

PRINCE WILLIAM
Parks & Recreation
**Parks and Recreation
Commission Agenda**

COMMISSION MEMBERS

Brodie Freer, Chair, Occoquan District
Christian Thom, At Large Member
Vida Carroll, Brentsville District
Jane Beyer, Coles District
Rick Berry, Gainesville District
Vacant, Neabsco District
Oriella Mejia, Potomac District
Sharon Richardson, Woodbridge District

March 20, 2024

7:00 p.m. Parks and Recreation Commission Regular Meeting
George Hellwig Admin Bldg. Board Room- 14420 Bristow Rd. Manassas, VA 20112

Pledge of Allegiance

Administrative

- Approve Minutes of February 21, 2024

Citizen Time

Presentations

- Capital Projects – Capital Projects Team

Committee Reports

- Vice President Nominating Committee Report

Old Business

None

New Business

- Elect Vice Chair Position
- Appoint Arts Grant Panelists for Fiscal Years 25 and 26

Director's Time

Commissioner Time

Meeting Recap

Adjournment

Next Meeting: April 17, 2024

PRINCE WILLIAM

—Parks & Recreation

Parks and Recreation Commission Meeting Minutes

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Oriella Mejia, Potomac District
Sharon Richardson, Woodbridge District

February 21, 2024

George Hellwig Administrative Bldg. Board Room
14420 Bristow Rd. Manassas, VA

Commission Members Present

Rick Berry
Jane Beyer
Vida Carroll
Brodie Freer
Oriella Mejia
Sharon Richardson
Christian Thom

Staff Present

Rob Belcourt
Rob Orrison
Janet Bartnik
John Blevins
Amir Wenrich
Todd Reid
Eugene Loew
Frances Bridges

Commission Members Absent

None

Guests

Charlie Grymes

Secretary

Shannon Jaenicke

Call to Order

At 7:00 p.m. Brodie Freer called the regular meeting of the Parks and Recreation Commission to order. Jane Beyer led the Pledge of Allegiance to the Flag.

Chair Freer welcomed the new commissioner, Oriella Mejia, for the Potomac District. Introductions were made and staff introduced.

Administrative Items

RES 24-03 Amend Agenda of February 21, 2024, to include a discussion of volunteers for a Farmers Market Vendor Selection Committee. **APPROVED (BF:VC, Unanimous)**

RES 24-04 Approve Minutes of January 17, 2024. **APPROVED (RB:JB, Unanimous)**

Citizens Time

None

Presentations

Fiscal Year 2025 Proposed Capital Projects and Operating Budgets – [PowerPoint presentation is available from the Secretary to the Commission] . Seth Hendler-Voss provided a presentation on the proposed Capital Projects and Operating Budgets for the Department of Parks and Recreation. The CXO has proposed a flat tax rate of \$0.966 for FY 25. Notable inclusions for Parks are:

- Funding was included in the Proposed CIP Budget for the proposed indoor sports and event facility.
- 3.3 new FTE's - 1 Construction Inspector, 1 Principal Planner and 1.3 FTE's for Maintenance and Operations Technician for the fields coming online at Ali Krieger Sports Complex.
- 400,000 for annual maintenance and equipment of projects coming online in 2025, including Ali Krieger Park proffered baseball field, Hellwig Park artificial turf field equipment; Howison Park equipment, Occoquan Trail equipment, Veterans Park additional land maintenance.
- Merit increases and market adjustments were included for county staff.
- Funding to the Office of Tourism for the marketing of the American Revolution/Virginia 250th anniversary events.

There are 3 afternoon work sessions on March 12, 19 and April 2 at 2:00 pm and a public hearing scheduled on March 19 in the evening at 7:30 pm.

