

# FY 2026

Applying for an  
arts & cultural grant



1

Find this guide and everything you need to apply at [www.roanokearts.org/2026ac](http://www.roanokearts.org/2026ac). At the top of the page on the right are a list of linked resources.

2

Review eligibility requirements in our policy on the next pages of this document. [Watch the How-to-Apply workshop video here.](#)

3

Decide on one program to apply for. It should fill a gap in providing arts and cultural activities for residents of the city of Roanoke.

4

An application process is a strategic space. Take December and January to reflect on your organization and program, building a proposal that will advance both your organization and the community.

5

Use the [application worksheet \(Word doc\)](#) to sketch out your responses. The questions are listed in this document as well.

6

Prepare all of your required upload documents listed on the worksheet's checklist and have them ready in a folder.

7

When you're ready, transfer your answers to the online form. Press submit well before the **Noon, January 30 deadline** in case you have problems! We cannot accept late applications.

8

Questions? Contact [douglas.jackson@roanokeva.gov](mailto:douglas.jackson@roanokeva.gov).



ROANOKE ARTS COMMISSION  
AGENCY FUNDING ADVISORY COMMITTEE  
**Schedule for Fiscal Year 2025-2026 Funding Process**  
(determining grants for July 1, 2025 through June 30, 2026)

Tuesday, December 3, 2024, 9 AM	How-to-Apply meeting for potential applicants (Application Opens) Register: <a href="https://forms.gle/afrsiiXfVRSJXfd58">https://forms.gle/afrsiiXfVRSJXfd58</a>
<b>Thursday, January 30, 2025, Noon</b>	<b>Applications due</b> Review process begins Send 3/7 presentation sign-ups
<b>Tuesday, March 4, 20245</b>	<b>Agency Presentations to AFAC - all day</b> Organizations will be able to sign up for a 15-minute virtual meeting with the funding committee. These are not formal presentations, but rather a chance to meet the committee and annotate and update application information.
Thursday, March 27, 2025	Reviewer score deadline Scores compiled by staff Scoring spreadsheet created
Tuesday, April 1, 2025	Allocation Meeting, Time TBD
Tuesday, April 15, 2025	Recommendations to RAC
Friday, April 18, 2025	Letters out to applicants re: tentative award
NLT June 2, 2025	Recommendations to City Council (after budget finalization)

*Thank you for your work making Roanoke a vibrant and creative city to which we all belong and contribute.*

## **ROANOKE ARTS COMMISSION'S AGENCY FUNDING ADVISORY COMMITTEE POLICIES AND PROCEDURES**

According to ordinance # 26537 establishing the Roanoke Arts Commission (RAC), one of the assigned duties is to "Make recommendations to and assist City Council and the City Manager in determining what funds should be provided in the city's budget for promotion of the arts and humanities and for the work of the RAC."

### **General Guidelines for Applicant Agencies**

1. All information for funding is available at <https://roanokeva.gov/2632/City-Funding-for-Arts-Culture>.
2. Requests for funding shall be submitted using the City of Roanoke's online portal. Hard copy proposals will not be accepted. Proposals received after the deadline will not be accepted.
3. All grant proposals will be considered on an individual and annual basis. Funding from one year to the next year is not guaranteed.
4. While there is no cap on funding requests, grants have generally ranged from \$2,000 to \$30,000.
5. No more than 20% of the funds awarded can be used for costs associated with the overall management of the program.
6. At the direction of City Council, funding allocated by the Roanoke Arts Commission is not intended to provide an operating subsidy; therefore the agency should apply for programmatic funding not general operating support. Requests for capital improvements shall not be considered for funding.
7. Organizations must have conducted programming that benefits the citizens of the City of Roanoke for a minimum of three years before applying.
8. Organizations must have a democratically elected Board of Directors meeting at least quarterly and its membership shall consist of volunteers regularly attending its meeting and serving without compensation. The Board's membership must be broadly representative of community interest and of needs of the people it is designed to serve.
9. Organizations must operate on a nondiscriminatory basis with respect to race, religion, age, sex, national origin, and disabilities. The nondiscrimination policy shall apply to employees of the agency, users of its services and its governing body.

