DC COMMISSION ON
THE ARTS & HUMANITIES

FY14
PROJECT-BASED GRANTS
CITY ARTS PROJECTS

Applicants may submit one City Arts Project application per grant cycle

Project Budgets - Less than $100,000

Organizations may request up to $20,000
Deadline: June 25, 2013 at 6:00PM

Projects by Individuals

Individuals may request up to $10,000
Deadline: June 28, 2013 at 6:00PM

Project Budgets - $100,000 and up

Organizations may request up to $30,000
Deadline: July 2, 2013 at 6:00PM

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FY 2014

City Arts Projects

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Individuals may request up to $10,000
Deadline: June 28, 2013 at 6:00PM

City Arts Projects Description

The City Arts Projects (CAP) grant provides project support for individuals and organizations to execute projects that promote arts and humanities activities to a diverse range of communities within the District of Columbia. DCCAH encourages small, medium and large projects that have a city-wide impact, as well as those that represent community-based projects that are based on geographic location, common interests or a shared identity. Artistic projects may include, but are not limited to: concerts, visual arts exhibitions, literary readings, and festivals that feature dance, folk art, film, music, theater and other art forms.

City Arts Projects will be reviewed by cohorts based on the project's artistic expense budget and projects produced by individuals or organizations.

Cohort	Maximum Request	Grant Manager
Project Budgets - $100,000 and Up	$30,000	Steven Mazzola, steven.mazzola@dc.gov
Project Budgets - Less than $100,000	$20,000	Tierra Buggs, tierra.buggs@dc.gov
Projects by Individuals	$10,000	Regan Spurlock, regan.spurlock@dc.gov

Individuals are not required to match grant funds. Organizations have a 1:1 cash matching requirement. This is designed to assist an organization's fundraising by leveraging funding from additional sources. Neither in-kind services nor other DCCAH funds may be used to satisfy the matching requirement. Funds must be spent within DCCAH's fiscal year (October 1, 2013 to September 30, 2014).

City Arts Projects Goals

- Provide access to high-quality arts and humanities experiences for all District of Columbia residents;
- Increase quality of life by supporting a vibrant community identity through the arts and humanities; and
- Stimulate the creative economy through investments in local artists and arts organizations.

Eligibility Requirements

- Applicants are prohibited from submitting CAP applications for projects that feature temporary or permanent **PUBLIC ART** projects. For **PUBLIC ART**, review the Public Art Building Communities (PABC) grant program for more information. The PABC deadlines are August 15, 2013 and December 5, 2013.

- Applicants are prohibited from submitting CAP applications for projects that provide educational activities for youth. For **ARTS EDUCATION projects**, review the Arts Education Program (AEP) grant program for more information. The AEP deadline is June 24, 2013.

  Applications not adhering to this policy will be automatically deemed ineligible.

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

- Be artists or arts professionals (e.g., presenters, producers and educators), aged 18 or older;
- Be legal DC residents for at least one year prior to the application deadline and must maintain residency during the entire grant period;
- Have a permanent DC address, as listed on proper identification or tax returns. PO Boxes may not be used as a primary address; and
- Be in good standing with DCCAH. Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2013, are ineligible to receive an additional award from DCCAH in FY2014.

Organizations may apply if they meet all of the following eligibility requirements 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 demonstrated by the address on the organization's official 990 document. PO Boxes may not be used as a primary business address. Please do not use the address of a board member or volunteer;

- Have a demonstrated commitment to provide arts and humanities programs to the residents of Washington, DC. At least fifty-one percent (51%) of scheduled arts and humanities activities occur within the District of Columbia;
- Are in good standing with DCCAH. Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2013, are ineligible to receive an additional award from DCCAH in FY2014;
- Do not use fiscal agents; and
- Are not colleges, universities, service organizations, foreign governments or other DC government agencies, including DC Public Schools.

Funding Restrictions

Applicants can receive only two (2) grant awards per fiscal year from Arts Education Program, City Arts Projects and Grants-In-Aid. An applicant is not restricted from receiving additional grant awards from any other grant program(s).

