City of Alexandria, VA - Fiscal Year 2026 Annual Arts Program Grant

City of Alexandria

Application - City of Alexandria, VA - Fiscal Year 2026 Annual Arts Program Grant

Fiscal Year 2026 Annual Arts Program Grant

For over 30 years, the City of Alexandria has provided arts grants to numerous arts organizations, artists, and service providers to ensure that all residents of Alexandria have access to quality arts experiences in their community. Annually, a Grant Task Force is established, comprised of Arts Commissioners, arts administrators, and grant professionals. The Task Force reviews and scores the eligible grant applications.

The amount of grant funding is based on the annual budget. Visit the Office of the Arts website and review the grant application and guidelines carefully before applying.

The Fiscal Year 2026 Annual Arts Program grant went **LIVE** on Foundant on Monday, January 27, 2025. The deadline for submitting grant applications is 5 p.m. on Friday, March 28, 2025. The Annual Arts Programs occurring between July 1, 2025 through June 30, 2026 will be considered for funding.

Eligibility Requirements

Before You Begin the Application, review the Grant Guidelines and Frequently Asked Questions.

City agencies, employees, or volunteers (defined as any agency under the direct control of an elected official, or which reports directly to the City Manager), *MAY NOT* apply for an Arts Grant; they may only play a supportive role in a program proposed by an organization or group.

How to Apply

The Foundant online grants portal will be live on Monday, January 27, 2025. Online applications must be submitted by 5:00 p.m. Friday, March 28, 2025. Mailed or hand-delivered applications will not be accepted.

Application for Arts Program Grant:

- Applications are accepted from 501(c) 3 nonprofit arts organizations.
- Grants made through this category are up to $12,500 and shall not exceed 50% of total program budget; a cash match 1:1 is required.

- Organizations may apply for only one arts program grant per grant cycle.

- Program grants support an ongoing or short-term arts program performed or presented in the City of Alexandria to substantially engage or benefit the residents of the City of Alexandria.

Grant Webinar Opportunities:

The Office of the Arts will conduct a series of webinars to assist interested applicants navigate the Foundant online grant management program and to prepare their grant applications. All applicants *ARE REQUIRED* to attend the grant webinars. If applicants are not able to attend a webinar, they *MUST* set-up an appointment to receive one-on-one training. You can set-up an appointment by emailing arts@alexandriava.gov.

Grant Webinars:

Thursday, February 6, 7 p.m.
Tuesday, February 11, 5 p.m.
Thursday, February 13, 2 p.m.
Thursday, February 20, 1 p.m.
Tuesday, February 25, 4 p.m.

To request a webinar link, email: arts@alexandriava.gov. With the request, state the date and time of the webinar you wish to attend along with the name and email address for the person who will be attending.

Collaborate Feature

Collaborators can be invited to help you with preparing your application. Find the Collaborate button at the top of the page use this button to invite other people to work on this request.

- From the Collaborate pop up, enter the email address of the person you wish to help you with the request.
- Set the Permission to either View (the collaborator can only view forms in the request), Edit (the collaborator can view and edit the request), or Submit (the collaborator can view, edit, and submit the request)
- Include a message about what you are asking your collaborator to do for you and select Invite.
- You can revoke permission at any time.

An email will be sent to the collaborator containing your message, their username, and a link to the log-on page. After clicking this link, they will be brought to the log-on page. If this is their first time logging onto the system, they will be asked to create a password.

After logging onto the system, the collaborator will see this request under the Collaboration Requests tab of their Applicant Dashboard. Here they can select the Edit Application link and complete your instructions.

Review the Foundant Collaborate Video Tutorial to learn more: Collaborate Video Tutorial (1:37)

Date on which IRS Letter of Determination for Non-Profit Status*

Date on which IRS Letter of Determination for Non-Profit Status was received.

Character Limit: 10

Organization Fiscal Year Start Date*

What is your organization's fiscal year start date?

Start:

Character Limit: 10

Organization Fiscal Year End Date*

What is your organization's fiscal year end date?

