TOWN OF Herndon VIRGINIA

Town Council Work Session
Agenda Item 2.b.

Agenda Item: **Request to consider a donation to Arts Herndon in support of the Juneteenth event held June 21, 2025 (continued from the July 15 and August 6, 2025 meetings)**

Meeting Date: October 7, 2025

Category: Discussion

Prepared by: Marjorie Sloan, Finance Director

Description:
At the July 15, 2025 Town Council meeting, Town Council voted to reschedule this item to a work session for further discussion. At the August 6, 2025 work session, Council provided direction to staff to gather information and further discuss the request at a work session meeting.

The Fiscal Year (FY) 2025 adopted budget included donation funding for Pakistan and Juneteenth events that occur between July 1, 2024 and June 30, 2025. As a donation request to a non-profit organization outside the established donation policy, Town Council must consider and take action on the donation request. Arts Herndon submitted a donation request (attached) as reimbursement to offset event costs for a Juneteenth event held on June 21, 2025. The attached follow-up communication from Arts Herndon clarified the costs of several of the aspects of the event, and an invoice for the music is provided for Council's consideration.

In considering this donation request, the Town Council may:

- Award a donation as requested;
- Award a donation for another amount, capped at 100% or less of the event costs;
- Deny award of a donation;
- Other action deemed appropriate by the Town Council.

Background:
The FY 2025 budget included $10,000 in funds available for donation for a Pakistan event and a Juneteenth event, should they be planned and executed by a qualified non-profit community organization within FY 2025. As the adopted budget does not identify the donation amounts allocated for each event or to what organization the donation should be awarded, Council consideration and action on the donation request is required.

The request and supporting documentation are attached to this agenda item. All requested application materials, including the required IRS determination, have been received and reviewed by staff.

Following the August 6, 2025, Town Council work session, the Town Clerk conveyed questions to Arts Herndon, requesting receipts and further information on behalf of the Town Council. Arts Herndon's response to that request is attached to the agenda.

Timing Impact:
The request, submitted for an event that took place on June 21, 2025, requires Town Council review and consideration for approval.

Strategic Focus Area:
Thriving Community

Fiscal Impact:
The cash donation requested, if awarded, will be disbursed from the FY 2026 Budget, as amended.

Legal Impact:
Under the Code of Virginia § 15.2-953, localities may appropriate public funds to any charitable institution or association, located within the locality's limits or outside the limits if the organization provides services to residents of the locality, and if such organizations are not controlled in whole or in part by any church or sectarian society. In addition, under Code of Virginia § 15.2-953, donations include the lawful provision of in-kind resources for any event sponsored by the donee.

Staff Recommendation/Next Steps:
Donations are at the sole discretion of the Town Council.

Attachments:
1. Arts Herndon FY 25 TOH Grant Application
2. Town of Herndon Ad hoc Donation Application
3. Communication Update, Arts Herndon - Juneteenth 2025