



DC COMMISSION ON
THE ARTS & HUMANITIES

FY17
DISTRICT ARTS AND HUMANITIES
INITIATIVE GRANTS:
FIELD TRIP EXPERIENCES

Applicants may submit one District Arts Initiative application per grant cycle

Deadline: Friday, December 6, 2016 at 4:00PM

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PROJECT-BASED GRANTS

Applicants may submit one District Arts and Humanities Initiative application per grant cycle

FY17

District Arts and Humanities Initiative: Field Trip Experiences

Release Date: November 7, 2016

RFA ID: FY17.DAHI.1

Submission Deadline: December 6, 2016 at 4:00PM

Introduction

DC Commission on the Arts and Humanities (DCCAH) is soliciting grant applications from qualified arts, humanities and arts education organizations and program providers whose function is to present and facilitate exemplary programming in arts education.

Grants are competitive. Funding for this program is authorized from: District Arts and Humanities Initiative (DAHI) Grant.

Description

The DC Commission on the Arts and Humanities (DCCAH) announces the availability of the District Arts and Humanities Initiative: Field Trip Experiences Grant Program for fiscal year 2017. Grants will be awarded to support not-for-profit arts and humanities organizations offering comprehensive field trip experiences for students in the District of Columbia's public schools. Funding may be used to support the cost of field trip tickets, associated transportation costs, professional development opportunities for classroom educators, and/or pre/post-field trip workshops for students. Funding may also be allocated to necessary personnel support for the planning and implementation of the program.

Applications should target the provision of new or expanded field trip experiences for the following grade groupings and discipline areas:

- Dance (Programming designed for 1st Grade students and their teachers)
- Music (Programming designed for 4th Grade students and their teachers)
- Theatre and/or Film (Programming designed for 6th-8th Grade students and their teachers)

All programming is to be delivered between the grant award notification date and September 30, 2017.

The District Arts and Humanities Initiative grant is not a matching grant. Funds must be spent within DCCAH's FY17 period (October 1, 2016 to September 30, 2017).

Goals

- Provide access to comprehensive arts and humanities field trip experiences that advance student achievement in the District of Columbia;
- Create a strategic approach to the planning and delivery of field trip experiences and associated programming to students and teachers;
- Make authentic connections to curricular content/themes across targeted grade levels in collaboration with appropriate personnel at DCPS and DCPCS;
- Encourage collaboration between arts and humanities organizations and create the opportunity to build a "community of practice" between organizations within their discipline of specialty;
- Foster new relationships between arts and humanities organizations and public schools across the city; and,
- Demonstrate measurable impact of field trip experiences and associated programming on participating students and teachers.

Successful Applications

DCCAH recommends organizations submitting applications have a strong programmatic plan for delivery in components of the scope of their proposal;

- Applications should include a comprehensive overview of the scope of their program delivery to-date, if applicable. Programmatic details should include numbers of teachers and students served and their respective grades;
- Applications should provide evidence of authentic connections to curricular themes in both arts or humanities and non-arts or humanities content for targeted grade level(s);
- Applications should include sample syllabi/lesson plans for any professional development or workshops included in the scope of the application. Evidence of useful tools and strategies for classroom teachers to embed into their teaching practice should be included as part of any work samples or plans;
- Applications may include testimonies from teachers, principals, parents/caregivers and students to support the success of field trip experiences, and associated programs, delivered by their organizations;
- Applications should demonstrate evidence of student engagement in the activities offered as part of the program; and

- Applications should demonstrate the organizational capacity to manage and deliver the scope of the proposed program.

Eligibility Requirements

Arts and Humanities organizations must be incorporated in the District, headquartered with a land address in DC and have 501(c)(3) status for at least one year prior to the application period in addition to other eligibility criteria listed in the program’s guidelines. Applicants must also be a registered organization in good standing with the DC Department of Consumer and Regulatory Affairs (DCRA), Corporation Division, the Office of Tax and Revenue (OTR), the Internal Revenue Service (IRS), and the Department of Employment Services (DOES) and possess clean hands certification at the time of application.

- Be 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 incorporated within the District of Columbia;
- Have their Federal and DC tax exempt status (subject to DCRA verification) in good standing for one year prior to the application deadline;
- Have principal offices that are located in the District of Columbia, as determined by the address on the organization’s official 990 document. PO Boxes and the addresses of board members or volunteers may not be used as a primary business address;
- Have a demonstrated commitment to provide arts and humanities programs to the residents of Washington, DC. At least one hundred percent (100%) of the scheduled arts and humanities activities in the grant application must occur within the District of Columbia;
- Are in good standing with DCCAH. Applicants with incomplete or delinquent reports, in any funding program, as of December 6, 2016, are ineligible to receive an additional award from DCCAH in FY17;
- Do not use fiscal agents; and,
- Are not colleges, universities, service organizations, foreign governments or other DC government agencies, including DC Public Schools.