## Financial Statements and Audits

1. Required General Purpose Financial statements must be submitted as follows:

- Agencies applying for up to \$10,000 in funding must (at a minimum) submit financial statements without an auditor's compilation or independent audit report. Statements must include comparative data for the current and prior fiscal years, include a balance sheet and statement of revenues and expenses, specify the support provided by the City of Roanoke (including the value of donated services), and include any appropriate, informative notes.
- Agencies applying for between \$10,001 and \$24,999 in funding must (at a minimum) submit financial statements with an auditor's compilation or independent audit report. These statements must specify the support provided by the City of Roanoke (including the value of donated services), and must include any notes to the financial statements.
- Agencies requesting \$25,000 or more must submit financial statements with an independent audit report. The financial statements must specify the support provided by the City of Roanoke (including the value of donated services), and must include the notes to the financial statements.

Agencies required to have their financial statements compiled or audited by a Certified Public Accountant for any purpose, must submit the statements along with the audit report and any notes to the financial statements.

Agencies required to submit an auditor compilation, independent audit report, or financial statements should submit the **most recent fiscal year's** statements and reports.

2. Audited financial statements must meet the following conditions:

- Be prepared by an independent public accountant
- Include and clearly identify funds received from Roanoke Arts Commission's Agency Funding Advisory Committee
- Include a statement of revenues (receipts) and expenses (disbursements)
- Be for a fiscal year ending not more than 18 months prior to the date of the request for a check
- Contain an unqualified opinion on the financial statements

3. Compiled financial statements must meet the following conditions:

- ◆ Be prepared by an independent public accountant
- ◆ Be for a fiscal year ending not more than 18 months prior to the date of the request for a check
- ◆ List all revenues (receipts) and expenses (disbursements) for the application
- ◆ Identify all funds received from the City of Roanoke

4. The audited financial statements may be reviewed and their adequacy determined by the City's Municipal Auditor. The City's Municipal Auditor shall have the right to inspect and examine these records at all reasonable times. Funds will be released only after certification by the Chairperson of the Roanoke Arts Commission that all requirements have been met and after formal approval by City Council.

### **General Guidelines for Funded Agencies**

1. Organizations must maintain records of revenues, expenditures, and services. The Roanoke Arts Commission's Agency Funding Advisory Committee shall have the right to inspect and examine these records at all reasonable times.
2. For the purposes of gathering information to measure performance, the AFAC may request such reports and other statistical data relating to the operations of the programs or agency for which funding is or has been requested from the City.
3. Expenditures of the city funds must be made in accordance with the goals and objectives as stated in the approved grant proposal.
4. All funds granted must be expended in the fiscal year in which they are allocated. Unexpended allocations revert to the City of Roanoke.
5. Request for any deviation from the approved purpose of grant fund expenditures must be submitted in writing to the Chairperson of the Agency Funding Advisory committee. Written approval from the Chairperson must be obtained before such expenditures are made.
6. The grant proposal form and all attachments, including the audited financial statements, shall be a matter of public record. The following types of documents shall also be a matter of public record: minutes of AFAC meetings, agendas, and correspondence generated by the AFAC, correspondence to the AFAC, and any documents in possession of the AFAC.

7. Organizations should maintain their records according to IRS regulations. Any records needed or requested by the AFAC should be maintained for at least three years prior to the most recent audit.
8. The City will retain the audited financial statements for five years. The agenda, minutes of meetings, correspondence, grant proposal forms, and all documents of the AFAC will be maintained in accordance with the City of Roanoke's Records Management Policy mandated by the Library of VA.

