

# VIRGINIA COMMISSION FOR THE ARTS

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**Ready, Set, Get Paid: 4 Easy Steps!**

*March 23, 2026*



# *Welcome VCA Grantees!*



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Senior Grants Officer

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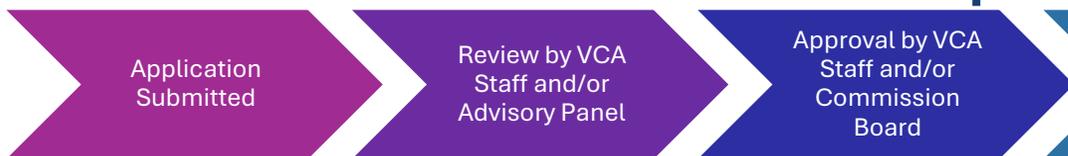
- VCA Grant Payment Cycle
- **Ready, Set, Get Paid: 4 Easy Steps!**
  - Foundant
  - VA W-9
  - eVA
  - Signing up for Electronic Deposit (EDI)
- Key Takeaways



# VCA's Grant Payments Cycle

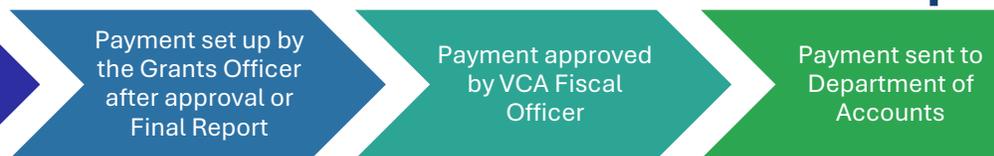


## VCA Grant Application Cycle



- Use Foundant, VCA's grant portal system, to apply and provide organizational information
- Contact VCA with any updates
- Grant review type and payment schedules vary for each program

## Internal Payment Processing



- VCA Grants and Fiscal team work together to verify applicant information for successful payment
- If there is missing information, Department of Accounts will send payment back to VCA

