



## DC Commission on the Arts and Humanities

# FY2012

## Arts Impact Grant – Organizations Only

### Program Guidelines

**Organizations may request up to \$30,000**

**Deadline: January 6, 2012 by 11:59 PM**

**Applicants may submit one AIG application per fiscal year**

### Arts Impact Grant Program Description

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The Arts Impact Grant (AIG) provides funding for projects, programming and general operating expenses to organizations that significantly impact District of Columbia residents through exhibitions, presentations, training and educational opportunities in the arts and humanities. Funds are available to nonprofit organizations that offer activities in the following areas: dance, design, folk and traditional arts, literature, media arts, music, theater, and visual arts. This grant is open only to organizations that did not receive FY 2012 funding. AIG cannot be used for capital projects and expenses i.e. murals, building enhancements, and public art projects.

The Arts Impact Grant has a dollar-for-dollar cash matching requirement, designed to assist an organization's fundraising by leveraging funding from additional sources. In-kind services and other DCCA funds may not be used to satisfy the matching requirement. **The grant period for AIG is January 6, 2012 to September 30, 2012. All AIG funds must be spent within this time period.**

### Arts Impact Grant Program Goals

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- Provide access to high-quality arts and humanities experiences for all District of Columbia residents;
- Stimulate the creative economy through investments in local artists and arts organizations to; and
- Ensure sustainability for arts and humanities organizations so that they may continue to contribute to the District of Columbia's diverse cultural landscape.

### Eligibility Requirements

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Organizations may apply if they meet all of the following eligibility requirements at the time of application:

- Applicant did not receive funding in FY 2012 from the DCCA;
- Incorporated as a nonprofit, with a designated tax exempt status under section 501(c)(3) of the United States Internal Revenue Code, as well as in the District of Columbia;
- Principal offices are located in the District of Columbia, as demonstrated by the address on the organization's official 990 document, information on the website, letterhead and printed materials. PO Boxes may not be used as a primary business address. ;
- At least fifty-one percent (51%) of scheduled arts activities occur within the District of Columbia; and



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- Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2011, are ineligible to receive an additional award from the DCCAH for a full grant period.
- **Fiscal agents are strictly prohibited.**

*Each AIG applicant is required to upload the following 9 documents:*

1. Work Sample
2. List of Board of Directors, including names, employment, terms
3. Organizational Chart
4. FY2012 Organizational Budget
5. FY2011 Organizational Budget with Actuals
6. IRS Determination Letter
7. DC Tax Exempt Certificate
8. Signed W-9 Form

Organizations with a primary focus of arts education are strongly encouraged to supply curriculum materials, sample rubrics and educational supplements as supporting materials.

### **Application Process**

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The DCCAH utilizes an online grant application website called [Zoom Grants](#). All applicants **MUST SUBMIT** the application online via Zoom Grants by 11:59PM on the deadline date. **The DCCAH will not accept mailed, emailed or hand-delivered copies of grant applications.**

### **Grant Application Procedure**

1. Download the [Classification Sheet](#) on the DCCAH website. Select which classification(s) best describes the applicant and the grant request(s) for each of the five (5) classification categories: Institution Type, Applicant Discipline, Project Discipline, Artist Type, and Type of Activity. Make note of the number and name of each selection. All applicants are required to provide this information within the application for their application to be considered by the Advisory Review Panel;
2. Visit the Guide to Grants page and determine the possible grant program(s) to apply;
3. Review the grant guidelines thoroughly;
4. Go to the [Apply for Grants](#) page and register with Zoom Grants, the DCCAH's online grant application website. Zoom Grants provides a step-by-step tutorial on how to submit your application [here](#);
5. Once fully registered, select the grant program(s) that you will apply for and complete the application questions and fill in data regarding the project budget;
6. Upload the required documents and supplementary material;



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7. Upload the required work sample(s);
8. Submit your application by 11:59 pm on the grant program's deadline date;

For technical assistance, contact Zoom Grants toll free at 866-323-5404.

**The application process is competitive and subject to the availability of funds. Applicants may not request or receive funding for the same project activities through more than one Commission grant program or grant category.**

Applicants are fully responsible for the content of their application packages. An automated confirmation of an application's submission does not guarantee an application's eligibility nor recommendation for funding by the Advisory Review Panel. DCCAH staff cannot make corrections to applications on behalf of applicants. Incomplete applications will not be forwarded to the Advisory Review Panel for review.

### **Technical Assistance and Workshops**

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DCCAH staff members are available to help develop grant applications through group and individual technical assistance. DCCAH staff members are available for individual assistance by appointment only. Contact information for the DCCAH staff members is available [Who We Are – DCCAH Staff](#).

### **Review Process**

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Applications are reviewed according to detailed evaluation criteria specific to the grant program. These criteria are listed on page 6. A volunteer Advisory Review Panel is comprised of arts and humanities professionals independent of the Commission. The panel scores applications using the criteria and makes recommendations to the Commission Board. The Commission Board reviews panel recommendations and makes all final funding determinations. Funding decisions are not determined by DCCAH staff.

For more information regarding the grant review process or the Advisory Panelist Nomination form, please visit the [Guide to Grants](#).

The evaluation process will also take into consideration general standards of decency and respect for the diverse beliefs and values of the American public consistent with The National Foundation on the Arts and Humanities Act, as amended in 1990.

