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**REVISED Certification of Assurances and Grant Conditions  
2025-2026 Community Impact Grant**

**Virginia Commission for the Arts** (Commission) grantees are required to be nonprofit Virginia organizations and exempt from federal income tax under Section 501(a), which includes the 501(c)(3) designation of the Internal Revenue code, or are units of local or tribal government, educational institutions, or local chapters of tax-exempt national organizations. Community Impact Grants must be matched at least on a one-to-one basis with cash. In-kind contributions may be reported but are not considered part of the match.

**Each Commission grantee will:**

* read and review the [**FY26 Guidelines for Funding**](https://vca.virginia.gov/guidelines-for-funding/) before applying;
* 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 assets are used solely for authorized purposes as described in the application form and attachments;
* provide the Commission, 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.

**Fiscal agents**

In cases where a grantee is using a fiscal agent, the fiscal agent, as well as the grantee organization, is fiscally and legally responsible for all grant requirements. A copy of the letter from the IRS stating that the application for tax-exempt status has been received or a copy of the application submitted to the IRS is required with your application support materials.

When the grant is awarded, the fiscal agent and grantee sign the grant agreement agreeing to all its terms. The fiscal agent receives the grant payment directly from the VCA. It is strongly recommended that the fiscal agent handle the accounting for the grant by receiving all income and paying all expenses for the project. It is allowable to charge the grantee for this service or have the cost included in the budget as a grant expense. The fiscal agent can transfer the grant payments to the grantee who would then handle the grant expenditures, but the fiscal agent would still be responsible for these expenditures.

The fiscal agent and the grantee sign the Final Report certifying its accuracy. The fiscal agent is liable for the repayment of any grant funds not spent or misspent. The fiscal agent should be aware that receiving these additional grant dollars may increase its audit obligations to the VCA and the Office of State Budget & Management.

**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. 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.

Failure to comply may result in termination of grant funding.

**Final Reporting Requirements**

Each grantee will submit a final report to the Commission within thirty (30) days of the end of the grant period and no later than June 1, 2026. The Final Report can be found on the applicant’s online “Dashboard” under *Follow Ups*.

**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 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). The signature of the individual indicates the organization’s compliance with the grant conditions listed above.

**NOTE: *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 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.**

Applicant Organization Name:      

Typed Name of Authorizing Official:       Title:

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

Email of the Authorizing Official: