

ARTS GRANTS FY 27

PRINCE WILLIAM COUNTY

DEPARTMENT OF PARKS & RECREATION

April 8, 2026

GRANT PROCESS OVERVIEW

1. PWC BOCS (Board of County Supervisors) determines the amount available for the arts grants each year when they approve the annual budget.
2. The Arts Grants are then administered through DPR (Department of Parks & Recreation).
3. The Parks Commission chooses and then approves/appoints the volunteers who will make up the Arts Grant Panel.
4. The County Arts Grants Administrator reviews the submitted grant applications for completeness and compliance to ensure they follow the requirements in the grant guidelines.
5. The Grant Panel evaluates and scores ONLY completed eligible applications.
6. The County Arts Grants Administrator takes the average score for each application and calculates the amount possible based on each applicants operating budget and presents those amounts to The Parks Commission for their approval.
7. The Parks Commission then sends these “recommendations for funding” to the BOCS.
8. BOCS reviews the “recommendations for funding” and makes the final approval of Arts Grants to be awarded. Payment processing follows.

AM I ELIGIBLE?

- **Must be a non-profit organization with IRS designation as a 501(c)3 organization.**
 - Use GuideStar.org to verify your current standing. (GuideStar info on next slide.)
- **Must have a visual, literary, or performing arts mission.**
- **Must comply with Title VI & ADA regulations.**
- **Must be based within the Greater Prince William Region (PWC, City of Manassas, Manassas Park).**
 - At least 80% of members/participants reside in -OR-
 - At least 70% of services meet, rehearse, and/or exhibit/present within

GUIDESTAR.ORG REGISTRATION REQUIRED

A BEST PRACTICE GUIDE FOR COLLECTING AND SHARING INFORMATION ABOUT NONPROFIT ORGANIZATIONS

Required (*) and Optional Information – (basic level)

Identification Information

Organization Name*, **EIN***, Telephone, Fax, **Mailing Address***

Payment Information

Legal Name*, EIN of Payable Organization, **Payment Address***

Primary Contact

Name*, Title, **Email***, Telephone

Organization Leader

Name*, Title, Email, Short Biography, Photo, LinkedIn URL

Organization Co-leader

Name*, Title, Email, Short Biography, Photo, LinkedIn URL

Board Chair

Name*, Company/Organization, Term Dates

Mission & Programs

Mission Statement*, **Program Name***, **Program Description***, **Population Served***, **Geographic Area Served***

Categorization

Keywords*, [NTEE codes*](#)

Brand

Logo*, **Tagline***, **Website URL*** (or “Don’t have one”)

WHAT DOES THE GRANT SUPPORT?

The Arts Grants are intended to:

- Assist non-profit arts groups with their general operations.
- Support stability and growth in local arts.
- Encourage connection to PWC students, the general public, and all other varied audiences.
- Foster partnerships between PWC based arts groups.
- Support tourism efforts within PWC.
- Improve the quality of life of the citizens of Greater Prince William.
- Help bring art to those who may not see it daily.

INELIGIBLE ACTIVITIES NOT GRANT SUPPORTED

THE PRINCE WILLIAM COUNTY GRANTS DO NOT FUND:

- Activities restricted to an organization's membership, to include, but not limited to the cost of parties, receptions, fund-raising benefits, etc.
- Activities that benefit primarily other jurisdictions outside of the Greater Prince William County area.
- Activities and/or organizations that are wholly financially sponsored by commercial institutions, religious institutions, government agencies, and/or public or private educational institutions.
- College or university-based projects that:
 - *are part of a required course or curriculum,
 - *involve and/or serve only that college or university's student population.
- General operating support for historic celebrations or community promotional activities.
- Work of individual artists; or a cost to benefit an individual.
- Elimination of existing debts.
- Capital expenses.
- Endowment funds, Scholarships, or prizes.

(2) APPLICATION TYPES

Applicants may apply to only one of the two categories.

GENERAL OPERATING

To assist organizations of artistic merit in fulfilling their mission by providing funds to encourage their advancement.

For organizations with 501(c) 3 status, no minimum annual budget is required.

NEW AND EMERGING

To provide seed money to new and emerging arts organizations that are less than three (3) years old.

For organizations with 501(c) 3 status or pending application, with established Board of Directors, and bylaws.

