



## DC Commission on the Arts and Humanities

# FY2012

## Public Art Building Communities

### Program Guidelines

**Individuals may apply for up to \$50,000**

**Organizations may apply for up to \$100,000**

**Deadline: PABC has rolling deadline throughout FY2012**

### Public Art Building Communities Description

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The Public Art Building Communities grant (PABC) is available to individual artists and organizations to create and install permanent or temporary public artwork that enhances District neighborhoods. Eligible projects include, but are not limited to: sculpture, mosaics, artistic streetscape improvements, murals, paving patterns, video installations, custom benches, stained glass windows, artistic gates and railing, etc. Funding is available for all fees associated with the design, fabrication and installation of the artwork(s) including: artist fees, materials, insurance, engineering, shipping, fabrication and installation services, permits, copyright registration, and photographic documentation. Projects must have a lifespan of at least five (5) years.

**Applicants may submit up to two (2) PABC applications per fiscal year.**

Organizations are required to have a 1:1 cash matching requirement, designed to assist an organization's fundraising by leveraging funding from additional sources. Neither in-kind services nor other federal or local government funds may be used to satisfy the matching requirement. Funds must be spent within DCCA's FY 2012 (October 1, 2011 to September 30, 2012). Individual applicants are not required to match grant funds.

### Public Art Building Communities Goals

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- Encourage the creation and installation of quality public art throughout the city;
- Support local artists in the creation and installation of quality public art;
- Provide community exposure to the public art process;
- Further the learning opportunities and encourage greater participation in local arts activities; and
- Promote robust and diverse artistic experiences throughout the District of Columbia.

### Eligibility Requirements

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

- Must be artists or arts professionals (e.g., presenters, producers and educators), aged 18 or older;
- Must be legal DC residents for at least one year prior to the application deadline and must maintain residency during the entire grant period;



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- Must have a permanent DC address, as listed on proper identification or tax returns. PO Boxes may not be used as a primary address;
- Applicants must be in good standing with DCCAH. Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2011, are ineligible to receive an additional award 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.

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; and
- Applicants must be in good standing with DCCAH. Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2011, are ineligible to receive an additional award 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.

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**

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PABC offers a continual rolling deadline for all applications. **Applications must be emailed directly to Keona Pearson, Public Art Building Communities Grant Manager.**

#### **Grant Application Procedure**

1. Download the application on the DCCAH website.
2. Complete the application.
3. Provide work sample, required and supplementary materials.
4. If necessary, contact Keona Pearson with questions and concerns regarding the application submission process.
5. Submit application materials to Keona Pearson via email.



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6. In certain instances, Ms. Pearson will arrange a drop-off time to receive hard copies of work samples.

**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 may 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. Between July 11<sup>th</sup> and August 19<sup>th</sup>, 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

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Applications are reviewed according to detailed evaluation criteria specific to the grant program. These criteria are listed on page 7. 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.

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

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There are no funding restrictions for the Public Art Building Communities grant.



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### Notification and Payment

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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 DCCAHA by the dates noted in Attachment D – Grant Payment Schedule. This attachment states when grant documents are due to be returned to DCCAHA 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.* DCCAHA works with other DC government agencies to pay grant recipients in a timely manner but DCCAHA does not create or distribute payments onsite. To expedite the payment process, DCCAHA is allowing FY12 grant recipients to sign up for direct deposit. For more information on Direct Deposit, visit [Manage Grant Award](#) on our website.**

DCCAHA 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

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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 DCCAHA 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.

DCCAHA 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 DCCAHA'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 DCCAHA for a full grant period. These reports are monitoring



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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

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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 Public Art Building Communities can be referred to Keona Pearson, Public Art Project Manager, at [Keona.Pearson@dc.gov](mailto:Keona.Pearson@dc.gov) or 202-724-5613.



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## Application Review Criteria

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### Artistic Merit

- Applicant and/or artist(s) involved demonstrate a competent mastery of the chosen medium
- Applicant and/or artist(s) has experience with site specific and/or public art projects
- Artist(s) and/or applicant demonstrate the ability to translate artistic discipline to project participants
- Artist(s) and/or applicant's written concept exhibits high quality, innovation and creativity

### Community Impact

- 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
- Project addresses significant diversity of expression
- Project addresses needs of the community
- Project location(s) and presentation(s) are accessible to persons with disabilities
- Applicant experience working with community representatives, landscape architects, business and government entities

### Level of Participation

- Applicant demonstrates effective outreach to project participants
- Applicant involves District residents (artist(s), active participants, audience)
- Applicant involves the community in the planning of project activities

### Financial and Managerial Capability

- Applicant has realistic planning
- Applicant demonstrates ability to implement the project
- Applicant has experience in producing similar programs
- Applicant has realistic/accurate budget
- Applicant demonstrates ability to match grant (organizations only)