



DC COMMISSION ON THE ARTS & HUMANITIES

**PUBLIC ART BUILDING COMMUNITIES  
PROJECT BASED GRANT  
REQUEST FOR APPLICATIONS**

**RFQ Release:** Friday | March 27, 2020  
**RFQ Updated:** Tuesday | June 2, 2020  
**Submission Deadline:** Friday | July 17, 2020 | 4:00 pm ET  
**Notification:** Friday | On or about October 2, 2020

Applicants may submit one (1) Public Art Building Communities (PABC) application per fiscal year. Award amounts vary:

Individuals may request up to \$50,000

Organizations may request up to \$125,000

Business Improvement Districts (BIDs) may request up to  \$150,000



**Match requirements temporarily changed, see page 7.**

Applicants should read through these guidelines in their entirety prior to submitting an application.

**Staff Contact:** Alissa Maru, Public Art Program Coordinator | [alissa.maru@dc.gov](mailto:alissa.maru@dc.gov)

The DC Commission on the Arts and Humanities (CAH) is an independent agency within the District of Columbia government that evaluates and initiates action on matters relating to the arts and humanities and encourages the development of programs that promote progress in the arts and humanities. As the official arts agency for Washington, DC, CAH is supported by District government funds and in part by the National Endowment for the Arts, a federal agency.

Government of the District of Columbia  
Commission on the Arts and Humanities  
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**RFQ: FY 2021 PABC**

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## OVERVIEW

The Public Art Building Communities (PABC) grant program supports individual artists and organizations in their effort to design, fabricate and install new temporary or permanent works of public art that connect artists (and their artwork) with communities.

For the purposes of this grant, public art is defined as artwork in any media sited and installed onto locations that are accessible to the public (without cost) and in exterior (outdoor) locations free of encumbrances. Permanent public art is defined as existing for a duration of at least five (5) years (without regular maintenance), and Temporary projects must demonstrate duration of less than two (2) years. Artwork must be sited and installed onto locations that are accessible to the public. Examples of Public Art include, but are not limited to: sculptures, mosaics, artistic streetscapes, murals, paintings in plazas or lobbies, paving pattern, media/digital installations, landscape designed projects, custom benches, artistic water features, stained glass installations, and artistic arches, gates or railings.

Performance art-based projects, previously created works of art and projects that have previously received CAH funding are ineligible for funding in this grant program.

## PROGRAM GOALS

By making its PABC grant awards, CAH endeavors to:

- Encourage the creation and installation of original high-quality public art works within the District of Columbia.
- Develop meaningful opportunities to connect artists to communities.
- Provide exposure and participation to the community in the public art making process.
- Further learning or discovery opportunities that may be present through public art installations.
- Support the creation of public art by DC resident artists.
- Promote robust and diverse artistic expression that resonate with residents of the District of Columbia; and,
- Contribute to the District of Columbia's public art collection in the built environment.

## APPLICANT ELIGIBILITY AND RESTRICTIONS

**Individuals must (at the time of application):**

- Be experienced artists or arts related professionals (e.g., presenters, producers and educators), over the age of 18.
- Provide a valid government-issued identification or tax return to demonstrate evidence of legal residency in the District of Columbia of at least one (1) year prior to the application deadline. DC post office boxes may not be used as a primary address.
- Must maintain residency in the District of Columbia throughout the grant period.

- Be in good standing with CAH. Applicants with incomplete or delinquent reports from any prior funding program, as of October 16, 2020 (or otherwise as determined by CAH), are ineligible to receive additional funds from CAH in FY 2021.

**Organizations must (at the time of application):**

- Be incorporated as a nonprofit with a federally designated tax exempt status under section 501(c)(3) of the United States Internal Revenue Service (IRS) code, as evidenced by an IRS determination letter that is dated at least one year prior to the application deadline date or be a DC Business improvement District (BID).
- Demonstrate a partnership with a visual artist to design, fabricate and install the proposed application work-of-art in a public space.
- Ensure that at least fifty-one percent (51%) of the organization’s activities occur within the District of Columbia.
- Be incorporated in the District of Columbia, as a non-foreign entity (Note: In the context of these Guidelines, a “foreign” corporation is an entity that was incorporated in a jurisdiction other than the District of Columbia).
- Possess a federal exemption status under section 501(c)(3) of the United States Internal Revenue Code, as evidenced by an IRS determination letter dated at least one year prior to the application deadline date.
- Be a registered organization in good standing with: (1) the DC Department of Consumer and Regulatory Affairs’ (DCRA) Corporation Division; (2) the District of Columbia’s Office of Tax and Revenue (OTR); (3) the United States Internal Revenue Service (IRS); and (4) the District of Columbia Department of Employment Services (DOES);
- Obtain (at the time of application and from time to time) a current District of Columbia Government Citywide “Clean Hands Certification”.
- Be headquartered and have principal offices that are in the District of Columbia, as demonstrated by the address on the organization’s official Form 990 document. (Note: 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 with incomplete or delinquent reports from any prior funding program, as of October 16, 2020, are ineligible to receive additional funds from CAH in FY 2021.

**APPLICANT RESTRICTIONS**

- Individuals and organizations can participate in only one application per fiscal year for this grant program. Artists may not apply as an individual as well as be part of an organization application as the lead or supporting artist.
- Individuals and organizations that require “fiscal agents” and that are for-profit organizations; private foundations; political organizations; colleges or universities; foreign governments; federal government entities; and, other District of Columbia government agencies, including DC Public Schools and charter schools, may not apply.

## **ALLOWABLE COSTS AND FUNDING RESTRICTIONS**

As an agency of the Government of the District of Columbia, CAH must ensure that all grant funds are expended in a fiscally responsible manner. CAH grant-related “allowable costs” are costs that the District government (through its subordinate agency, CAH) has determined, in its sole discretion, to be valid expenditures.

Examples of Allowable Costs (valid expenditures) are, but not necessarily limited to:

- Artist fees 20% of the project budget/artistic personnel
- Materials and supplies
- Liability Insurance
- Engineering costs related to the project
- Space rental
- Shipping
- Fabrication and installation services
- Permits
- Travel and transportation directly related to project implementation
- Copyright registration
- Plaque and dedication costs
- De-installation costs for temporary projects
- Photographic documentation and project implementation equipment purchases below or equal to \$500

Examples of Unallowable Costs:

- Performance art projects
- Virtual installations that require user-owned devices
- Symposia or lectures
- Prefabricated or pre-existing artworks
- Project sustaining and /or maintaining equipment and/ or technology purchases (projects must be self-sustaining)
- Food and beverages expenses
- Equipment purchases over five-hundred dollars (\$500)
- Capital expenditures
- Sub-granting or re-granting
- Debt reduction
- Scholarships or award ceremonies
- Fundraising activities or projects
- Tuition and scholarships
- College/University tuition or to fund universities, service organizations, foreign governments, or DC government agencies, including DC Public Schools or DC Public Charter Schools

## APPLICATION PROCESS

1. Go to [Apply for Grants](#) and select [Grant Application Portal](#) to register
  - a. To reset the password either select “Forgot your password?” or click [here](#)
2. Once fully registered, applicants must select the desired grant program(s)
3. Complete the application questions and budget/budget narrative data
4. Upload all required documents, supplementary material, and work samples
5. Submit the application by 4:00 PM ET on July 17, 2020

**NOTE:** CAH encourages early application submission; the portal closes for entries PROMPTLY at 4:00 PM ET on July 17, 2020.

CAH’s Grant program guidelines are available at [www.dcarts.dc.gov](http://www.dcarts.dc.gov). CAH utilizes an online grant portal to receive grant applications.

CAH does not accept mailed, emailed or hand-delivered copies of grant applications and/or their required attachments. However, CAH will accept reasonable accommodation requests from applicants with disabilities to submit grant applications via mail, email or hand-delivery. To request a reasonable accommodation, contact David Markey at 202-724-5613 or [david.markey@dc.gov](mailto:david.markey@dc.gov).

CAH’s grant application process is competitive and subject to the availability of funds. Applicants may not request or receive funding for the same project through more than one CAH program or grant category. Multiple applicants may not apply for funding from CAH for the same project, whether through the same or different CAH grant programs. Projects must be completed entirely with the grant; projects will not be funded in phases. Applicants can participate in only one application per year for this grant program. Artists may not be the recipient of multiple projects from the same grant program in the same funding cycle.

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.

Incomplete or late applications, or applications which do not follow the instructions, will be ineligible for panel review and funding consideration.



### **Project Funding**

All projects must indicate full budget for design, fabrication and installation.

**Individuals:** The grant request is intended to cover the full cost of the project budget. If the total project budget exceeds the \$50,000 grant maximum, you must demonstrate financial ability to complete the project. (IE sponsorship or non CAH grants)

**Organizations/BIDs:** the 1:1 match has been temporarily lifted (FY21 PABC only) except for the following circumstance:

- If the total budget is higher than the maximum grant amount allowed for organizations or BIDs respectively, the organization/BID is required to show their financial commitment to fund the difference to complete the project. In-kind contributions of goods and services and other CAH or District of Columbia government funds may not be used to satisfy the full cost of the project. CAH grant funds must be expended within CAH's Fiscal Year 2021 (FY 2021) (October 1, 2020 to September 30, 2021).

## **Important**

### **Prior to application submission:**

Review and approval from the following community and government entities are required with the application:

1. Advisory Neighborhood Commission
2. Community Outreach Signatures
3. Permit Verification

### **Advisory Neighborhood Commission (ANC)**

1. All applicants must submit a letter of support from the local [Advisory Neighborhood Commission](#) (ANC) in which the proposed project will be installed.

- To obtain an ANC letter of support, the applicant must request a hearing before the ANC to present the final designs for the proposed project.
- As a means to promote public awareness to community members, applicants must distribute flyers to area businesses and residents within a three (3) block radius of the proposed project site announcing the ANC meeting date on which the applicant's project will be presented with the intention to invite members of the public to attend the meeting and provide input on the project. At the meeting, applicants are advised to communicate that funding for the proposed project is subject to a CAH grant award.
- Following the presentation at the ANC meeting, and upon ANC approval of the project, applicants are required to obtain a letter of support from the ANC.
- Applicants must submit a copy of that approval letter with their PABC grant application by the deadline.
- Applicants are advised to plan early and contact the ANC for their meeting schedule and procedures.



### **Additional notes to applicants due to social distancing regulations**

**Advisory Neighborhood Commissions:** A requirement of the application is to present the project to an Advisory Neighborhood Commissions (ANC). ANC's are holding virtual meetings, [here is a link to the ANC scheduled meetings](#). Applicants are required to present to the



ANC of the neighborhood of the proposed project. For more information regarding ANC needs, please see page 6 of the PABC Guidelines.

**Flyers:** Flyers are required announcing when the project will present at an ANC meeting. Applicants can use their existing communication networks (newsletter distribution lists, community list serves, and social media) to inform the community about the project on the ANC agenda.

**Community Support Signatures:** Another requirement of the application is to procure signatures of those in the community of the proposed project. With the Mayor's Stay at Home order, CAH will accept signatures received through on-line polling and petition platforms. You can search on the internet for various on-line polling and petition platforms, some of which are free.

2.  **Community Support Signatures**

Upload a list of signatures from residents and business owners who are in support of the proposed project. (Minimum: 25, Maximum: 75). Electronic signatures will be accepted.

## **DISTRICT OF COLUMBIA PUBLIC SPACE AND PERMIT VERIFICATION**

### **3. Permit Verification**

Applicants are required to obtain written permit verification to identify the types of permits and approvals needed to complete the proposed project from the following DC agencies and offices: DC Consumer and Regulatory Affairs (DCRA) regarding building and occupancy permits; DC Department of Transportation (DDOT), Public Space regarding public space permits; and, DC Office of Planning (DCOP), Historical Preservation Office (HPO) for projects regarding historic properties. All written permit verification must be provided directly from the agencies mentioned above in a letter on agency letterhead addressed to CAH. The letter must be submitted with your grant application.

Applicants are encouraged to visit PropertyQuest DC to obtain information about the location of your project. This website identifies whether the address of your project is located within a historic district, affects a landmark, or owned by the District of Columbia and/or in public space. Visit <https://propertyquest.dc.gov/>. Enter the address to determine whether the address of your project will be impacted by these further approvals. However, you still must reach out to these entities to determine whether permits are necessary and other construction/installation requirements and permits.

When emailing these entities provide the address; plans/illustrations/narrative descriptions that explain exactly what is being proposed; a timeline to explain how long the artwork is going to remain in place; and detailed information about any ground disturbance that may be necessary (e.g. digging foundations for sculptural elements, paving or resurfacing treatments, etc.); or scaffolding and work done in public space to install the project.

Applicants are encouraged to plan early and contact the agencies below regarding their process and to obtain written verification. Applications without written permit verification will be deemed incomplete and considered ineligible.

### **DC Consumer and Regulatory Affairs Contact**

To inquire about building and occupancy permits, please contact Jill Byrd at the DC Department of Consumer and Regulatory Affairs at [Jill.Byrd@dc.gov](mailto:Jill.Byrd@dc.gov) with a copy to [Alissa.Maru@dc.gov](mailto:Alissa.Maru@dc.gov) . Please submit your request thirty (30) days prior to the grant application deadline.

### **Department of Transportation, Public Space Contact**

Public Space is defined as publicly owned property between the property lines on a street and includes, but is not limited to, the roadway, tree spaces, sidewalks, and alleys. Sites that are deemed public space require a presentation before the Public Space Committee by the applicant regarding their proposal. Applicants must obtain approval from the Public Space Committee. For more information on public space and public space committee meetings please visit [www.ddot.dc.gov](http://www.ddot.dc.gov).

To inquire about the public space status of your potential site, please contact Renan Snowden at the DC Department of Transportation at [Renan.Snowden@dc.gov](mailto:Renan.Snowden@dc.gov) with a copy to [Alissa.Maru@dc.gov](mailto:Alissa.Maru@dc.gov) . Please submit your request at least two (2) weeks prior to the grant application deadline.

### **Office of Planning Historical Preservation Contact**

To inquire about the historic preservation status of your potential site, please contact Andrew Lewis at the DC Historic Preservation Office at [Andrew.Lewis@dc.gov](mailto:Andrew.Lewis@dc.gov) with a copy to [Alissa.Maru@dc.gov](mailto:Alissa.Maru@dc.gov) . The timeframe for review is generally thirty (30) days from the date of receipt. Applicants are encouraged to submit review requests up to forty-five (45) days prior to the grant application deadline.

### **Successful Applications**

Successful PABC applicants shall:

- Present a visionary idea that represents a strategic departure from the applicant's standard practices in order to create a transformative impact on the current public art and cultural landscape of the District of Columbia.
- Comprehensively address each aspect of the project's design specifications, material selection, fabrication, installation and maintenance processes (and, when appropriate, de-installation).
- Detail and clearly identify the proposed project's budget (indicating all revenue and expense categories) and demonstrate effective fiscal management through narrative or support materials.
- Articulate the project's community engagement methods and efforts, with consideration of social distancing and/or virtual engagement opportunities where applicable.

- Describe the project’s implementation schedule and detail the specific execution logistics necessary to support a successfully complete project, including fabrication and installation methods plans; and,
- Should be complete with detailed responses to application questions, mandatory documents submitted, and materials included (uploaded) by the applications deadline.

### **Tips for First Time PABC Applicants**

- Have a good idea that the community wants and/or needs/ and supports the proposed project.
- Engage the community prior to starting the writing process and keep them included/involved throughout the process.
- Take advantage of the technical assistance sessions that CAH provides by either:
  - Requesting a meeting to discuss your ideas for the proposal before you begin the writing process or;
  - Requesting a meeting as soon as your proposal draft has been finalized.
- Prepare your application early and submit well before the deadline.
- Convey your confidence and enthusiasm for the project.
- Do your homework; know and anticipate the issues, questions and controversies in your area.
- Carefully consider your funding request. Account for all aspects of the project (from start to finish) and ensure that your funding request supports the full scope of the project.
- Attain actual quotes for services/goods/rentals needed to complete the project.
- Investigate opportunities to collaborate with more experienced artists/contractors to fill gaps in your own expertise and resources.
- Critique your own proposal as well as have others review it.
- If you are not funded the first time around, request a debriefing from the PABC Program Coordinator to obtain panelist comments. You may want to use this information to revise your concept for future consideration.

### **TECHNICAL ASSISTANCE AND WORKSHOPS**

CAH staff members are available to assist grant applicants through group or individual technical assistance. CAH staff members do not write applications for applicants. CAH staff members are available to review draft applications for thirty (30) minute appointments, on government business days up to one (1) week prior to the grant application deadline. CAH requests that applicants prepare and deliver (by e-mail) a draft of their full application along with any questions in advance of scheduling a meeting for agency staff assistance.

To request a CAH hosted Public Art Building Communities Grant group workshop or schedule an individual technical assistance meeting to prepare your application, please contact Alissa Maru, Public Art Program Coordinator at CAH by calling 202-724-5613.

## AMERICANS WITH DISABILITIES ACT

CAH is committed to ensuring that all grantees comply with the Americans with Disabilities Act (ADA) of 1990. The ADA provides civil rights protection to individuals with disabilities in the areas of employment, services rendered by state and local government, places of public accommodation, transportation and telecommunication services. Organizations funded by CAH must make reasonable accommodations to ensure that people with disabilities have equal physical and communications access, as defined by federal law.

### **Organizations applying for funding from CAH should include a response to the accessibility section of their applications by detailing the following items:**

1. The process for formulating accessibility plans (e.g. creating an accessibility advisory committee, board and staff disability-rights training, budgeting for reasonable accommodation requests, etc.)
2. The current progress/status of an organization's physical accessibility. If the location is not barrier free, include a plan for project/program modification that ensures access in a barrier-free environment, when needed.
3. The current progress/status of the organization's accessibility in presenting activities – communications access (e.g. TDD, large print or Braille materials, audio description or assistive listening devices, interpreted performances, etc.) and marketing/advertising.

## SELECTION PROCESS

All applications are scored according to three categories:

1. Artistic Content 40%
2. Community Impact and Engagement 30%



In addition to describing the community impact of the project, if community engagement is an element of your project, include in the narrative section consideration for social distancing and/or virtual engagement opportunities.

3. Capacity and Sustainability 30%
4. The evaluation criteria are specific to each grant program and listed in each grant program's guidelines.

The application process is competitive, and awards are subject to the availability of funds.

CAH selects individuals to serve as advisory review panelists for each grant program. The role of a panelist is to review and score an eligible application's content against the established grant program review criteria. Panelists assist in making funding grant recommendations to the Commission, and are arts, humanities and/or business professionals, independent of CAH. CAH advises panelists to remain impartial in their review of CAH grant applications, and it ensures that its panelists recuse themselves from review of any application that presents a personal or professional conflict of interest (or the appearance of a conflict of interest). Panelists will participate in a review of all CAH grant applications in a group that is convened to discuss the

applications and finalize their application-related scores in the presence of CAH staff and a CAH Commissioner Convener.

CAH's grant application 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.

Applicants are fully responsible for the content of their application packages. Incomplete applications will not be forwarded to the Advisory Review Panel for funding consideration.

### **NOTIFICATION AND PAYMENT**

Applicants will be notified of a decision via email on or about Friday, October 2, 2020.

Grant award amounts (i.e. budget) for each project may range from up to \$50,000 to no more than \$250,000 per the applicant category.

- The budget must include: all artist fees and costs associated with design, fabrication, installation (including equipment rental and storage space rental related to the project), insurance, permits, travel, transportation to the site, site preparation, documentation of the artwork, and applicable taxes.
- All work must be completed by September 30, 2021.

Payments are made directly to the grant recipient. Principals and fiscal agents of any kind are prohibited. In collaboration with other District of Columbia government agencies, CAH processes the payment request of its grant recipients in a timely manner. CAH does not create or distribute payments through its offices or staff. Grant award payment disbursement(s) is subject to the availability of funds and the processing of required documentation.

### **CONDITIONS OF FUNDING AND CANCELATIONS**

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

#### **Cancelations**

CAH has the right to withhold or cancel a grant award (or future grant awards) if the involved grant recipient does any of the following:

- Fails to make a deadline for a grant report or fails to produce a grant report.
- Fails to notify CAH of changes in project collaborators or other significant management changes or changes in the project scope.
- Fails to comply with the terms of the grant award contract requirements.
- Demonstrates inadequate financial management and oversight of the project throughout its duration.

- Fails to credit CAH’s support (as per the grant agreement) publicly in any of the project’s promotional or informational materials.

## **REPORTING REQUIREMENTS**

At the end of the grant period, the award recipient must submit a written Final Report through the grants portal. All grant awardees are responsible for demonstrating and documenting expenditures for the full (100%) grant amount. Grant recipients who do not submit complete Final Reports are ineligible for further CAH funding. The report template will be available in the grant portal if selected.

### **Interim Reports**

PABC Grant recipients will be required to submit the following interim reports:

- Dedication/exhibition event schedule and plaque layout and text (“Report #1”).
- Work progress photos at 50% fabrication (“Report #2”).
- Work photos at 100% installation, (“Report #3”).

### **Final Reports**

At the end of the grant period, the award recipient must submit a CAH Budget Form. All grant awardees are responsible for demonstrating and documenting expenditures for the full (100%) grant amount.

For Organizations and BID’s, if the grant requires a cash match, award recipients must also demonstrate and document expenditures for 100% of the matched amount. Awardees who submitted proposals as individuals are not required to demonstrate matching funds. **Grant recipients who do not submit complete Final Reports are ineligible for further CAH funding.** [The Commission on Arts and Humanities Budget Form](#) can be retrieved from [www.dcartarts.dc.gov](http://www.dcartarts.dc.gov), click on the Grants tab and selecting “Managing Grant Award.”

### **Maintenance Report**

At the end of the grant period, the award recipient must submit a maintenance report that includes written instructions regarding the proper maintenance of the artwork and a complete list of all materials used.

### **De-Installation Reports (For temporary projects)**

At the end of the installation period, grant recipients of temporary projects must submit a de-installation report that includes side by side photos of the site with and without the artwork as well as the de-installation dates for each installation.

If the work is a temporary mural, the grantee must provide a written and signed letter/document form the site owner stipulating that the site owner will assume responsibility for removal of the work.

### **Submission of Reports**

All the above-referenced reports completed with supporting documentation must be submitted to the Grant Application Portal. Where applicable, grant recipients may access Report Forms and instructions through the [Managing Grant Awards](#) page on CAH's website.

**FY2021 Grant recipients will be required to submit Final, Maintenance and De-installation Reports to CAH within 30 (thirty) days of the project completion or by close of business on Friday, October 15, 2021, whichever comes first.**

### **Project Modifications**

In general, grant recipients may make minor modifications to the fabrication or installation approach, materials or other minor aspects of the project's objectives. However, the grant recipient must notify CAH in writing to obtain a written approval for those changes prior to the execution of their grant agreement.

CAH prohibits project scope changes to applications that have been approved by the Board of Commissioners. Project scope changes are defined as changes to a project's requirements, milestones, deliverables, documents and/or reports that alter the direction and purpose from the originally proposed scope.