## Final Steps

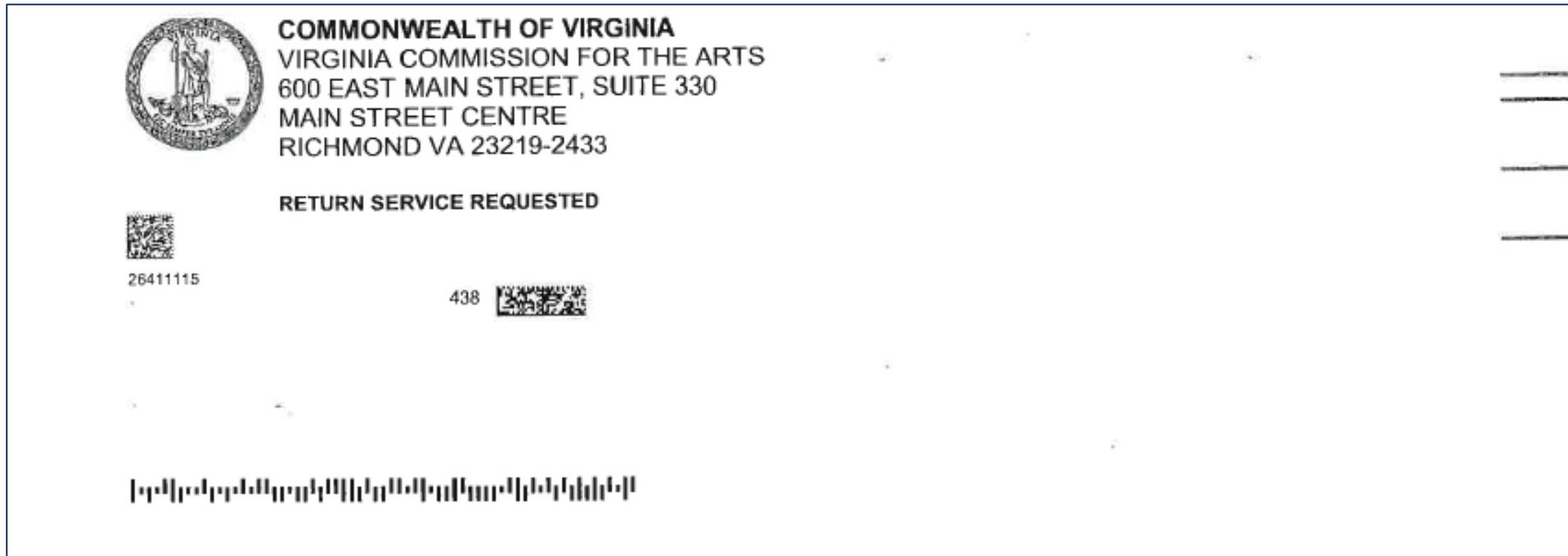


- External payment processes
- 30 – 45 days via mailed check
- **15 days or less** for electronic deposit

# A Note on Mailed Checks



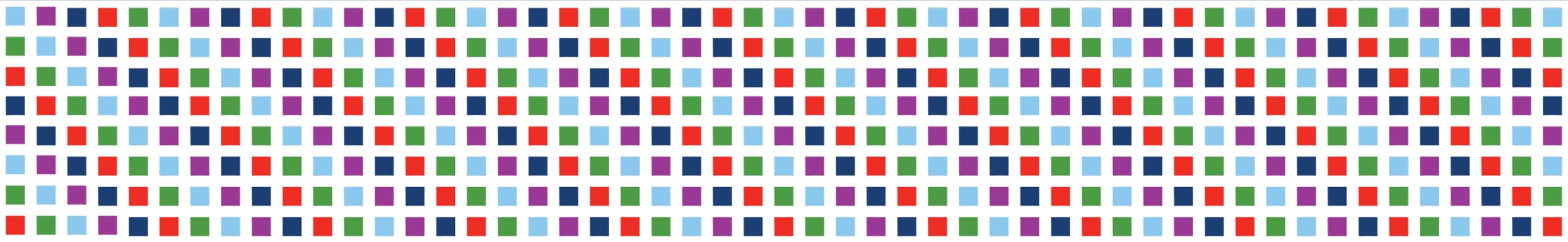
- Previously, checks were sent in a perforated mailer. Department of Treasury mailed checks have changed in appearance! (see *below*)



- Do not throw out any Commonwealth of Virginia mail without reading it, especially if you are expecting a payment from VCA!

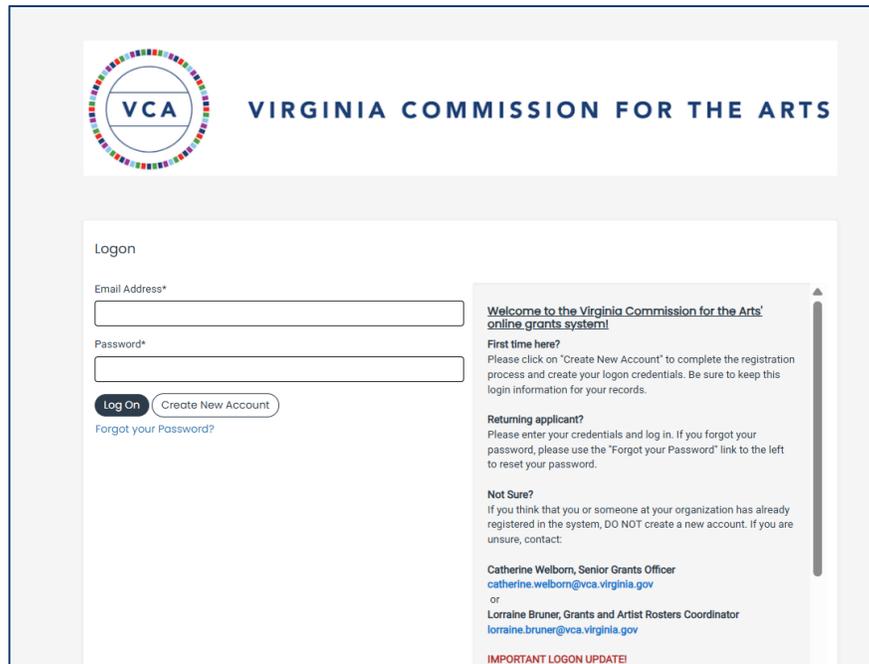
# Ready, Set, Get Paid:

