

## ELIGIBILITY REQUIREMENTS

### Fiscal Year 2018 Grant Requests

All Grants
All required documents have been uploaded
All question items have a response, even if the response is N/A.
Application was received at or before the deadline.
Applicant is not in default of payment to any agency of the City of Alexandria
During either of the last two fiscal years, have completed the ACA-funded program/project according to the terms of the grant application, unless the entity has received the full permission and consent of the Commission.
Must have completed and submitted a final report on any projects previously funded by the City of Alexandria or the Alexandria Commission for the Arts, unless the timeline of the previous project as originally proposed has not come to its conclusion.
Have not applied to another grant for same fiscal-year funds
Is not an affiliated with an organization (e.g., "Friends of" group) that has submitted an application to the same grant program
All new applicants or arts organizations who have not requested funds through the City's arts grants are required to attend a grant workshop or webinar. Applicants who do not attend will not be eligible.
Proposed budget provides the required cash match; other funding from the City of Alexandria such as, but not limited to, the Marketing Fund, Alexandria City Public Schools and from other Departments, cannot be used for the cash match.
Grant request is for an event or activity not considered by the Commission to be an artistic event (see list of ineligible activities for grant support in policy statement)
Operating Support Grants
Must have as its primary mission the exhibition, presentation, production or performance of, and/or education in, an arts discipline;
Must have been in existence as an incorporated 501(c)(3) arts nonprofit organization for three years prior to applying for a grant;
Must be an organization based in the City of Alexandria; evidence of this claim will be a City of Alexandria address on the organization's IRS 990 Return of Organization Exempt from Income Tax.
At least 50% of the organization's public artistic activities must have been held in the City of Alexandria during the last year and at least 50% are projected to be held in the City of Alexandria for the grant year;
Must be able to provide (as part of the application) a minimum of one full year of financial history completed prior to the grant deadline;
Organizational Program Grants
Must have as its primary mission the exhibition, presentation, production or performance of, and/or education in, an arts discipline;
Must have provided evidence that the arts organization has a 501(c)(3) arts nonprofit status or has applied for the nonprofit determination:
All program activities for which the organization is seeking support must take place in the City of Alexandria and must include substantial participation from or benefit to the City's residents;
Must be able to provide (as part of the application) a minimum of one full year of financial history completed prior to the grant deadline:
Special Opportunities Grants
Must be artists who have experience with engaging communities through art projects;
All program activities for which the artist or artist team is seeking support must take place in the City of Alexandria and must include substantial participation from or benefit to the City's residents.
An artist who holds a leadership position in an organization that has applied to one of the organizational grant categories named above will be considered ineligible;
An employee or artist associated with an organization that has applied to one of the organizational grant categories named above will be considered eligible if the project proposed in the application is not directly related to the work s/he does for the organization.