HOW MUCH CAN I APPLY FOR?

Spend grant funds only for purposes described in your application

- GENERAL OPERATING ELIGIBLE PERCENTAGE

If your annual budget is **less than \$100,000**, **Request up to 20%** of your most recently completed annual income amount

If your annual budget is **\$100,000 or greater**, **Request up to 15%** of your most recently completed annual income amount

- NEW AND EMERGING ELIGIBLE AMOUNT

Request up to **50%** of your most recently completed **annual income – OR – request for \$1000+**

Grant eligibility is limited to the lesser amount of the two. If previously approved for this grant, grant eligibility may increase \$500 each approved grant cycle, up to maximum request of \$2500

GENERAL OPERATING GRANT FORMS

(2) APPLICATION FORMS TO CHOOSE FROM

The type of General Operating grant application you will fill out depends on what you filled out last time you were awarded a PWC Arts Grant.

STANDARD (LONG FORM)

The General Operating Standard (Long-Form) application is most often required for General Operating grants. It is more detailed in narrative and requires more financial documentation.

SHORT FORM

General Operating Short-Form application is allowed when an organization has proved steadiness in their operations. It is less detailed in both narrative, and financial documentation.



HOW MUCH CAN I RECEIVE?

GRANT AWARDS ARE SUBJECT TO AVAILABLE FUNDING FROM PRINCE WILLIAM COUNTY GOVERNMENT. FUNDING IS NEVER GUARANTEED!

No single organization can or will receive more than 25% of the total available County funds.

Applications receiving an average score under 50% will not be funded.

GRANT PANEL INVITATIONS - OPTIONAL

Potential Applicants are encouraged to invite the members of the Grant Panel to your event(s).

However, no forms of solicitation or persuasion involving any panel member will be allowed.

All questions pertaining to the PWC Arts Grants process should be presented to the County Arts Grant Administrator.

- **Option 1:** Prepare an event entrance VIP guest list to include each panel members name. All six individuals of the Panel must be included with no charge. Email the County Arts Grant Administrator to confirm the guest list and provide them with the event flier/details to forward to Panel.
- **Option 2:** email (6) six complimentary e-tickets to the County Arts Grant Administrator with subject “Panel Comp Tix”, for distribution or mail actual tickets to: County Arts Grant Administrator , George Hellwig Admin Building 14420 Bristow Rd., Manassas VA 20112.

HOW ARE GRANTS DISBURSED?

YOU MUST BE REGISTERED AS A COUNTY VENDOR IN ORDER TO RECEIVE YOUR AWARDED GRANT MONEY.

- **The first payment is 70% of the award; funds will not be released to any organization with an outstanding “final report” from the previous grant year.**
- **The second payment is the remaining 30% awarded; funds will not be released to any organization with outstanding final report part 1 of current grant cycle.**

<https://eservice2.pwcgov.org/eservices/procurement/VendorLoginReg> to ensure you are registered with the county and that your information is updated and correct.

WHEN ARE GRANTS DISBURSED?

The money for those organizations who have been awarded PWC Arts Grants will be sent in two (2) automatic deposit payments.

The first payment will not be sent until AFTER the Prince William County Board Of County Supervisors meet and vote to award the grants.

Paperwork recording and documenting the official vote is then completed, submitted, and filed.

Once that paperwork is official, DPR begins the process of filing the appropriate paperwork to have your funds sent to you.

This can take several weeks to fully process and clear your account.

PREPARING YOUR APPLICATION

- **Review the General Policies [Prince William County Arts Grants - PWC Gov](#) thoroughly to be sure you are eligible to apply for the grant application.**
- **Check that you have registered successfully with GuideStar.org and have an official 501c3 non-profit profile.**
- **Review your financials carefully!**
- **Do not include government grants, carry-over income, or in-kind donations in your total expense, and that you are requesting an accurate calculation for the amount request.**
- **Address any major financial changes in your application.**
- **Have more than one person review final application before submitting.**
- **Check that you have included all required attachments, documents, and forms.**
- **Incomplete applications will not be considered for funding.**

TIPS FOR WRITING GRANTS 1

- Visit the Arts Grants website (<https://www.pwcva.gov/department/parks-recreation-tourism/prince-william-county-arts-grants>) regularly for news, deadlines, and “Final Report” instructions.
- Sign up for art related emails from DPR.
- Do not assume that the Grant Panel members are familiar with your organization. Tell your story and the full impact you are hoping to achieve. Be as compelling and concise as possible, insuring there is factual information to support your statements of impact.
- Do not use jargon, buzz words, or insider language. Remember that the reviewers may not know these terms.