### **Notification and Payment**

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Applicants will be notified in writing of their application status after February 24, 2012. This notification may consist of a grant package, letter of ineligibility, or letter of denial. The grant package will contain



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an unexecuted grant agreement, payment request form(s), Attachments A-D (including detailed scopes of work for each grant awarded), and a W-9 tax form. The **original copy** of the grant agreement and all associated documents must be completed and returned to DCCAH by the dates noted in Attachment D – Grant Payment Schedule. This attachment states when grant documents are due to be returned to DCCAH and when the grant recipient is eligible to receive payment. Be sure to make a copy of the entire contents of the grant package for your own records.

**Please note that the date of payment disbursement is subject to change depending on the availability of funds. *The date eligible for payment does not ensure the date of payment; it provides a general timeframe.* DCCAH works with other DC government agencies to pay grant recipients in a timely manner but DCCAH does not create or distribute payments onsite. To expedite the payment process, the DCCAH is allowing FY12 grant recipients to sign up for direct deposit. For more information on Direct Deposit, visit [Manage Grant Award](#) on our website.**

The DCCAH reserves the right to rescind any and all grant awards for non-compliance with grant guidelines, policies and regulations. Grant payments will not be processed for any grantee that has incomplete or delinquent reports from a previous grant period.

### **Allowable Expenses**

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The following are allowable expenses under the AIG Program:

- Operating costs such as rent, insurance, printing, etc.
- Salaries and fringe benefits
- Consultants
- Materials and supplies
- Programmatic costs
- Transportation and travel – strictly related to the scope of the grant request

The following are unallowable expenses under the AIG Program:

- Food or reception costs
- Tuition or scholarships
- Payment directly to colleges, universities, service organizations, foreign governments and DC government agencies, including the DC Public Schools
- Cash Reserves

All project expenses are approved by DCCAH staff prior to grant funds being issued.

### **Performance Monitoring**

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All grant recipients are subject to monitoring requirements in the [City-Wide Grants Manual and Sourcebook](#) from the Office of the City Administrator. Activities funded by the DCCAH will be monitored and evaluated by staff to assure compliance with all aspects of the District of Columbia's requirements,



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which may include evaluating allowable costs, meeting project benchmarks, providing proof of expenditures, etc.

The DCCAH may monitor grant recipients through the use of interim reports, site visits (including performances and presentations), email correspondence and phone calls. Information and invitations regarding upcoming activities should be provided to the Director of Grants and Legislative Affairs and other pertinent staff on a regular basis.

All grantees must complete a final report by October 15, 2012. Grantees are required to document payment of all expenses paid by grant funds as well as the required match. Final report forms are available online through the [Manage Grant Award](#) link on the DCCAH's website. All grantees are responsible for reporting grant awards as income on federal and local tax returns and are strongly encouraged to consult with the IRS.

FY2011 grantees with unfulfilled reporting, in any funding program, as of October 15, 2011, are ineligible to receive any additional awards from the DCCAH for a full grant period. These reports are monitoring requirements that ensure the DCCAH is in compliance with local and federal regulations, which include documents such as such as interim and final reports.

### **Contact Information**

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For more information regarding the DCCAH's grant programs, or clarification about accessibility requirements, work sample submissions and the grant making process, please refer to the [Guide to Grants](#). Additional questions about the Arts Impact Grant can be referred to Moshe Adams, Director of Grants and Legislative Affairs at [moshe.adams@dc.gov](mailto:moshe.adams@dc.gov) or 202-724-5613/TDD 202-724-4493.



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### Review Criteria

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#### **Artistic Content - 40%**

- The applicant's work sample and support materials (brochures, articles, letters of support, etc.) demonstrate high standards of artistic excellence within the chosen discipline(s);
- The applicant effectively describes artistic activities directly related to the grant request;
- The applicant uses personnel with demonstrated arts expertise (such as arts administrators, teaching artists, educators, professional artists) to plan and implement artistic content;
- The applicant demonstrates a commitment to hiring DC-based artists, where applicable, to deliver artistic content (such as arts administrators, teaching artists, educators, professional artists); and
- The applicant presents effective evaluation methods specific to the grant request, which are used to improve future activities and services.

#### **Community Engagement and Impact - 30%**

- Applicant clearly defines the target audience(s), including the DC target audience and provides support for their selection;
- The described arts activities are enriching experiences that meet the unique needs of the target audience(s);
- Varied and appropriate marketing methods are used to target the target audience;
- Applicant partners with similar or complementary organizations to leverage resources for the described activities; and
- The proposed activities and services are available to people with disabilities.

#### **Organizational Capacity and Sustainability - 20%**

- The organization demonstrates proper oversight with a committed Board of Directors with well-rounded expertise;
- The applicant is sufficiently stable, in terms of arts expertise, organizational capacity, financial status, to implement the proposed request;
- The applicant demonstrates the internal capacity to administer the grant and has appropriate financial monitoring systems in place to track expenditures;
- The applicant's budget information is detailed, accurate, and feasible. All items funded with grant dollars are eligible expenses under the grant;
- The applicant clearly demonstrates ability to attract the financial support necessary to sustain the activities and match required funds, if applicable.

#### **Overall - 10%**

- **Priority will be given to FY 2012 applicants that did not receive funding from the DCCAH in FY 2012.**
- The applicant provides a clear explanation of the grant request and intended outcomes;
- The grant request aligns with and supports the applicant's mission;



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- The applicant has a demonstrated commitment to providing similar programs and/or services to residents of Washington, DC; and
- The application, grant request and intended outcomes support the goals of the Arts Impact Grant.