similar touring programs in the state
- Cost-effectiveness of the proposed tour
- Evidence of presenter interest in the proposed tour
- Impact of the proposed tour on the career of the touring artist or organization

Application/Review Procedures for Touring Artists and Ensembles Wishing To Be Listed in the Tour Directory

1. The artist/ensemble should submit a complete the online application to the Commission by the deadline.

2. The Touring Program advisory panel will consider the proposals and make recommendations to the Commission. The Commission will approve artists/ensembles for touring support and reserve a block of funds for each. Decisions will be announced in October 2019.

3. The funding reserved by the Commission for each touring artist/ensemble will be held for potential presenters from March 15, 2020, until December 1, 2020.

4. In December, the Commission will post the 2020-2021 Tour Directory on its website with information about artists and ensembles eligible for touring support and descriptions of their touring programs.

5. The Commission will begin accepting touring assistance applications from presenters on March 15 of each year.

6. Presenters send online applications for touring support, including copies of signed contracts with touring artists/ensembles, to the Virginia Commission for the Arts. Applications must be received by the Commission at least four weeks prior to the event and no later than December 1.

7. The Virginia Commission for the Arts awards touring support grants to presenters of a particular artist/ensemble on a first- come, first-served basis from that artist's/ensemble's allocation. Grant award letters are generally emailed two weeks after receipt of each presenter's application by the Commission.

8. If an artist/ensemble listed in the 2020-2021 Tour Directory has booked a tour and used all of its original allocation prior to December 1, 2020, it may book additional performances and encourage the presenters to apply to the Commission's "wait list" on a first-come first-served basis for funds which have gone unused by other artists/ensembles. It is the responsibility of the artist/ensemble to explain that there is no guarantee of funding in this situation.

9. After December 1, the Commission will pool any uncommitted touring funds and award them to presenters on the "wait list", or other presenters which apply to support activities of eligible artists/ensembles. Wait list performances must take place between December 5 and June 15 of each touring season. Touring ensembles that receive an allocation of $25,000 or more may not apply for waitlist funds.

INFORMATION FOR PRESENTERS OF VIRGINIA TOURING ARTISTS/ENSEMBLES

Eligible Applicants

Virginia not-for-profit organizations, units of local government, or educational institutions that meet the Basic Eligibility criteria.

Eligible Activities

- Programs listed in the Tour Directory which take place at least 30 miles from home base of the artist/ensemble
- Programs should be open to the public, and the presenter must provide community-wide publicity. Elementary and secondary schools, senior living facilities, correctional facilities, and hospitals may be exempt from this requirement.

Deadline

Presenters should send applications for touring support, including copies of signed contracts with touring artists/ensembles, to the Commission at least four weeks prior to the event, and before December 1.

Amount of Assistance

The Commission will fund up to 50 percent of the performance fee only for any touring program listed in the Virginia Commission for the Arts Tour Directory, subject to the overall limit for each touring artist/ensemble. Grant award amounts are a minimum of $100 and maximum of $7,500 per performance.

