

COUNTY OF YORK

MEMORANDUM

DATE: January 5, 2022

TO: Arts Organizations

FROM: Narielle Living, Chair - York County Arts Commission

SUBJECT: Fiscal Year 2023 Grant Applications

We are pleased to send you Fiscal Year 2023 (July 1, 2022 – June 30, 2023) Arts Commission grant application forms. The Project and/or Challenge Grant forms must be completed and submitted to the address listed below by 4:00 p.m. on **Tuesday, March 1, 2022. This is not a postmark deadline.** The information on the form(s) must pertain to the Fiscal Year 2023 requests for grants. There are no exceptions to this deadline.

The Arts Commission will meet in March to review applications and make recommendations on funding to the York County Board of Supervisors by early spring. If funded, you can expect notification in June or July. As a reminder to previous awardees, the final report for the Fiscal Year 2022 (July 1, 2021 – June 30, 2022) **is due on Monday, June 22, 2022.**

I look forward to working with you to develop partnerships that will build community support for tourism activities, events, and community programs. If you have any questions, please don't hesitate to contact the liaison for York County, Minnie Sippio at 757-890-4102 or sippiom@yorkcounty.gov. All forms should be returned to:

York County Arts Commission
c/o York County Parks & Recreation
Minnie Sippio, Staff Liaison
P.O. Box 532
Yorktown, VA 23690

YORK COUNTY ARTS COMMISSION
PROJECT GRANT POLICIES

Criteria For Project Grant Funding

Individuals and organizations are eligible to receive a grant from the York County Arts Commission if:

- The organization is not-for-profit and is exempt from Federal income tax under provisions of the Internal Revenue Code;
- They produce, present or support dance, literary arts, media arts, music, theater, museums, visual and related arts;
- They perform or offer activities/services in Williamsburg, James City County, or York County, which also serve the citizens of York County;
- Their performances, projects, or services are accessible to handicapped individuals and the public at large;
- Their performances, projects, or services which are not held in Williamsburg, James City County, or York County are deemed by the Commission to directly benefit the citizens of York County;
- Activity will take place during the fiscal year for which the grant is requested.
- By accepting YCAC funds, you are agreeing that YCAC may share your organization's website address in efforts to promote and nurture the arts in our community.
- New Applications may require an interview. Interviews will be held on March 22, 2022 at the Parks & Recreation office.

**** NOTE: Notification shall be given to the Commission in advance of major changes or cancellations in projects/performances, personnel, or use of funding as described in the application. The Commission reserves the right to recommend an adjustment to grant funding if, in its opinion, these changes so dictate said action.***

Reporting Requirements

- The Commission requires completion and return of the final report that is included in the grant application package from each grant recipient for the fiscal year in which the grant was received. NOTE: Final report required to apply for funding for the following fiscal year.
- Each grant recipient must maintain accurate financial records for any activity supported by Commission funds. The Commission shall have access to these records.

Acknowledgment

- In all published material and announcements regarding the particular activity supported, acknowledgment must be made that the activity is partially supported by a grant from York County.

Grant Payments

- Grant monies will be awarded with a one-time, lump sum payment. **Project Grant payment can be expected by the end of August.**

General Consideration

- All funding requests must be submitted on Commission forms. Requests must be made in accordance with Commission deadlines. One (1) original (with original signature) and six (6) complete copies of the grant application must be submitted to the Commission. If sending supplemental information (brochures, newspaper articles, etc.), please send only one (1) copy of each.
- The Commission looks more favorably upon applications which show evidence of financial assistance from sources other than the York County Arts Commission.
- Sound management, adequate fiscal responsibility, and the overall quality of proposed projects are major factors in evaluating funding requests.
- Projects, performances, and/or services already completed will not be considered for funding.
- A signed application form is the applicant's agreement to provide the described service and to comply with the York County Arts Commission Project Grant Policies.
- Support for an organization or project does not imply future Commission support. Applications must be made each year and will be considered in relation to other applications.

