



VIRGINIA COMMISSION FOR THE ARTS

Certification of Assurances and Grant Conditions 2024-2025 Arts In Practice Grant

Virginia Commission for the Arts (Commission) grantees are nonprofit Virginia organizations exempt from federal income tax under Section 501(a), which includes the 501(c)(3) designation of the Internal Revenue code, units of local or tribal government, educational institutions, local chapters of tax-exempt national organizations, or current VCA Teaching Artist Roster participants who are permanent Virginia residents.

SAM.gov Unique Entity Identifier (UEI)

In April 2022, the federal government transitioned from the use of Data Universal Numbering System (DUNS) numbers to a new Unique Entity Identifier (UEI) through the SAM.gov system as the primary identifier. As a recipient of federal funding through the National Endowment for the Arts, the Virginia Commission for the Arts also requires UEI numbers on all grant applications from nonprofit organizations and units of government. Applicants must be registered with SAM.gov to be issued a 12-character, Unique Entity ID (UEI). There is no fee for registering for a UEI.

NOTE: VCA Teaching Artists who are applying as individuals are not required to provide a UEI#.

Arts In Practice grants are limited to:

- in-person residencies led by VCA Teaching Artists taking place in the state of Virginia between July 1, 2024, and June 15, 2025.
- at least 15% or more of cash costs of any activity funded through an Arts in Practice grant.
- no part of any Commission grant shall be used for any activity intended or designed to influence a member of Congress or the General Assembly to favor or oppose any legislation.

Each Commission grantee will:

- read and review the [2024-2025 Guidelines for Funding](#) before applying;
- provide accurate, current and complete financial records of each grant;
- maintain accounting records that adequately identify the source and application of funds for grant-supported activities;
- maintain effective control over and accountability for all funds, property, and other assets ensuring that assets are used solely for authorized purposes;
- maintain procedures ensuring timely disbursement of funds;
- provide the Commission, or its authorized representatives, access to the grant-related financial records.
- expend any and all grant funds only for purposes described in the application form and attachments; and
- request permission in writing to make substantial changes in budget, schedule, program, and personnel. Requested changes must be approved in advance by the Commission.

NOTE: If any project receiving grant support from the Commission has actual income in excess of expenses, the grantee must use these funds for other arts activities, and the Commission must approve the organization's use of excess funds up to the amount of the grant.

Each Commission grantee will ensure that:

No part of any project which is financed in whole or in part under the grant will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of the employees engaged in such project or production. Compliance with the safety and sanitary laws of the State in which the project or part thereof is to take place shall be primary evidence of compliance.

Each Commission grantee will comply with these federal statutes and regulations:

- **Title VI, Section 601, of the Civil Rights Act of 1964**, which provides that no person, on the ground of race, color or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
- **Title IX, Section 1681, of the Education Amendments of 1972**, which provides that, with certain exceptions, no person, on the basis of sex or age, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.
- **Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990** which states that no otherwise qualified person shall, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in federally assisted programs. Compliance with this Act includes the following: notifying employees and beneficiaries of the organization that it does not discriminate on the basis of handicap and operation of programs and activities which, when viewed in their entirety, are accessible to persons with disabilities. Compliance also includes maintenance of an evaluation plan developed with the assistance of persons with disabilities or organizations representing disabled persons which contains: policies and practices for making programs and activities accessible; plans for making any structural modifications to facilities necessary for accessibility; a list of the persons with disabilities and/or organizations consulted; and the name and signature of the person responsible for the organization's compliance efforts ("ADA Coordinator").

Reporting Requirements/Payment

Each grantee will submit a Final Report to the Commission within thirty (30) days following the residency/workshop and no later than June 1, 2025. For activities taking place from June 1- 15, Final Reports are due by June 17, 2025. FY25 Arts in Practice Final Report forms can be found on the applicant's Foundant Dashboard under "Follow-ups". Submit the form once all of the required fields are complete. Payment will be made in full approximately 30 days after the receipt of the Final Report. Failure to submit this Report will prohibit future grant funding and may result in the organization being required to repay grant funds.

Funding Acknowledgement

All print and digital material regarding the particular activity supported must acknowledge that the activity is partially supported by a grant from the Virginia Commission for the Arts (VCA). The purpose of crediting the Virginia Commission for the Arts is to provide citizens with an accurate picture of the broad range of arts activities supported by their tax dollars. Additionally, this acknowledgement serves as an endorsement for the organization and its activity and often leverages additional support.

The Virginia Commission for the Arts logos are available for download from the Commission's website at www.vca.virginia.gov. This acknowledgment is to be included in programs, print and online newsletters, social media, educational materials, brochures, posters, news releases, web sites, catalogues, videos, and recognized in curtain speeches and other special events as appropriate. However, as neither agency funds expenses related to fundraisers, logos/recognition should not be included in such related materials.

Authorizing Official

This form must be submitted with every Commission grant application and signed by an individual duly authorized by the governing body of the organization to act on its behalf (such as the Executive Director, Artistic Director, Board President/Chair/Treasurer or VCA Teaching Artist). The signature of the individual indicates the organization's or artist's compliance with the grant conditions listed above. **Only documents with original signatures will be accepted.** A duly authorized individual must also sign the Final Report form.

The undersigned certifies to the best of his/her knowledge that:

- the information in this application and its attachments is true and correct;
- the filing of this application has been duly authorized by the governing body of the applicant organization;
- the applicant agrees to comply with all grant conditions cited above;
- the applicant is fully operational and anticipates remaining in business for the duration of the award period; and
- the applicant is not currently under suspension or debarment by the federal government. If you are uncertain of your status, visit SAM.gov.

[Instructions: Print this form, sign, scan, save, and upload into the grant application.](#)

The undersigned further certifies that he or she has the legal authority to obligate the applicant organization.

Applicant Name (Organization or VCA Teaching Artist): _____

Typed Name of Authorizing Official: _____ Title: _____

Original Signature of Authorizing Official: _____ Date: _____

Email of the Authorizing Official: _____