



FY 2019 Arts and Humanities Operations Grant Application Procedure

Step 1. All Applicants should review the FY2019 Arts and Humanities Operation Grant Guidelines to make sure their organization is eligible for an Arts and Humanities Operations Grant.

Step 2. Complete Arts and Humanities Operations Grant Application

Step 3. Attach the following supporting documentation:

- a. Copy of IRS 501 (C) 3 Determination Letter
- b. Organizational Budget for the current year
- c. List of Current Board Members
- d. Income Statement (Statement of Activity) from the most recently completed budget year (audit for organizations with expenses of \$500,000 and above)

Step 4. Submit application with required supporting documentation by deadline **July 19, 2018** at 5:00 pm to:

Corey Jannicelli
Arts and Humanities Council of Falls Church City Liaison
Recreation and Parks Department
312 Park Avenue
Falls Church, VA 22046

Or by email to cjannicelli@fallschurchva.gov

Step 5. Applicants will receive confirmation from the Recreation and Parks Department that their application has been received.

Step 6. After an initial review by the Recreation and Parks Department to ensure eligibility, the application will be reviewed by the Arts and Humanities Grant Review Committee. The applicant may choose to attend the committee meeting in order to give a short presentation and answer questions.

Step 7. The committee will submit a recommendation to the Recreation and Parks Department which will present the recommendation to the City Council for final approval in a public session of council.

After final review by City Council, a copy of all applications will be submitted to the CATCH Foundation for record keeping.

If you have any questions, pertaining to this application, please call Corey Jannicelli at 703-248-5171 (TTY 711) or email cjannicelli@fallschurchva.gov