



DC COMMISSION ON
THE ARTS & HUMANITIES

**FY2018
GENERAL OPERATING SUPPORT (GOS)
PROGRAM: HERITAGE & HORIZON
GRANT GUIDELINES**

Applicants may submit one (1) General Operating Support Program application per grant cycle

Deadline: Monday, March 6, 2017 at 4:00PM EST

Government of the District of Columbia
Commission on the Arts and Humanities
200 I (Eye) Street, SE, Suite 1400
Washington, DC 20003

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GENERAL OPERATING SUPPORT (GOS) PROGRAM: HERITAGE & HORIZON GRANT

Applicants may submit one (1) General Operating Support application per grant cycle

FY 2018

General Operating Support (GOS) Program: Heritage & Horizon Grant

Release Date: Thursday, January 26, 2017

RFA ID: FY18.GOS.1

Submission Deadline: Monday, March 6, 2017 at 4:00PM

Introduction

DC Commission on the Arts and Humanities (CAH) is soliciting grant applications from qualified arts, humanities and arts education organizations whose sole function is exhibition or presentation in the arts and humanities or arts education.

Grants are competitive, and awards are based on the cohorts listed under the program description. Funding for this program is authorized from: Arts Program – General Operating Support.

Heritage & Horizon Grant Description

The CAH General Operating Support (GOS): Heritage & Horizon Grant offers general operating support to non-profit arts, humanities and arts education organizations that focus on the following areas: dance, design, folk and traditional arts, literature, media arts, music, theatre, and visual arts such that its total activities and/or services are concentrated on and devoted to the arts and humanities and/or arts education.

GOS applicants must demonstrate the ways in which their ongoing programming aligns with the DC Commission on the Arts and Humanities' mission to encourage diverse artistic expressions and learning opportunities so that all District of Columbia residents and visitors can experience the rich culture of the

city. Successful GOS applications must clearly detail their organization's outstanding leadership and vision, history of exceptional programming and strong track record of broad and inclusive community engagement.

GOS applicants are reviewed in cohorts based on the years of service as a tax-exempt 501(c)(3) organization. Cohorts may be subdivided based on based on FY16 cash expenses.

Organizations with a 501(c)(3) letter dated on or before 1/1/2010 with seven (7) years of programming in DC are deemed "Heritage organizations" by CAH. As such these organizations are eligible for up to 35% of FY16 cash expenses across all CAH grant programs.

Organizations with a 501(c)(3) letter dated on or before 1/1/2016 with at least one (1) year of programming in DC prior to the time of application are deemed "Horizon organizations" by CAH. As such these are organizations are eligible for up to 30% of FY16 cash expenses across all CAH grant programs.

Organizations undergoing a capital campaign, or other unusual budgetary circumstances, should contact GOS grant program manager Regan Spurlock at regan.spurlock@dc.gov for assistance determining the cohort.

GOS has a 1:1 cash matching requirement, designed to assist an organization's fundraising by leveraging funding from additional sources. Neither in-kind goods or services nor other CAH or District of Columbia government funds may be used to satisfy the matching requirement. Funds must be spent within CAH's FY2018 (October 1, 2017 to September 30, 2018).

Heritage & Horizon Grant Goals

- Provide access to high-quality arts, humanities and/or arts education services and/or experiences for all District of Columbia residents;
- Stimulate the creative economy through investments in the stabilization and advancement of arts, humanities and/or arts education organizations; and,
- Enhance the stability, capacity and professional development of arts, humanities and arts education organizations and their practitioners.

Successful General Operating Support Applications

- Provide work samples and support materials that best represent the work of the organization and realization of its mission;
- Demonstrate a clear commitment to inclusion, diversity, equity and access among audiences, participants, staff and board leadership;
- Provide evidence of strong levels of assessment and growth from participation, evaluation and risk; and,
- Provide detailed, accurate and feasible budget information and clear information on large variances reported on the DataArts (formerly the Cultural Data Project) funder's report.

Heritage & Horizon Grant Eligibility Requirements

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

- Be incorporated as a nonprofit, with an active board of directors, with at least one (1) year of programming in the District of Columbia demonstrated by a designated tax-exempt status under section 501(c)(3) of the United States Internal Revenue Code;
- Have the sole function to exhibit, present or professionally train in the arts and humanities and/or provide arts education opportunities;
- Have received funding through a CAH competitive grant in FY16 and/or FY17;
- 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);
- Be headquartered and have principal offices that are located in the District of Columbia, as demonstrated by the address on the organization's official 990 document. Post Office Boxes and the addresses of board members or volunteers may not be used as a primary business address; and,
- Be in good standing with CAH.

