



## Grant Guidelines

- Organizations may not use grant funds for purposes other than those to support their organizational mission. Any changes to the original application must be disclosed to your Commission liaison for approval and may be subject to reduction in future funding.
- The funds must be expended within the fiscal year stated on the application.
- Organizations receiving Williamsburg Area Arts Commission grants must acknowledge the Williamsburg Area Arts Commission in all press releases, program guides, posters, web sites, social media pages, and other promotional or media material related to a funded event(s). If a funded event is introduced by a live person or voice, the presenter should also acknowledge the Williamsburg Area Arts Commission. Printed acknowledgment must include use of the WAAC logo, available on the Commission's web page. WAAC grants may be acknowledged as funding, gifts, and sponsorships.
- Suggested wording for print and online acknowledgment of the Williamsburg Area Arts Commission:

*[Name of your organization] thanks the Williamsburg Area Arts Commission for its [ongoing, continued] support [grant, funding, gift, sponsorship] of [name of event, this event, performance, season, workshop, etc.].*

- Liaison commissioners are assigned to each funded organization and serve as your advocate to the Commission. Organizations are required to maintain regular contact with their assigned WAAC liaisons to ensure that he/she has been informed of, and invited to, all public events. Failure to maintain contact will affect future funding.
- Please add members of Williamsburg City Council and James City County Board of Supervisors to your organization's mailing list.
- Organizations must add events to both the **Williamsburg Business Council** ([businesswilliamsburg.com](http://businesswilliamsburg.com)) and **Williamsburg Tourism Council** ([visitwilliamsburg.com](http://visitwilliamsburg.com)) websites for each WAAC-funded project, performance, and/or service through the end of the fiscal year for which your organization has been funded.
- By accepting WAAC funds, you agree that WAAC may share your organization's website address in efforts to promote and nurture the arts in our community.

- All organizations are required to submit a Year-end Report form on or before the end of the fiscal year. Failure to do so will result in a financial penalty the following year should your organization apply for and be approved for future funding. Please include a copy of all programs with your report.
  - Year-End Reports must reach the Commission’s office no later than June 30th, at the conclusion of the Grant Year.
  - Non-compliance carries the risk of penalty up to 5% of the next grant year’s grant award.
  - Requests for delayed reporting must be submitted in writing and in the Commission’s hands on June 30th, with a promised receipt date to the Commission no later than July 5th.
  - Application of penalties also requires procedures of the Commission to be followed precisely.
    - Commission staff will have forwarded a notification of award to each grant recipient within a reasonable time following budget passage by local governments. Liaison Commissioners will provide written follow-up to introduce themselves and to remind organizations to request release of funds in writing, and to provide a Year-End Report by June 30th. Due dates will be posted on the City’s Website.
    - Each Williamsburg Area Arts Commissioner will provide written reminders by June 1st to respective liaison organizations in regard to the upcoming June 30th due date for Year-End Reports.
    - The Commission will inform grantees of any new policies that impact grant compliance.
- All organizations are required to apply for the release of grant funds by sending a completed request form at the beginning of the funded fiscal year, to: **Joanna Skrabala, Tourism Development Specialist, Economic Development Department, City of Williamsburg, 401 Lafayette Street, Williamsburg, VA 23185**. The letter must request the release of appropriated funds and indicate an understanding of the grant guidelines. Monies will be released after July 1 of any given funding year.

### **Checklist for Funding**

- Submit Year-end Report Form (Due June 30th of the completed funded fiscal year).
- Submit funding request letter at the beginning of the funded fiscal year, requesting release of funds, stating both the amount of the funding and the fiscal year to which it applies. Funds will be released after July 1 of the funded fiscal year.

*Please note that organizations will not receive funding until all documents have been submitted.*