## 4 Easy Steps!



# 1

## Ensure Foundant information is up to date



The screenshot shows the VCA Foundant login page. At the top left is the VCA logo, and to its right is the text "VIRGINIA COMMISSION FOR THE ARTS". Below the logo is a "Logon" section with two input fields: "Email Address\*" and "Password\*". Below these fields are two buttons: "Log On" and "Create New Account". A link "Forgot your Password?" is located below the "Log On" button. To the right of the input fields is a vertical scrollable area containing the following text:

**Welcome to the Virginia Commission for the Arts' online grants system!**

**First time here?**  
Please click on "Create New Account" to complete the registration process and create your logon credentials. Be sure to keep this login information for your records.

**Returning applicant?**  
Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password" link to the left to reset your password.

**Not Sure?**  
If you think that you or someone at your organization has already registered in the system, DO NOT create a new account. If you are unsure, contact:

Catherine Welborn, Senior Grants Officer  
catherine.welborn@vca.virginia.gov  
or  
Lorraine Bruner, Grants and Artist Rosters Coordinator  
lorraine.bruner@vca.virginia.gov

**IMPORTANT LOGON UPDATE!**

- Foundant is the VCA's online grant portal
- Review Foundant account information annually and reach out to VCA with contact or address changes when staffing, leadership, or mailing updates occur
- Ensure email addresses are current to receive award and payment notifications

## 2

### Ensure you have an updated VA W-9 on file



- The Virginia W-9 form collects tax and entity information required for payment in the state system
- Virginia W-9 forms are processed by Virginia Department of Accounts, which is the VCA's partner agency for sending out grant payments