Application/Review/Payment Procedures for Presenters

1. In December, the Virginia Commission for the Arts posts an Online Tour Directory, listing basic information about the artists and ensembles eligible for tour support and descriptions of the touring program for the following July 1 - June 15 time period.
2. Touring artists/ensembles and presenters begin scheduling and signing contracts. All negotiations regarding type and schedule of activities, fees, technical needs and promotional efforts are the responsibility of each touring artist/ensemble and its presenters, and the resulting arrangements should be included in the contract. The Commission's grant, however, will not exceed 50 percent of the contracted performance fee. Fees and all local costs are the responsibility of the presenters. A presenter's total costs will depend on the touring artist's/ensemble's fee, facility costs, promotion costs, and other local factors. Each contract must contain language referring to the requested amount of presenter touring assistance.
3. Presenters send applications for touring support, including copies of signed contracts with touring artists/ensembles, to the Virginia Commission for the Arts at least four weeks before an event and before December 1. The Commission does not accept application materials via facsimile transmission or other electronic means (e.g. e-mail).
4. The Commission awards touring support grants to presenters of a particular artist/ensemble on a first-come, first-served basis from that artist's/ensemble's allocation. Presenters should not consider touring grants automatic but should wait for confirmation. Grant award letters are generally mailed two weeks after receipt of each contract by the Commission.
5. For grant awards of over $150 the Commission will send 85 percent of the grant to the presenter before the scheduled touring program. The Commission will pay the final 15 percent of the grant after receiving the final report. For grants of $100 to $149 payment will be made after the Commission has received the final report. The Commission will not make first payments for July performances. Awards for July performances will be made in full 30 days after the receipt of the final report, but no earlier than August 1.
6. Presenters must submit final reports to the Virginia Commission for the Arts within 30 days after each event. Final report forms can be found on the Commission website under "Grants/Applications and Forms" http://www.arts.virginia.gov/grants_applications.html
7. If any presenter receiving subsidy for one of these touring artists/ensembles has actual income in excess of expenses, the presenter must use these additional funds for other arts activities, and the Commission must approve the use of any of these excess funds up to the amount of the grant.

ARTIST FELLOWSHIPS

For the FY20 grant cycle, Artist Fellowships will not be available.

Purpose

To recognize the creative excellence of individual Virginia artists and support their pursuit of artistic excellence.

Description
A limited number of fellowships are available to professional creative artists living in Virginia. Funding in this category is highly competitive. Specific arts disciplines will be eligible for support each year on a rotating basis, depending upon the amount of state and federal funding available to the Commission. Artists should confirm with the Commission staff the categories to be funded each year.

Eligible Applicants
- Artists who are legal residents of Virginia
- Artists who plan to remain in Virginia resident during the grant period
- A legal resident possesses a valid Virginia driver's license and/or pays income taxes in Virginia and/or is a registered Virginia voter
- Artists who are 18 years of age
- Artists may receive only one fellowship from the Commission within any four-year period

Deadline October 1

Amount of Assistance
Four artists will be considered for fellowship awards of *up to* $5,000 each. Artists are not required to provide matching funds.

Criteria for Evaluating Applications
Applications are evaluated on the following:
- consistent quality of the artist's work:
- applicant's record of professional arts activity and achievement as reflected in the resume;
- and fellowship potential to result in significant advancement for the artist's career.

Application Review/Payment Procedure
1. Artists submit complete the online application by October 1.

2. Applications are reviewed by an advisory panel of professionals in the appropriate discipline. The panels make their recommendations after group discussion.

3. The board of the Commission makes the final decision on all applications.

4. Payment to the artist will be made by January 16. Fellowship awards are reported as taxable income.

ARTISTS IN EDUCATION GRANTS (PREK-12)

Purpose
Provide opportunities for Virginia's students (PreK-12) and educators throughout Virginia to participate in and learn through the arts by working with highly qualified professional artists.

Description
These grants provide Virginia's PreK-12 students and teachers' opportunities to work with professional artists either in a school setting or through after-school or summer activities. These grants support educational programs in the arts that enhance arts instruction in the school curriculum. In addition, the grants will support the training of professional artists and educators to work with elementary and secondary students.

Deadline

Online application due April 1, 2019 by 5:00 p.m. for residencies taking place between July 1, 2019 and June 15, 2020.

Eligible Applicants

- Virginia's Public PreK-12 Schools which meet the basic eligibility criteria of the Virginia Commission for the Arts
- Private, federally tax-exempt schools that meet the basic eligibility criteria of the Virginia Commission for the Arts, including compliance with: Title VI, Section 601, of the Civil Rights Act of 1964; Title IV, Section 1681, of the Education Amendments of 1972, and the Age Discrimination Act of 1975; Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990
- Not-for-profit organizations which meet the basic eligibility criteria of the Virginia Commission for the Arts

Eligible Activities

- New or expanded artist residencies
- New or expanded after-school or summer arts education programs facilitated by not-for-profit arts organizations
- New or expanded training programs for artists or arts integration professional development for teachers who work with Virginia's PreK-12 students

NOTE: Teaching Artists may be proposed in the application with supplemental documentation of the artist's qualifications or selected from the Commission's Artist Roster, available online: http://www.arts.virginia.gov/roster.html. The grant funds may be used for artist stipends, equipment, supplies, and costs for documenting and/or evaluating program outcome. The Commission will not fund the same activity or the same artist(s) for more than three years without significant program expansion.