**YORK COUNTY ARTS COMMISSION
PROJECT GRANT
FY2023 (July 1, 2022 – June 30, 2023)**

Deadline for submission: **Tuesday, March 1, 2022, by 4:00 pm. This is not a postmark deadline.** One (1) original (with original signature) and six (6) complete copies are to be mailed or dropped off.

Date of Application _____ Organization's FY Dates _____

I. Name of Organization _____

Mailing Address _____

Contact Person and Title _____

Address _____

Phone _____ Fax _____

Email _____

II. Amount of Funding Requested _____

Amount requested is what percentage of estimated project budget: _____

III. Project/Performance Title: _____

A. Start and end date of proposed project/performance

B. List the goals and objectives of the proposed project/performance.

- E. Who will be in charge of the artistic direction of each project/performance? List title and principal qualifications. (Previous grant recipients only need to update past resources submitted and/or attach new resumes.)
- F. If applicable, give the name(s) of any organization(s), other than the applicant, that will assist in the project/performance. Describe the nature of the assistance.
- G. Describe the marketing/promotion/publicity plans and audience development/expansion efforts as related to this project/performance. This includes information on marketing, social media outreach, advertising, brochures, etc. *Use the itemized project expense page for details.*
- IV. Is this a new project/performance, one time only or expansion of a project already in existence?
Is it a pilot for a future project/performance?
- V. How will you modify your plans if you receive partial or no funding rather than full funding?
What other funding will you use?

PROJECT GRANT BUDGET AND SUMMARY FINANCIAL STATEMENT

REVENUE	TOTAL FINANCIAL INFORMATION		PROJECT BUDGET
	Actual Last FY	Estimated Current FY	Proposed FY of Grant
RETAINED EARNINGS			
CONTRIBUTIONS/GRANTS			
EARNED INCOME			
FUND RAISING			
OTHER			
TOTALS:			

EXPENSES	TOTAL FINANCIAL INFORMATION		PROJECT BUDGET
	Actual Last FY	Estimated Current FY	Proposed FY of Grant
ADMINISTRATIVE SALARIES			
OTHER ADMIN. COSTS			
ARTIST/PERFORMER/LECTURER FEES			
ADVERTISING/FUND RAISING COSTS			
OPERATIONAL EXPENSES			
OTHER			
TOTALS:			

NET INCOME DEFICIT: _____

The undersigned certifies that, to the best of his/her knowledge, the information in this application is true and correct.

Signature of Authorizing Official

Name

Title

✓	<i>Attachments</i>
	List of Board members/Trustees, including addresses and positions held on the Board
	Copy of Federal tax exemption letter
	Proof of signing authority (ex. support letter from agency board)

The deadline is Tuesday, March 1, 2022, by 4:00 pm. Applications received after that date will not be considered for funding.

Submit one (1) original (with original signature) and six (6) complete copies of the application and attachments to: (**Note:** Only **one** copy of any supplemental materials such as brochures, newspaper articles, etc., should be submitted with application.)

Mailing Address: YORK COUNTY ARTS COMMISSION
c/o York County Parks and Recreation
P. O. Box 532
Yorktown, VA 23690

Street Address: YORK COUNTY ARTS COMMISSION
c/o York County Parks and Recreation
5338-G George Washington Memorial Highway
Yorktown, VA 23692
(Washington Square Shopping Center next to Subway)

Contact Information: Minnie Sippio
(757) 890-4102
sippiom@yorkcounty.gov



FISCAL YEAR 2023 July 1, 2022 – June 30, 2023

SIGNATURE AUTHORIZATION FORM

Date _____

Organization _____

Mailing Address _____

Street/P.O. Box

City, State

Zip

Phone

Phone

Email Address

"I authorize the following signatures the authority to request York County Arts Commission Grant monies on behalf of the above organization. This form replaces any previous form."