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 District government and the DCCAH have determined as valid expenditures.

Grantees may not spend more than 35% of the CAP grant on overhead and administration costs.

Examples of allowable costs for City Arts Projects:

- Artistic personnel;
- Artists / consultants;
- Space rental and fees;
- Travel and transportation directly related to project implementation; and
- Equipment purchases that equal up to 25% of the grant award, which are directly related to project implementation; and
- Overhead, maintenance and administration not exceeding 35% of the grant and match;

Examples of unallowable costs for City Arts Projects:

- Overhead, maintenance and administration exceeding 35% of the grant and match;
- Food and beverages;
- Tuition and scholarships;
- Costs related to fundraisers and special events;
- Equipment purchases over 25% of the grant award;
- Travel not directly related to the execution of the project;
- College tuition or to fund universities, service organizations, foreign governments, or DC government agencies, including DC Public Schools;
- Operational Reserve – CAP awards cannot go toward Operational Reserves.

All project 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

DCCAH staff members are available to help develop grant applications through group and individual technical assistance. Between May and June 2013, the 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 on our website (www.dcarts.dc.gov) under Grant Writing Assistance**.** In addition, DCCAH staff members are available for 30-minute appointments up to one week before the deadline. Contact information for the DCCAH staff members is available at www.dcarts.dc.gov under Who We Are - DCCAH Staff. **The DCCAH urges all applicants to attend these workshops.**

Workshops will take place at the offices of the DC Commission on the Arts and Humanities and the Marshall Heights Community Development Organization (MHCDO). **Workshop dates, times and locations listed below are subject to change.** All workshops are free and open to the public, however, participants are encouraged to RSVP in order to gain access to the DCCAH office. Be sure to bring photo identification when you arrive. Contact Alexxis Hooks at Alexxis.Hooks2@dc.gov or call 202-724-5613.

Day & Date	Time	Topic	Location
Tuesday, May 28	2:30pm-3:30pm	City Arts Projects (Individuals) (& Artist Fellowship Program)	MHCDO Conference Room
Thursday, May 30	2:30pm-3:30pm	City Arts Projects (Individuals) (& Artist Fellowship Program)	DCCAH Conference Room
Thursday, June 20	6:30pm-7:30pm	City Arts Project (Individuals)	DCCAH Conference Room
Tuesday, June 11	1:00pm-2:00pm	City Arts Projects (Organizations)	MHCDO Conference Room
Thursday, June 13	6:30pm-7:30pm	City Arts Projects (Organizations)	DCCAH Multi-Purpose Room
Tuesday, June 18	2:30pm-3:30pm	City Arts Projects (Organizations)	DCCAH Conference Room
Monday, June 10	6:30pm-7:30pm	**Cultural Data Project** *For description, see below	**Please see registration details below.** DCCAH Multi-Purpose Room
Thursday, June 06	4:30pm-5:30pm and 6:30pm-7:30pm	**Cultural Data Project** *For description, see below	**Please see registration details below.** MHCDO Multi-Purpose Room
Thursday, June 13	10:00am-12:00pm	**Grant Writing Clinic** *For description, see below	**Please see registration details below.** MHCDO Multi-Purpose Room

Tuesday, May 28	9:00am-12:00pm	Open Hours	MHCDO Conference Room
Tuesday, June 04	9:00am-1:00pm	Open Hours	MHCDO Conference Room
Tuesday, June 11	9:00am-1:00pm	Open Hours	MHCDO Conference Room
Tuesday, June 18	9:00am-1:00pm	Open Hours	MHCDO Conference Room
Thursday, June 20	9:00am-1:00pm	Open Hours	MHCDO Conference Room

FY14 Workshops will be located at:

DC Commission on the Arts and Humanities
200 I (Eye) Street SE, Suite 1400
Washington, DC 20003
and
Marshall Heights Community Development Organization
3939 Benning Road, NE
Washington, DC 20019

Cultural Data Project: Learn the basics of participation in the Cultural Data Project. The CDP New User orientation will walk you through the process of completing your Data Profile, applying to participating grantmakers, and generating reports. This orientation is recommended if your organization is new to the CDP, or if you need a refresher on using the online system. Please feel free to attend this session with more than one representative of your organization, including your executive director, your development director, or program staff. Since this is not a hands-on session, you do not need to bring your laptop or financial statements. See Addendum B for more details.