## **DISTRICT OF COLUMBIA AND FEDERAL COMPLIANCE REQUIREMENTS**

### **Citywide Clean Hands**

All applicants must obtain from the District of Columbia a Citywide Clean Hands Certification (CCH) and submit this document as part of the application. Please request or update CCH to include with your application. Applications without the certificate will be deemed ineligible. This certification is required before any grant-related funding is disbursed, and Grantees must remain in compliance throughout the term of the grant. If selected, grantee will need to remain in compliance through the duration of the grant.

The CCH website application supports the Citywide "Clean Hands" Certification Mandate (D. C. Code § 47-2862) which stipulates that individuals and businesses are to be denied District goods or services if there is a debt owed to the District of Columbia of more than one hundred dollars (\$100) for fees, fines, taxes or penalties.

Applicants who are District residents may visit the following sites to obtain more CCH information: [My tax DC](#).

## **Legal Compliance**

Federal and District of Columbia law requires all grant applicants to comply with all applicable laws and regulations that regard non-discrimination. The list of those laws and regulations include: Title VI of the Civil Rights Act of 1964 (which provides that grant recipients must take adequate steps to ensure that people with limited English proficiency receive the language assistance necessary to afford them meaningful access to grant-related programs, activities and services); Title VII of the Civil Rights Act of 1964 (P.L. 88-352) (which prohibits discrimination on the basis of race, color, or national origin); Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1686) (which prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794); the DC Human Rights Act of 1977; and the Americans with Disabilities Act of 1990 (42 U.S.C. §§12101 - 12213) (which prohibits discrimination on the basis of disabilities).

## **Credit/Acknowledgment**

Selected Artists/Artists Teams will enter into agreement requiring the inclusion of the PABC logo (or a credit line) grant-related announcements and promotional (or informational) materials and will agree to make best efforts to publicly credit PABC and CAH support in any and any public event that is held and that is related to the funding of the project.

## **RISK MANAGEMENT AND PERFORMANCE MONITORING**

All grant recipients are subject to risk assessments and monitoring requirements, as outlined in the District's [Citywide Grants Manual and Sourcebook](#) (which is primarily managed by the District's Office of Partnerships and Grant Services. CAH has established standards for grant recipients to ensure compliance with risk assessment monitoring, and those standards are discussed in greater detail in the applicants' grant agreements with CAH.

Activities funded by PABC will be monitored and evaluated by its staff, to assure compliance with all applicable District of Columbia's statutes, regulations, orders and other requirements. This monitoring process may include site visits, an evaluation of allowable costs, as assessment of efforts to meet projected grant applicant benchmarks, providing proof of expenditures, etc.

## **Federal and Local Tax Reporting**

All Final Artists are responsible for reporting their respective grant award(s) as income on federal and local tax returns (in accordance with applicable law) and are strongly encouraged to consult with a tax professional and the United States Internal Revenue Service.

## **Certificate of Liability Insurance**

Grant recipients are required to procure and maintain general liability insurance for the term of the grant. The certificate of liability insurance must be provided to CAH before the grant



recipient begins performing work on the awarded project. The District of Columbia must be named as the certificate holder and a special coverage request made to list CAH as an additional insured.

### **CAH PABC Staff Contact**

For more information regarding CAH's grant programs, or clarification about accessibility requirements, work sample submissions and grant making processes can be found in CAH's [Guide to Grants](#).

To request a group workshop, schedule individual technical assistance or ask specific Public Art Building Communities grant related questions please contact PABC Grant Manager, Alissa Maru, at [Alissa.Maru@dc.gov](mailto:Alissa.Maru@dc.gov) or 202-724-5613.

## **APPLICATION 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).
- Artist(s) and/or applicant's written concept exhibits high quality, innovation and creativity.
- Applicant has experience with site-specific public art projects and uses personnel with demonstrated arts expertise (such as arts administrators, 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, professional artists).
- Artist(s) and/or applicant demonstrate the ability to translate artistic discipline to the proposed artwork.
- Visual impact of the proposed artwork exhibits high quality workmanship, innovation, and creativity.
- Proposed artwork takes into consideration the dynamics of the site and provides aesthetic quality through innovation and thoughtful design as demonstrated through a scale-model depiction of the proposed artwork at the site.

### **Community Engagement and Impact 30%**

- Project provides shared learning opportunities that facilitate a greater participation in public art, and promotes public understanding of visual public art. Consideration given for social distancing and/or virtual engagement where warranted.
- Applicant demonstrates sensitivity to the cultural, ethnic and economic background of the participants and the residents of the District of Columbia.
- The applicant partners with similar or complementary organizations to leverage resources for the described activities.
- Project addresses significant diversity of expression.

