



Abingdon Arts Commission

Project Grants

Fiscal Year 2024

- **Purpose**

To facilitate new and innovative art projects or services that engage the Abingdon 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, 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 organizational cash match for the grant. The Commission will not support the same project for more than three years.

- **Deadline**

Emailed application and supporting documents due **December 1, 2022, by 5:00 p.m.** for projects taking place between July 1, 2023, and June 15, 2024. Email: cthompson@abingdon-va.gov

- **Eligible Applicants**

Virginia not-for-profit 501(c)3 organizations.

- **Eligible Activities**

- Cultural equity and access: for new and/or expanded performances or exhibitions that support arts programs and services that involve direct community participation in underserved communities
- Commissions of new works of art

Note:

- General operating support or annual budgets are not considered projects and are ineligible.
- Commission grants to any established arts organization in one year will total no more than 30% of that organization's income for the previous year. Most grantees receive much less than 30% of their income through Commission grants.

- **W-9 Form Requirement**

All organizations applying to the Abingdon Arts Commission are required to provide a W-9.

- **Criteria for Evaluating Applications**

Project grants will be evaluated on:

1. Artistic Quality of the Proposed Project (40 pts)
2. Community Engagement and Access (30 pts)
3. Project Management (30 pts)

- **Fiscal Agents**

A not-for-profit, tax-exempt Virginia organization 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.

Note: The Commission will accept Fractured Atlas as a fiscal agent for Project Grants only, as Fractured Atlas is known to serve the entire country through fiscal sponsorship for the non-profit arts sector. Fractured Atlas is the only exception. All expenses for Project Grants must be shown to be applied to activities directly taking place in the Abingdon, Virginia.

- **Application Review/Payment Procedure**

1. Consultation

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 until November 15, 2022. If assistance is needed, contact the Commission office at least four weeks before the deadline.

2. Deadline

Applicants must complete and submit, via email, the application by the deadline of:
Thursday, December 1, 2022, by 5:00 p.m. THERE ARE NO EXCEPTIONS.

3. Review

The Commission 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.

The Commissioners independently review each application prior to the Grant Review meeting.

Applicant representatives may attend the Commission meeting as observers but may not make a presentation to the Commission. The Commissioners make their recommendations after group discussion. Applicants are encouraged to invite the Commissioners to their arts events for the public in advance of the Grant Review meeting.

4. Recommendation

Following the Grant Review meeting, the Commission makes a recommendation on each application.

The Town Council then reviews the recommendations of the Arts Commission and takes final action on the Town's budget allocations.

5. Notification

Applicants are notified of budgeted funds by email after the Town's final budget approval.

6. Payment

The Commission will generally pay each year's grant amount by September 15. The Commission reserves the right to use an alternative payment schedule in special circumstances.

7. Final Reports

Final reports must be submitted within 30 days of the completion of the project and no later than June 1, 2024. For Projects ending between June 1- June 15, the final report will be due June 17, 2024.

Contact

For questions about the Project Grants, contact:

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276-676-2282

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