

# York County Arts Commission FAQS

## Grant Application DOs and DON'Ts

**Please read carefully. Your packet contains new information.**

### DOs

#### **REQUIREMENT:**

Submit with grant application:

- Proof of federal exemption
- List of Board of Directors
- Signature Authority
- Include proof of tax exempt status

#### **Update Information**

Update your information. Do not simply copy last year's application and change the amount.

#### **Check the Dates**

Program must fall within York County's Fiscal Year 2021 (July 1, 2020 – June 30, 2021)

All performance dates must fall within York County's Fiscal Year 2021 (July 1, 2020 – June 30, 2021)

#### **Last Year's Actual Budget**

The budget summary must include last year's actual budget

#### **Copies of Application**

Send only one (1) original with original signature and six (6) complete copies of the grant application.

#### **Copies of Other Information**

Send ONLY ONE (1) packet of supporting information (i.e., brochures, flyers, and other printed material)

#### **Final Report Due 6/22/2021**

Send only the **Fiscal Year 2021**

Please submit two (2) copies

List expenditures and provide copy of *ALL* receipts

Provide one (1) copy of programs or similar materials

### DON'Ts

#### **No Capital Investments**

Funding may not be used for capital investments such as office equipment or facility modifications

#### **No Operating Expenses**

Funds are not available for operational expenses, which are defined as ongoing costs to run normal business operations (i.e., utilities, salaries, etc.). Grant funds are to be used for specific programs/events.

Do not submit final report without copies of all receipts for monies received.

#### **Not Allowed**

Food or beverages

Travel expenses

Cash or gift card prizes

Audience Tickets

All grant monies received must be applied to the grant request only. Please do not use the grant money for other purposes.

*Thank you!*



#### *Questions*

Contact York County Staff Liaison Michael Wilcox  
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