Applicants restricted from applying include:

- Organizations with incomplete or delinquent CAH reports, in any funding program, as of October 15, 2017;
- Fiscal agents;
- Organizations not in active service at least a year prior to the application fiscal year;
- Organizations established primarily to provide social services, even if those organizations use the arts, humanities and arts education programs as a vehicle for service delivery; and,
- Individuals, for-profit organizations, private foundations, political organizations, colleges, universities, foreign governments, federal government or other DC government agencies, including DC Public Schools.

Funding Restrictions and Allowable Costs

Applicants receiving funding through General Operating Support (GOS) Program are restricted from project support except when meeting eligibility criteria for either CAH or when meeting eligibility criteria Facilities and Buildings grants or unless otherwise specified in the guidelines.

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

Examples of allowable costs for Heritage & Horizon Grant:

- Salaries;
- Programmatic expenses;

- Overhead and maintenance;
- Equipment, materials and supplies directly related to expanding access to arts and humanities programming and arts education, including capital expenses and technological resources;
- Consultants; and,
- Travel directly related to the cost of producing arts, humanities, or arts education activities in the District of Columbia.

Examples of unallowable costs for Heritage & Horizon Grant:

- Food and beverages;
- Regranting;
- Tuition and scholarships;
- Costs related to fundraisers, special events and lobbying; and,
- Travel directly not related to the cost of producing arts, humanities or arts education activities in the District of Columbia.

All expenses must be documented by the grantee within the grant agreement. The grant agreement will not be processed for payment until expenses are reviewed and approved by the grants manager. The grantee will be responsible for demonstrating cash expenses in interim and final reports.

Technical Assistance and Workshops

CAH staff members are available to help develop applicants through group and individual technical assistance workshops. CAH conducts free workshops and application review for participants to learn useful information about the agency’s funding opportunities and how to submit a grant application. More information about the dates and times of these workshops may be found at www.dcartsonline.org under [Grant Writing Assistance](#). **CAH urges all applicants to attend these workshops.** In addition, CAH staff members are available to review draft applications for 30-minute appointments up to one week before the deadline as available.

Workshops take place at the offices of the DC Commission on the Arts and Humanities and DC public libraries listed below. **Workshop dates, times and locations are subject to change.** All workshops are free and open to the public; however, participants are strongly encouraged to RSVP. Photo identification is required to enter CAH offices. Additional information is available by calling CAH 202-724-5613.

Day & Date	Time	Topic	Location
Wednesday, February 1	2:30pm-4:00pm	General Operating Support	Mt Pleasant Neighborhood Library
Friday, February 3	2:30pm-3:30pm	General Operating Support	Live webchat
Tuesday, February 7	5:00pm-6:30pm	General Operating Support	CAH
Friday, February 10	2:30pm-3:30pm	General Operating Support	Live webchat

Wednesday, February 15	10:00am-11:30am	General Operating Support	Anacostia Neighborhood Library
Friday, February 17	2:30pm-3:30pm	General Operating Support	Live webchat

FY18 General Operating Support Workshops are at:

Mt. Pleasant Neighborhood Library
3160 16th Street NW
Washington, DC 20010

DC Commission on the Arts and Humanities
200 I (Eye) Street SE, Suite 1400
Washington, DC 20003

Anacostia Neighborhood Library
1800 Good Hope Road SE
Washington, DC 20020

DataArts (formerly the Cultural Data Project):

For applicants interested in participating in the online DataArts workshops, please visit <http://www.dcculturaldata.org/news.aspx>.

Application Process

Grant program guidelines are available www.dcartc.dc.gov. CAH utilizes an online grant portal. All applications must be submitted online by 4:00 pm, Monday, March 6, 2017. Incomplete or late applications or applications which do not follow the instructions are deemed ineligible for review and funding. The grant period is from October 1, 2017 to September 30, 2018. **Grant funds may not be used for activities that occur outside of the grant period.** CAH does not accept mailed, emailed or hand-delivered copies of grant applications and their required attachments.

Grant Application Procedure

1. Review the FY2018 Guide to Grants [PDF] and the grant guidelines thoroughly and determine eligibility of the applicant.
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 and budget/budget narrative data.
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 activities through more than one CAH 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. CAH staff is not permitted to make corrections to applications on behalf of applicants. CAH staff reviews applications for completeness and contacts applicants for any incomplete documents within five (5) business days of the deadline. Applicants are responsible for updating their application within five (5) business days of CAH’s notification. Incomplete applications are not forwarded to the Advisory Review Panel for consideration and are deemed ineligible.

