



GENERAL OPERATING SUPPORT PROGRAM

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

FY 2017

General Operating Support Program (Organizations)

Deadline: March 6, 2017 at 4:00PM

General Operating Support Program (Organizations) Questions

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.

(Up to 400 words)

(Required question)

Work samples:

CAH recommends up to three (3) internally-produced items that demonstrate high-quality arts, humanities, and/or arts education content or services provided (e.g. brief videos of programs, images of work created by participants, etc.)

(Required upload)

Support materials:

CAH recommends up to three (3) internally-produced items (e.g. curricula, strategic plans, marketing materials, etc.) and up to three (3) externally-produced items (e.g., publicity, external letters of support, reviews, commendations, etc.)

(Required upload)

Résumé of key personnel with home addresses (e.g. artistic/managing/executive directors, arts educators, etc.):

(Required upload)

List of board members with roles (e.g. president, treasurer, etc.) and home addresses clearly indicated:

(Required upload)

2016 (or most recently available year) DataArts “Data Complete” Funders Report:

(Required upload)

Current organizational budget:
(Required upload)

Profit and loss statement from most recently completed fiscal quarter:
(Required upload)

Balance sheet from most recently completed fiscal year:
(Required upload)

DC Office of Partnerships and Grant Services required compliance documents:
(Templates and instructions available at <https://dcarts.dc.gov/page/managing-grant-awards>)

- Arrest and Conviction Statement
- Recently dated Certificate of Clean Hands
- Certificate of DC Incorporation
- Certificate of general liability insurance
- IRS Letter of Determination
- Statement of Certification
- Signed W-9 (no post office boxes)

Overview

Group Name/Organization
(Up to 10 words)
(Required question)

Type of support:
(Indicate Heritage, Horizon, or Service Organization)

Has your address changed in the past 12 months?
(Yes or No)

Request

Organization Profile

In which Ward is the applicant located?
(Required question)

Applicant discipline:
(Required question)

Organization founding date:
(Required question)

Institution type:
(Required question)

What is the organization's mission and vision?

(Up to 200 words)

(Required question)

Please list the organization's top three accomplishments from the past two years:

(Up to 200 words)

(Required question)

Request Details

List up to five (5) core programs, projects, or initiatives that will take place during the upcoming fiscal year. Please group activities into categories, e.g. "Season of 5 classical American plays."

(At least 1 project description required)

Example:

Program type: Arts Education (options: Arts Education / Festivals & Projects / EOR / Other)

Program cost: \$15,000

of audience/youth served: 5000

Brief description (100 characters including spaces): 30 classroom workshops in ward 7.

Program type: Festivals & Projects

Program cost: \$350,000

of audience/youth served: 18,000

Brief description (100 characters including spaces): Annual June literary festival.

District Impact & Engagement

Please describe how your programs or services promote inclusion, diversity, equity and access for audiences, participants, staff, and board.

(Up to 400 words)

(Required question)

Specify strategies employed to determine organizational impact through evaluation. Describe changes implemented as a result of internal evaluation processes and external trends.

(Up to 400 words)

(Required question)

Provide examples of programs and/or initiatives that demonstrate an understanding of the unique cultural nature of DC.

(Up to 400 words)

(Required question)

Budget Narrative, Capacity & Sustainability

Total FY16 organizational cash expenses (do not include in-kind expenses):

(Required question)

Provide a budget narrative. Describe how the amounts allocated to the budget line items advance organizational mission; provide relevant detail any additional clarifying information. Include the sources of required matching funds and whether the funding is secured or pending.

(Up to 400 words)

(Required question)

Please explain any large variance(s) reported on the DataArts profile.

(Up to 400 words)

(Required question)

How many FTEs are DC residents?

(Required question)

How many FTEs are non-DC residents?

(Required question)

How many PTEs are DC residents?

(Required question)

How many PTEs are non-DC residents?

(Required question)