Proposed Indoor Sports and Events Facility – [PowerPoint presentation is available from the Secretary to the Commission] Seth Hendler-Voss presented a history of how the project came to be, the location, and current status of the project. Highlights of the presentation and discussion included:

- The location is 13505 Telegraph Rd. Woodbridge. Desirable site with easy access to I95, plentiful shared parking with VDOT Park and Ride lot, many restaurants, hotels and infrastructure in the immediate area.
- The County is not obligated to move forward with the land purchase. An interim agreement was entered into with the landowner for a study period. The BOCS have until May 18 to decide to purchase the property.
- An Invitation for proposals led to only one proposal. MEB is the offeror. They built an identical facility in Virginia Beach. The operating model of this facility is much different than the model used in Virginia Beach, which has led to the losses there.
- The proposed facility is comprised of 8 full size hard courts (convertible to 16 Volleyball Courts), a hydraulic track, seating for 5000, fitness center, concessions, and parking.
- The county has engaged their own auditor to verify the financial projections of the offeror.
- The facility, like many of this type, will require public support to be built.
- The project should be fully self-supporting operationally and may generate additional revenue for the county through the dollars spent by users of the facility at local hotels and businesses.

During the Interim Agreement Phase (study period) focus group interviews with local leagues and regional and national tournament rights holders are being conducted to validate the need and future usage of the facility. Main local users will be high schools for athletics and school events such as graduation, and soccer, baseball, basketball, lacrosse leagues.

Next steps in the process will be to conduct one on one meetings with the BOCS and two communitywide meetings, one in the east and one in the west. After this information gathering, the offeror will fine tune the proposal and there will be a BOCS work session, prior to the May 18 final deadline to make a decision on the land purchase.

A website will go live shortly, with information for the public, including FAQ.

Committee Reports

None

Old Business

None

New Business

Farmers Market Selection Committee – Rob Belcourt, General Manager of Sharron Baucom Dale City Rec Center, addressed the commission to share a new process for selecting vendors for the Dale City Farmers Market will include a market selection committee to review the applications. This process will provide an objective and transparent selection process. Mr. Belcourt asked for commission representatives to sit on the selection committee, Ms. Carroll, and Mr. Freer volunteered.

Vice Chair Nominating Committee

RES 24-05 Appoint Sharon Richardson and Christian Thom to a Vice Chair nominating committee
APPROVED (OM:SR, Unanimous)

Director Time

Seth Hendler-Voss provided the following updates:

- The Annual State of the Parks address at the Kelly Leadership Center on Feb 29 at 7 pm.
- Recent BOCS approved agenda items include proffer dollars to convert a tennis court into two pickleball courts at Veterans Park: accepting a donation from PWCGSLL for backstop safety netting improvements at Tyler ES: Accepting cell tower revenue to improve interpretive signage at Bristoe Battlefield park.
- A ribbon cutting for the new playground at Birchdale Park will be held March 20.
- The Budget public hearing will be on March 19 at 730.
- Our first two Lifeguard hiring events have been very successful.
- Bids for the Long Park intersection project have been received.
- The county is reviewing a new, more robust project management software, Parks is participating to ensure it meets all of our needs.
- Summer Camp registration begins March 5

Commissioners Time

Ms. Richardson Commended Jamaal Hines on his recognition in NRPA magazine Top 30 under 30 article and staff for providing an environment that is providing opportunities for young employees; Welcomed Ms. Mejia to the Commission

Ms. Carroll Thanked Chief Ranger Reid for assistance with a constituent complaint at Rollins Ford Park; inquired on timing for the benches and tables being installed at Rollins Ford Park, Ms. Bartnik responded that the furnishings are on order and an installation date is TBD pending delivery.

Mr. Berry Thanked staff for quickly addressing and developing a policy to address kite cutting/fighting in the Parks.

- Ms. Beyer Very happy that kite fighting was addressed quickly; thanked Seth for the presentations tonight on the budget and proposed indoor sports facility.
- Mr. Thom Welcomed the new commissioners; he is excited about the prospect of a new indoor sports facility and the associated website is a home run that will be very helpful as this process unfolds; he recently had an opportunity to visit Rollins Ford Park, and it is our nicest looking park yet!
- Ms. Mejia Happy to be joining this commission; is attending the upcoming ribbon cutting for the Fuller Road/ Fuller Heights Rd improvement project; is excited by the new of Rosie's Casino in Dumfries committing 3 million dollars towards parks in Dumfries.
- Mr. Freer Welcome to our new commissioners and thank you to our outgoing members, he hopes we will have the vacant Vice Chair seat filled soon: he thanked staff, specifically Ed DeLeon for his work on the Occoquan Greenway; wished staff good luck with the seasonal recruiting.