Criteria for Funding

- Artistic excellence of the participating artist(s)
- Qualifications of the participating artist(s) for working with elementary & secondary students
- Clarity of the program description
- Program planning and evaluation
- Extent to which the proposed activities enhance existing arts education offered by the applicant
- Cost effectiveness of the proposed activities
- Administrative capacity of the applicant organization

Requirements

- Applications must describe the existing arts education instruction provided by the PreK-12 school or arts organizations
- Applications must include a plan for evaluation of learning by the participating students
- Applications must include a description of how the participating artist(s) were recruited and selected
- If the applicant is a not-for-profit arts organization, the application must clearly describe how the proposed activities are different from or an expansion of existing educational activities

Amount of Assistance

Applicants may request a maximum of $7,500 and must provide at least a one-to-one cash match of the requested grant.

Application/Review/Payment Procedure

1. Applicants submit online information requested by the Commission each year. The Commission staff is available for consultation on applications and to review drafts of applications before the application deadline. If assistance is needed, contact the Commission office at least four weeks before the deadline. Organizations planning to apply to the Commission should put the panelists and Commissioners on their mailing lists.

2. Applicants submit completed online application by the April 1, 2019 deadline.

3. The Commission staff reviews each application for completeness and eligibility. Incomplete or ineligible applications will not be reviewed and will be returned to the applicant with a brief explanation.

4. Copies of the applications are sent to the members of the advisory panel.

5. The panelists independently review each application prior to the panel meeting.

6. The advisory panel meets with at least two members of the Commission staff. Commissioners attend the panel meeting as observers. Applicant representatives may attend the panel meeting as observers but may not make a presentation to the panel. The panelists make their recommendations after a group discussion. Names of Commissioners and advisory panelists, as well as dates and locations of Commission and the panel meetings, are available from the Commission office and are posted on the Commission website.

7. Following the panel meeting, the Commission staff makes a recommendation on each application.

8. The board of the Commission then reviews the recommendations of the panel and staff and takes final action on the applications. Names of Commissioners and advisory panelists, as well as dates and locations of Commission and panel meetings, are available from the Commission office and on the Commission website.

9. Applicants are notified of Commission action by email. The appeals process for applications not awarded funds can be found in the appeals section of the guidelines.

10. The Commission will pay 85 percent of each year's grant amount by September 16, 2019. The final 15 percent will be paid within 30 days after the Commission receives the final report on the grant. The Commission reserves the right to use an alternative payment schedule in special circumstances. Final reports must be submitted after the completion of all funded activities and before June 15, 2020.

TEACHING ARTIST ROSTER

Purpose

The field of teaching artistry is critical to arts education and lifelong learning. The purpose of the Teaching Artist Roster is to identify and promote highly qualified and experienced teaching artists who are able to engage and instruct diverse populations in a variety of settings.

Description

The Commission's Teaching Artist Roster is an online database of professional teaching artists who are reviewed by a statewide panel to work on grant funded VCA projects and programs. Teaching Artists are professionals committed to the development of their own artistic practice as well as their teaching pedagogy with the desire to share their knowledge through residencies and workshops. They are knowledgeable in the techniques and content of their disciplines and are adept at developing and implementing audience specific arts curriculum.