**Monitoring Process**

1. All funded agencies must comply with the monitoring process, which includes an annual site visit, and file quarterly reports in a timely manner.
2. Since the application process takes place in mid year, funding will be considered provisional and will not be released until the agency has submitted all monitoring reports for any previous years.

**Applying For Release Of Funds Once Approved By City Council**

Each organization will be notified by the Agency Funding Advisory Committee, in writing, of the status of their request after adoption of the fiscal year budget by City Council. The fiscal year for the City of Roanoke is from July 1 through June 30.

If the total amount of funding approved by City Council for the fiscal year is \$10,000 or less, payment may be requested by the organization in one lump sum at the start of the fiscal year — after July 1.

If the total amount of funding approved by City Council for the fiscal year is more than \$10,000, but not greater than \$100,000, one-half of the total payment may be requested by the organization after July 1 of the fiscal year during which the funding has been provided. The remaining one-half of the total payment may be requested after January 1 of the same fiscal year.

Requests will be accepted in July and January. Budget and outcome revisions that reflect the actual funding level are due at that time.

If the total amount of funding approved by City Council for the fiscal year is more than \$100,000, the organization may request payment according to the following payment percentages and request dates:

<u>Payment Percentages</u>	<u>Request Dates</u>
25%	July 1
25%	October 1
25%	January 1
25%	April 1

**It is the responsibility of the organization receiving funding to request funding at the appropriate time and in the proper amount by submitting request for payment on a standard invoice.**

The invoice must be numbered and uploaded at [www.roanokearts.org/invoice](http://www.roanokearts.org/invoice). Direct questions to [douglas.jackson@roanokeva.gov](mailto:douglas.jackson@roanokeva.gov). The invoice must be accompanied by all required documents, such as the most recent audited financial statements if they were unavailable at time of application..



## **APPLICATION CHECKLIST**

When you upload your application, you will need the following documents ready to upload.

### **REQUIRED FROM ALL APPLICANTS**

- 2025 and 26 Program Budget Worksheet
- FY 2026 Program Outcomes Worksheet
- Certificate of liability insurance
- Most recent financial audit or signed financial documents
- Most recent IRS 990
- Signed and notarized representations and agreements
- VDACS Confirmation Letter
- Board of directors list with contact information

### **CONDITIONAL**

- RCPS Collaboration form (if you are working with Roanoke City Public Schools)
- Strategic Plan (if applying for more than \$25,000)

## **APPLICATION OVERVIEW**

Included on the next pages are the questions from the online application tool. We recommend filling out the answers in this document and then cutting and pasting them into the form.

### **ORGANIZATIONAL INFORMATION**

- The Basics
- Organizational Governance
- Board & Staff Diversity
- Organizational Financial Overview
- Organizational Uploads

### **PROGRAM INFORMATION**

- Program Overview
- Outcome Measures
- Innovation & Collaboration
- Organizational Capacity to Deliver the Program
- Program Budget







**PART 1 ORGANIZATIONAL INFORMATION**

**A. The Basics**

1. Email (Enter Email)
2. Organization Name
3. Address (Street Address)  
Address (Address Line 2)  
Address (City)  
Address (State / Province)  
Address (ZIP / Postal Code)  
Address (Country)
4. Phone
5. Website
6. Executive Director Name
7. Application Preparer Name
8. Mission
9. (Optional) Please list a link that would be helpful in better understanding your organization and its mission. Link 1:
10. (Optional) Please list a second link that would be helpful in better understanding your organization and its mission. Link 2:





**B. ORGANIZATIONAL GOVERNANCE**

11. Are board members directly involved in formulating the organization's budget?
12. Are board members responsible for the final approval of the budget?
13. It is required that board members contribute financially to your organization. Did 100% of the board members contribute financially to the organization last year?
14. What year was your most recent strategic planning process? **UPLOAD Note:** For applications for amounts above \$25,000, you must upload a copy of your strategic plan.
15. Please list three goals established during your most recent strategic planning process that will improve programming for Roanoke residents in the next five years.
16. Board attendance: Please complete the following table with the number of board members in attendance at each board meeting. For months in which no meeting was held, please put N/A in the field.