Applicants interested in participating in the Cultural Data Project workshop must complete registration at http://www.dcculturaldata.org/news.aspx.

Grants Writing Clinic: The Humanities Council of Washington DC, a partner of DC Commission on the Arts & Humanities, will conduct a Grants Writing Clinic for 10-12 potential applicants. The goal of the workshop is to provide more in-depth assistance and feedback to the applicant's draft proposal, to increase the funding potential of the applicant. **A rough draft of the applicant's proposal must be submitted one week prior to the clinic, as well as a questionnaire about the applicant's previous grant writing experience**. This is to ensure that the facilitators are able to prepare for the participants properly, and provide the most valuable information.

Applicants interested in registering for the Grant Writing Clinic must email Tierra Buggs at tierra.buggs@dc.gov for specific instructions and preparation for the workshop. Walk-in attendees will not be accepted.

Application Process

DCCAH utilizes an online grant portal. All applicants **MUST SUBMIT** the application online via the online grant portal by 6:00PM on the deadline date. **DCCAH will not accept mailed, emailed or hand-delivered copies of grant applications.**

Grant Application Procedure

1. Review the FY14 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 register with DCCAH's online grant portal;

3. Once fully registered, select the desired grant program(s) and complete the application questions and budget/budget narrative data;

4. Upload all required documents and supplementary material including Cultural Data Project report and all required work samples, please note that work samples must speak to the artistic content application as it relates to the grant request; and

5. Submit the application by 6:00pm 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 nor recommendation for funding by the Advisory Review Panel. DCCAH staff cannot 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 attachments within five business days of DCCAH's notification. Failure to submit mandatory documents will automatically result in disqualification. No exceptions. Incomplete applications will not be forwarded to the Advisory Review Panel for consideration.

Review Process

All applications are scored according to four categories: Artistic Content, Community Impact and Engagement, Sustainability and Capacity, and Overall. The evaluation criteria are specific to each grant program and listed in each grant program's guidelines. **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.**

Once an application has been successfully submitted, a grant manager will review each submission for eligibility and completeness. Receiving an automated confirmation of the applicant's submission does not guarantee the application's eligibility or recommendation for funding.

A volunteer Advisory Review Panel is formed annually for each grant program to make funding recommendations to the Commission Board. Comprised of arts and humanities professionals independent of the Commission, the invaluable contribution of Advisory Review Panelists ensures that the Commission continues to provide programs and services that meet the needs of the District's residents and visitors. All eligible applications will be forwarded to the Advisory Review Panelists for evaluation and scoring based on the published criteria for the grant program. Panelists will conduct a

thorough review of all applications on their own and, later, convene as group to discuss each application 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(s) to serve on DCCAH Advisory Review Panels, complete an Advisory Panelist Nomination form and submit it by June 14, 2013.

Notification and Payment

Applicants will be notified in writing of their application status after October 1, 2013. This notification may consist of a grant package, letter of ineligibility, or letter of denial.

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. 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 FY2014 grant recipients register for direct deposit.** For more information on direct deposit, visit Manage Grant Award on our website or contact the grant manager.