Eligible Applicants

Teaching artists must be:

- 18 years of age or older at the time of applying;
- a resident of Virginia, Delaware, Kentucky, Maryland, North Carolina, Pennsylvania, Tennessee, West Virginia, and/or the District of Columbia;
- professional artists with expertise in one or more disciplines;
- skilled in working with children, youth, teachers, adults, seniors, veterans, and/or other populations;
- committed to differentiated instruction and effective teaching methods to reach all learners.

NOTE: Full-time students are ineligible to apply for the Teaching Artist Roster. Although the Commission promotes the roster to grantees and others, it does not guarantee that teaching artists will be offered work.

Deadlines

Online applications and support materials are accepted during two cycle deadlines: April 1, 2019 and October 1, 2019.

Criteria for Evaluating Applications

A statewide panel will review each application based on the teaching artist's professionalism, artistic quality, instructional aptitude, curriculum and lesson planning, and collaboration and program management. An evaluation rubric is provided for reference at the end of the application and the Teaching Artist Handbook.

Review Process

Online applications including support materials will be reviewed by the Commission's Teaching Artist Roster panel comprised of artists and educators representative of different disciplines. Panel and staff recommendations are then reviewed by the Commission board which makes the final decisions on those teaching artists included in the roster. All teaching artists shall agree to have a national background check to ensure their capacity to work with school-aged students or the elderly or disabled. Names of Commissioners and advisory panelists, as well as dates and locations of Commission and panel meetings, are available from the Commission office and on the Commission website. For more information about the Commission's Teaching Artist Roster visit http://www.arts.virginia.gov/roster_howto.html to download the Teaching Artist Handbook.

NOTE: Organizations receiving $2,500 or less in General Operating Support may apply for AIEx funding.

ARTISTS IN EDUCATION EXPRESS GRANTS (AIEx)

Purpose

To increase opportunities for short-term artist residencies with an open application beginning July 1, 2019 through April 15, 2020 with the application submission six weeks prior to the planned residency taking place between August 2019 through June 15, 2020 (20 hours maximum).

Description

This is a non-competitive grant category. The AIEx Program provides support of up to $1,500 (15 percent cash match) to eligible Virginia PreK-12 schools, not-for profit organizations, and units of government for short-term residencies focused on participatory and experiential learning conducted by professional teaching artists. VCA Roster Artists who are permanent Virginia residents can apply for up to two AIEx grants per grant cycle. Applications will be accepted online at least six weeks prior to the proposed residency start date with applications accepted July 1, 2019 through April 15, 2020, with the proposed residency activities taking place August 2019 through June 15, 2020. AIEx funding is available on a first-come first-served basis and applications will be reviewed by staff in the order in which they are received. The shape and scheduling of the residency is up to the school/organization and the artist. An intensive residency may occur over one to three days, or it may be appropriate to have more residency activities of shorter duration, such as two hours a week for six weeks. For longer residencies, please apply for the Artists in Education grant.

Deadline

Online applications accepted between July 1, 2019 and April 15, 2020 and will be reviewed by staff in the order in which they are received and will be accepted until the funds are fully committed or by April 15, 2020.

Amount of Assistance

Up to $1,500 (15 percent cash match). Grants are awarded from available funds on a first-come, first-served basis. Schools and organizations may apply for two grants per fiscal year.

Eligible Applicants

Eligible applicants may apply for no more than two AIEx Grants within a grant cycle. Organizations receiving $2,500 or less in General Operating support may apply for AIEx.

- Virginia's public PreK-12 schools which meet the basic eligibility criteria of the Virginia Commission for the Arts
- Private, federally tax-exempt schools that meet the basic eligibility criterial of the Virginia Commission for the Arts, including compliance with the Civil Rights Act of 1964 and the Americans with Disabilities Act
- Not-for-profit organizations, units of government, which meet the basic eligibility criteria of the Virginia Commission for the Arts
- Current VCA Roster Artists who are permanent Virginia residents

Eligible Activities

- Short-term (max. 20 hours) active participatory residency including for schools and communities not to exceed 20 hours
- Residency activities could include workshops, demonstrations with a participatory component, and individual or community projects.

