



West Virginia Department of  
**ARTS, CULTURE  
AND HISTORY**

*Commission on the Arts*

State Arts Office  
The Culture Center  
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Charleston, WV 25305  
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# General Guidelines



## Grants of the West Virginia Commission on the Arts

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## ELIGIBILITY

- Organizations must be exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code and be chartered in West Virginia as a nonprofit organization for at least one year prior to application. Organizations currently in the process of obtaining 501(c)(3) status may use a qualifying nonprofit as a fiscal agent for arts related projects.
- State, local and county governmental agencies must include a letter from an appropriate official certifying the organization as a governmental unit.
- All applicants must include a Federal Employee Identification Number (FEIN) that is issued in the name of the applicant organization.
- Local, county, and state agencies must demonstrate that the arts programs they are sponsoring serve the community-at-large and are not restricted to special populations.
- Public or private educational institutions (such as elementary and secondary schools) and school boards are eligible. Private educational institutions must be nonprofit and meet the tax-exempt requirements listed above.
- Public and private colleges and universities must demonstrate arts service to the community-at-large with no restriction to campus or special populations. Colleges and universities may apply for a maximum of 33% of eligible costs. Colleges and universities are eligible to apply for 50% of eligible costs in all NEA Initiatives. Colleges and universities are not eligible to apply for Cultural Facilities and Capital Resources grants.
- Cross-state-border projects initiated by a West Virginia arts organization must demonstrate clear service to West Virginia audiences.
- All organizational applicants must have a [Dun & Bradstreet](#) (DUNS) Number.

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## FUNDING REQUIREMENTS

- No applicant will receive grants that total more than 25% of the operating budget of the organization's last completed fiscal year. Cultural Facilities and Capital Resources grant applicants are excluded from this funding cap.
- The amount of support any one artist or performance company can receive through West Virginia Commission on the Arts (WVCA) grant programs in a fiscal year is limited. The fee cap is based on a percentage of total funds allocated. The cap may change yearly depending on budget allocations.

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## MATCHING FUND REQUIREMENTS

- Applicants must identify resources for matching funds within their application. Fundraising planning, letters committing matching support, and a history of earned income success are reviewed to determine an organization's capacity to complete a proposed project.

- Other state money allocated by the legislature, for any purpose covered by the support programs in these guidelines, CANNOT be used as a match for WVCA funding.
- Most grants require a 50% match by the applicant organization in cash from other sources, except for grants qualifying for the Distressed County Program. Check matching requirements under each grant category description. No in-kind matches are accepted.

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## DISTRESSED COUNTY PROGRAM

The WVCA offers a program to encourage access to arts grants in West Virginia counties labeled “distressed” by the Appalachian Regional Commission. Counties are labeled “distressed” because of high unemployment, low per capita income, and other economic characteristics. Arts organizations in these areas may see a dollar-for-dollar cash match a deterrent to seeking arts funding.

First time applicants for Community Arts Project Support and Arts in Education grants from distressed counties, or organizations in the same counties that have not applied for WVCA funding for three consecutive years are eligible for a reduced matching dollar opportunity. These grant applications will permit a request for 75% of the total project eligible costs and 25% in cash from other sources to satisfy the matching dollar requirement. Although not part of the required cash match, the budget narrative should describe in-kind support at a minimum value of 25% of the total project to demonstrate strong community support. Grantees will be limited to three years of grants at the lower matching rate.

[Click here for more information about the Distressed Counties program, and to find out if your county is on the list.](#)  
Updated annually (Oct to Sept)

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## REVIEW CRITERIA

All grants are reviewed by a panel of experts and/or the WVDACH/WVCA staff. Applicants must read the review criteria specific to each funding stream. Review criteria can be found within each application.

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## WHAT THE WVCA DOES NOT FUND

Check each grant program for specific and extended guidelines.

- Public or private primary, secondary, or higher education teaching faculty/staff positions
- Positions that supplant K-12 certified teachers
- Fundraisers or projects associated with fundraising
- Social dances
- Historical research
- Historical re-enactments
- Hospitality expenses
- Instrument purchases (Except for Cultural Facilities and Capital Resources Grants)
- School-based student awards, competitions, or exhibits
- Travel expenses for school groups to perform or compete (i.e.: marching bands, drama clubs, choruses)
- Non-arts related projects

- Maintenance and security

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## ADDITIONAL INFORMATION FOR ALL APPLICANTS

- If the postmark deadline for a grant program falls on a weekend, the postmark deadline moves to the first following workday. Hand deliveries will be accepted in the Arts office between 8:30 a.m. and 5 p.m. on the day of the deadline. Exceptions may be determined at the program coordinator's discretion.
- The delivery of grant award monies is scheduled to accommodate the grantee's program requirements. Since grants are based on anticipated state revenue, and not existing funds, grant amounts could be reduced at any time during the grant period.
- Because funds awarded by the WVCA are public monies, grantees must include the following statement in all publicity materials including websites related to the funded program:

“This program is presented with financial assistance from the West Virginia Department of Arts, Culture and History and the National Endowment for the Arts, with approval from the West Virginia Commission on the Arts.”

Appropriate logos for funding acknowledgements are made available with grant award packets and may be found [here](#).
- All grant recipients are required to complete a final report for the funded grant project. Final reports are due no later than 30 days after the end of the grant project. No future applications will be accepted from an organization or individual artist until the WVCA receives the completed final report.

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## ACCESSIBILITY SERVICES AND REQUIREMENTS

The accessibility requirements of each application address legal access responsibilities and assists organizations in growing their audiences. The accessibility requirements are structured to assist organizations in evaluating their programs and facilities and provide resources to help them grow toward the most universally accessible environment possible.

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## LEGAL REQUIREMENTS

All or part of any WVCA grant award may include federal funds. This makes any WVCA grant recipient a federal subgrantee and subject to all federal laws.

The federal government requires grantees to provide assurances they will comply with the following:

- [Americans with Disabilities Act](#)
- [Section 504 of the Rehabilitation Act of 1973](#)
- [The Native American Graves Protection and Repatriation Act of 1990](#)

- [Drug-Free Workplace Act of 1988](#)
- [Part 505 of Title 29: Regulations Relating to Labor](#)
- [Title VI of the 1964 Civil Rights Act](#)
- [Age Discrimination Act of 1975](#)
- [Title IX of the Education Amendments of 1972](#)
- [Regulations Relating to Debarment and Suspension \(45 C.F.R. pt. 1154\)](#)
- [National Environmental Policy Act](#)
- [National Historic Preservation Act](#)

Additional information about legal requirements is available from the National Endowment for the Arts at: [Arts.gov - Manage Your Award](#)