# Step 2 | VA W-9 Forms



Form <b>W-9</b> Commonwealth of Virginia Substitute W-9 Form Revised March 2022		Request for Taxpayer Identification Number and Certification			
<input type="checkbox"/> Social Security Number (SSN) <input checked="" type="checkbox"/> Employer Identification Number (EIN) <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <span style="border: 1px solid black; padding: 0 2px;">ENTER YOUR EIN#</span> </div> <div style="display: flex; justify-content: space-between; width: 100px;"> <span>1</span><span>2</span><span>3</span><span>4</span><span>5</span><span>6</span><span>7</span><span>8</span><span>9</span> </div>		Please select the appropriate Taxpayer Identification Number (EIN or SSN) type and enter your 9 digit ID number. The EIN or SSN provided must match the name given on the "Legal Name" line to avoid backup withholding. If you do not have a Tax ID number, please reference "Specific Instructions - Section 1." If the account is in more than one name, provide the name of the individual who is recognized with the IRS as the responsible party.			
Unique Entity Identifier (UEI) (see instructions) <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <span style="border: 1px solid black; padding: 0 2px;">ENTER YOUR UEI IN ALL CAPS</span> </div> <div style="display: flex; justify-content: space-between; width: 100px;"> <span>A</span><span>A</span><span>V</span><span>0</span><span>0</span><span>U</span><span>E</span><span>I</span><span>2</span><span>0</span><span>2</span><span>6</span> </div>		Legal Name: Arts Across Virginia		Business Name: AAV <span style="border: 1px solid black; padding: 0 2px;">ENTER YOUR BUSINESS NAME</span>	
Entity Type <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> S-Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> C-Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Disregarded Entity <input type="checkbox"/> Estate <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Government <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> Corporation <span style="border: 1px solid black; padding: 0 2px;">SELECT AN ENTITY TYPE</span>		Entity Classification <input type="checkbox"/> Professional Services <input type="checkbox"/> Medical Services <input type="checkbox"/> Political Subdivision <input type="checkbox"/> Legal Services <input type="checkbox"/> Real Estate Agent <input type="checkbox"/> Joint Venture <input type="checkbox"/> VA Local Government <input checked="" type="checkbox"/> Tax Exempt Organization <input type="checkbox"/> Federal Government <input type="checkbox"/> OTH Government <input type="checkbox"/> VA State Agency <input type="checkbox"/> Other <span style="border: 1px solid black; padding: 0 2px;">SELECT AN ENTITY CLASSIFICATION</span>		Exemptions (see instructions) Exempt payee code (if any): _____ (from backup withholding) Exemption from FATCA reporting code (if any): _____	
INCLUDE BOTH A LEGAL & REMITTANCE ADDRESS		Contact Information    INCLUDE CONTACT INFO BELOW			
Legal Address: 1234 Main Street Suite #200 City: Richmond State: VA Zip Code: 23219		Name: Jane Smith Email Address: jane.smith@artsscrossva.org Business Phone: (123) 444-5555		Remittance Address: 1234 Main Street Suite #200 City: Richmond State: VA Zip Code: 23219	
Remittance Address: 1234 Main Street Suite #200 City: Richmond State: VA Zip Code: 23219		Fax Number: Mobile Phone: (888) 666-1234 Alternate Phone:			
Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. citizen or other U.S. person (defined later in general instructions), and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.					
Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See instructions titled Certification					
Printed Name: Jane Smith		<span style="border: 1px solid black; padding: 0 2px;">INCLUDE A PRINTED NAME</span>			
Authorized U.S. Signature:		Date: 12/01/2025 <span style="border: 1px solid black; padding: 0 2px;">INCLUDE A DATE</span>			
<span style="border: 1px solid black; padding: 0 2px;">INCLUDE A HANDWRITTEN SIGNATURE</span>					

- Confirm that your EIN, UEI, and/or SSN are correctly listed in the top-left corner
- Verify entity type and tax classification are accurately selected
- Include a date and handwritten signature (digital signatures are not accepted by Department of Accounts)
- Ensure that your remittance address on the form is aligned with eVA