DCCAH reserves the right to rescind any and all grant awards for non-compliance with grant guidelines, policies and regulations. FY2014 grantees with unfulfilled reporting, in any funding program, as of October 15, 2013, 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). OCA requires the DCCAH to establish 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 FY14 grant recipients must complete final reports by October 15, 2014. Grantees are required to document payment of all expenses paid by grant funds as well as the required match. Interim and final report forms are available online through the Manage Grant Award link 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 DCCAH's grant programs, or clarification about accessibility requirements, work sample submissions and grant making process, please refer to the Guide to Grants. Additional questions about the City Arts Projects should be directed to the following grants managers at 202-724-5613 or via email:

Cohort	Request	Grant Manager
Project Budget - $100,000 and Up	$30,000	Steven Mazzola, steven.mazzola@dc.gov
Project Budget - Less than $100,000	$20,000	Tierra Buggs, tierra.buggs@dc.gov
Projects by Individuals	$10,000	Regan Spurlock, regan.spurlock@dc.gov

PROJECT-BASED GRANTS

FY 2014

City Arts Projects

Review Criteria

Artistic Content 40%

- The applicant's work sample and support materials (brochures, articles, letters of support, etc.) demonstrate high standards of artistic excellence within the chosen discipline(s);
- The described project, 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 artistic content;
- The applicant demonstrates a commitment to hiring DC-based artists, where applicable, to deliver artistic content (such as arts administrators, teaching artists, educators, professional artists); and
- The applicant presents effective evaluation methods specific to the project, which are used to improve future activities and services.

Community Engagement and Impact 30%

- The applicant directly targets District of Columbia residents;
- The described arts activities are enriching experiences that meet the needs of the target audience(s);
- Varied and appropriate marketing methods are used to target the target audience;
- The applicant partners with similar or complementary organizations to leverage resources for the described activities; and
- The proposed activities and services are available to people with disabilities.

Capacity and Sustainability 20%

- The organization demonstrates proper oversight with well-rounded expertise;
- The applicant is sufficiently stable, in terms of arts expertise, organizational capacity, financial status, to implement the proposed request;
- For Festivals, the applicant has determined what required permits and permissions are necessary to produce the event;
- 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;
- The applicant clearly demonstrates ability to attract the financial support necessary to sustain the activities and match required funds, if applicable.

Overall 10%

- The applicant provides a clear explanation of the grant request and intended project outcomes;
- The project aligns with and supports the applicant's mission;
- The applicant has a demonstrated commitment to providing similar programs and/or services to residents of Washington, DC; and
- The application, grant request and intended outcomes support the goals of the City Arts Project grant.

FY 2014
City Arts Projects
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 City Arts Projects application. Documents must be uploaded prior to the application deadline.

MANDATORY DOCUMENTS

Individuals:

- Work Sample(s) – see **Guide to Grants** for more information on Work Sample Requirements. *Flyers and brochures DO NOT count as work samples.*
- Support Material – up to six additional items, e.g., publicity, letters of support, programs, brochures, evaluations, strategic plans, etc.
- Resume(s) of key personnel involved in the project, such as artistic staff and project administrators
- Signed W-9 (Request for Taxpayer Identification and Certificate)

Organizations:

- Work Sample(s) – see Guide to Grants for more information on Work Sample Requirements. *Flyers and brochures DO NOT count as work samples.*
- Support Material – up to six additional items, e.g., publicity, letters of support, programs, brochures, evaluations, strategic plans, etc.
- Resume(s) of key personnel involved in the project, such as artistic staff and project administrators
- Signed W-9 (Request for Taxpayer Identification and Certificate)
- IRS Letter of Determination
- District of Columbia Certificate of Incorporation
- List of current board of directors, including officers, occupations and term limits
- Current FY Organizational Budget with Year-To-Date Income and Expenses
- Current FY Balance Sheet from within the last financial quarter
- 2012 CDP Funders Report

DC COMMISSION ON
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ADDENDUM A: WORK SAMPLES AND SUPPORT MATERIALS

The DCCAH values artistic content heavily in all grant programs. Artistic content is scored primarily based on the artistic work sample that is required for each application. However, support materials and résumés of key personnel also impact the Artistic Content score. All applicants are required to submit artistic work samples for the evaluation of artistic content. These samples must represent the applicant's best work.

