



DC Commission on the Arts and Humanities

FY14 Grant Writing Assistance and Workshops



DC Commission on the Arts and Humanities

Technical Assistance

DCCAH staff is always available to help you develop the best grant application possible, offering group and individual assistance. Before application due dates, staff members conduct **grant writing workshops** where participants learn useful information about DCCAH’s funding opportunities and how to submit a grant application. Workshops are specific to each grant program. They are free and open to the public. Workshop dates, times and locations listed below are subject to change.

FY14 DCCAH Workshop Schedule				
Date		Time	Topic	Location
Tuesday	May 28, 2013	9:00am-12:00pm	Open Hours	MHCDO Conference Room
Tuesday	May 28, 2013	12:00pm- 1:00pm	Arts Education Program	MHCDO Conference Room
Tuesday	May 28, 2013	1:00pm-2:00pm	Grants-In-Aid	MHCDO Conference Room
Tuesday	May 28, 2013	2:30pm-3:30pm	Artist Fellowship Program & City Arts Projects (Individuals)	MHCDO Conference Room
Tuesday	May 28, 2013	2:00pm-3:00pm	Arts Education Program	DCCAH Conference Room
Tuesday	May 28, 2013	6:30pm-7:30pm	Public Art Building Communities	DCCAH Multi-Purpose Room
Thursday	May 30, 2013	1:00pm-2:00pm	East of the River	DCCAH Conference Room
Thursday	May 30, 2013	2:30pm-3:30pm	Artist Fellowship Program & City Arts Projects (Individuals)	DCCAH Conference Room
Thursday	May 30, 2013	6:30pm-7:30pm	East of the River	DCCAH Multi-Purpose Room
Tuesday	June 4, 2013	9:00am-1:00pm	Open Hours	MHCDO Conference Room
Tuesday	June 4, 2013	1:00pm-2:00pm	Public Art Building Communities	MHCDO Conference Room
Tuesday	June 4, 2013	2:30pm-3:30pm	Cultural Facilities Projects	MHCDO Conference Room
Tuesday	June 4, 2013	6:30pm-7:30pm	UPSTART	DCCAH Multi-Purpose Room
Thursday	June 6, 2013	4:30pm-5:30pm and 6:30pm-7:30pm	Cultural Data Project Completing the Mandatory CDP report for organizations.	Please see registration details below. MHCDO Multi-Purpose Room
Thursday	June 6, 2013	2:30pm-3:30pm	UPSTART	DCCAH Conference Room
Thursday	June 6, 2013	6:30pm-7:30pm	Artist Fellowship Program	DCCAH Conference Room
Thursday	June 6, 2013	6:30pm-7:30pm	Arts Education Program	DCCAH Multi-Purpose Room
Monday	June 10, 2013	6:30pm-7:30pm	Cultural Data Project Completing the Mandatory CDP report for organizations.	Please see registration details below. DCCAH Multi-Purpose Room
Tuesday	June 11, 2013	9:00am-1:00pm	Open Hours	MHCDO Conference Room
Tuesday	June 11, 2013	1:00pm-2:00pm	City Arts Projects (Organizations)	MHCDO Conference Room
Tuesday	June 11, 2013	2:30pm-3:30pm	East of the River	MHCDO Conference Room
Tuesday	June 11, 2013	6:30pm-7:30pm	Cultural Facilities Projects	DCCAH Multi-Purpose Room
Thursday	June 13, 2013	10:00am-12:00pm	Grant Writing Clinic Facilitated by Humanities Council	Please see registration details below.



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Thursday	June 13, 2013	2:30pm-3:30pm	Grants-In-Aid	DCCAH Conference Room
Thursday	June 13, 2013	6:30pm-7:30pm	City Arts Projects (Organizations)	DCCAH Multi-Purpose Room
Tuesday	June 18, 2013	9:00am-1:00pm	Open Hours	MHCDO Conference Room
Tuesday	June 18, 2013	2:30pm-3:30pm	City Arts Projects (Organizations)	DCCAH Conference Room
Tuesday	June 18, 2013	6:30pm-7:30pm	Grants-In-Aid	DCCAH Multi-Purpose Room
Thursday	June 20, 2013	9:00am-1:00pm	Open Hours	MHCDO Conference Room
Thursday	June 20, 2013	1:00pm-2:00pm	Public Art Building Communities	DCCAH Conference Room
Thursday	June 20, 2013	2:30pm-3:30pm	Cultural Facilities Projects	DCCAH Conference Room
Thursday	June 20, 2013	6:30pm-7:30pm	City Arts Project	DCCAH Conference Room

One-on-One Assistance

Once you have begun working on a grant application, you can make an appointment with the coordinator of the grant program(s) of interest. We encourage you to send DCCAH staff members your drafts and meet with them to discuss strategies to help showcase your activities in the best possible manner.



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East of the River Satellite Location

In preparation for the FY14 grant application process, DCCAH will be offering community based outreach at Marshall Heights Community Development Organization (MHCDO). This satellite location will be staffed by DCCAH’s Community Outreach Coordinator, Tierra Buggs. The goal of the DCCAH satellite office is to provide potential applicants with one-on-one assistance related to DCCAH FY14 grant applications. **Unless otherwise noted, the satellite office open hours are: 9:00am-11:00am by appointment only; 11:00am-1:00pm walk-ins are welcome. If you are interested in scheduling an appointment, please contact Tierra Buggs at tierra.buggs@dc.gov.**

In addition to one-on-one assistance, DCCAH will also offer grant program specific workshops at MHCDO. There is no appointment necessary to attend these workshops however, some may require a registration. Please check the *Location/Instructions* column for proper preparation of you workshop of choice. Please see the schedule below for all technical assistance opportunities available at Marshall Heights Community Development Organization.

FY14 DCCAH Community Outreach Satellite Location Schedule				
Date		Time	Topic	Location/Instructions
Tuesday	May 28, 2013	9:00am-12:00pm	Open Hours	MHCDO Conference Room
Tuesday	May 28, 2013	12:00pm- 1:00pm	Arts Education Program	MHCDO Conference Room
Tuesday	May 28, 2013	1:00pm-2:00pm	Grants-In-Aid	MHCDO Conference Room
Tuesday	May 28, 2013	2:30pm-3:30pm	Artist Fellowship Program & City Arts Projects (Individuals)	MHCDO Conference Room
Tuesday	June 4, 2013	9:00am-1:00pm	Open Hours	MHCDO Conference Room
Tuesday	June 4, 2013	1:00pm-2:00pm	Public Art Building Communities	MHCDO Conference Room
Tuesday	June 4, 2013	2:30pm-3:30pm	Cultural Facilities Projects	MHCDO Conference Room
Thursday	June 6, 2013	4:30pm-5:30pm and 6:30pm-7:30pm	Cultural Data Project Completing the Mandatory CDP report for organizations.	Please see registration details below. MHCDO Conference Room
Tuesday	June 11, 2013	9:00am-1:00pm	Open Hours	MHCDO Conference Room
Tuesday	June 11, 2013	1:00pm-2:00pm	City Arts Projects (Organizations)	MHCDO Conference Room
Tuesday	June 11, 2013	2:30pm-3:30pm	East of the River	MHCDO Conference Room
Thursday	June 13, 2013	10:00am-12:00pm	Grant Writing Clinic Facilitated by Humanities Council of Washington DC	Please see registration details below.
Tuesday	June 18, 2013	9:00am-1:00pm	Open Hours	MHCDO Conference Room
Thursday	June 20, 2013	9:00am-1:00pm	Open Hours	MHCDO Conference Room



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Workshop Registration Details

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 our 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.

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