Closed Session None.

Adjournment

RES 24-06 Motions to Adjourn at 9:07pm. ***APPROVED (JB:VC, Unanimous)***

The next meeting of the Parks and Recreation Commission will be held on March 20, 2024, at the Hellwig Park Administration Building.

Minutes ***APPROVED*** at Parks and Recreation Commission meeting held on March 20, 2024.

Brodie Freer, Chair

Seth Hendler-Voss, Director

Shannon Jaenicke, Secretary

MOTION:

**March 20, 2024
Regular Meeting
Res. No. 24-**

SECOND:

RE: APPOINT CATRINA STROMAN, SANDRA MCCLELLAND LEWIN, AND CLAIBORNE RICHARDSON TO THE ARTS GRANT REVIEW PANEL FOR A ONE-YEAR TERM FOR FISCAL YEAR 2025 and APPOINT MATT MOORE, DAWNE HORIZON, AND EMELY ROMERO TO THE ARTS GRANT REVIEW PANEL FOR A TWO-YEAR TERM FOR FISCAL YEARS 2025 AND 2026

ACTION:

WHEREAS, Prince William County Parks and Recreation is responsible for distributing the Prince William County Board of Supervisors (BOCS) approved Arts Grant funds; and

WHEREAS, the Parks and Recreation Department anticipates that the BOCS will fund Arts Grants in Fiscal Year 2025 and Fiscal Year 2026 Budgets; and

WHEREAS, the Parks and Recreation Commission, appointed by the BOCS, is responsible for appointing a grant panel with experience in such areas as financial management, grant review, arts education, arts funding and community involvement in the arts; and

WHEREAS, the Arts Grant review panel will independently review and score the arts grant applications and recommend appropriate funding levels; and

WHEREAS, the Arts Grant review panel composition will include five citizen members who are not a current employee or board member of a grant applicant organization, and one member of the Prince William County Finance department; and

WHEREAS, the Parks and Recreation Commission will review the Arts Grant review panel's recommendation for grant funding and make a final funding recommendation to the BOCS; and

WHEREAS, there are currently six (6) vacancies on the Arts Grant Panel;

NOW, THEREFORE, BE IT RESOLVED that the Prince William County Parks and Recreation Commission hereby appoints Catrina Stroman, Sandra McClelland Lewin, and Claiborne Richardson to the Arts Grant Review Panel for a one-year term for fiscal year 2025 and appoints Matt Moore, Dawne Horizon, and Emely Romero to the Arts Grant Review Panel for a two-year term for fiscal years 2025 and 2026.

Attachment: Biographies, Arts Grant Policy

Votes:

Ayes:

Nays:

Abstain:

Absent from Meeting:

ATTEST: _____

Shannon Jaenicke, Secretary

Bios of Grant Panelists

Catrina Stroman – Ms. Stroman holds a Bachelor of Arts Degree in Fine & Performing Arts from Rutgers University-Douglass College, New Brunswick, New Jersey. She’s been a resident of Prince William County since 1989. Currently resides in Dumfries, Virginia. She is an author and Owner/Founder of Heartfelt Journey, LLC. Formally, she has directed, organized, developed, and implemented an excellent children’s dance program with the Prince William County Parks, Recreation & Tourism division youth with an emphasis on stage and creative performance. She is the past dance director for The Creative And Performing Arts Company (CAPAC), of Woodbridge, Virginia & The Creative and Performance Arts Bailamos Ambassadors which is a dance ensemble of Woodbridge, Virginia. She has collaborated with the various organizations and provides her skills by holding Master Theatre & Dance Workshops for the youth in the county. Her creative work continues as the Dance Consultant and the Dance Director for Theatre Club LLC, a Northern Virginia community-based group which stages and sponsors a variety of performing arts and creative writing activities for entertainment and cultural enrichment programs.

Sandra McClelland Lewin - lives in Dumfries, VA and creates her art in her home studio. She began painting after her retirement in 2009 as a graphics designer for the Central Intelligence Agency. Her work has been exhibited and won awards in several juried shows throughout the Northern Virginia area and in online juried shows. She established an artist’s group in the Four Seasons Over 55 community in 2014 and was President of the group for five years. She served as President of the Prince William Art Society from 2019 through 2021 and was a member of the Prince William Arts Council for several years. She has been a member of the Arches Gallery at the Lorton Workhouse Arts Center from April 2017 to November 2022. Sandra has also been a juror for numerous art exhibits throughout Northern Virginia.