Total number of board members:

January:

February:

March:

April:

May:

June:

July:

August:

September:

October:

November:

December:





**C. BOARD AND STAFF DIVERSITY**

17. Briefly (250 words or less) describe the organization's efforts to ensure diverse staff and board leadership. Please include any efforts you make to increase **representation of** your board and staff to ensure the best possible services to Roanoke's diverse population

18. BOARD DIVERSITY: Please include the count of members in each category. A response is required in each field. If there are no members in a specific category, please enter 0.

- Total Number of Board Members
- Black / African American
- Asian
- Hispanic / Latino / Latina
- Native American
- White / Caucasian
- Other

19. BOARD DIVERSITY 2: Total Number of Board Members

- Male
- Female
- Nonbinary
- Other

20. BOARD DIVERSITY 3: Total Number of Board Members

- Ages 14 - 17
- Ages 18 - 29"
- Ages 30 - 49
- Ages 50 - 69
- Ages 70 +

21. STAFF DIVERSITY: Total Number of Staff Members

- Black / African American
- Asian
- Hispanic / Latino / Latina
- Native American
- White / Caucasian
- Other

22. STAFF DIVERSITY 2: Total Number of Staff Members

- Male
- Female
- Nonbinary
- Other

23. STAFF DIVERSITY 3: Total Number of Staff Members

- Ages 14 - 17
- Ages 18 - 29"
- Ages 30 - 49
- Ages 50 - 69
- Ages 70 +





**D. ORGANIZATIONAL FINANCIAL OVERVIEW**

24. Do you have an endowment?
25. If yes, what is the size of the endowment as of December 31, 2024?
26. Current Fiscal Year (beginning and end dates: for instance July 1 through June 30)
27. Total amount of current operating budget
28. REVENUE BREAKDOWN: Please include the percentages for the following budget revenue categories for the last fiscal year. Amounts should add up to 100%.  
Contributions/Donations:  
Earned Income  
Grants  
Unearned Income (Interest & Endowment proceeds)  
Membership Payments  
Other
29. What is the amount of your current cash reserves?
30. Within the last five years, has the organization ended two or more fiscal years with an operating deficit?
31. If applicable: Please briefly explain the circumstances of the operating deficit.
32. Total number of volunteer hours accumulated in the last full fiscal year.
33. Total volunteer value accumulated in the last full fiscal year (at \$33.49 / hour)

**UPLOAD** *Organizational Attachments*

- Certificate of Liability Insurance
- Most recent financial audit or signed financial documents
- Most recent IRS 990
- Signed and notarized representations and agreements
- VDACS Confirmation Letter
- Board of directors list with contact information





**PART TWO: PROGRAM INFORMATION**  
**A. PROGRAM OVERVIEW**

34. Name of the arts and cultural program to be implemented.
  
35. Describe the program for which you are seeking funding (400 words max).
  
36. How much are you requesting in program support from the City of Roanoke? (This amount should match the amount in your attached budget and should not exceed \$30,000.)
  
37. Who will benefit from the program? Please include demographic information and the expected number of participants. If you have conducted the program before, provide the actual demographic data on beneficiaries.
  
38. Where will the programming take place?
  
39. If another organization is providing a similar activity, which organization is doing so, and how does your program differ? What other organization (whether for-profit, nonprofit, or individual most closely meets the need.
  
40. How will your program meet the identified need in the City of Roanoke? You may want to share your theory of change, philosophy, or approach here (350 words max).
  