- Project addresses needs of the community and enhances the aesthetic quality of the proposed site.
- Project location(s) and presentation(s) are accessible to persons with disabilities.
- Applicant has substantive experience working with community representatives, landscape architects, businesses and government entities.
- Applicant demonstrates effective outreach to project participants and District residents.

**Capacity and Sustainability 30%**

- The described project, goals and schedule of planned activities are feasible.
- The applicant is equipped with art making expertise or managing a visual arts project and demonstrates a capacity to successfully manage the workflow of the project from implementation to completion.
- The applicant demonstrates its financial competency in the project’s overall scope and budget.
- The applicant demonstrates the capacity to manage funds for the project and has appropriate financial monitoring systems in place (throughout the funding period).
- The applicant’s budget information is detailed, credible, feasible, directly relates to the grant request.
- The applicant’s budget accounts for a completed project (implementation to completion) and all budget items are allowable expenses.
- The applicant has prior experience in producing or managing similar public art projects.

**Additionally, for organizations:**



- The applicant demonstrates its ability to attract the financial support necessary to sustain the activities and contribute to the project’s completion
- The board of directors demonstrates a strong network of supportive professionals and a positive public image of diverse expressions for the organization.
- The applicant demonstrates a commitment by its board of directors for the proposed project.

**APPLICATION CHECKLIST**

The following is a checklist for all mandatory and supplementary documents required to submit the PABC application, which are in addition to the required narrative questions within the online application. Documents must be uploaded as PDFs through CAH’s online grant portal prior to the application deadline. Visit [www.dcarts.dc.gov](http://www.dcarts.dc.gov), click on the grants tab, select “Managing Grant Award” to obtain the OPGS Compliance Documents.


**Mandatory Documents**

- Work sample(s) Submit ten (10) digital images of at least five (5) different installation projects/works.
- See ADDENDUM A, Work Samples and Supplementary Materials, on page 20.
  - Flyers and brochures are NOT considered work samples.
- If the applicant is not the artist for the proposed project, then applicant must provide lead artist work samples (and Image Identification List).

- Support Materials: up to six (6) items of additional material, e.g., newspaper articles, reviews, letters of support from community stakeholders, related activities or programs, brochures, etc.
- Résumé(s) of key personnel involved in the project, including the artistic director and executive director (for organizations), up to two pages each. Bios are unacceptable.
- Signed IRS W-9 Form (Request for Taxpayer Identification Number and Certificate).
- Image Identification List of applicant and lead artist work samples (if applicable).
- The proposed art in the form of detailed scale renderings, drawings/sketches, models and/or other documents in order to present a meaningful representation of the proposed artwork including five (5) different perspectives: day perspective, night perspective, artwork superimposed within the proposed site location and artwork on site from two (2) different views/angles).
- Digital images of the proposed project site including four (4) different perspectives: site plan of the proposed site, aerial or site map of the immediate proposed site area and from two (2) different views/angles).
- Site owner contact information (including physical address, phone number and email address).
- Agreement between project site owner and applicant that provides support of project, authorization to install proposed artwork onto the projected site and terms of maintenance for the duration of the installation.
- Written permit verification from the DC Consumer and Regulatory Affairs, Department of Transportation, Public Space and the Office of Planning Historical Preservation (if applicable) identifying the types of permits and approvals needed to complete the proposed project.
- Flyer(s)/emails demonstrating community outreach notifying businesses and residents of your project's presence on the upcoming Advisory Neighborhood Committee (ANC) Meeting agenda.
- Written ANC approval/support verifying that the applicant has presented and received approval/support from the Advisory Neighborhood Committee of the proposed project site location.
-  Community Support Signatures  
Upload a list of signatures from residents and business owners who are in support of the proposed project. (Minimum: 25, Maximum: 75). On-line petition platforms with electronic signatures accepted.
- Police Department and Tuberculosis Screening Documentation. Upload a statement that confirms the applicant will provide, upon approval of funding, a current Metropolitan Police Department Background Check and copy of Tuberculosis screening (for applicants working directly with youth only).
- Potential contractor bids. If not applicable, upload a blank document with “N/A”;
- Equipment estimates. Submit up to three (3) estimates for equipment purchases (not to exceed \$500 per item); and/or rentals (the not to exceed \$500 per item does not apply to equipment rentals);
-  All sculptural works are required to submit fabrication and installation contractor bids as well as for equipment estimates relating to fabrication and installations.