Claiborne T. Richardson, II, -is a graduate of West Virginia University’s School of Music (B.M.Ed.), and The College of William and Mary’s Marshall-Wythe School of Law (J.D.). He studied trumpet with John Wright (Principal Cornetist, Marine Band) and Jack McKie (Pittsburgh Symphony); percussion with Dr. Claiborne Richardson (Lake Braddock S. S., Virginia State University and Howard University) and Frank Delpiano (Principal Percussionist, Marine Band); and studied conducting with Professor Don Wilcox, Frederick Fennell, and Dr. Claiborne Richardson. Clai is a former high school- and middle school-music educator who has also served as a guest conductor and clinician for high school and college instrumental ensembles in Virginia, West Virginia, Washington, D.C., and Pennsylvania. He has played for TV, radio, and a touring company. He has played drum set with Herb Smith, Wes Biles, Herman Burney, Michael Thomas, Dr. George Ross, Jacques “The Saxman” Johnson, Kenny Rittenhouse, Joe Kennedy, Jr., Charlie Byrd, Lew Soloff, and Randy Purcell, as well as in the WVU Jazz Ensemble, the Leonard Hannigan Big Band, the Doc Dikeman Big Band, and the Russell Wilson Trio. He is a co-founder of the band Nightmusic.

Matt Moore -is an award-winning Creative, Theatrical and Live Events Director who has worked with hundreds of government, nonprofit, political and private sector clients worldwide. In addition to his deep-seated production background, Moore has over three decades of extensive experience in not-for-profit management and governance with several

national organizations. He has directed hundreds of plays, musicals, commercials and live events in addition to performing in hundreds of shows with the 26-year continuously running Fools! Improv Troupe. Noted directorial credits include “Songs for New World” and “Larry, the Big-Time Broadway Producer” at Triune Entertainment (Winner of the 2023 Broadway World Best Director (nonprofessional) award, “Dirty Rotten Scoundrels, just to name a few. A performer in his own right, Matt has played lead roles in several musicals including Thenardier in Upper Room’s Broadway World Musical of the Decade, “Les Miserables.” He is a voice actor and MC with an extensive list of credits and is the founding director of the 26-year continuously running Fools! Improv Troupe.

Emely Romero - has been with Prince William County, FRC division for 9 years. She is the Grants Accountant that oversees financial reporting, budgeting, and audits. Prior to Prince William County, Emely worked as an auditor and has experience with Unified Guidance single audits. She has experience in grant administration, compliance, and financial management. She currently helps with financial reporting for state and federal awards received by Prince William County.

Dawne Horizon – Dawne is a Magna Cum Laude graduate with a B.A. in Business Administration & Marketing, Dawne has a background in customer service and administrative assistance over 15 years and has run her own health & wellness business over 20 years. A highly skilled and passionate Empowerment Speaker, Inspirational Poet, Writer & 4x Amazon Bestselling Author, serving the community with heart, passion, as well as extensive professional & personal knowledge and experience in business, writing, and wellness.

PWC ARTS GRANTS: GENERAL POLICIES

Basic Eligibility

The Prince William County Department of Parks and Recreation will consider grant applications for any organization which:

- is recognized as a non-profit and exempt from federal income tax under Section 501(a), which includes the 501(c) 3 designation, of the Internal Revenue code for at least one year and has completed a season of programs. (Exception is for organizations applying for New & Emerging Grants);
- produce, present, support or provide educational opportunities for dance, literary arts, media arts, music, theater, visual, and related arts;
- comply with Title VI, Section 601, of the Civil Rights Act of 1964 which states that no person, on the grounds of race, color, or national origin, shall be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance;
- comply with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 which state 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 under any program or activity receiving federal financial assistance;
- are based in Prince William County, Manassas and/or Manassas Park by meeting, rehearsing, exhibiting and operating within this community;
- have 80% members or participants from the community or 70% of services or programs offered within Prince William County, Manassas and/or Manassas Park;
- submitted all required final reports for previous grant(s) received from Prince William County;
- Applications for New & Emerging Grants must have applied for 501(c) 3 status, have founding documents, a Board of Directors, and organizational bylaws.