Work Samples

Work samples are a critical part of your application and are considered carefully during application review. The DCCAH recommends sending recent (not more than two years old), high quality samples that relate as directly to your project as possible. Panelist must be able to assess the skill level of the artist(s) involved in the project that will be created, exhibited or taught. If the applicant has conducted similar projects in the past two years, we recommend including samples of work that illustrate the core mission, theme or impact of those projects as long as they are no more than two years old. For projects involving the teaching, the DCCAH requires work samples that illustrate the teaching artist's work as well as the work created by participants in the project.

Advisory Review Panelists are required to review all work samples. Be sure to label each work sample clearly and provide detailed description of each sample including where the Advisory Review Panel should begin viewing or listening. Supplying the Advisory Review Panel with numerous "work samples" does not strengthen any application. Carefully chosen work samples (pictures, videos, excerpts, etc.) tend to make the biggest impact and create the strongest artistic impression.

Support Materials

Support materials are documents that strengthen the application by providing the Advisory Review Panel with additional information that directly relates to the grant request. Support materials do not take the place of work samples! They reinforce the quality of the applicant's artistic disciplines(s). Some examples of support materials are: theater/exhibition reviews, letters of recommendation, certificates, sample lesson plans, assessments, evaluations and awards.

Résumés of Key Personnel

Including the résumés of the key artists, administrators, and facilitators another way for the Advisory Review Panel to determine the artistic content of each application. The professionals involved in the project determine the capacity of the project and ability for the applicant to effective create a superior artistic product. Their backgrounds as artists and administrators should be relevant to the project and clearly demonstrated through their professional résumés.

All documents must be digitally submitted through the online grant portal.

WORK SAMPLE CONTENTS:

Many work samples will need to be saved into a compressed folder in order to be uploaded to the website. The DCCAH recommends converting any Microsoft Office documents into PDFs to ensure that the Advisory Review Panelists will all be able to view the uploads.

Educational Projects:

Work sample should include artistic sample that demonstrates artists/teachers working with students or others and an artistic sample that demonstrates the students' work.

Visual Arts and Crafts:

Individuals must submit digital images of ten different works. Organizations must submit 20 digital images of different works.

Media (Film/Video/Radio):

Submit up to two audio/video recordings of completed work or work-in-progress.

Music:

Submit up to two audio/video recordings. Each selection should not exceed five minutes. Upload each selection in a separate file.

Dance:

Submit up to two video recordings of performances. Submit an ensemble selection unless your project involves a solo. Do not send promotional work samples (e.g., highly-edited booking tapes). Do not send dark work samples or samples with poor visibility.

Literature:

Includes poetry, fiction, creative writing, screenwriting, etc.

Fiction and creative nonfiction writing must 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, and they must be labeled fiction or nonfiction. If your work is an excerpt, include a one-page statement in the manuscript about where it fits into the whole to orient the reviewers.

Poetry must submit 10-15 pages of poetry from no fewer than five and no more than 10 poems. Shorter poems should be printed one to a page.

Interdisciplinary:

Individuals and organizations must submit up to 10 digital images or up to two audio/video recordings demonstrating the integration of disciplines in the work.

Theater:

Organizations submit up to two video recordings of performances or 10 digital images of productions. Playbills and programs may no longer be used as work samples. They may only be included as support material.

Actors must submit video recordings of two contrasting monologues or 10 still images of productions in digital format.

Sound designers must submit up to three audio recordings.

Directors must submit a copy of a 1-3 page concept statement of a recently directed play.

Playwrights should see LITERATURE, above.

Multidisciplinary:

Provide the required work samples (as described above) for two (minimum) or three (maximum) of the artistic disciplines that are relevant to the grant request.

Websites

Do not submit a general website. Only submit a website that is an essential part of the project.

Submit a PDF with a link to the website. For each site submitted, list the URLs for pages to be shown; include any necessary information on required plug-ins, passwords, or navigation paths.

ORGANIZING WORK SAMPLES

All grant applications require work samples that best demonstrate the artistic merit of the application. The guidelines will assist in preparing work samples.

Image Identification List

Provide a numbered list of the images you are submitting. Arrange the list in the order that you would like the images to be viewed. 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.

