

ROANOKE ARTS COMMISSION'S AGENCY FUNDING ADVISORY COMMITTEE POLICIES AND PROCEDURES

According to ordinance # 26537 establishing the Roanoke Arts Commission (RAC), one of the assigned duties is to "Make recommendations to and assist City Council and the City Manager in determining what funds should be provided in the city's budget for promotion of the arts and humanities and for the work of the RAC."

General Guidelines for Applicant Agencies

1. All information for funding is available at <https://roanokeva.gov/2632/City-Funding-for-Arts-Culture>.
2. Requests for funding shall be submitted using the City of Roanoke's Funding Application which is part of the United Way of Roanoke Valley's E Impact program. Hard copy proposals will not be accepted. Proposals received after the deadline will not be accepted.
3. All grant proposals will be considered on an individual and annual basis. Funding from one year to the next year is not guaranteed.
4. While there is no cap on funding requests, grants have generally ranged from \$2,000 to \$30,000.
5. No more than 20% of the funds awarded can be used for costs associated with the overall management of the program.
5. At the direction of City Council, funding allocated by the Roanoke Arts Commission is not intended to provide an operating subsidy; therefore the agency should apply for programmatic funding not general operating support. Requests for capital improvements shall not be considered for funding.
6. Organizations must have conducted programming that benefits the citizens of the City of Roanoke for a minimum of three years before applying.
7. Organizations must have a democratically elected Board of Directors meeting at least quarterly and its membership shall consists of volunteers regularly attending its meeting and serving without compensation. The Board's membership must be broadly representative of community interests and of needs of the people it is designed to serve.
8. Organizations must operate on a nondiscriminatory basis with respect to race, religion, age, sex, national origin, and disabilities. The nondiscrimination policy shall apply to employees of the agency, users of its services and its governing body.

Financial Statements and Audits

1. Required General Purpose Financial statements must be submitted as follows:

- Agencies applying for up to \$10,000 in funding must (at a minimum) submit financial statements without an auditor's compilation or independent audit report. Statements must include comparative data for the current and prior fiscal years, include a balance sheet and statement of revenues and expenses, specify the support provided by the City of Roanoke (including the value of donated services), and include any appropriate, informative notes.
- Agencies applying for between \$10,001 and \$24,999 in funding must (at a minimum) submit financial statements with an auditor's compilation or independent audit report. These statements must specify the support provided by the City of Roanoke (including the value of donated services), and must include any notes to the financial statements.
- Agencies requesting \$25,000 or more must submit financial statements with an independent audit report. The financial statements must specify the support provided by the City of Roanoke (including the value of donated services), and must include the notes to the financial statements.

Agencies required to have their financial statements compiled or audited by a Certified Public Accountant for any purpose, must submit the statements along with the audit report and any notes to the financial statements.

Agencies required to submit an auditor compilation, independent audit report, or financial statements should submit the **most recent fiscal year's** statements and reports.

2. Audited financial statements must meet the following conditions:

- Be prepared by an independent public accountant
- Include and clearly identify funds received from Roanoke Arts Commission's Agency Funding Advisory Committee
- Include a statement of revenues (receipts) and expenses (disbursements)
- Be for a fiscal year ending not more than 18 months prior to the date of the request for a check
- Contain an unqualified opinion on the financial statements

3. Compiled financial statements must meet the following conditions:

- ◆ Be prepared by an independent public accountant
- ◆ Be for a fiscal year ending not more than 18 months prior to the date of the request for a check

- ◆ List all revenues (receipts) and expenses (disbursements) for the application
 - ◆ Identify all funds received from the City of Roanoke
4. The audited financial statements may be reviewed and their adequacy determined by the City's Municipal Auditor. The City's Municipal Auditor shall have the right to inspect and examine these records at all reasonable times. Funds will be released only after certification by the Chairperson of the Roanoke Arts Commission that all requirements have been met and after formal approval by City Council.

General Guidelines for Funded Agencies

1. Organizations must maintain records of revenues, expenditures, and services. The Roanoke Arts Commission's Agency Funding Advisory Committee shall have the right to inspect and examine these records at all reasonable times.
3. For the purposes of gathering information to measure performance, the AFAC may request such reports and other statistical data relating to the operations of the programs or agency for which funding is or has been requested from the City.
4. Expenditures of the city funds must be made in accordance with the goals and objectives as stated in the approved grant proposal.
5. All funds granted must be expended in the fiscal year in which they are allocated. Unexpended allocations revert to the City of Roanoke.
6. Request for any deviation from the approved purpose of grant fund expenditures must be submitted in writing to the Chairperson of the Agency Funding Advisory committee. Written approval from the Chairperson must be obtained before such expenditures are made.
7. The grant proposal form and all attachments, including the audited financial statements, shall be a matter of public record. The following types of documents shall also be a matter of public record: minutes of AFAC meetings, agendas, and correspondence generated by the AFAC, correspondence to the AFAC, and any documents in possession of the AFAC.
8. Organizations should maintain their records according to IRS regulations. Any records needed or requested by the AFAC should be maintained for at least three years prior to the most recent audit.
9. The City will retain the audited financial statements for five years. The agenda, minutes of meetings, correspondence, grant proposal forms, and all documents of the AFAC will be maintained in accordance with the City of Roanoke's Records Management Policy mandated by the Library of VA.

Monitoring Process

1. All funded agencies must comply with the monitoring process, which includes an annual site visit, and file quarterly reports in a timely manner.
2. Since the application process takes place in mid year, funding will be considered provisional and will not be released until the agency has submitted all monitoring reports for any previous years.

Applying For Release Of Funds Once Approved By City Council

Each organization will be notified by the Agency Funding Advisory Committee, in writing, of the status of their request after adoption of the fiscal year budget by City Council. The fiscal year for the City of Roanoke is from July 1 through June 30.

If the total amount of funding approved by City Council for the fiscal year is \$10,000 or less, payment may be requested by the organization in one lump sum at the start of the fiscal year — after July 1.

If the total amount of funding approved by City Council for the fiscal year is more than \$10,000, but not greater than \$100,000, one-half of the total payment may be requested by the organization after July 1 of the fiscal year during which the funding has been provided. The remaining one-half of the total payment may be requested after January 1 of the same fiscal year.

Requests will be accepted in July and January. Budget and outcome revisions that reflect the actual funding level are due at that time.

If the total amount of funding approved by City Council for the fiscal year is more than \$100,000, the organization may request payment according to the following payment percentages and request dates:

<u>Payment Percentages</u>	<u>Request Dates</u>
25%	July 1
25%	October 1
25%	January 1
25%	April 1

It is the responsibility of the organization receiving funding to request funding at the appropriate time and in the proper amount by submitting request for payment on the organization's letterhead or standard invoice.

The request should be submitted via email to douglas.jackson@roanokeva.gov and Melissa.murray@roanokeva.gov. Or, if preferred, mail to:

**Arts & Culture Coordinator
117 Church Avenue S.W.
Roanoke, VA 24011**

The written request must be accompanied by all required documents, such as the most recent audited financial statements.