NOTE: Prince William County Arts Council affiliation is *not* a requirement to apply for General Operating or New & Emerging grant funds.

Types of Grants

The following grants are funded by the Prince William County Government:

- General Operating Grants – To assist organizations of artistic merit in fulfilling their mission by providing funds to encourage their advancement.
- New & Emerging Grants – To provide seed money to new and emerging arts organizations that are less than three (3) years old.

Applicants may apply to only one of the two categories.

Amount of Assistance - All grants are subject to funds available from Prince William County. **No grant funds are guaranteed to any arts organization.** Activities for this grant cycle must be completed within a fiscal year cycle (between July 1, and June 30).

Previous support for an organization does NOT imply future support. To be considered for award, applications must be submitted each year and if found complete and eligible for Panel review, are evaluated in relation to all applications within the same grant type. No single organization can receive more than 25% of the total available County funds. **GRANT AWARDS ARE SUBJECT TO AVAILABLE FUNDING FROM PRINCE WILLIAM COUNTY GOVERNMENT AND AVAILABILITY OF FUNDING DOES NOT NECESSITATE ALL APPLICANTS BE FUNDED.**

PWC ARTS GRANTS: GENERAL POLICIES

GENERAL OPERATING (G.O.) GRANTS - For organizations with 501(c) 3 status, registered under Guidestar.com, and able to provide a letter from IRS dated within an 18 mo. period. Grant amounts for larger income-based organizations calculated through a mathematical formula based on total grant funds available and total number of eligible applicants to avoid any bias in determining a cap amount.

Application Types and Process

Standard (Long- Form) application is generally required for General Operating grants. Once an applicant has been approved for (3) consecutive General Operating grants submitted in standard form, they may then complete a Short-Form application for (2) consecutive grant cycle periods.

Upon consecutive approval of the two previous Short-Form cycles, an applicant is required to return to the Standard G.O form to provide evidence of solid organization for at least (1) approved cycle, after which they may return to Short-Form for another (2) consecutive grant cycles.

Calculating Amount Requests

- **annual budgets less than \$100,000** income, grant eligibility is limited to a maximum of 20% of the most completed fiscal year's income as defined in the calculation of the application format.
- **annual budgets \$100,000 or greater**, grants are limited to a maximum of 15% of the previous year's eligible income as defined in the calculation of the application format.

The percentage calculation is a maximum eligibility amount and should *not* be understood as a guarantee of funding. All awards are subject to available grant funds.

Evaluation of Application

High priority is given to organizations that show strong efforts to seek multiple funding resources.

NEW & EMERGING GRANTS - For organizations with 501(c) 3 status or pending application, registered under Guidestar.com, and able to provide a letter from IRS dated within an 18 mo. period. 501(c) 3 status must be final in order to receive grant funding.

Calculating Amount Requests

Grant eligibility is limited to the lesser amount of \$1,000 or 50% of an organization's most recently completed fiscal year budget – or – current fiscal year for first time applicants. Grant eligibility may increase \$500 following each approved grant cycle, up to a maximum \$2500 award.

The percentage calculation is a maximum eligibility amount and should *not* be understood as a guarantee of funding. All awards are subject to available grant funds.

Evaluation of Application

High priority is given to organizations that show strong efforts to seek multiple funding resources.

Workshop

Attendance at the annual grant workshop is **mandatory** for grant writers of the applying organizations submitting their first grant application. Due to grant and policy changes, attendance by grant writers of repeat applicants is strongly encouraged to ensure they understand the grant process and deadlines. If an organization is unable to send a participant, an organization may coordinate an appointment with the Arts Recreation Specialist. The Arts Recreation Specialist will notify organizations about workshop details.

PWC ARTS GRANTS: GENERAL POLICIES

Application Submission

Application forms will be distributed at the annual grant workshop and posted at www.pwcartscouncil.org. Additional copies may be requested by contacting the Arts Recreation Specialist.