Review Process

All applications are scored according to three (3) categories: Arts, Humanities and Arts Education Content and/or merit; District Impact & Engagement; and Organizational Capacity and Sustainability. The evaluation criteria for General Operating Support (GOS): Heritage & Horizon Grant are listed and described on page 11.

CAH selects Advisory Review Panelists for each grant program to score and rank the applications. Panelists are arts, humanities, arts education and/or business professionals, independent of CAH, who ensure that CAH provides programs and services that meet the needs of the District of Columbia. All eligible applications are forwarded to the Advisory Review Panelists for evaluation and scoring based on the published criteria. Panelists conduct a thorough review of all applications and convene as group to discuss the applications and finalize scores. Ranking, scores and reporting information are presented to the CAH Grants Committee. The Committee presents funding recommendations to the Executive Director for endorsement by the Commission.

The evaluation process takes 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 CAH's Advisory Review Panels, see CAH's [FY2018 Call for Panelists](#).

Notification of Decision

Applicants will be notified of their application status as required under the Grants Administration Act of 2015 within 45 days of the RFA close date.

Payment Process

DC Government pays all invoices within 30 days of receipt of invoice. Disbursements will be sent via electronic fund transfer to the Grantee's separate bank account.

CAH reserves the right to rescind any and all grant awards for non-compliance with grant guidelines, policies and regulations.

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). CAH has established standards for grantees in making determinations of demonstrated performance prior to the award of all grants.

All activities funded by CAH 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.

Contact Information

For more information regarding General Operating Support (GOS), or clarification about accessibility requirements, work sample submissions and grant making process, please refer to the [Guide to Grants](#) or contact Regan Spurlock, Grants Programs Manager at regan.spurlock@dc.gov or 202-724-5613.

GENERAL OPERATING SUPPORT (GOS) PROGRAM: HERITAGE & HORIZON GRANT PROGRAM

FY 2018

GENERAL OPERATING SUPPORT (GOS): HERITAGE & HORIZON GRANT PROGRAM

Review Criteria

Arts, Humanities and Arts Education Content and/or Merit 40%

- The applicant's work samples and support materials demonstrate the highest standards of arts, humanities and/or arts education accomplishment that aligns with its mission; and,
- The applicant uses personnel with demonstrated arts, humanities and/or arts education expertise (such as artistic director, administrators, teaching artists, educators, professional artists) to plan and implement arts, humanities and/or arts education content.

District Impact and Engagement 30%

- The applicant specifies strategies to determine organizational impact through evaluation and details changes implemented to ensure continued and future growth;
- The applicant demonstrates a commitment to hiring DC-based arts and humanities professionals, where applicable, to deliver services (such as administrators, professionals, educators, mentors).
- The applicant notes services that promote inclusion, diversity, equity and access for audiences, participants, staff and board; and,
- The applicant demonstrates an understanding of the unique cultural nature of DC.

Organizational Management, Capacity and Sustainability 30%

- The applicant demonstrates proper oversight with well-rounded expertise;
- The applicant is sufficiently stable, in terms of expertise, organizational capacity, financial status, to implement the proposed request;
- The applicant demonstrates the internal capacity to administer the grant; and,
- The applicant clearly demonstrates ability to attract the financial support necessary to sustain the activities.

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GENERAL OPERATING SUPPORT (GOS): HERITAGE & HORIZON GRANT PROGRAM

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 for General Operating Support. Documents must be uploaded prior to the application deadline. **PDF files are required.**

MANDATORY DOCUMENTS

- o Work Sample(s) – see Guide to Grants for more information on Work Sample Requirements. *Flyers and brochures DO NOT count as work samples;*
- o Support Material(s) CAH recommends up to three (3) Internally Produced Programmatic Structural Material, e.g., subscription brochures, curricula, strategic plans, etc; and up to three (3) externally Produced Material, e.g., publicity, external letters of support, reviews;
- o Resume(s) of Key Personnel (Artistic/Managing/Executive Directors, Training Heads) with roles responsibilities and home addresses clearly indicated;
- o Current Board of Directors with roles, responsibilities and home addresses clearly indicated;
- o Organizational Budget;
- o Profit and Loss Statement from most recently completed fiscal quarter;
- o Balance Sheet from most recently completed fiscal year;
- o 2015 DataArts (or most recently completed fiscal year); and,
- o OPGS Compliance documents (templates here: <http://dcarts.dc.gov/page/managing-grantawards>):
 - o Arrest and Conviction Statement
 - o Recently dated certificate of Clean Hands
 - o Certificate of DC Incorporation
 - o Certificate of Insurance

- o IRS Letter of Determination
- o Statement of Certification
- o Signed W-9, no PO boxes



ADDENDUM A: WORK SAMPLES AND SUPPLEMENTARY MATERIALS

The DC Commission on the Arts and Humanities (CAH) values and emphasizes arts and humanities excellence in all grant programs within all disciplines. This section contains detailed information on CAH requirements and suggestions regarding arts and humanities content.

