

York County Arts Commission

Grant Application DOs and DON'Ts

Read before completing the application. This packet contains new information.

DOs

These items must be submitted with grant application:

- List of Board of Directors
- Proof of 501(c)3 status
- Organization current year budget
- Project budget
- W-9

Update Information

Update your information. Do not simply copy last year's application and change the amount.

Check the Dates

- The program must fall within York County's Fiscal Year 2027 (July 1, 2026 – June 30, 2027)
- All performance dates must fall within York County's Fiscal Year 2027 (July 1, 2026 – June 30, 2027)

Acknowledgement

Publications and publicity for events must give credit to the York County Arts Commission, and the VA Commission for the Arts if your award was supported in part by them.

Final Report

- **Due 6/30/2026**
- Send only **Fiscal Year 2026**
- List expenditures and provide a copy of **ALL** receipts for the project for which you received the grant.
- Attach a copy of programs, photos, or similar materials for the funded project
- Failure to comply will affect your ability for future funding.
- Funds not used for the programs or purposes in the application must be returned.

DON'Ts

No Capital Investments

Funding may not be used for capital investments such as office equipment, or facility modifications

No Operating Expenses

Funding may not be used for operational expenses, which are defined as ongoing costs to run normal business operations (i.e., utilities, salaries, etc.). Grant funds are to be used for specific programs/events.

Funding Not Allowed for

- Food or beverages
- Travel expenses
- Cash or gift card prizes
- Complimentary Tickets
- Activities restricted to organization membership
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Do not submit the final report without copies of all paid receipts for monies received.

All grant monies received must be applied to the grant request only. Do not use the grant money for other purposes.

Thank you!



Questions

Contact York County Staff Liaison

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