Applicants **MUST** submit the following:

- **seven (7) IDENTICAL and** complete applications,
- signed **Certification of Assurances** must be attached to each application with **original signatures** on at least one of these form attachments (copies are accepted for the other six applications)
- one (1) copy of current IRS letter verifying 501 (c) 3 status
- ADA Compliance Form.

For ease of review by the Grant Panel, collate application materials into individual folders or binder clipped packets with a cover page indicating the following:

1. FY 20XX PWC Arts Grants
2. Applicant Name
3. Grant Type

Note: If applicant does not submit identical applications as required, applications risk being declined for Panel review due to incompleteness. Application materials will not be accepted by fax machine or other electronic means such as e-mail.

Grants applications must be submitted to the Arts Recreation Specialist, George Hellwig Admin Complex 14420 Bristow Road, Manassas VA 20112, by 5 p.m. on the second Friday in April.

Grant Panel

The Grant Panel, which is appointed by the Prince William County Department of Parks and Recreation, is comprised of 6 individuals with expertise, interest and experience in the arts, non-profit management, finance, grant administration, etc. Employees or board members of grant applicants are not eligible to serve on the Grant Panel. Names of panelists and date/location of the Grant Review are published online.

Panelists serve a staggered 2-year term and attend a Panel Workshop for understanding responsibilities, scoring criteria, and review process. The Arts Recreation Specialist reviews each grant application for completeness and eligibility and serves as an observer when the Grants Panel meets to hold its review. Ineligible applications will not be reviewed by the Grant Panel but will be returned to the applicant with a brief explanation of denial.

The Arts Recreation Specialist provides copies of the grant applications to the Grant Panel. Grant Panelists independently review each application and have an opportunity to ask additional questions about the application prior to determining the final grant recommendations. The panelists keep applications confidential until approval/denial is given and awards are made public. Panelists also refrain from discussions of an application other than with Grants Panel members.

Conflict of Interest:

A Grant Panelist, who, in reviewing an application, finds him/herself in a conflict of interest, shall leave the room during discussion of the application and abstain from any voting, discussion or lobbying of such an application. The review of the concerning application under in this matter may be postponed until one is selected to score in place of the panelist, in most cases the Arts Recreation Specialist is selected. A conflict of interest shall be determined if a panelist is a participant in an applicant's activities or is a member of the applicant organization.

PWC ARTS GRANTS: GENERAL POLICIES

Grant Review

The Grant Panel will meet as needed to complete the process. All panelists have a two-week period to conduct initial review to evaluate all eligible applications, prepare notes, and complete a preliminary score sheet. During this time, any individual panel member may pose a given question about each application. The Arts Recreation Specialist will direct questions to the applicant organization, providing a deadline for response. An applicant's failure to respond to the Panel's questions may disqualify the grant application from further consideration. The Grant Panel will gather to hold a Grant Review for application scoring. While the Grant Review is open to the public, comments, questions, or any similar distractions may not be made. Photography/recording is not allowed. The Arts Recreation Specialist will maintain extensive notes of the Grant Review proceedings.

Funding Level Based Upon Scores

The Grant Panel will utilize the score sheets and scoring criteria established for the grant process. Funding recommendations will be made based on average scoring of the application, available funding and the number of qualified applications submitted. Applications receiving an average score under 50% may not be funded. Availability of funding does not necessitate all applicants be funded.

Notification & Payment

The Arts Recreation Specialist will notify applicants of Grant Panel funding recommendations within 3-5 business days, only after the scoring and full deliberation of all grant recommendations from the Panel are completed. Notification will be made via email to the contact listed on the grant application. Information about the appeal process will also be provided within this email notification. Notice to the applicant about Grant Panel recommendations is not to be understood as an official award amount. Any applicant may ask for comments on their application upon receiving the recommendation notice.

Grant Panel recommendations are forwarded to the Parks Commission for review and approval, and then to the Prince William Board of County Supervisors for final award approval.

Grantees receive an official grant award letter with a summary of Grant Panel remarks.

Awards for approved PWC Arts Grant Applications are distributed in partial payments with processing during the County's fiscal year and only after the approving resolution of Prince William County Board of County Supervisors has been signed. First partial payment is 70% of the award; final payment is the remaining 30% awarded by December 31st of the County fiscal year. The County reserves the right to withhold funding if it determines performance on grant commitments are not being met in good faith or is unnecessarily delayed.

