



FY 2019 Arts and Humanities Project Grant Application Procedure

Step 1. All Applicants should review the FY2019 Arts & Humanities Project Grant Guidelines to make sure their organization and proposed project is eligible for an Arts and Humanities Project Grant.

Step 2. Complete Arts and Humanities Project Grant Application

Step 3. Attach the following supporting documentation:

- a. Copy of IRS 501 (C) 3 Determination Letter
- b. Project Budget

Step 4. Submit application with required supporting documentation by deadline **July 19, 2017** at 5:00 pm to:

Corey Jannicelli
Arts and Humanities Council 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 and approval by City Council, copies of all applications will be archived with THE LITTLE CITY C.A.T.C.H Foundation.

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