



# VIRGINIA COMMISSION FOR THE ARTS

## Certification of Assurances and Grant Conditions 2025-2026 General Operating Support

**Virginia Commission for the Arts' grantees of General Operating Support for Medium and Large Organizations (GOS) and Operating Support for Small Organizations (OSS) certify the organization:**

- is a Virginia organization whose primary purpose is the arts (units of government, organizations using a fiscal agent, and educational institutions and their private companion foundations are not eligible for GOS or OSS grants)
- is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code
- has a SAM.gov Unique Entity Identifier (UEI)
- is incorporated in Virginia for at least one year prior to application
- has its headquarters and home season in Virginia
- presents at least three (3) different programs or services for the public each year
- presents activities in ADA-compliant venue(s) including wheelchair access to restrooms
- is governed by a board of directors that meets regularly
- remain in operation for the duration of the grant cycle to receive and apply the funds
- must not be under current debarment or suspension from federal funding
- has no past due Final Reports to the Commission at the time of application
- will use no part of any Commission grant for any activity intended or designed to influence a member of Congress or the General Assembly to favor or oppose any legislation

### **Eligible Activities**

Funding for GOS and OSS grants may be used to support most aspects of an arts organization's annual operating expenses (not including capital expenses), such as:

- artist fees
- administrative costs
- contractual services
- accessibility services
- facilities operations (utilities, rent, routine maintenance, etc.)
- marketing or publicity of events/activities
- personnel (salaries, benefits, etc.)
- professional development (workshops, seminars, conferences, excluding credit-earning post-secondary coursework)
- supplies and materials
- technical costs
- travel (domestic) and other operational expenses necessary to deliver arts programs and services

**Grants are limited to** 10% or less of previous year's income for General Operating Support for Medium and Large Organizations (GOS); and \$2,500 for Operating Support for Small Organizations (OSS). Funding can total no more than 30% of any established organization's income from the previous year.

### **Each Commission grantee will:**

- read and review the [2025-2026 Guidelines for Funding](#) before applying;
- notify the VCA of any changes in its tax-exempt status with the Internal Revenue Service under Section 501(c)(3). It must also file the IRS Form 990 or 990-N annually.
- maintain and provide complete and accurate records of all activities connected with the grant;
- maintain accounting records that are supported by source documentation;
- maintain effective control over and accountability for all funds, property, and other assets ensuring that assets are used solely for authorized purposes;
- provide the VCA, or its authorized representatives, access to the grant-related financial records if required;

- notify the VCA of any substantial changes in its budget, programming, and key personnel. Failure to do so will affect current and future funding;
- expend any and all grant funds only for purposes described in the application form and attachments.

### **Each Commission grantee will comply with these federal statutes and regulations:**

The VCA and all of its grantees are contractually committed to abiding by federal regulations which bar discrimination on the basis of race, color, national origin, disability, age, or sex and which require accessibility for persons with disabilities, including but not limited to:

- **Title VI of the Civil Rights Act of 1964, as amended**, and implemented by the National Endowment for the Arts at 45 USC 1110, provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance. Title VI also extends protection to persons with limited English proficiency (42 USC 2000d et seq.)
- **As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency**, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary.
- **Title IX of the Education Amendments of 1972, as amended**, provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance (20 USC 1681 et seq.)
- **The Age Discrimination Act of 1975, as amended**, provides that no person in the United States shall, on the basis of age, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance (42 USC 6101 et seq.)
- **The Americans with Disabilities Act of 1990 (ADA), as amended**, prohibits discrimination on the basis of disability in employment (Title I); State and local government services (Title II); and places of public accommodation and commercial facilities (Title III) (42 USC 12101-12213).
- **Section 504 of the Rehabilitation Act of 1973, as amended**, provides that no otherwise qualified individual with a disability in the United States shall, solely by reason of his/her disability, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance (29 USC 794). Access should be integrated into all facets and activities of an organization, from day-to-day operations to long range goals and objectives. All organizations are legally required to provide reasonable and necessary accommodations for staff and visitors with disabilities (including the location and content of all funded programs).

### **Final Reporting Requirements**

Each GOS or OSS grantee will submit a final report to the Commission within thirty (30) days of the end of the grant period and no later than June 1, 2026. The final report forms PART 1 (due June 1, 2026) and PART 2 (due October 1, 2026) can be found on the applicant's online "dashboard" under *Follow Ups*. PART 2 requires a year-end financial statement of all income and expenses of the grantee organization for the fiscal or calendar year in which the grant funds were received.

### **Final Reporting Violations and Consequences**

A late final report is a violation of the VCA's grants contract and will be taken into consideration when an organization applies for future grants. Funding may be denied, or future grants may be paid on a reimbursement basis based on reporting practices. An extension of the report due date may be requested in exceptional circumstances. Requests for final reporting extensions must be made in writing before the report due date.

Any reports more than five weeks delinquent (not received or incomplete) may be turned over to the Attorney General's office for collection. If a grantee's grant contract must be turned over to the Attorney General's Office for collection, the grantee will not be eligible for current or future grant funds for one fiscal year. Grantees must pay any collection agency costs involved in the VCA's obtaining a final report or grant refund.

### **Funding Acknowledgement**

All print and digital material regarding the particular activity supported must acknowledge that the activity is partially supported by a grant from the Virginia Commission for the Arts and the National Endowment for the Arts.

The purpose of crediting the Virginia Commission for the Arts and the National Endowment for the Arts is to provide citizens with an accurate picture of the broad range of arts activities supported by their tax dollars. Additionally, this acknowledgement serves as an endorsement for the organization and its activity and often leverages additional support.

The logos of the Virginia Commission for the Arts and the National Endowment for the Arts, as well as funding credit, are available for download from the Commission [website under "Resources"](#). This acknowledgment is to be included in programs, print and online newsletters, educational materials, brochures, posters, news releases, web sites, catalogues, videos, and recognized in certain speeches and other special events as appropriate. However, as neither agency funds expenses related to fundraisers, logos/recognition should not be included in such related materials.

**This form must be signed by an individual duly authorized** by the governing body of the organization to act on its behalf and submitted with every grant application made to the Commission (such as the Executive Director, Artistic Director, Board President/Chair/Treasurer). The signature of the individual indicates the organization's compliance with the grant conditions listed above. A duly authorized individual must also sign the final report form.

### **The undersigned certifies to the best of his/her knowledge that:**

- 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 organization agrees to comply with all grant conditions cited above;
- the applicant organization is fully operational and anticipates remaining in business for the duration of the award period; and
- the organization is not currently under suspension or debarment by the federal government. If you are uncertain of your status, visit SAM.gov.

### **The undersigned further certifies that he or she has the legal authority to obligate the applicant organization.**

Applicant Organization Name:

Typed Name of Authorizing Official:

Title:

Original Signature of Authorizing Official: \_\_\_\_\_

Date:

Email of the Authorizing Official:

**NOTE: Only documents with original signatures will be accepted.**