Recipients of Heritage Grant Program (HGP) funding for FY17 are eligible to apply. Public Charter Schools are also eligible to apply. All eligible applications are reviewed through a competitive process. The Request for Applications (RFA) will be available electronically beginning November 7, 2016 on the DCCAH website at <http://dcarts.dc.gov/>. Applicants must apply online. The deadline for applications is December 6, 2016.

Funding Restrictions and Allowable Costs

As a District of Columbia agency, the DCCAH must ensure that all grant funds are expended in a fiscally responsible manner. Allowable costs are those that the District government and the DCCAH have determined as valid expenditures.

Examples of allowable costs for District Arts and Humanities Initiative: Field Trip Experiences

- Salaries for arts/humanities educators for nonprofit organizations;
- Teaching artists / consultants / program specialists;
- Travel and transportation directly related to project implementation;
- Materials, supplies and equipment purchases no more than 25% of the award, that are directly related to project implementation; and,

- Overhead, maintenance and administration not exceeding 35% of the grant, as long as the entity is not a Public Charter School or Parent Teacher Association.

Examples of unallowable costs for District Arts and Humanities Initiative: Field Trip Experiences

- Overhead, maintenance and administration exceeding 35% of the grant;
- Overhead, maintenance and administration previously funded in the FY17 year through any other DCCAH grant;
- Food and beverages;
- Operational Reserves;
- Tuition and scholarships;
- Costs related to fundraisers and special events;
- Pieces of equipment that exceed 25% of the grant award;
- Travel not directly related to the execution of the project. Allocation of funds for first / business class travel is not permitted ; and,
- College tuition or to fund universities, service organizations, foreign governments, or DC government agencies, including DC Public Schools.

Technical Assistance and Workshops

DCCAH staff members are available to provide guidance on grant applications through group and individual technical assistance. Between November and December 2016, the DCCAH will conduct free workshops and application review for participants to learn useful information about the agency's funding opportunities and how to submit a grant application. Workshops are scheduled for Thursday, November 17, 2016 from 10:00am-11:00am and Friday, November 18, 2016 from 6:00pm-7:00pm. More information about the dates and times of these workshops may be found at www.dcartts.dc.gov under [Grant Writing Assistance](#). **The DCCAH strongly recommends all applicants attend these workshops.**

For more information, please contact:
 David Markey
 Arts Education Coordinator
 DC Commission on the Arts and Humanities
 200 I (EYE) St. SE
 Washington, DC 20003
 (202) 671-1354 or david.markey@dc.gov

Workshops take place at the offices of the DC Commission on the Arts and Humanities. All workshops are free and open to the public; however, participants are encouraged to RSVP. Valid photo identification must be presented on arrival. Contact David Markey at david.markey@dc.gov or call 202-724-5613.

Application Process

All of the FY17 grant program guidelines are available www.dcartts.dc.gov. DCCAH utilizes an online grant portal. All applications must be submitted online by the deadline, 4:00 pm, Friday, December 6, 2016. Incomplete or late applications, or applications which do not follow the instructions, will be ineligible for review and funding. The grant period is from the grant award date to September 30, 2017.

Grant funds may not be used for project activities that occur prior to the grant award date. DCCAH will not accept mailed, emailed or hand-delivered copies of grant applications.

Grant Application Procedure:

1. Review the FY17 Guide to Grants [PDF] and the grant guidelines thoroughly and determine eligibility of the applicant, project and project activities.
2. Go to the [Apply for Grants](#) page and select the [Grant Application Portal](#) to register.
 - To reset the password either select “Forgot your password?” or click [here](#).
3. Once fully registered, applicants must select the desired grant program(s).
4. Complete the application questions.
5. Upload all required documents, supplementary material, and work samples.
6. Submit the application by 4:00pm on the grant program’s deadline date.

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 DC 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 or recommendation for funding by the Advisory Review Panel. DCCAH staff is not permitted to make corrections to applications on behalf of applicants. DCCAH staff will review applications for completeness and contact applicants for any incomplete documents within five business days of the deadline. Applicants are responsible for updating their application within five business days of DCCAH’s notification. Incomplete applications will not be forwarded to the Advisory Review Panel for consideration.

Review Process

All applications are scored according to three categories: Artistic & Educational Content, District Impact & Engagement and Financial Capacity & Sustainability. The evaluation criteria are specific to each grant program and listed in each grant program’s guidelines.