AIEx Residency Examples

- An elementary school engages a dance artist for four weeks to conduct 45 minute weekly sessions with each third grade classroom to integrate movement with their study of migration.
- A poet is brought in by a community center to work with a group of senior citizens on memory and personal history through poetry.
- A theatre artist conducts a workshop for teachers of rural second language English learners to develop lessons utilizing theatre performance techniques to support language development.
- A not-for-profit organization coordinates a one day military/veteran's family event where teaching artists conduct mini-workshops and demonstrations.

NOTE

- The AIEx grant is not intended to support concerts, assemblies, or field trips.
- Assessment is required to measure residency effectiveness in meeting the program goals.

Criteria for Funding

- Demonstrated need by the applicant school or organization for the proposed residency
- Financial need of the school or community organization for the requested grant
- VCA Roster Artists working with underserved populations with limited arts access

Application/Review/Payment Procedure

1. Applicants submit online AIEx grant applications at least six weeks before the proposed activity taking place between August 2019 and June 15, 2020.

2. The Commission staff will review AIEx grant proposals for completeness and eligibility.

3. The Commission staff reviews proposals and notifies the applicant promptly.

4. After receiving confirmation of a grant award, the grantee will be asked to affirm the terms of the grant to include the 15 percent funding match and the requirement to submit a final report. Grant funds will be processed within 30 days prior to the planned activity.

SUGGESTIONS TO APPLICANTS FOR FINANCIAL ASSISTANCE

- Check the Commission website (www.arts.virginia.gov) regularly for news, grant applications, deadlines, and report forms. Each year the Commission staff conducts application assistance workshops around the state to explain the different grant programs and application procedures. Applicants are encouraged to attend one of the workshops.

- Applicants should read the "General Policies" section as well as the Guidelines for Funding for a particular grant program. General Policies apply to all grantees of the Commission.

- New applicants to the Commission should contact the Commission staff as soon as possible for information on application procedures and for eligibility.

- In preparing grant applications, applicants should not assume that the panelists know their organization first-hand. Tell your organization's story and the impact it is hoping to achieve in as

concise and compelling manner as possible. Include factual information to back up statements about impact on the community.

- Jargon, buzz words, and insider language in the proposal are discouraged.
- Applicants are responsible for complying with the instructions and Certification of Assurances attached to each application form.
- Once an application is submitted to the Commission, inform the Commission promptly of any changes in the address, key personnel or other pertinent information about their grant application. If a grant is awarded, any substantive changes in the activities or budget described in the application must be approved in advance by the Commission staff.
- Each applicant should include the names of the advisory panelists, the board members of the Commission, and the Commission staff on all mailing lists, and regularly notify them of activities and events. The addresses are available from the Commission office and on the Commission website. The panelist lists are updated each year.
- The Commission staff will answer any questions about the grant programs, assist applicants in completing the forms, and review drafts of grant applications, if requested at least four weeks before the grant deadlines.
- All advisory panel and Commission meetings are open to the public. Applicants and others may observe the meetings. The dates and locations of the meetings are available from the Commission office.

COMPLAINTS PERTAINING TO CIVIL RIGHTS COMPLIANCE

Any person who believes that a grantee of the Virginia Commission for the Arts is not in compliance with either the Civil Rights Act of 1964, the Americans with Disabilities Act, or Section 504 of the Rehabilitation Act of 1973 may file a written complaint with the Executive Director of the Commission. The letter of complaint should include information about the dates, location, and specific aspects of the grantee's activities that may not be in compliance.

The staff of the Commission will attempt to resolve the matter informally, if possible, by meeting with the grantee and the complainant.

If the staff of the Commission determines that the grantee is in full compliance with civil rights requirements, the Executive Director of the Commission will so inform the grantee and the complainant. If the staff of the Commission determines that the matter cannot be resolved informally, the matter will be brought to the board of the Commission for consideration of suspension or termination of funding.