TIPS FOR WRITING GRANTS 2

- Read the general policies section from the website. <https://www.pwcva.gov/department/parks-recreation-tourism/prince-william-county-arts-grants>
- If this is your first time applying, begin the process immediately so you have time to ask questions if needed.
- Include letters from stakeholders, partners, and/or community leaders to strengthen your application if applicable, as they can be beneficial in showing community support and/or the necessity of the project.
- Proofread, then have at least two others proofread your application in full before submitting. Typos and grammatical errors can detract from your proposal.

TIPS FOR WRITING GRANTS 3

- If the Grant Panel cited any concerns with your organization or grant application last year, explain how your organization has addressed those concerns.
- Report geographic data about your **audience** at public activities (i.e. locality, zip codes, total participants). The BOCS want proof that it is the citizens of Greater PW that are benefiting from these grant funds.
- High priority is given to organizations that show strong efforts to seek multiple funding resources.
- Noting an amount for in-kind donations is valuable to the evaluation of your application.
- Whenever possible, use quantitative metrics to support your claims. For instance, if you were awarded grant money in the past, explain the measurable impact that funding had.

TIPS FOR WRITING GRANTS 4

- Explain other ways you have raised money excluding government grants.
- Show evidence of stability in financial management to further develop your organization.
- Make sure that your financials are recorded and added correctly. Misrepresentation of data could render your application invalid.
- Ensure that your budget is clear, concise, and justifiable. Ensure each budget item relates directly and clearly to your objectives.
- Explain anything in your budget that may be misunderstood by panelists, such as an unusual expense

TIPS FOR WRITING GRANTS 5

- Include an explanation for anything in the financial statements that needs additional information. For instance, if your statements show debt, include an explanation for how and when it will be paid off.
- Comply with the instructions and Certification of Assurances that are attached to each application. Only complete applications will be sent to the Grant Panel for review.
- Once your application has been submitted, inform the County Arts Grant Administrator promptly of ANY changes to key personnel, programming, and/or other pertinent information regarding your application. Changes may warrant a second review by the Grant Panel, and failure to disclose changes may affect your future funding eligibility.
- The County Arts Grant Administrator is available to answer any questions.

IF APPROVED, GRANTEES MUST AGREE TO

- Spend grant funds only for purposes described in your application.
- Maintain and provide access to financial records of grant.
- Report major changes (activities, personnel, budget) in writing within 4 weeks of change.
- Submit activity and financial reporting by all deadlines. The “Final Report” is required in order to receive future grant funds.
- FUNDING CANNOT BE USED FOR ACTIVITIES HAPPENING BEFORE THE START OF THE UPCOMING FISCAL YEAR. (JULY 1, 2026)
- “Partial funding has been provided by Prince William County” must appear in promotional materials for events that are listed in your application as events you will be using the awarded grants to fund.

GRANT CYCLE AND TIMELINE

Activities for this grant period must be completed between July 1, 2026, and June 30, 2027

Timeline	
Application Submission Opens	April 9, 2026
Application Submission Closes at 4 pm	April 30, 2026
Panel Independent Review	May 18, 2026
Panel Review Meeting	June 9, 2026
Parks Commission Review/Approval	Late Summer*
Board of County Supervisors Review/Approval	Early Fall*
Grants Disbursement	ASAP pending all approval processes

** Timing is pending many factors, to include but not limited to natural disasters, meeting cancelations, acts of deities, scheduling conflicts, etc. This process is designed to be as fair and transparent as possible, and in doing such, there must be room for adjustments and accommodations.*

ADDITIONAL INFO

The Submission Process is covered in the following presentation.

Submission Deadline: 4:00pm April 30, 2026

CONTACT INFORMATION

County Arts Grant Administrator:

Carter McClelland

703-792-8782

CMcClelland@pwcgov.org

George Hellwig Admin Building - 14420 Bristow Road - Manassas, Va 20112