- Letter of intent to purchase equipment. Upload a letter detailing the specifics of the equipment's use after the project is completed (for equipment purchases that have a life spanning more than two years only).
- Architectural sketches. If not applicable, upload a blank document with "N/A".
- Artwork Relationship and Copyrights Warranty Form.
- DC Office of Partnerships and Grants (OPGS) compliance documents (templates and instructions are available at: <http://dcarts.dc.gov/page/managing-grant-awards>):
  - Statement of Certification Form
  - List of Insurance Carriers Form
  - Certificate of Clean Hands

**Additional Mandatory Documents to Upload (Organizations and BIDs only):**

- Lead artist work samples and Image Identification List. Five (5) digital images of at least five (5) different works and for each image include the artist's name, artwork title, medium, size and the year the work was completed. Digital images of the work sample must be numbered to correspond with the Image Identification List.
- Artwork Relationship and Copyrights Warranty Form.
-  Organizations/BIDs are required to upload a statement from the Artist providing approval for use of their design in the Organization/BID's application.
- IRS Letter of Determination.
- DC Tax Certificate of Incorporation.
- Organizational chart (Limit-one-page).
- List of current Board of Directors with officers, occupations and term limits.
- Current Annual Organizational Budget with YTD income and expenses.
- Previous Fiscal Year Organizational Budget with income and expenses.
- Current FY Balance Sheet Upload a balance sheet with most recent financial quarter information.
- IRS Form 990 (Fiscal Year 2018 or most recently completed fiscal year).
- Equal Employment Opportunity (EEO) Policy Statement (if applicable, for projects that have total project budget exceeding \$100,000).
- Data Universal Numbering System (DUNS): Numbers are free to obtain; however, the process can take up to thirty (30) days.
- ARIBA Network Number.

## **ADDENDUM A**

### **Work Samples and Supplementary Materials**

CAH values and emphasizes excellence in all grant programs within all disciplines. This section contains detailed information on CAH's requirements and suggestions regarding content.

Arts and humanities content and/or merit is one of several criteria on which an application is reviewed. Other criteria include: District Impact and Engagement, Financial Capacity, Management and Sustainability, and others as dictated within the program guidelines and review criteria.

The arts content and merit is primarily demonstrated to the advisory review panel through the applicant's:

- Section 1 - Work sample(s)
- Section 2 - Support material(s)
- Section 3 - Résumé(s) of key personnel
- Section 4 - General Suggestions from CAH staff (see below)

The work sample carries significant weight because it must contain the clearest depiction of the applicant's best work(s) of art. All applicants must submit work samples of public or demonstration of content of services provided from public artists.

To further assist the applicant in submitting strong artistic content with an application, general suggestions are provided below.

#### **Section 1 - Work Samples**

Work samples are critical to each application and are carefully considered during application review. 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 grant application. Applicants must adhere to the work sample requirements below in order to be eligible for consideration.

Work samples must be no more than four (4) years old from the date of submission. Submitting older work samples will render the application ineligible for funding consideration.

#### **Section 2 - Support Materials**

Support materials are documents that strengthen the application and provide additional information that directly relate to the grant request. Support materials do not replace a work sample. It does, however, reinforce the quality of the applicant's arts and humanities disciplines.

Examples of support material include:

- Exhibition reviews
- Letters of recommendation

- Certificates, commendations or awards
- Assessments or work evaluations

### **Section 3 - Resumes of Key Personnel**

Advisory review panelists may determine the capacity and sustainability of the proposed project by reviewing the résumés of the key artists, administrators, and facilitators involved in the grant activity.

### **Section 4 - General Work Sample Suggestions from CAH Staff**

When creating and preparing work samples, support materials and résumés, CAH recommends that applicants consider the following:

- Applicant should test the functionality of viewing their work sample(s) in the application portal prior to final submission of their application. If the applicant cannot view a work sample, it is unlikely that panelists will be able to view it. For technical assistance, contact CAH with ample time to address the issue prior to the application deadline.
- Select recent, high quality samples that relate as directly as possible to the application.
- Upload pictures as JPG files (less than 20MB) with a minimum resolution of 72 dpi.
- Exceeding the recommended number of work samples in an application may weaken the application.
- Carefully chosen work samples (pictures, renderings, etc.) tend to make the greatest impact and create a strong artistic impression.
- Advisory review panelists must review a work sample from all applicants. However, a review of all work samples of the same application is not compulsory for panelists.
- Label each work sample or document so that panelists can easily identify it.
- For project-based grants, such as PABC, including samples of similar completed projects help to illustrate the applicant’s ability to execute the proposed project.
- Application materials should demonstrate the skill level of the artist(s) involved in the creation of artwork.

For online materials and website:

- A website is not a sufficient work sample. Only submit a website link that is an essential part of the project.
- Provide all passwords or include any necessary information required to view your work sample, such as plug-ins or navigation paths (hyperlinks).
- Ensure that the website links or online materials are functional and accessible through, at minimum, September 30, 2021 (the grant funding period). An inoperative link to a website containing your work sample will negatively affect the application. CAH is not responsible for any material outside of the online grants portal.



**DC COMMISSION ON THE ARTS & HUMANITIES**