



DC Commission on the Arts and Humanities

FY2012

Cultural Facilities Projects

Program Guidelines

Organizations may apply for up to \$100,000

Deadline: August 31, 2011 by 11:59 PM

Applicants may submit one CFP application per fiscal year

Cultural Facilities Program Description

The Cultural Facilities Projects (CFP) offers capital funds to help defray costs related to the improvement, expansion and rehabilitation of existing buildings owned or leased by nonprofit cultural institutions. The types of facilities involved may include, but are not limited to museums, galleries, theaters, offices, arts storage/conservation space, film exhibition space, studios and historic buildings. Examples of funded projects include roof replacement, HVAC updates, installation of handicapped accessible bathrooms, theatrical lighting and sound updates, specialized flooring installation, upgrades to fire safety systems, façade restoration, elevator installation and electrical and advanced networks wiring.

Applicants may submit one CFP application per fiscal year.

Funding Priorities

Applicants should carefully evaluate their projects in the context of the following priorities before submitting application:

- Projects that demonstrate the readiness to undertake proposed project within the prescribed grant period.
- Projects that improve, expand, or rehabilitate buildings to provide for handicapped accessibility.
- Projects that increase and assure public access to the arts.
- Projects that address known health and safety deficiencies.
- Projects that reduce the organization's operating costs.
- Project that create or improve access to facilities for working artists.

The Cultural Facilities Program has a 1:1 cash matching requirement, designed to assist an organization's fundraising by leveraging additional funding from other sources. Neither in-kind services nor other DCCAH funds may be used to satisfy the matching requirement. Funds must be spent within the fiscal year 2012 (October 1, 2011 to September 30, 2012).

Cultural Facilities Projects Goals

- Ensure that facilities are safe, comfortable and efficient, so that arts groups may expand audiences and enhance their art form;



DC Commission on the Arts and Humanities

- Improve or expand infrastructure to provide better accessibility;
- Further the learning opportunities and encourage greater participation in local arts activities;
- Promote robust and diverse artistic experiences throughout the District of Columbia; and
- Fortify local arts organizations in the pursuit of their mission.

Eligibility Requirements

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

- 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. Please do not use the address of a board member or volunteer;
- A demonstrated commitment to provide arts and humanities to the residents of Washington, DC. At least fifty-one percent (51%) of scheduled arts activities occur within the District of Columbia;
- Applicants must be in good standing with DCAH. Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2011, are ineligible to receive an additional award from DCAH for a full grant period. These reports are monitoring requirements that ensure DCAH is in compliance with local and federal regulations, which include documents such as such as interim and final reports;
- Be incorporated as an arts or cultural organization, with exhibition, presentation or training in the arts as its primary function, as documented within its articles of incorporation.
- Own or hold the lease of the facility at the time of application for an unexpired period of at least five years. [For the purpose of meeting this requirement, the period of a renewal option contained in the current lease will be considered, provided such renewal does not require landlord approval.] The applicant must clearly demonstrate control over the project site to be considered.
- If the organization rents its facility, the unexpired period of the lease must be equal to or longer than the "useful life" of the project. The organization must demonstrate evidence of new construction to an existing facility and/or property.
- For new Cultural Facilities Program funding, all activities previously funded under this program must have been successfully completed by September 30, 2010. Please note that applicants may only request funds for new capital improvement activities under this program.



DC Commission on the Arts and Humanities

Funds may not be used for food, tuition or scholarships, or granted directly to colleges, universities, service organizations, foreign governments and DC government agencies, including the DC Public Schools.

Fiscal agents are strictly prohibited.

Application Process

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. **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, 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;
7. Upload the required work sample(s);
8. Submit your application by 11:59pm 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.



DC Commission on the Arts and Humanities

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 may not be forwarded to the Advisory Review Panel for review.

Technical Assistance and Workshops

DCCAH staff members are available to help develop grant applications through group and individual technical assistance. Between July 11th and August 19th, DCCAH will conduct free workshops for participants to learn useful information about the agency's funding opportunities and how to submit a successful grant application. More information about the dates and times of these workshops can be found at [Grant Writing Assistance](#). In addition, 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

Applications are reviewed according to detailed evaluation criteria specific to the grant program. These criteria are listed on page 6. A volunteer Advisory 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.

Preference will be given to applicants who use contractors that are District approved and certified Local, Small or Disadvantaged Business Enterprises (LSBDE), per the District's procurement law. Preference will also be given to applicants that have not received DCCAH cultural facility funding in FY 2010 or FY 2011 and to applicants with operating budgets of less than \$500,000.

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.

Funding Restrictions

Individuals are not restricted from receiving funds from multiple grant programs, however, organizations have restrictions involving the following three grant programs: **Arts Education Program, Festivals and City Arts Projects;** and **Grants-in-Aid.**



DC Commission on the Arts and Humanities

An applicant is not restricted from receiving additional grant awards from any other grant program(s).

Notification and Payment

Applicants will be notified in writing of their application status after November 15, 2011. This notification may consist of a grant package, letter of ineligibility, or letter of denial. The grant package will contain 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, 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.

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.

Performance Monitoring

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 DCCAH will be monitored and evaluated by staff to assure compliance with all aspects of the District of Columbia's requirements, which may include evaluating allowable costs, meeting project benchmarks, providing proof of expenditures, etc.

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 DCCAH's website. All



DC Commission on the Arts and Humanities

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 DCCAH for a full grant period. These reports are monitoring requirements that ensure DCCAH is in compliance with local and federal regulations, which include documents such as such as interim and final reports.

Contact Information

For more information regarding 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 Cultural Facilities Program can be referred to Steven Mazzola, Grants Program Manager, at Steven.Mazzola@dc.gov or 202-724-5613.



DC Commission on the Arts and Humanities

FY2012

Cultural Facilities Projects

Review Criteria

Project Feasibility

- Applicant displays a clear demonstration of project readiness
- Applicant clearly demonstrates access to funding and resources needed to complete the project
- Project schedule is realistic
- Applicant demonstrates the capacity to complete this project on time and on budget
- Applicant clearly defines the need for this project to be completed
- Applicant is in good financial standing

Artistic Merit

- Applicant demonstrates competent mastery of artistic medium(s)
- Applicant shows potential for artistic growth

Community Impact

- Applicant has identified CBE/LSDE contractors to provide services for this project
- Project provides shared learning opportunities in the District that facilitate a greater participation in the arts, relative to the artistic discipline
- Applicant demonstrates sensitivity to the cultural, ethnic and economic background of the participants and the residents of the District of Columbia
- Location(s) and program(s) are accessible to persons with disabilities
- Applicant identifies specific District community that the proposed project will serve

Financial and Managerial Capability

- Applicant has realistic plan for achieving project's goals
- Applicant has the ability to oversee and implement the project as demonstrated in submitted résumés
- Applicant has experience in producing similar projects
- Applicant has realistic/accurate budget