



DC Commission on the Arts and Humanities

Arts Impact Grant (AIG)

Workshop Presentation:

#1) 11:00am -12:30pm, Wednesday, December 21, 2011

#2) 3:00pm – 4:30pm, Tuesday, January 3, 2012

Moshe Adams, Dir. Grants and Legislative Affairs

Tierra Buggs, Associate Grants Manager

Arts Impact Grant

- Broad Use of Funds
 - Supports projects, programming and general operating expenses to organizations
 - *Be clear about how DCCAH funds will be used!*
 - Emphasizes the impact on District of Columbia residents through
 - exhibitions
 - presentations
 - training
 - educational opportunities.



AIG Eligibility

- Organizations are eligible to apply. No individual applicants.
- Organizations that did not receive FY 2012 funding are eligible to apply.

Priority will be given to FY 2012 applicants that did not receive funding from the DCCAH in FY 2012.



AIG Eligibility

- Other eligibility requirements (standard DCCAH)
 - 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;
 - 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.**



Grant Period

- January 6, 2012 – September 30, 2012
- All expenses must be incurred during this time.
- Orgs CANNOT reimburse themselves for expenses prior to or following this term.



Application Process

- The DCCAHA 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 DCCAHA will not accept mailed, emailed or hand-delivered copies of grant applications.**



The Application Questions

- 29 Questions
- Budget Chart – Income/Expenses FY11-FY13
- Budget Narrative
 - Provide narrative for Income and Expenses
 - Be descriptive
 - Organize and order the information. It should flow.
- 8 types of *required* documents
- 4 types of *optional* documents



Required Documents

All applications MUST have the following:

1. Work Sample
2. List of Board of Directors, including names, employment, terms
3. Organizational Chart
4. FY2012 Organizational Budget



Required Documents

All applications MUST have the following:

5. Resumes of Key Personnel
6. IRS Determination Letter
7. DC Tax Exempt Certificate
8. Signed W-9 Form



Optional Documents

Organizations with a primary focus of arts education are strongly encouraged to supply:

- curriculum materials
- sample rubrics and/or
- educational supplements

as supporting materials, especially if DCCAH funds will be used for educational activities.



Other Optional Documents

- Recent Balance Sheet
- Support Materials
 - no more than 6 items of additional material. For example: brochures, articles, letters of support, etc.
- Letters of agreement from the project site(s)
 - stating support for the project, if applicable



Allowable Expenses

The following are some allowable expenses under the AIG Program:

- Artists!
- 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



Unallowable Expenses

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.



General Information

- 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.
- An automated confirmation of an application's submission does not guarantee an application's eligibility or recommendation for funding by the Advisory Review Panel.
- DCCAH and Zoom Grants staff cannot make corrections to applications on behalf of applicants.
- Incomplete applications will not be forwarded to the Advisory Review Panel for review.



Review Process

- Applications are reviewed according to detailed evaluation criteria specific to the grant program.
- 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.



Notification

- Letters of Ineligibility – Jan 20, 2012
- Notification Letters – February 27, 2012
- Grant Letters –
 - Mailed March 1, 2012
 - Due back to DCCAHA on March 13, 2012





DC Commission on the Arts and Humanities

Arts Impact Grant (AIG)

Questions?

Workshop Presentation will be posted to the DCCA website.

Moshe Adams, Dir. Grants and Legislative Affairs

Tierra Buggs, Associate Grants Manager