Applicants are fully responsible for the content of their application packages. Incomplete applications will not be forwarded to the Advisory Review Panel for consideration. Panelists will conduct a thorough review of all applications and convene as group to discuss the applications and finalize scores.

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.

For more information regarding the grant review process please visit the [Guide to Grants](#). To nominate a person to serve on DCCAH’s Advisory Review Panels, see DCCAH’s [FY17 Call for Panelists](#).

Notification and Payment

Applicants will be notified in writing of their application status on December 29, 2016. This notification may consist of a grant package, letter of ineligibility, or letter of denial.

The date of payment disbursement is subject to change depending on the availability of funds. 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 strongly recommends FY17 grant recipients register for direct deposit. For more information on direct deposit by completing an Automated Clearing House (ACH) Vendor Payment Enrollment Form. The ACH Form can be found on our website at [Managing Grant Award](#).

DCCAH reserves the right to rescind any and all grant awards for non-compliance with grant guidelines, policies and regulations. FY17 grantees with unfulfilled reporting in any funding program as of October 14, 2016 are ineligible to receive any additional awards from DCCAH.

Risk Management and Performance Monitoring

All grant recipients are subject to risk assessments and monitoring requirements as outlined in the [City-Wide Grants Manual and Sourcebook](#) from the Office of the City Administrator (OCA). DCCAH has established standards for grantees in making determinations of demonstrated performance prior to the award of all grants.

All 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.

All FY17 grant recipients must complete final reports by October 14, 2017. Grantees are required to document payment of all grant related expenses. Interim and final reports will be completed through the online portal. Grantees may access the interim and final report pages through the [Manage Grant Award](#) page 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 tax professionals and the IRS.

Contact Information

For more information regarding the District Arts Initiative: Field Trip Experiences grant program, or clarification about accessibility requirements, work sample submissions and the grant making process, please refer to the [Guide to Grants](#) or contact David Markey, Arts Education Coordinator, at david.markey@dc.gov,

PROJECT-BASED GRANTS

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District Arts and Humanities Initiative:

Fieldtrip Experiences

Review Criteria

Arts Education and/or Humanities and/or Infrastructural Content/Capacity 40%

- The applicant's work sample and educational materials (syllabi, lesson plans, rubrics, etc.) demonstrate high standards of artistic, humanities and educational excellence within the chosen discipline(s);
- The described activities advance student learning through the arts and/or humanities;
- The related goals and schedule of planned activities are feasible;
- The applicant uses personnel with demonstrated arts expertise (such as arts administrators, teaching artists, educators, professional artists) to plan and implement content;
- The applicant demonstrates a commitment to hiring DC-based artists and humanities professionals, where applicable, to deliver content (such as arts administrators, teaching artists, educators, professional artists); and,
- The applicant presents effective evaluation methods specific to the project with the desired outcome of improving future activities and services.

District Impact & Engagement 30%

- Applicant directly targets a substantial number of DCPS and DC Public Charter School children and youth;
- The described arts activities are enriching experiences that meet the unique needs of the children and youth of the District of Columbia;
- Applicant partners with similar or complementary organizations to leverage resources for the described activities; and,
- The proposed activities and services are available to, and inclusive of, people with disabilities.

Financial Capacity & Sustainability 30%

- The organization demonstrates proper oversight with a committed Board of Directors with well-rounded expertise;
- The applicant is sufficiently stable, in terms of artistic expertise, understanding of core curriculum, organizational capacity, and financial status, in order 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, feasible and directly related to the grant request. All items funded with grant dollars are eligible expenses under the grant; and,

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District Arts and Humanities Initiative: Field Trip Experiences

Application Checklist

The following is in addition to the required narrative questions within the online grant application. This checklist includes all mandatory and supplementary documents required to submit the District Arts and Humanities Initiative application. Documents must be uploaded prior to the application deadline.

MANDATORY DOCUMENTS (Organizations)

- Application Narrative
- Support Material
- Work Samples
- Project Budget
- Resume(s) of key personnel involved in the project, such as artistic staff and educators
- Signed W-9 (Request for Taxpayer Identification and Certificate)
- IRS Letter of Determination / District of Columbia Certificate of Incorporation
- Arrest and Conviction Statement
- Statement of Certification
- Certificate of Insurance
- Certificate of Clean Hands (DCCAH will secure)
- ACH Form (if not already on file with DCCAH)

FAILURE TO SUBMIT MANDATORY DOCUMENTS WILL AUTOMATICALLY RESULT IN DISQUALIFICATION.