Authorized Signatures

Print/Type Name of Authorized Person

Signature of Authorized Person

Print/Type Name of Authorized Person

Signature of Authorized Person

**Board of
Directors President**

Print/Type Name

Signature

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

The program must fall within York County's Fiscal Year 2023 (July 1, 2022 – June 30, 2023)

All performance dates must fall within York County's Fiscal Year 2023 (July 1, 2022 – June 30, 2023)

Last Year's Actual Budget

The budget summary must include last year's actual budget

Copies of Application

Send only one (1) original with the 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 6/20/2023

Send only the **Fiscal Year 2023**

Please submit two (2) copies

List expenditures and provide a 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 the 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!



Contact York County Staff Liaison

Minnie Sippio 757-890-4102

sippiom@yorkcounty.gov

COUNTY OF YORK

MEMORANDUM

DATE: January 5, 2022

TO: Grant Applicants

FROM: Minnie Sippio, Staff Liaison

SUBJECT: York County Arts Commission Liaison Assignments

I am enclosing for your information those Arts Commission members that have been assigned to your organization. Please add them to your mailing list, and remove any past Arts Commission names you may have.

If you have any questions or concerns, please do not hesitate to call your representative or me. I may be reached by calling the York County Parks and Recreation Office at 890-4102 or by emailing sippiom@yorkcounty.gov.

Enclosure

**York County Arts Commission
Liaison Assignment FY23
July 1, 2022 - June 30, 2023**

Liaison	Group
Jeanne Eickhoff 106 Mason Court Yorktown, VA 23692 303-7236 jeanneeickhoff@aol.com	Arc of Greater Williamsburg Virginia Living Museum Virginia Opera Virginia Stage Company York River Symphony Young Audiences of Virginia, Inc. Rainbow Productions Yorktown Chorale (York County Music Association) Senior Center of York (Challenge) Opera in Williamsburg
Debora Sasin 149 Wynne Road Yorktown, VA 23692 876-6507 dsasinmk@aol.com	Celebrate Yorktown Committee "Concerts" Virginia Regional Ballet Virginia Repertory Theatre-Theatre IV Magic of Harmony Show Chorus Natasha House (Challenge) Natasha House (Project) Williamsburg Choral Guild Yorktown Arts Foundation (On The Hill Gallery) Celebrate Yorktown Committee/Symphony Williamsburg Book Festival York County Public Library Jamestown-Yorktown Foundation
Narielle Living 206 Meadowfield Road Yorktown, VA 23692 320-6059 narielleliving@gmail.com	Williamsburg Players Fifes and Drums of York Town Riverwalk Landing Business Association Virginia Symphony Orchestra Watermen's Museum Fairfield Foundation Celebrate Yorktown Committee "Art at The River" Chesapeake Bay Wind Ensemble Williamsburg Symphony Williamsburg Contemporary Art Center (WACA)

COUNTY OF YORK

MEMORANDUM

DATE: January 5, 2022

TO: Grant Recipients

FROM: Minnie Sippio, Staff Liaison

SUBJECT: Complimentary Tickets

It has been the practice of several arts organizations who have received grant funding from the County of York through the Arts Commission Project and/or Challenge Grant Programs to provide complimentary tickets to members of the Arts Commission who are required by the County to attend events and performances of organizations partially funded by the County, to be familiar with these activities.

We have been advised by the York County Attorney, that it would be best if these complimentary tickets are sent to the Parks and Recreation Office rather than directly to individual Commission members. It is important to avoid even the appearance of a conflict of interest issue.

Therefore, please advise the appropriate personnel in your organization that if complimentary tickets are provided, that they be sent directly to:

York County Arts Commission
c/o York County Parks & Recreation
Minnie Sippio, Staff Liaison
P.O. Box 532
Yorktown, VA 23690

Upon receipt of the tickets, staff assigned to support the Arts Commission will ensure proper distribution to the Commission members (a total of 5).

Thank you for your cooperation. Please contact me if you have any questions or wish to discuss this with me further, at (757) 890-4102.