



# **FY 2018 CURATORIAL GRANT PROGRAM**

Applicants may submit one (1) application per grant cycle

**For Individual District of Columbia Residents**

**Applicants may receive up to \$25,000**

**Deadline: Friday, December 15, 2017 at 4:00PM EST**

**See Page 12 for Calendar of Key Dates**

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

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**NOTICE: Applicants must read the entire guidelines prior to submitting an application for this grant program. For questions or additional information, please contact the Commission on the Arts and Humanities (CAH).**

## **Curatorial Grant Program**

Applicants may submit one (1) application per grant cycle

**FY 2018**

### **Curatorial Grant Program (CGP)**

Release Date: Monday, October 30, 2017

RFA ID: FY18.CGP.1

Submission Deadline: Friday, December 15, 2017 at 4:00PM EST

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#### **Introduction**

The Commission on the Arts and Humanities (CAH) is soliciting grant applications from qualified individual curators in the visual arts for exhibition proposals intended for presentation in CAH's 200 I Street Galleries, Lobby Gallery, which is a District-owned exhibition space located at 200 I (Eye) Street, SE Washington, DC, 20003.

Two (2) exhibition proposals will receive a grant for installation during FY18 (see schedule below). This grant is competitive and funding for this program is authorized from: Neighborhood Arts Projects – Curatorial Grant Program.

Applicant may only submit one (1) proposal **and** must indicate which of the two exhibition dates (below) they are available. (Applicant may indicate one or both periods.)

<b>Spring Exhibition</b>	<b>Summer Exhibition</b>
May 7 to June 15, 2018 (with installation from April 30 to May 4, and de-installation from June 18 to 22)	August 6 to September 14, 2018 (with installation from July 30 to August 3, and de-installation from September 17 to 21)

### **Curatorial Grant Program Description**

The Curatorial Grant Program aims to provide a greater opportunity for the development and public presentation of visual art exhibitions by District resident curators. Through grant support and access to a contemporary exhibition space, CAH intends to serve the District's residents by presenting compelling exhibition concepts of resident curators. Applicants must be individuals with prior curatorial experience.

### **Curatorial Grant Program Goals**

- To provide curators residing in the District of Columbia with a public exhibition space accessible to diverse audiences and provide grant funding to facilitate presentation of their curatorial ideas.
- To establish an opportunity for the development of innovative and educational art exhibitions with high artistic, cultural and/or conceptual merit for presentation in public space.
- To increase awareness of, and access to, unique exhibitions and programs for District residents who may not otherwise be regular museum or gallery visitors.
- To further CAH's tenets of I.D.E.A. (Inclusion, Diversity, Equity, and Access) through the expansion of CAH grant opportunities and public programming.
- To encourage the presentation of exhibitions that incorporate participation from emerging and underrepresented District resident artist(s) who may not have commercial gallery experience or representation.

### **Successful Grant Applications**

- Present a visionary idea with a clearly defined curatorial concept that speaks to a chosen theme or focus.
- Should be complete, with each question thoroughly answered and submitted with all mandatory documents and actions completed and satisfied prior to the submission of the application.
- Are comprehensive and address all aspects of exhibition design, art selection, installation and de-installation processes, public programming and educational print material.
- Should detail each phase of the project, clearly identifying breakdown of the budget, timeline of project implementation and execution specifics to support a completed project.

### **Program Specifics**

#### **Artwork:**

Two- and three-dimensional works including, but not limited to prints, drawings, mixed media compositions, paintings, photographs, ceramics, video works and sculptures in the round can be accommodated within the CAH Gallery. Both pre-existing works in addition to commissioned works can be intermixed as the curator deems appropriate. Site visits to CAH's gallery at 200 I (Eye) Street are

highly recommended when considering prospective artwork for inclusion as well as for familiarity of the space for the proposed exhibit. Artwork must be able to load-in through the front entrance (site visit required to obtain entrance dimensions) and works greater than 100lbs must be pre-approved for load-bearing capacity (for walls and floor). Curator(s) must utilize the exhibition space in its current state, requiring no additional construction or lighting.