41. How does this program align with the stated City priorities? Use City Plan 2040 or the 2011 Arts and Cultural Plan (linked at the top of the page) to describe the role of your program in advancing the community. The Roanoke Arts Commission is especially interested in how programming is advancing comprehensive components around interwoven equity, community health, and neighborhood reinvestment. (350 words max)



## B. OUTCOME MEASURES

42. How do you define the success of this program?
43. What measurable outcomes are you tracking? What is your rationale for using these specific measures? **UPLOAD** your outcome tracking form. This is your Quarterly Report form with your anticipated outcomes identified. It is available as a worksheet at the top of the page.
44. How well has your organization succeeded in meeting your designated outcome goals in the past three years? (Please provide specific examples or data to support your claims. If this is a new program, describe outcomes and success of other implemented programs. (350 words max)

## C. INNOVATION & COLLABORATION

45. How has your organization innovated or adapted to increase its impact in the past 3 years? (Please provide specific strategies or approaches.) (300 words max)
46. List up to five organizations or entities you will collaborate with for this program and describe how each improves program effectiveness. **UPLOAD:** If you are collaborating with Roanoke City Public Schools for this program, please upload the required collaboration form outlining your **agreement** and signed by both organizations. It is available at the top of the page.

## D. ORGANIZATIONAL CAPACITY TO DELIVER THE PRGOGRAM

47. Describe your organization's relevant experience, expertise, or resources that will contribute to the program's success. (400 words max)
48. What is your organization hoping to learn in carrying out the program this year? What current challenges or barriers to success will you have to overcome in implementing this program? (350 words max)



### E. PROGRAM BUDGET

*UPLOAD:* Please upload your **FY2025 & 26 program budgets** using the required budget worksheet. The FY 2025 budget should reflect final figures for any similar programming if applied for the year before. If it is the first year for your organization's application, leave the prior year's budget blank.

49. Please describe how you will engage volunteers for the implementation of the program.  
(200 words max)

50. Additional information otherwise not captured above.

51. Type your name to stand in for the signature of the preparer.

52. Type the name to stand in for the signature of the executive director.







# ROANOKE ARTS & CULTURAL FUNDING - OUTCOMES WORKSHEET

(For Quarterly Reporting, Upload this form at [www.roanokearts.org/quarter](http://www.roanokearts.org/quarter))

Name of Organization \_\_\_\_\_ Name of Program \_\_\_\_\_

Program Goal: \_\_\_\_\_

## OBJECTIVE 1

ACTIVITIES	INDICATORS	TARGET NUMBER	ACTUAL NUMBER (Filled out once funded for quarterly reports with both a quarterly number and a year-to-date number)
			Q _____ YTD -
			Q _____ YTD -
			Q _____ YTD -
Measurement Tool			

## OBJECTIVE 2

ACTIVITIES	INDICATORS	TARGET NUMBER	ACTUAL NUMBER (Filled out once funded for quarterly reports with both a quarterly number and a year-to-date number)
			Q _____ YTD -
			Q _____ YTD -
			Q _____ YTD -
Measurement Tool			

**OBJECTIVE 3**

ACTIVITIES	INDICATORS	TARGET NUMBER	ACTUAL NUMBER (Filled out once funded for quarterly reports with both a quarterly number and a year-to-date number)
			Q YTD -
			Q YTD -
			Q YTD -
Measurement Tool			

Some Notes on Terms	
TERM	DEFINITION
<b>Goal</b>	<b>The high level goal you want to achieve.</b> This should tie directly to a <a href="#">City Plan 2040</a> or <a href="#">Arts and Cultural Plan</a> Goal.
<b>Objective</b>	<b>What you want to measure.</b> Consider making yours SMARTIE Objectives. Watch a quick <a href="#">YouTube</a> video from <a href="#">University of Kentucky Extension</a> and download resources from <a href="#">The Management Center</a> .
<b>Activity</b>	<b>How you will do it.</b> Don't show your detailed workplan. Just share the key, higher-level activities through which you will accomplish your objectives.
<b>Indicator</b>	<b>What you will measure</b>
<b>Target Number</b>	<b>The number you want to achieve.</b>
<b>Actual Number</b>	<b>The number you have achieved.</b>
<b>Measurement Tool</b>	<b>How you will measure your success.</b>
	<b>EXAMPLE</b>
	Increase access to, and knowledge of, two-dimensional fine art in the community. (Arts & Cultural Plan: "Support partnerships that focus on visual and performing arts instruction at early ages in K-12")
	Increase knowledge of two-dimensional fine art vocabulary for 500 elementary students at Title One RCPS schools through attendance at the Spring exhibition by June 30, 2025.
	Provide on-site tours of the spring exhibition and hands-on SOL-based workshops for all Roanoke City elementary students.
	Number of children from Title One schools participating and understanding.
	- 500 students participating
	- 250 students able to answer 5 questions
	(Filled out during quarterly reports with quarterly and year-to-date numbers.) Attendance counts will be recorded, tracking both total students and Title One school students. A fun visual quiz will be incorporated as students leave the exhibition, with results tracked.