End:

Character Limit: 10

Program Name*

Character Limit: 250

Total Budget for Proposed Program*

Character Limit: 20

Program Grant Request Amount*

Grant funding up to $12,500 and shall not exceed 50 % of the program's total budget.

Character Limit: 20

Percentage of the request to the program budget.*

Percentage of the request to the program budget.

Program request cannot exceed 50% of the total program budget.

Calculation: Program request amount divided by program's proposed budget

Place percentage of request here:

Character Limit: 3

Proposed Number of Artist(s) hired/engaged.*

Character Limit: 250

Proposed Number of program occurrences.*

Character Limit: 250

Proposed Number of arts programming hours.*

Character Limit: 250

Proposed Number of Audience Members*

Character Limit: 250

Mission and Vision*

What is your organization's mission and vision?

Character Limit: 5000

Recent Accomplishments*

What are the organization's top three recent accomplishments?

Character Limit: 5000

PROGRAM CONTENT

Program Start Date*

Must be not begin before July 1, 2025.

Character Limit: 10

Program End Date*

Program End Date. Must end on or before June 30, 2026.

Character Limit: 10

Program Type*

Is the program

Choices

New
Ongoing

Program Description*

Provide a detailed description of your program. Be clear and concise. Help the Grant Task Force member understand the various components of your program.

Character Limit: 5000

Goals, Objectives and Outcomes*

Describe your program's desired goals, objectives and outcomes. Describe how the activities outlined in the grant help to achieve these outcomes.

Good goal statements are **(SMART)** "**S**pecific (simple, sensible, significant); **M**easurable (meaningful, motivating); **A**chievable (agreed, attainable); **R**elevant (reasonable, realistic and

resourced, results-based); Time bound (time-based, time limited, time/cost limited, timely, time-sensitive).

Think carefully about what you can realistically accomplish given the audiences you want to reach and the scope of your resources. Outcomes should describe what you want to happen after your activity is completed.

List up to **3 SMART** Goals.

Character Limit: 5000

Past Examples*
Provide past examples of successful executed arts programs and activities which are similar to this request.

Character Limit: 5000

For Ongoing Arts Programs*
For ongoing art programs, provide examples of how you have been successful in implementing the program so far.

If this is a new program, place N/A in the text box.

Character Limit: 5000

Upload Program Calendar*
Use the Calendar Template or you may upload your calendar but you **MUST** *include the program dates, locations, ticket prices, anticipated audiences.*

Fiscal Year 2026 Calendar Template

Reminder - only programs within the **Alexandria's City limits** will be eligible for funding.

File Size Limit: 2 MB

INNOVATION AND ORIGINALITY*
What makes this arts program different from other programs being offered by other groups in the City of Alexandria?

Character Limit: 5000

How and Why Content of Work Sample(s) Best Represents Program*
Describe how and why the content of the uploaded work sample(s) best represent(s) your program. Describe how this work delivers excellence and achieve state goals.

Character Limit: 5000

IMPACT AND ENGAGEMENT*

Alexandria City Council issued the ALL Alexandria resolution acknowledging Alexandria's history; recognizing the need for and importance of community involvement to identify, develop, and implement policies in the pursuit of equitable outcomes; and resolving to adopt practices and policies centered on creating and ensuring racial and social equity. (Link to City Resolution 2974).

Describe how your organization uses art to advance racial equity and inclusion through program development, service delivery approaches, hiring practices, board of director composition, and staff and board training. Outline specific ways and the intentional efforts and commitment your organization has to ensuring parity in audiences and participants.

Character Limit: 5000

Community Engagement*

The people who live and visit Alexandria come from very diverse cultures. Identifying and understanding your audience is helpful in effective community engagement. Tell us where the arts program will be held. How are you planning to engage and market to new and diverse audiences for your arts program?

Character Limit: 5000

Methods for Tracking Audience Members*

Identifying and understanding your audience is helpful in effective community engagement. Describe the methods your organization will use to track participation in the arts program.