#### **Installation:**

Coordination of the exhibition installation by an insured professional art handler, installer and/or artist(s) is the responsibility of the Curator(s). CAH will assist Curator(s) with access to the gallery. Security clearance is required for the District owned building where the gallery is located. All artwork should be labeled on the back or bottom with the artist name, artwork title and contact information. If sculpture in the round requires a pedestal, it is the curator's responsibility to procure plain white matte pedestal(s) of appropriate size with grant funds. CAH will not be held responsible for any failures of the pedestal to adequately support the work.

#### **Gallery Hours for Installation and Viewing:**

Monday to Friday, 9AM – 6PM. Weekend hours are not available due to the security restrictions of the District building.

#### **Eligibility Requirements**

Individuals may apply having met 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 District of Columbia residents for at least one (1) year prior to the application deadline, and must intend to maintain primary residency during the entire funding period (October 1, 2017 to September 30, 2018);
- Have a permanent District of Columbia land address, as listed on legal identification and tax returns. Post office boxes cannot be used as a demonstration of the applicant's primary address;
- Be in good standing with CAH, which is demonstrated by the applicant's complete or non-delinquent reporting due to CAH from any prior CAH funding program, as of 4:00 PM on Monday, October 16, 2017. Applicants in poor standing are ineligible to apply and therefore, receive any additional grant award (in any category of grant funding) from CAH in FY 2018; and,
- Abstain from any use of a secondary party that acts on its behalf ("fiscal agent") in the performance and execution of financial duties.

### **Exhibition Requirements and Parameters**

- Curators shall not include their own artwork in the exhibition. Artwork should adhere to 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.
- Participant curators and artists will be required to demonstrate proof of insurance of at least \$2 million in liability coverage and/or exhibition insurance riders, to cover any potential personal injury or loss/damage of the artwork during the installation and exhibition period. CAH cannot be held responsible for any damage, theft or photography of work by gallery visitors. Visitor photography, outside of the opening reception, will be strictly prohibited and enforced to the extent possible by building security.
- Curator(s) will be solely responsible for planning, promoting and hosting an opening reception and other exhibit-related programs, such as artist talks or closing reception, if desired. Those plans must be clearly outlined in the proposal, and if application is selected, those plans are subject to final approval by CAH. Only for receptions or exhibit-related programs will CAH consider a modification or extension of the building hours. Proposals may indicate preferred time for reception(s) or exhibit-related programs by the applicant. Upon final approval, CAH will help to facilitate obtaining the requisite permissions from building management regarding guest capacity, adherence to housekeeping procedures, and security clearance(s).
- Content, photographs, permissions and writing of accompanying exhibition catalogue must be submitted for CAH review prior to distribution.
- Curator must coordinate with CAH staff regarding all public relations, promotions and any media interviews in advance and throughout the exhibition.
- Images of exhibited artwork and exhibition are subject to use on promotional materials for the exhibition. Images will not be replicated for commercial use under any circumstance. Curator shall ensure that CAH has the right to use of images for any promotion or archival use it may require.

### **Funding Restrictions and Allowable Costs**

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

Each curatorial grantee will be awarded a grant up to **\$25,000** to execute their specific proposal.

#### **Examples of allowable costs for funds awarded through the Curatorial Grant Program:**

- Curatorial fee (not to exceed 20% of budget);
- Artist fees/artistic personnel (for works specifically commissioned for the exhibition, including site specific works);

- Equipment, technological resources, materials, supplies and services directly related to the fabrication, installation and/or de-installation of exhibited artwork;
- Methods of exhibition presentation (framing, pedestals, wall text and labeling, staging, etc.);
- Delivery and return of artwork (shipping/transportation between the CAH gallery and place of origin);
- Programmatic expenses (opening reception and other activities, such as artist talks and/or closing reception to be held at the CAH gallery);
- Insurance;
- Space rental for storage of exhibition;
- Consultants related to the exhibition;
- Travel directly related to exhibition project implementation; and,
- Documentation of the exhibition and supporting programming (video, still, printed catalogue).

**Examples of unallowable costs for funds awarded through the Curatorial Grant Program:**

- Food and beverages (inclusive of receptions and programs);
- Sub-granting or re-granting of funds from CAH;
- Tuition and scholarships;
- College tuition expenses;
- Funds that are provided to universities, service organizations, foreign governments, or District of Columbia government agencies, including DC Public Schools.
- Costs related to fundraisers and off-site special events; and
- Travel not directly related to executing the proposed exhibition.

