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**REVISED Certification of Assurances and Grant Conditions
2025-2026 Operating Support for Small Organizations (OSS)**

**Virginia Commission for the Arts’ (VCA) grantees of Operating Support for Small Organizations (OSS) certify the organization:**

* Virginia organizations whose primary purpose is the arts (units of government, organizations using a fiscal agent, and educational institutions and their private companion foundations are not eligible for OSS)
* Is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code
* Is incorporated in Virginia for at least one year prior to application
* Has its headquarters and home season in Virginia
* Has completed two (2) years of programming at the time of application
* Presents at least three (3) different programs or services for the public each year
* Had a previous year’s unrestricted operating income of at least $20,000, but no greater than $150,000
* May not have a combined deficit exceeding 20% of its total income across the two most recently completed fiscal or calendar years. This deficit is calculated as the total amount by which the organization’s expenses have exceeded its revenues during this period
* Presents activities in ADA-compliant facilities, including wheelchair access to restrooms
* Is governed by a Board that meets regularly
* Must not be under current debarment or suspension from federal funding
* Has no past due Final Reports to the VCA at the time of application

**Eligible Activities**

Funding for OSS grants may be used to support most aspects of an arts organization’s annual operating expenses (not including capital expenses), such as:

* artist fees
* administrative costs
* contractual services
* accessibility services
* facilities operations (utilities, rent, routine maintenance, etc.)
* marketing or publicity of events/activities
* personnel (salaries, benefits, etc.)
* professional development (workshops, seminars, conferences, excluding credit-earning post-secondary coursework)
* supplies and materials
* technical costs
* travel (domestic) and other operational expenses necessary to deliver arts programs and services

**Grants are limited to** $2,500 for Operating Support for Small Organizations (OSS).

 **Each Commission grantee will:**

* read and review the [FY26 Guidelines for Funding](https://vca.virginia.gov/guidelines-for-funding/) before applying;
* notify the VCA of any changes in its tax-exempt status with the Internal Revenue Service under Section 501(c)(3). It must also file the IRS Form 990 or 990-N annually.
* maintain and provide complete and accurate records of all activities connected with the grant;
* maintain effective control over and accountability for all funds, property, and other assets ensuring that grant funds are used solely for authorized purposes as described in the application form and attachments;
* provide the VCA, or its authorized representatives, access to the grant-related financial records if required;
* use no part of a Commission grant for an activity intended or designed to influence a member of Congress or the General Assembly to favor or oppose any legislation
* notify the Commission of any substantial changes in its budget, programming, and key personnel related to this grant. Failure to do so will affect current and future funding.

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

The requirements below apply to all programs and activities, regardless of funding source, and must be reflected in program design, public engagement, and operations. Grantees must not discriminate based on race, color, national origin, sex, age, or disability, and must ensure accessibility for individuals with disabilities. Grantees must comply with all applicable federal and state laws in their use of approved grant dollars. Failure to comply may result in termination of grant funding. Key applicable laws include:

* **Title VI of the Civil Rights Act of 1964** – prohibits discrimination based on race, color, or national origin; includes protections for individuals with limited English proficiency.
* **Title IX of the Education Amendments of 1972** – prohibits sex-based discrimination.
* **Age Discrimination Act of 1975** – prohibits age-based discrimination.
* **Americans with Disabilities Act (ADA)** – prohibits disability-based discrimination in employment, public services, and public accommodations.
* **Section 504 of the Rehabilitation Act of 1973** – requires equal access and reasonable accommodations for individuals with disabilities.
* **Chapter 39 of the Code of Virginia, the Virginia Human Rights Act** – safeguards individuals within the Commonwealth from unlawful discrimination in places of public accommodation.

**Final Reporting Requirements**

OSS grantees must submit Final Reports to the Commission by 5:00 p.m. on the following dates:

Final Report Form PART 1 (narrative) deadline: June 1, 2026
Final Report Form PART 2 (financials) deadline: October 1, 2026

**Final Reporting Violations and Consequences**

Failure to submit a complete Final Report may jeopardize an organization’s eligibility for future grant funding and could result in a requirement to repay awarded funds. Late submission is a violation of the VCA grant agreement and will be considered in future grant evaluations. Based on an organization’s reporting history, future awards may be denied or issued on a reimbursement-only basis.

In exceptional cases, an extension may be requested in writing prior to the report due date.

Reports more than five weeks overdue (either incomplete or not received) may be referred to the Office of the Attorney General for collection to seek reimbursement of allocated funds. If this occurs, the organization will be ineligible for any VCA funding for one fiscal year and must cover any associated collection costs**.**

**Funding Acknowledgement**

All print and digital materials related to the funded activity must include acknowledgment that the activity is partially supported by a grant from the Virginia Commission for the Arts (VCA). This credit informs the public of the role their tax dollars play in supporting the arts and serves as both a public endorsement and a potential catalyst for additional support.

Acknowledgment must appear in programs, newsletters (print and online), educational materials, brochures, posters, news releases, websites, catalogs, videos, and, when appropriate, in curtain speeches or at special events. Required credit language and official VCA logos are available on the Commission’s website under the Grants section [HERE](https://vca.virginia.gov/vca-logo-and-funding-credit/).

**NOTE:** As VCA funding cannot be used for fundraising activities, VCA credit and logos should not appear in materials related to fundraising.

**This form must be signed by an individual duly authorized** by the governing body of the organization to act on its behalf and submitted with every grant application made to the Commission (such as the Executive Director, Artistic Director, Board President/Chair/Treasurer). The signature of the individual indicates the organization’s compliance with the grant conditions listed above. 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 organization agrees to comply with all grant conditions cited above;
* the applicant organization is fully operational and anticipates remaining in business for the duration of the award period; and
* the organization is not currently under suspension or debarment by the federal government. If you are uncertain of your status, visit SAM.gov.

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

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Applicant Organization Name:

Typed Name of Authorizing Official:       Title:

**Original** Signature of Authorizing Official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Email of the Authorizing Official:

**NOTE:** **Only documents with original signatures will be accepted.**