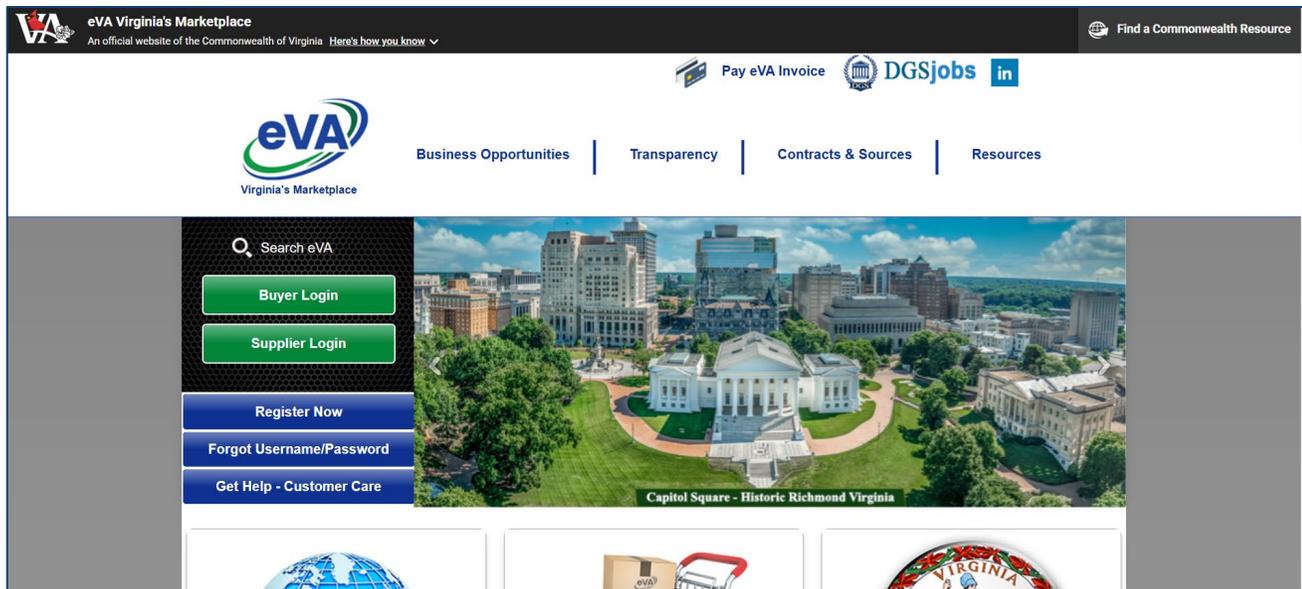
[VA W-9 form Link](#)

# 3

## Visit eVA to create or updated your supplier information

- eVA is the Commonwealth of Virginia's public-facing electronic procurement portal for all state vendors/suppliers.

- To create or update your supplier information, VCA grantees must use this portal.



<https://eva.virginia.gov/>

## eVA | Applicant Responsibility

- The VCA is unable to update your information in eVA on your behalf
- If your organization has not done business with VCA in over one year:
  - Your supplier account may be inactive
  - A new, updated, and verified **Virginia W-9** may be required to reactivate the account
- Updating an address in Foundant does not update eVA



 **eVA Customer Care**

Need Help? Contact eVA Customer Care  
**1-866-289-7367**  
OUTSIDE US: 804-371-2525  
Customer Care Hours: 8:00am to 5:00pm  
Monday through Friday, except state holidays

**SUPPLIER**  
Assistance Request



We strive to respond to requests within 1–2 business days.

**SUBMIT**

**BUYER**  
Assistance Request



We strive to respond to requests within 1–2 business days.

**SUBMIT**

Self Help Videos & Guides



- Get acquainted with eVA!
- Applicants with existing eVA accounts - Ensure your eVA information is current, you have an updated VA W-9 on file, and your payment (remittance) mailing address is up to date.
- Login as Supplier

<https://eva.virginia.gov/get-help-customer-care.html>

## Suppliers trying to respond to an open solicitation call eVA Customer Care

**1-866-289-7367**

OUTSIDE US: 804-371-2525

### eVA Forms

Need help with your eVA Login or Password, requesting a reinstatement of your account, legal name and tax ID change on your account, paper registration, address or contact change, additional payment address, SEV changes

1. [Vendor Login Help – User Name is NOT known or user is no longer with your company](#)
2. [Request Reinstatement of your eVA Account](#)
3. [Request an eVA Paper Registration](#)
4. Request an eVA Legal Name Change
  - a. [Change your eVA Legal Name](#)
5. Request a Tax ID Change
  - a. [Change your eVA Tax ID](#)
6. [Update your W-9 information](#)
7. **N/A**
8. [Request an eVA Address and/or Contact Information Change](#)
9. [Request to add an additional payment address](#)
10. **N/A**
11. [Request to Cancel your eVA Account](#)
12. [Request the use of the eVA logo and Name for your Website, Marketing Materials and Printing](#)
13. [State Entered Vendor Change Request](#)
14. [Tax Information/Withholding Change Request form](#)
15. [Tax Address Change Form Request form](#)

- Click ‘Get Help’
- Click ‘Forms’
- Update contact information – form 8 or 9 (whichever one is most applicable)
- Can update your VA W-9 if needed (form 6)
- If you do not have an eVA account, please create an account. You will then receive an eVA number (SUP).