Acknowledgement

The phrase "**partial funding has been provided by Prince William County**" must be stated on the **organization's website**. In all published materials (printed programs, news releases, advertisements, flyers, etc.) use of the Prince William County Dept. of Parks and Recreation logo must be included. For announcements regarding the particular activity supported, it is requested that organizations acknowledge that the activity is partially supported by a grant from Prince William County or and must be displayed when other sponsors logos are displayed.

If contributions are acknowledged by categories of donations in program books, it is required to acknowledge the grant amount in the appropriate category. The purpose of crediting Prince William County is to provide citizens with an accurate understanding of the broad range of activities supported by their tax dollars.

PWC ARTS GRANTS: GENERAL POLICIES

Grant Contract

Each grant application must be signed by an individual with the authority to act on behalf of the applicant organization. A signed application is the applicant's agreement that information provided is complete and accurate. The signed application also indicates the applicant's intention to comply with the grant policies and reporting requirements. Applicants must attach an originally signed **Certification of Assurances** to the application and keep a copy on file.

Final Reporting Requirements

Each grantee must report major changes in planned activities, personnel, or budget in writing to the Arts Recreation Specialist within 30 days of the changes for approval by the Grant Panel.

A Final Report form is sent with the official grant award letter. It is the responsibility of the grantee to retain this form for completion. For each Fiscal Year, each grantee will submit to the Arts Recreation Specialist a final report that includes a program narrative and financial report covering the associated grant period (June 30 – July 1). Final reports must be received by 5pm on the second Friday in July. This deadline for complete final report, including financials, applies to all grantees regardless of the organization's fiscal year.

General Operating grantees with annual budgets over \$250,000 are required to submit an opinioned, audited financial statement. Submission of the final report and financial information is required in order to receive future grant funds. For organizations that operate on a fiscal year different from Prince William County, a year-end financial report or audit may also be submitted upon concluding their fiscal year.

Lobbying

No part of the Prince William County arts grant shall be used for any activity intended to influence an elected official to favor or oppose any legislation.

Ineligible Activities

The Prince William County grants do **not** fund:

- activities restricted to an organization's membership;
 - cost of parties, receptions, fund-raising benefits, etc.
 - activities that benefit primarily other jurisdictions outside of the community;
 - organizations that restrict or limit their membership or participation in their programs in any manner, direct or indirect, with the exclusion of artistic ability as it merits maintaining the artistic integrity of the organization;
 - activities and organizations that are wholly sponsored by commercial institutions, religious institutions, government agencies, public or private educational institutions;
 - college or university-based projects that are part of a required course or curriculum, or that do not involve and serve a significant non-student population;
 - arts programs which are essentially recreational, rehabilitative or therapeutic;
 - general operating support for historic celebrations or community promotional activities;
 - work of individual artists;
 - elimination of existing debts.
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PWC ARTS GRANTS: GENERAL POLICIES

Appeal

Dissatisfaction with the denial of an award or the amount of a grant award is not grounds for an appeal. Incomplete applications are specifically denied any appeals process.

Applicants who believe their applications for funding were rejected by the Grant Panel for any of the following three reasons may appeal to Prince William County for reconsideration:

1. The application was denied on the basis of review criteria other than those appearing in the guidelines;
2. The application was denied due to influence of the Prince William County Grant Panel members who willfully failed to disclose conflicts of interest; or
3. The application was denied because the Arts Recreation Specialist or the Grant Panel members provided erroneous information at the time of review, despite the fact that the applicant provided accurate and complete information on regulation forms as part of the standard application process.

Request for appeals must be in writing and received by the Arts Recreation Specialist within 14 days after your organization is notified of the Grant Panel's funding recommendation.

The request should be sent to the **Arts Recreation Specialist, 14420 Bristow Road, Manassas VA 20112**. The request should identify one or more of the three reasons for an appeal and outline the applicant's rebuttal of the Grant Panel's recommendation.

The written request represents the applicant's sole means of presenting its position. Prince William County will review and act upon the appeal prior to final action on grant funds by the Prince William Board of County Supervisors.