



## PROJECT-BASED GRANTS

Applicants may submit one Projects, Events and Festivals application per grant cycle

**FY 2017**

### **Projects, Events and Festivals (Individual) Winter Cycle**

#### **Projects by Individuals**

Individuals may request up to \$10,000

Deadline: Monday, March 13, 2017 at 4:00PM EDT

#### **Projects, Events and Festivals (Individual) Questions**

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#### **Work Samples & Uploads**

Provide a statement describing how and why the arts, humanities and/or arts education content or scope of services in the materials uploaded best represent the applicant.

(400 Words)

(Required)

Work Sample:

(Required)

Support Materials:

(Required)

Resume(s) of Key Personnel involved in the project, such as artistic staff and project administrators:

(Required)

Letter of Project Site Agreement:

(Required for Festivals and Sister City projects. Optional but recommended for all other PEF applicants.)

Arrest and Conviction Statement (template here: <http://dcarts.dc.gov/page/managing-grant-awards>):

(Required)

Certificate of Clean Hands (visit <http://dcarts.dc.gov/page/managing-grant-awards> for instructions on how to generate a certificate of clean hands):

(Required)

Certificate of Insurance:  
(Required)

Statement of Certification (template here: <http://dcarts.dc.gov/page/managing-grant-awards>):  
(Required)

W-9:  
(Required)

## **Overview**

Project Title:  
(10 Words)  
(Required)

Amount Requested:  
(Required)

Type of Support  
(Required):

Project Start Date:  
(Required)

Project End Date:  
(Required)

Briefly detail the arts and humanities activities and project goals during the grant period (October 1, 2016 through September 30, 2017).  
(200 Words)  
(Required)

Have you received a grant from DCCAH within the past 5 years?  
(Required)

Has your address changed in the past 12 months?  
(Required)

## **Request**

### **Applicant Profile**

Applicant First Name:  
(Required)

Applicant Middle Name:  
(Required)

Applicant Last Name:  
(Required)

Suffix:

Applicant Street Address 1:  
(Required)

Applicant Street Address 2:  
(Required)

Applicant City:  
(Required)

Applicant State:  
(Required)

Applicant Zip:  
(Required)

Applicant Email Address:  
(Required)

Applicant Secondary Email Address:

Applicant Phone:  
(Required)

Applicant Secondary Phone:

Applicant Website:

Applicant SSN:  
(Required)

Applicant Discipline:  
(Required)

In which Ward does the applicant reside?  
(Required)

### **Request Details**

Artist Type:  
(Required)

Arts Education Population, if applicable:  
(Required)

Project Descriptors:  
(Required)

Project Discipline:  
(Required)

Type of Activity:  
(Required)

Is this a project, festival or Sister Cities Project? (If “Festival” or Sister Cities, then the applicant MUST provide a “Letter of Project Site Agreement” in the Work Sample and Uploads tab.)  
(Required)

Provide a timeline and/or schedule of planned activities related to the grant request.  
(300 Words)  
(Required)

Expected number of arts and/or humanities professionals paid by this grant request (in whole or in part):  
(Required)

If applicable, provide past examples executing activities similar to this request. If not applicable, please describe why. Responses can include examples of the applicant fabricating, installing, managing, producing and/or presenting similar projects.  
(300 Words)  
(Required)

What personnel does the applicant use to implement the project? Of these, how many are DC-residents?  
(200 Words)  
(Required)

### **District Impact & Engagement**

Which ward(s) do your activities and/or programs impact through audience attendance and/or participation?  
(Required)

Expected number of individuals served by this request during the grant period:  
(Required)

Define the DC target audience and/or participants as related to the activities and/or programs in the grant request. In what ways do the applicant's distinct activities and/or programs uniquely meet the needs of the targeted population?

(400 Words)

(Required)

How will the applicant market its activities and/or programs to specified target audiences and/or participants in DC? What are the direct efforts to engage the applicant's DC audience and/or participants? How does the applicant evaluate this engagement? If this is a Sister Cities project, in what ways do the applicant's arts and humanities activities and/or programs offer enriching experiences that promote exchange?

(300 Words)

(Required)

What modes of programmatic evaluation has the applicant used in the past? Provide examples of changes as a result of the evaluation(s). If none, explain why. What are the anticipated modes of evaluation the applicant will employ?

(300 Words)

(Required)

If partnerships are involved in any of the activities or efforts discussed above, note them with relevant details such as financial, resource sharing and/or as in-kind. If not, explain why.

(300 Words)

(Required)

How does the applicant ensure all activities and modes of engagement are accessible to District residents and visitors of all abilities and backgrounds? Discuss the applicant's strategies to include people of all abilities as well as other underserved populations, which include those whose access to professional arts and humanities experiences is limited by geography, ethnicity, and/or economics. (For more information, review the Americans with Disabilities Act, the FY17 Guide to Grants and DC Human Rights Act of 1977.)

(200 Words)

(Required)

## **Budget Narrative, Capacity & Sustainability**

Total Project Budget:

(Required)

Provide a budget narrative. Describe how the amounts allocated to the budget line items advance achievement of program(s) and/or mission goals; provide relevant detail and any additional clarifying information that may help understanding. Include the sources of required matching funds, if applicable, and whether the funding is secured or pending.

(400 Words)

(Required)

Is there anything specific the panel should know about the applicant's finances?

(100 Words)

(Required)

Describe the applicant's approach to obtaining insurance to cover project activities. For Sister Cities projects, please describe the applicant's specific visa solution, plan and timeline for securing this.

(200 Words)

(Required)

## **Budget**

(Budget Tab, Required)

Please enter the Project Income and Project Expense line items. Use the "Description" field below to denote which expenses will be charged to the DCCAH award and the amount of those expenses. For support of purchase, enter placeholder items to successfully complete the application and submit.

(Required)