## 4

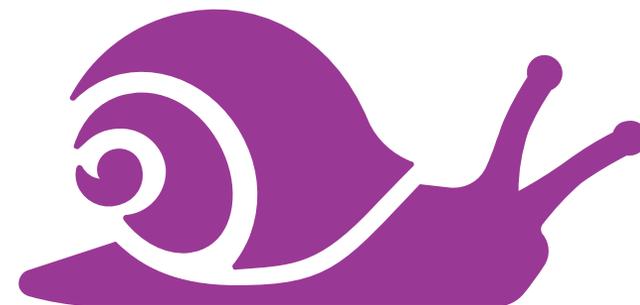
**Skip the delays and receive payment faster and more securely!**

- Tired of waiting? Sign up for Electronic Deposit (EDI)
- Virginia Department of Accounts offers EDI for state vendors, including VCA grantees



## The VCA strongly encourages grantees to sign up for electronic deposit to:

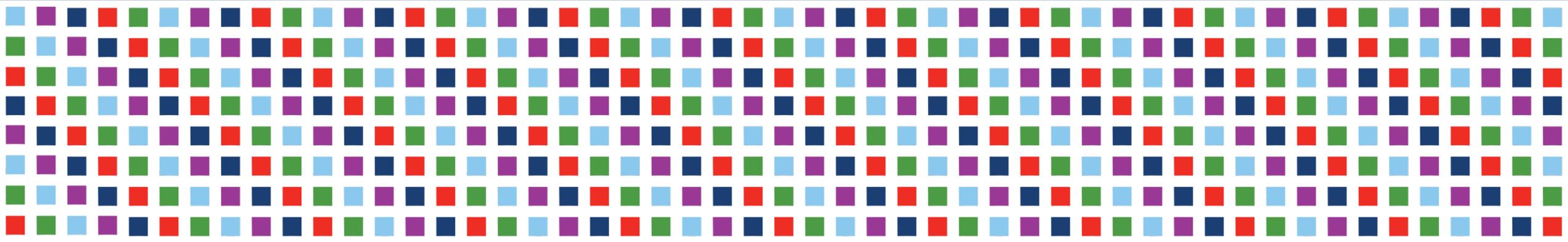
- Reduce delays in payment processing
- Avoid difficulties with the postal system, including address changes or potential lost mail
- Save taxpayer dollars! The VCA is required to pay a fee to reissue returned checks



## Ready for faster payments?

- Complete and send **EDI Payment Agreement Form** to Department of Accounts
- This form is available on Department of Accounts website here:  
<https://www.doa.virginia.gov/forms/EDI/AgreementLocalityGrantee.pdf>
- Completed EDI form must be mailed to Virginia Department of Accounts  
P. O. Box 1971, Richmond, VA 23218-1971
- Set-up can take up to 30 days
- Notify VCA's Fiscal and Compliance Officer if you have submitted a request for EDI enrollment or if there are any changes to bank account information.

# Key Takeaways



## Most grant payment delays are preventable!

- Keeping organizational address, banking, and tax information current across all required systems is the most effective way to ensure timely payment.
- Before expecting grant payment, please confirm:
  - ☑ Foundant information is current
  - ☑ VA W-9 form submitted and signed
  - ☑ eVA vendor account active and ensure remittance address is correct
  - ☑ Electronic Deposit EDI is set up (recommended!)
- Contact the VCA's Fiscal and Compliance Officer with any questions!

# Contact us!



## **Shauna Friend**

Fiscal and Compliance Officer

[shauna.friend@vca.virginia.gov](mailto:shauna.friend@vca.virginia.gov)

## **Cathy Welborn**

Senior Grants Officer

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