Provide information for how the arts program will impact individual participation. Share information such as: Where do they live in Alexandria? How old are they? What is their racial and cultural background?

Character Limit: 5000

Partners and Collaborators*

Working with community partners and collaborators is helpful to expand access to resources, explore new work methods, and reach new audiences. If partnerships or collaborations are involved in any of the program activities or efforts discussed above, note them with relevant details such as financial, resource sharing and/or in-kind. If not, explain why.

Character Limit: 5000

BUDGET*

Total Program Budget for this grant period.

Cash income and expenses must match.

In-kind income and expenses **cannot** be used as your cash match.

Character Limit: 20

Program Budget*

Upload the completed Program Budget Form

Use the Program Grant Budget Form to include all the revenue and expenses related to the program.

This is the required form to use.

File Size Limit: 2 MB

Budget Narrative*

Please provide an overall narrative explanation of the program budget.

Explain any income or expenses listed in the "other" category on the budget worksheet that are greater than $1,000. Indicate any additional information you think the Grant Task Force should know about the organization's financial position and/or Fiscal Year and arts program budget.

Character Limit: 5000

MANAGEMENT*

Describe how the program will be managed, and what success will look like for your art program. How will that success be measured?

Character Limit: 5000

Funding/No Funding*

If your organization does not receive full funding of your request, describe how your organization will be able to fulfill the obligations of the grant i.e., what changes will need to be made to the operations, programs, services or event?

Character Limit: 5000

Attestation*

By submitting this application, I declare that I am authorized to act for the above applicant. I submit this grant application to the City of Alexandria and confirm that the information contained herein is accurate to the best of my knowledge and belief.

Choices

Yes

Uploads

Letter of Determination for 501(c)3 Status*

File Size Limit: 7 MB

List of Key Personnel with Bios*
List of Key Personnel with Bios (Artistic/Managing/Executive Directors, Arts Educators, etc.)

File Size Limit: 7 MB

City of Alexandria Funding Sources*
Upload a list of other City of Alexandria funding sources (cash and/or in-kind), the purpose and duration of the funding source. The City of Alexandria funding sources include: Alexandria City Public Schools; Department of Community and Human Services; Alexandria Department of Recreation, Parks and Cultural Activities; Alexandria Economic Development Partnership; Department Transportation and Environmental Services; Alexandria Police and/or Fire Departments; or Visit Alexandria, etc.

Please use the City Funding Sources and Support Form to list other City Funding your organization receives.

File Size Limit: 7 MB

Supportive Material 1*
Up to three internally produced materials such as brochures, marketing , etc.

Supportive Materials 1 - upload 1

File Size Limit: 15 MB

Supportive Material 1*
Up to three internally produced materials such as brochures, marketing , etc.

Supportive Materials 1 - upload 2

File Size Limit: 15 MB

Supportive Material 1*
Up to three internally produced materials such as brochures, marketing , etc.

Supportive Materials 1 - upload 3

File Size Limit: 15 MB

Supportive Materials 2*
Up to three externally provided support materials such as press/reviews, letters of support, social media feeds, etc.

Supportive Materials 2 - upload 1

File Size Limit: 15 MB

Supportive Materials 2*

Up to three externally provided support materials such as press/reviews, letters of support, social media feeds, etc.

Supportive Materials 2 - upload 2

File Size Limit: 15 MB

Supportive Materials 2*

Up to three externally provided support materials such as press/reviews, letters of support, social media feeds, etc.

Supportive Materials 2 - upload 3

File Size Limit: 15 MB

Work Samples and Image Identification List*

Work Samples and Image Identification List.

Add list of URLs, or work sample images as a PDF attachment.

File Size Limit: 15 MB

Optional: Video Link

Video link: YouTube or other video links.
Applicant Tutorial to Add Video link
Link - 1

Character Limit: 2000

Optional: Video Link

Video link: YouTube or other video links.

Link - 2

Character Limit: 2000

Optional: Video Link

Video link: YouTube or other video links.

Link - 3

Character Limit: 2000