

## FY21 NEW & EMERGING GRANT GUIDELINES & APPLICATION

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### Purpose

The purpose of the New & Emerging Grant is to provide seed money to assist new and emerging arts organizations.

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### Description

New & Emerging Grants are intended to provide a base of operating support to new arts organizations in recognition of the valuable programs and services they provide to the community. Priority will be given to those organizations with high standards of artistic quality, effective management, demonstrated attempts to raise funds for the activity and service to the community.

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### Eligible Applicants

Organizations that meet all the basic eligibility requirements as stated in the PWC Arts Grants General Policies. Organizations that have established financial autonomy, have attained a recognized level of artistic quality or public recognition commensurate with their stated goals, and have not been in existence for more than three (3) years.

All first-time grant applicants which have been in existence for three (3) years or less must complete the New & Emerging application. Applicants must have applied for 501(c) 3 status; have a founding document and bylaws that comply with prohibitions against discrimination as required by Federal/State and/or County legislation.

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### Eligible Activities

Activities for this grant period must be completed between July 1, 2020, and June 30, 2021. FY21 Arts Grants do not fund activities held prior to July 1, 2020.

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### Application Submission Deadline

Questions about the application should be directed to the Arts Recreation Specialist. Applicants must submit one (1) original and seven (7) copies of completed grant applications to the Arts Recreation Specialist, Prince William County Department of Parks and Recreation, 14420 Bristow Rd. Manassas Va. 20112 **by 4:59 p.m. on Friday, April 17, 2020.** NO EXCEPTIONS. **Certification of Assurances** must be signed and attached to the application(s). Application materials will not be accepted via fax transmission or any other electronic means (e.g., email). The Arts Recreation Specialist will notify an organization that its application has been received.

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### Amount of Assistance

Grant eligibility is limited to the lesser amount of \$1,000 or 50% of an organization's most recently completed fiscal year budget – or – current fiscal year for first time applicants. Grant eligibility may increase in increments of \$500 following each approved grant cycle, (i.e. after receiving a second grant award, next application request may allow \$1000 increase). Total eligible request may not exceed \$2500.

**All grants are subject to funds available from Prince William County; no organization is guaranteed funds.**

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\_\_\_\_\_  
*Name of organization*

\_\_\_\_\_  
*Address of organization*

\_\_\_\_\_  
*City*

\_\_\_\_\_  
*State*

\_\_\_\_\_  
*Zip code*

\_\_\_\_\_  
*Grant Contact Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Daytime Phone*

\_\_\_\_\_  
*Fax*

\_\_\_\_\_  
*E-mail*

\_\_\_\_\_  
*Date of Incorporation*

\_\_\_\_\_  
*Date of IRS 501(c) (3) status*

\_\_\_\_\_  
*Federal Employer ID #*

### Service to the Community

Organization has 80% members or participants from the community or 70% of services or programs offered within Prince William County, Manassas and Manassas Park?

**(See Guidelines. Explain if answer(s) is "no".)**

Yes     No

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Request of This Grant**    \$ \_\_\_\_\_    Eligible Increase \$ \_\_\_\_\_ (or N/A)

NOTE: Grant eligibility is limited to the lesser amount of \$1,000 or 50% of an organization's most recently completed fiscal year budget – or – current fiscal year for first time applicants. For previously approved applicants, increases are allowed, \$500 per year, total request limited to \$2500.

**TOTAL Request of This Grant**    \$ \_\_\_\_\_

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

\_\_\_\_\_  
Typed Name of Board President/Chairman

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name of Board Treasurer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name of Executive Director (if applicable)

\_\_\_\_\_  
Signature

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### Application Instructions

Please type answers to all the following sections, following the numbered sequence. Identify your answers with both the heading and number of the section in bold type. Use a typeface of 10 points or larger. Use only 8 1/2" x 11" pages typed on one side. Be sure to label the top of each page of the application with the name of the organization and the page number.

Applicants MUST submit the following **by 4:59pm Friday, April 17, 2020**. NO EXCEPTIONS:

- **seven (7) IDENTICAL** and complete applications,
  - signed **Certification of Assurances** must be attached to each application with **original signatures** on at least one of these form attachments (copies are accepted for the other six applications)
- one (1) copy of current IRS letter verifying 501 (c) 3 status

For ease of review by the Grant Panel, collate application materials into individual folders or binder clipped packets with a cover page indicating the following:

1. FY2021 PWC Arts Grants
2. Applicant Name
3. Grant Type

Note: If applicant does not submit identical applications as required, applications risk being declined for Panel review due to incompleteness. Application materials will not be accepted by fax machine or e-mail.

### **Narrative**

- 1) A list of the current Board of Directors/Trustees, including addresses and professions. Indicate officers of the Board.
- 2) Evidence of Artistic Quality such as reviews or letters of recommendation indicating purpose and quality or organization's programming.
- 3) A brief description of what your organization plans to do during the grant period (*July 1, 2020, to June 30, 2021*), such as the following:
  - a) Describe any programming (classes, performances, concerts, etc.) planned for the grant year.
  - b) Describe your target audience(s) and how your programming is directed to meet the needs of that audience.
  - c) Describe how your organization will inform the general public of your programs and activities.
  - d) Describe how your organization will use its art form to connect with students and young people in our community.
- 4) Financial Statement. Year-end financial reports, or an audit listing total income and total expenses for the most recently completed fiscal year. Applicants with annual budgets over \$250,000 are required to submit an opinioned, audited financial statement. If your organization has not completed a full fiscal year, then provide your organization's adopted budget.
- 5) ONE COPY ONLY of the letter from the Internal Revenue Service showing your organization's tax-exempt status.
- 6) ONE COPY ONLY of your organization's current Bylaws.
- 7) ONE COPY ONLY of the **Certifications of Assurances**. Also, keep a copy on file for your organization's records.
- 8) OPTIONAL: If applicable, one electronic recording (CD/DVD) of a live program from the most recently completed year.