



Abingdon Arts Commission Project Grant Guidelines

Purpose: To facilitate new and innovative art projects or art related services within the Town of Abingdon. The projects should enhance Abingdon's identity, advance its cultural presence, awareness, and connections. The projects should be short-term in nature, that can be accomplished within a 6-month timeline.

Description: Project grant funds assist with the production of high-quality creative arts activities, the creation of new work, or the expansion of successful arts programs. Projects can be in any artistic discipline and on any scale that fits within the funding guidelines. There is a 1:1 organizational cash match required for the grant. Project Grants cannot support the same project for more than three years.

Funding Cycles There are two grant cycles per year: projects that take place from January 1 through June 30 and projects that take place July 1 through December 31.

Deadlines:

- First Monday in May for projects that take place between January 1 and June 30
- First Monday in November for projects that take place between July 1 and December 31

Previously, grants were awarded for projects scheduled to begin as early as one month after approval. The revised timeline gives organizations more time to plan and deliver high-quality projects by allowing at least six months between award notification and project implementation.

Eligible Applicants: Virginia not-for-profit 501(c)3 organizations.

Eligible Activities: Seeking creative programs and projects that bring the community together, enhance the town, and reflect its unique character.

- New programs and/or activities that involve direct community participation or engagement.
- Performances or exhibitions that support arts programs and services that involve direct community participation or engagement.
- Commissions of new works of art that enhance Abingdon's appeal to the community and visitors.

Examples of eligible projects may include public performances, workshops, art installations, cultural events, pop-up art, workshops that pass on traditions to the next generation, and similar projects that advance Abingdon's arts culture.

Ineligible Activities: General operating support, annual budgets and other activities that are part of the regular operations of an organization are not considered projects and are not eligible for this grant program.

Criteria for Evaluating Applications:

Project grants will be evaluated on:

- ✓ Artistic Quality of the Proposed Project (40 pts)
- ✓ Community Engagement and Access (30 pts)
- ✓ Project Management (30 pts)

How to Apply:

Call for submissions will be announced via a press release, email blast, posted on the Town of Abingdon website and social media outlets.

Applications are available for download by clicking [here](https://www.abingdon-va.gov/o/toa/page/abingdon-arts-commission) or can be found on the Town of Abingdon website: <https://www.abingdon-va.gov/o/toa/page/abingdon-arts-commission>.

Questions – Abingdon Arts Commission members and town staff are available to answer questions about the guidelines, application or process. Initial questions should be directed to Diana Blackburn, 276.676.2282 or dblackburn@abingdon-va.gov

Application Submission: Completed applications must be submitted by 5pm on date of the deadline. (See Above) **There are no exceptions to the submission deadline.**

Completed applications and supporting documents should be **emailed** to Diana Blackburn at dblackburn@abingdon-va.gov.

The Process:

Review:

- Town of Abingdon staff will review each application for completeness and eligibility. Incomplete or ineligible applications will not be reviewed and will be returned to the applicant with an explanation. Applicants may be contacted to provide clarification as the need arises.
- Abingdon Arts Commission members will independently review and score each application.



- A grant review meeting will be scheduled for Commission members to review the scores and discuss applications. Applicant representatives may attend the Commission meeting as observers but may not make a presentation to the Commission.
- If additional information or clarification is needed, the applicant will be contacted, and the requested information must be received within two weeks of the request.

Recommendations: Following the Grant Review meeting, recommendations for funding will be presented to the Town Manager for final approval.

Notification: All applicants will receive written notification of the decision for their funding request. Successful applicants will need to sign a Memorandum of Understanding (MOU) with the Town of Abingdon before funds are disbursed. The MOU must be signed within two weeks of the notification, unless other arrangements are made.

Memorandum of Understanding (MOU): The MOU serves as the grant contract between the Town of Abingdon and the grantee. It outlines all grant requirements and must be signed within two weeks of notification and before funds are released.

Disbursement of Funds: Grant fund disbursement will be processed in two installments.

- Upon signed submission of the MOU, a check request will be submitted for processing.
- Upon completion of MOU and submission and acceptance of the final report, a check request will be submitted for processing the final payment.

Final Reports: Final reports must be submitted within 30 days of the completion of the project. *For projects that extend into June, final reports will need to be submitted no later than June 15th to allow for the final payment to be made before the June 30th fiscal year end.*

Contact: For questions about the Project Grants, contact:

Diana Blackburn, Town of Abingdon, dblackburn@abingdon-va.gov or (276)676.2282

Heidi McElroy, Abingdon Arts Commission, Chair, hnhmce@gmail.com or (276)608-7928