**AFAC Partnership Form with Roanoke City Public Schools**

**Name of Organization:** \_\_\_\_\_

**Brief Description of how the organization plans to partner with Roanoke City Public Schools:**

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**If the grant is awarded, the organization will**

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*example: provide a field trip on site at the Taubman Museum of Art for all second grade classes for a hands-on activity and exhibit tour of the exhibit, "Art, Health, and You"*

**If the grant is awarded, what would the organization need from RCPS?**

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*example: schedule and transport each second grade student to the Taubman Museum of Art for the experience on an agreed upon schedule beginning November 4, 2024 and ending March 10, 2025.*

**Organization Signature** \_\_\_\_\_

**RCPS Signature** \_\_\_\_\_

## Representations and Agreement:

The undersigned represents and agrees on behalf of the organization, \_\_\_\_\_  
("Subgrantee") that:

- Any grant awarded pursuant to this proposal shall be subjected to the grantee establishing and maintaining such records and accounting practices and the making of such written reports of the use of such grant funds as may be directed by the Roanoke Arts Commission and the making of all such records and accounts available at all reasonable times for inspection and examination by the City's Municipal Auditor.
- Funds awarded pursuant to this proposal will be used only for the purposes and activities set forth in the organization's approved proposal, plan, and budget, or in any amendments thereto duly filed with and approved by the Roanoke Arts Commission.
- Funds awarded to the applicant will be used to supplement state programs and activities and these funds will not be the major source of funding.
- The Subgrantee hereby assures that it will comply with the provisions of Title VI of the Civil Rights Act of 1964 and 1991 and all requirements imposed by or pursuant to regulations of the Department of Justice issued pursuant to that title.
- The Subgrantee hereby agrees that any program or activities funded pursuant to this proposal are subject to review and evaluation by the Roanoke Arts Commission.
- The Subgrantee agrees to indemnify and hold harmless, the City of Roanoke, its officers, agents, a consultants, and employees, against any and all loss, cost, or expense, including reasonable attorney's fees and costs of defense, resulting from any claim, whether or not reduced to a judgment, and for any liability of any nature whatsoever, that may arise out of or result from subgrantees intentional or negligent actions, including without limitation, fines, and penalties, violation of federal, state or local laws or regulations promulgated thereunder, personal injury, wrongful death or property damage claims.
- In all contracts of \$25,000 or more, the Subgrantee shall carry a minimum of \$1,000,000 commercial general liability coverage during the life of this contract. A certificate evidencing this coverage must be furnished to the City and must list the City of Roanoke, their officers, agents employees and volunteers as additional insured and, list the City of Roanoke as the certificate holder.

I, the undersigned, \_\_\_\_\_ President, \_\_\_\_\_ Vice-President, \_\_\_\_\_ Treasurer, \_\_\_\_\_ Chairperson or other officer fully authorized to act for this organization, acknowledge that (a) I have been duly authorized to submit this proposal and (b) the proposal has been examined by me and is, to the best of my knowledge and belief, a true and correct statement according to the laws of the Commonwealth of Virginia.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

Acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_. My  
Commission expires: \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public