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

Please note that payments may be taxable under the law. Each grant recipient should consult with a tax professional to determine how payments may impact individual circumstances.

**Technical Assistance**

CAH staff members are available to assist grant applicants through group or individual technical assistance. CAH staff members will not write applications for applicants. CAH staff members are available for thirty (30) minute appointments on government business days up to one (1) week prior to the grant application deadline. An applicant is permitted to contact CAH to schedule a meeting to review draft applications for technical assistance by calling 202-724-5613. Please note that CAH request the applicant prepare and deliver (by email) their full draft application proposal along with any questions in advance of scheduling a meeting for agency staff assistance.

## **Grant Application Process**

All of the FY 2018 grant program guidelines are available online at [www.dcart.sdc.gov](http://www.dcart.sdc.gov). CAH utilizes an online grant portal to accept grant applications. Applications by other means, such as email, are not permitted. Should an applicant require assistance with online access or technical support, they may contact the agency.

All applications must be submitted online by 4:00 PM EST on the deadline date. Incomplete or late applications, or applications which do not follow the instructions, will be ineligible for review and funding.

The grant period for this grant program opportunity is from October 1, 2017 to September 30, 2018. CAH prohibits the use of grant funds for activities that occur outside of this period of time.

CAH will not accept mailed, emailed or hand-delivered copies of grant applications unless approved prior to the grant deadline as a reasonable accommodation request from applicants with disabilities. To request a reasonable accommodation, contact Kali Wasenko at 202-724-5613 or [kali.wasenko@dc.gov](mailto:kali.wasenko@dc.gov)

## **Grant Application Steps**

1. Review the FY 2018 Guide to Grants and the grant guidelines for specific grant programs thoroughly and determine eligibility of the applicant, project and project activities;
2. Go to the [Apply for Grants](#) page and select the [Grant Application Portal](#) to register;
3. To reset the password select the “Forgot your password?” web link;
4. Once logged in to the portal, applicants must select the desired grant program(s);
5. Complete all of the application’s questions and provide the budget and budget narrative information;
6. Upload all required documents, supplementary material and image in the file format required; and,
7. Submit the application by 4:00 PM EST on the grant program’s deadline date.

The application process is competitive and subject to the availability of funds. Applicants may not request or receive funding for the same activities through more than one CAH grant program or grant category. Multiple applicants may not apply for funding for the same project – whether through the same or different grant programs.

Applicants are responsible for the content of their application package. 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 will review applications for completeness and contact applicants for any documents that require clarity within five (5) business days of the deadline. Applicants are then responsible for updating their application within five (5) business days of CAH’s notification. Failure to do so will disqualify the application. Incomplete applications will not be forwarded to the Advisory Review Panel for consideration and will be deemed as disqualified for review.



## **Accessibility**

### **Legal Compliance**

Federal and District of Columbia statutes require that all applicants comply with laws and regulations governing nondiscrimination. These include: 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.

### **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.

## **Inclusion, Diversity, Equity and Access**

In addition to detailed plans for ADA compliance, applications should demonstrate how the project will be inclusive, diverse, equitable and accessible throughout DC beyond participants with disabilities. Successful applications consider the broader definition of accessibility by addressing financial, geographic, cultural and developmental access.

## **Review Process**

All applications are scored according to four categories: (1) Unique & Compelling Concept, (2) Merit of Artistic Content, (3) Relation to I.D.E.A. (Inclusion, Diversity, Equity, and Access) principles and (3)

Opportunity. Evaluation criteria are specific to each grant program and are listed in each grant program's guidelines. The application process is competitive and 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 recommendations to the Commission Board. Advisory Review Panelists are arts, humanities and/or business professionals, independent of CAH. CAH advises panelists to remain impartial in their review of applications and ensures that they recuse themselves from review of any application that presents a personal or professional conflict of interest. Panelists will participate in a review of all applications in a group convening to discuss the applications and finalize their scores in the presence of CAH staff and a commissioner convener.

The evaluation process takes into consideration general standards of decency and respect for the diverse beliefs and values of the American public consistent with The National Foundation on the Arts and Humanities Act, as amended in 1990. For more information regarding the grant review process please visit the [Guide to Grants](#). To serve or nominate a person to serve as an Advisory Review Panelist for a grant program, see CAH's [FY 2018 Call for Panelists](#).