Content of Services Provided and merit is one of several criteria on which an application is reviewed. Other criteria include: District Impact and Engagement, Organizational Capacity and Sustainability Management, and information received from site visits and other monitoring activities. Content of Services Provided is demonstrated to the Advisory Review Panel through the applicant's:

- **Section 1 - Work sample;**
- **Section 2 - Support materials;**
- **Section 3 - Résumé of key personnel; and**
- **Section 4 – Assessment and Evaluation.**

Of these, the work sample carries the most weight because it must contain the clearest depiction of the applicant's best work(s). All applicants must submit arts and humanities work samples.

To further assist you in submitting strong content with your application, CAH has provided:

- **Section 5 – General suggestions from DCCAH staff.**

Section 1 - Work Samples

Work samples are a critical to each application and are carefully considered during application review. The CAH strongly recommends that applicants pay close attention to the content of work sample submissions.

The guidelines on what to submit within a work sample submission depend on the applicant's arts and humanities discipline and the nature of the grant request. *Applicants must adhere to the work sample requirements below in order to be eligible for consideration.*

Work samples must be no more than two years old. Submitting older work samples will make the application ineligible for funding consideration.

Arts Education	
	Includes video and audio excerpts, writing samples, and student work along with syllabi, lesson plans, and other materials created by teaching artists and teachers in professional development projects.
	Educational materials are also acceptable alongside the arts and humanities work sample.
Crafts	
	Individuals - Submit digital images of ten (10) different works.
	Organizations - Submit ten (10) digital images of different works.
	Create an Image Identification List of the images submitted. Arrange list of images in the desired viewing order. Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.
Dance	
	Submit up to two (2) video recordings of performances.
	Submit an ensemble selection unless applicant is a soloist or the project involves a solo.
Design Arts	
	Individuals - Submit digital images of ten different works.
	Organizations - Submit 20 digital images of different works.
	Create an Image Identification List of the images submitted. Arrange list of images in the desired viewing order. Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.
Interdisciplinary	
	Individuals and organizations must submit up to ten (10) digital images or up to two (2) audio/video recordings demonstrating the integration of disciplines in the work.

Literature (Includes poetry, fiction, creative writing, screenwriting, spoken word, etc.)	
Fiction and creative nonfiction writing	Submit 10-20 pages from no more than three short works, or a portion from no more than two larger works up to 20 pages.
	Applicants must label the work(s) as fiction or nonfiction.
	If the work is an excerpt, include a one-page statement in the manuscript about where it fits into the whole to orient the reviewers.
Poetry	Submit 10-15 pages of poetry from no fewer than five poems, not to exceed 10 poems.
	Shorter poems should be printed one to a page.
Spoken Word	In addition to the Poetry requirements above, submit video recordings of three contrasting pieces.
Media Arts	
Film, Video, Radio	Submit up to two (2) audio/video recordings of completed work or work-in-progress.
Multi-disciplinary	
	Individuals and organizations must submit up to ten (10) digital images or up to two (2) audio/video recordings demonstrating the distinct disciplines in the work relevant to the grant request.
Music	
	Submit up to three (3) audio/video recordings.
	Selections must not exceed five (5) minutes.
	Upload each selection in a separate file.
Photography	
	Individuals - Submit digital images of ten (10) different works.
	Organizations - Submit 20 digital images of different works.
	Create an Image Identification List of the images submitted. Arrange list of images in the desired viewing order. Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.

Service Organizations	
	Submit up to three (3) internally-produced items that demonstrate high-quality arts, humanities, and/or arts education content or services provided (e.g. membership brochures outlining services offered, brief videos of previous programs, curricula from professional development workshops, program from annual convening with breakout sessions listed, shared , etc.)
Theater	
Actors	Submit video recordings of two (2) contrasting monologues.
	Still images of productions are prohibited.
Directors	Submit a copy of a 1-3 page concept statement of a recently directed play.
Organizations	Submit up to two (2) video recordings of performances.
	Digital images of productions are prohibited.
	Playbills and programs are prohibited as work samples. However, they may be included as support material.
Playwrights	See LITERATURE, above.
Sound designers	Submit up to three (3) audio recordings.
Visual Arts	
	Individuals - Submit digital images of ten (10) different works.
	Organizations - Submit ten (10) digital images of different works.
	Create an Image Identification List of the images submitted. Arrange list of images in the desired viewing order. Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.