Digital File Format

All files should be labeled as follows, in the appropriate file extension (jpg, gif, pdf, etc.)

Template: Applicant'sLastName.FirstName.Image#.ArtworkTitle.jpg

Example – "DaVinci.Leonardo.1.MonaLisa.jpg"

TIPS FOR A SUCCESSFUL WORK SAMPLE SUBMISSION

Website Links to Work Samples

Be sure that the links to websites or online materials are fully functioning and maintained. Panelists will review work samples throughout the panel season. An inoperative link or website containing work samples very negatively affect your application score. DCCAH is not responsible for any material outside of the Online Grant Portal. If the submitted links do not work it is up to the applicant to fix them.

Visual Arts

If you are a visual artist, artisan or visual arts organization, your digital images are one of your most important methods of communication. Make sure that the images are in-focus and correctly exposed. Shoot your work against a black backdrop and eliminate unnecessary visual information. Follow the instructions above to ensure that your work is presented properly to panelists for review.

Audio/Video Recordings

The recording should represent you or your organization accurately and effectively. Be sure to indicate in the Image Identification List of your application which track(s) or time markers you would like the panel to review.

Multidisciplinary

If you are submitting multidisciplinary work samples, submit a separate work sample for each piece.

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ADDENDUM B: DC CULTURAL DATA PROJECT (DC CDP)

DCCAH will require any organization applying to Arts Education Program, City Arts Projects, Cultural Facilities Projects, East of the River, Grants-In-Aid, and UPSTART to complete the DC Cultural Data Project (DC CDP) Data Profile. Other applicants do not need to meet this requirement.

The DC CDP 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 DC CDP will provide the cultural community with comprehensive data on arts and culture in DC, and enable organizations to view trends in their data, benchmark themselves against peer organizations, and enhance their financial management capacity.

The DC CDP Data Profile is an annual requirement completed through the CDP website www.DCculturaldata.org. The information you enter into the Data Profile will be used when you generate application and report materials for the DC Commission and other funders.

Complete instructions for getting started with the DC CDP are available here: http://www.dcculturaldata.org/training.aspx. To attend a free orientation session or take part in an orientation webinar, visit here: http://www.dcculturaldata.org/news.aspx. Further instructions on how to use the DC Cultural Data Project are below.

Instructions for new users of the DC CDP:

1. Go to http://www.dcculturaldata.org/registration.aspx.
2. Create new Data Profile. Complete a Data Profile for each of the TWO most recently completed fiscal years; start with the earliest year.
3. Enter data using your board-approved financial audit/review or year-end financial statements.
    a. If your organization is not audited/reviewed, enter data based on board-approved year-end financial statements.
    b. If your organization is an arts program/department within a larger institution, enter data based on internal financial statements of the arts program/department and indicate that you have a parent organization in Section 1.
    c. DO NOT enter project budgets, budgets for future years, or data from incomplete or not-yet-approved audits/reviews/financial statements.
4. When finished entering data, click on Submit/Error Check; address any errors and call the Help Desk if you have questions.
5. On My CDP, go to the Funders Reports section, select the fiscal year for the report and click on "GO." Click on the link for the DC Commission on the Arts and Humanities to generate the report and print.
6. Review your Funder Report; if you need to make changes, call the Help Desk.
7. Attach the Funder Report along with your DC Commission application materials.

Please Note: As part of the effort to ensure the accuracy of your data, throughout the year the DC CDP Help Desk will review each of your submitted Data Profile(s) and contact you with suggested revisions. It is your responsibility to respond to the Help Desk and to make any necessary changes to the submitted Cultural Data Profile(s). This process will not interfere with your ability to run Funder Reports and apply for grants.

Please direct questions concerning the Cultural Data Profile to:

DC CDP Help Desk:
Toll Free: 1-855-223-2237 (1-855-22-DCCDP)
Email: help@DCculturaldata.org
The DC CDP Help Desk is available Monday – Friday from 9:00am – 5:00pm DCST.

DC CDP website: http://www.DCculturaldata.org