APPEALS PROCESS FOR GRANT APPLICANTS

Applicants who believe their applications for funding were rejected for any of the following three reasons may appeal to the Commission for reconsideration:

1. The application was declined on the basis of review criteria other than those appearing in the guidelines;

2. The application was declined due to influence of advisory panel or Commission members who willfully failed to disclose conflicts of interest; or

3. The application was declined because erroneous information was provided by the staff, panelists, or Commission board members at the time of review, despite the fact that the applicant provided accurate and complete information on regulation forms as part of the standard application process.

Incomplete applications are specifically denied any appeals process. Dissatisfaction with the denial of an award or the amount of a grant award is not grounds for appeal.

Requests of appeals must be received, in writing, at the Commission office within 30 days of the applicant's notification of a funding award decision. The board of the Commission will review and act upon the appeal at its next regularly scheduled meeting.

If the board of the Commission changes a funding decision as a result of an appeal, the timing of the payment of the grant will be at the discretion of the agency's Executive Director.

APPEALS PROCESS FOR PUBLICATIONS

(Performing Arts Tour Directory and Artists in Education Artist Roster)

Applicants for either the Performing Arts Tour Directory or Artist Roster may appeal a decision not to be included in the Directory or on the Roster on the basis of the three reasons listed above. The same procedure is followed for these appeals with the exception that applicants have only 15 days from notification to file their appeals because of publication schedules. These appeals will be reviewed and acted upon by the Executive Committee of the Commission.

NOMINATIONS FOR ADVISORY PANELISTS

Role of Advisory Panels

The advisory panels of the Virginia Commission for the Arts make recommendations and give guidance that will affect the future of the arts in the Commonwealth. The quality and integrity of the Commission's decision-making depend upon the individual contributions of time, thought, and energy of these volunteers.

Nominations for Advisory Panels

The Commission staff keeps a file of nominations for the panels, and anyone can send in names at any time during the year. Each name remains on file for at least three years. Each nomination should include a brief description of the individual's experience in the arts, an address, and a telephone number. An individual may nominate him or herself.

Who is Eligible for the Panels?

- individual artists in all disciplines
- artistic directors of arts institutions
- curators and museum directors
- heads of performing arts presenting series
- managers of arts institutions
- board leaders of arts institutions
- college faculty in the visual arts, music, theatre, dance, and creative writing
- folklorists
- managers of individual performers and touring companies
- arts educators, school administrators, teachers, and PTA/PTO representatives
- writers and editors
- community leaders with an understanding of the role of the arts in their communities

Panelists Should:

- have in-depth knowledge in a field of the arts
- regularly attend a wide variety of arts events in their communities
- be articulate and willing to offer opinions in public
- be able to work in a committee setting
- be willing to contribute the time necessary to review grant applications and to understand the Commission programs and policies
- be able to attend a one or two day panel meeting
- have access to a laptop computer for panel application review

Selection of the Panelists

The board of the Virginia Commission for the Arts approves the list of nominees for the advisory panels annually. The Commission staff invites the panelists to serve, attempting to balance each panel with different types of knowledge about the arts. Each panel should include geographic and racial diversity.

Panels

The Commission has different panels for the different grant categories, including:

- seven regional multi-disciplinary panels that review applications from arts organizations for operating support and from all types of not-for-profit organizations for special initiatives in the arts
- a statewide multi-disciplinary panel to review applications from large budget arts organizations for operating support
- a statewide multi-disciplinary panel to review applications from performers to be included in the Tour Directory
- a statewide arts in education panel that reviews applications for Artists in Education Grants
- a statewide panel to review Artist Fellowship applications
- a statewide panel to review Teaching Artist Roster applications

Send Your Nominations for the Panels by email to: Janet.Starke@vca.virginia.gov

Or by mail to:
Janet Starke, Executive Director
Virginia Commission for the Arts
Main Street Centre
600 East Main Street, Suite 330
Richmond, Virginia 23219

Include contact information for the individual(s) nominated for the panels and either a bio or a few sentences about the person's experience in the arts.

MAP OF PANEL REGIONS