Section 2 - Support Materials

Support materials are documents that strengthen the application and provide additional information that directly relates to the grant request. Support materials do not take the place of a work sample! They do, however, reinforce the quality of the applicant's arts and humanities disciplines(s).

Some examples of support materials are:

- Theater/exhibition reviews;
- Letters of recommendation;
- Certificates;
- Sample lesson plans;

- Assessments and evaluations; and
- Awards.

Section 3 - Résumé of Key Personnel

Another way for the Advisory Review Panel to determine the artistic content of each application is to review the résumés of the key artists, administrators, and facilitators involved in the grant activities. The professionals involved in the organization determine the capacity of the organization and ability for the applicant to effectively create an excellent arts and humanities product and/or experience. Their backgrounds as artists and administrators should be relevant to the organization and clearly demonstrated through their professional résumés.

Section 4 – Assessment and Evaluation

Purpose of Assessment & Evaluation

- (a) To determine the efficacy of a program – as articulated in the program goals and as required for grant reporting.
- (b) To provide evidence to support changes in order to improve the program and its delivery.

Types of Assessment & Evaluation

- (a) Qualitative Assessment is often subjective in approach and narrative in nature.
- (b) Quantitative Assessment provides empirical data that demonstrates growth in the knowledge, skills, and understandings of the participants.

Assessment & Evaluation Design

There are many ways to assess and evaluate programming including; needs assessments, pre- and post-testing, and formative, observational, and summative assessments that utilize mixed method approaches such as portfolio assessment.

Section 5 - General Suggestions from CAH Staff

When creating and preparing Work Samples, Support Materials and Résumés, the CAH recommends considering the following:

- Select recent, high quality samples that relate as directly to the application as possible;
- Uploaded pictures should be JPEGs with the resolution of at least 72 dpi;
- The file upload limit is 80MB. If your work sample is larger than this, we encourage providing a link rather than compromising the quality of the work sample;
- Less is more. Oftentimes, adding more than the recommended number of work samples to an application will weaken the application;
- Carefully chosen work samples (pictures, videos, excerpts, etc.) tend to make the biggest impact and create the strongest artistic impression;
- Advisory Review Panelists are required to review each applicant’s work samples; however, they are not guaranteed to review multiple work samples within the same application;
- For project-based grants, if you have conducted similar projects in the past two years, include samples of work that illustrates the core mission, theme, or impact of those projects.
- Panelists must be able to assess the skill level of those involved in the work that will be created, exhibited or taught;
- Digital File Format - All files should be labeled as follows, in the appropriate file extension (jpg, gif, pdf, etc.);
 - o Template: Applicant’sLastName.FirstName.Image#.ArtworkTitle.jpg

- o Example – “DaVinci.Leonardo.1.MonaLisa.jpg”

For video submission

- Do not send promotional work samples (e.g., highly-edited booking tapes); and
- Do not send dark work samples or samples with poor visibility.

For online materials and website:

- A website is not a sufficient work sample. Only submit a website that is an essential part of the project;
- Be sure that the links to websites or online materials are fully functioning and maintained throughout the year. An inoperative link to a website containing the work sample will negatively affect the application. CAH is not responsible for any material outside of the online grant portal.



ADDENDUM B:

DATA ARTS FUNDER'S REPORT

The Data Arts is a District-wide, collaborative effort of public and private funders and consists of an online system for collecting and standardizing historical, financial and organizational data. The Data Arts Funder's Report will provide the cultural community with comprehensive data on arts and humanities in DC, and enable organizations to view trends in their data, benchmark themselves against peer organizations, and enhance their financial management capacity.

CAH requires organizations to complete a data profile and funder's report to apply to the following programs: Arts & Humanities Service Organization Grant Program, DC Heritage Grant Program, Facilities and Buildings and UPSTART.

The DC CDP Data Profile is an annual requirement completed through the [CDP website](#). The information entered into the Data Profile will be used when an application is created and report materials are submitted for the DCCAH and other funders.

Complete instructions for getting started with the DC CDP/Data Arts or to take part in a free orientation webinar, may be found at: <http://www.dcculturaldata.org/>.

Please direct questions concerning the Cultural Data Profile to:

DC DataArts Help Desk:

Toll Free: 1-855-223-2237 (1-855-22-DCCDP)

Email: help@DCculturaldata.org

The DC DataArts Help Desk is available Monday – Friday from 9:00am – 5:00pm DCST.

DC CDP website: <http://www.dcculturaldata.org>