### **Notification and Payment**

Applicants will be notified of a grant application decision via a conditional grant award email, letter of intention to fund, letter of ineligibility or letter of denial, within 30 days of the panel review.

The date of payment disbursement is subject to availability of funds and processing of required documentation and materials. CAH staff will advise grant award recipients on this process following an award notification by the agency.

In collaboration with other District of Columbia government agencies, CAH processes the payment request to grant recipients in a timely manner. CAH does not create or distribute payments through its offices or staff. To hasten the payment process, CAH advises that FY 2018 grant recipients register for "direct deposit" by completing an Automated Clearing House (ACH) Vendor Payment Enrollment Form. The ACH Form can be found on CAH's website at Managing Grant Award.

CAH reserves the right to rescind any and all grant awards for non-compliance with grant guidelines, policies and regulations, at any time. FY 2018 grantees with unfulfilled reporting in any funding program as of close of business on Monday, October 16, 2017 are ineligible to receive additional awards from CAH.

**All applicants that are recommended for funding must have "citywide clean hands" (see below) in order to receive a grant award from CAH.**

## **City-Wide Clean Hands (CCH)**

The CCH website application supports the “Clean Hands” 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 (\$100.00) for fees, fines, taxes or penalties.

## **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 Partnerships and Grant Services (OPGS). CAH has established standards for grantees to ensure compliance with risk assessment monitoring.

Activities funded by CAH will be monitored and evaluated by staff to assure compliance with all aspects of the District of Columbia’s requirements. This monitoring process may include site visits, evaluating allowable costs, meeting projected benchmarks, providing proof of expenditures, etc.

All FY 2018 grant recipients must complete final reports by Monday, October 15, 2018. Grantees are required to document payment of all grant related expenses as well as the required match. Interim and final reports are completed through the online portal. Grantees may access the interim and final report pages through the [Manage Grant Award](#) page on CAH’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 a tax professional and the US Internal Revenue Service.

## **Contact Information**

For more information regarding CAH’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 Curatorial Grant Program can be referred to Zoma Wallace, Curator, at [Zoma.Wallace@dc.gov](mailto:Zoma.Wallace@dc.gov) or 202-724-5613.

## **Application Review Criteria**

### **Unique and Compelling Concept 40%**

Curatorial premise and/or prospective artwork demonstrate creative and original theories, ideas, or perceptions. Curators have also considered the unique architecture of the gallery space and have responded accordingly with selections of artworks that occupy or activate the space well.

### **Merit of Artistic Content 40%**

Selected artworks are demonstrative of artistic excellence and are unmistakably related to the exhibition theme or focus.

### **I.D.E.A. 10%**

Exhibition exemplifies the tenets of I.D.E.A. (Inclusion, Diversity, Equity, and Access) either through the roster of participant artists, thematic artistic content, and/or the deliberate involvement of diverse audiences of District communities in public programming.

### **Opportunity 10%**

Exhibition offers emerging and underrepresented artists the opportunity for exposure that often alludes those without gallery representation. (Curator demonstrates an effort to include artists that are typically without gallery representation and/or solo exhibitions within the last five years.)

### **Calendar of Key Dates**

Call to Curators Released	Monday, October 30, 2017
Submission Deadline	Friday, December 15, 2017 at 4 EST
Panel Meeting to Select (2) Curatorial Proposals	Thursday, January 4, 2018
Notifications Made to Applicants	Friday, January 19, 2018
Spring Exhibition	May 7 – June 15, 2018
Summer Exhibition	August 6 – September 14, 2018

### **Application Checklist**

The following is a checklist for all mandatory and supplementary documents required to submit the application. Documents must be uploaded prior to the application deadline. These documents are in addition to the required narrative questions.

#### **Mandatory Documents (submit in PDF format)**

1. **Exhibition Proposal with a Curatorial Statement** as it relates to the proposed exhibition. The theme of the exhibition should be clearly explained and include an explanation of how each artist fits into the exhibition concept. (Maximum 500 words.)
2. **Rendering of Proposed Exhibition Design & Layout** illustrated to scale, indicating the number of proposed artworks, placement of exhibited artworks and dimensions of each work of art
3. **Curator & Artist Resumes/CVs**
4. **Past Curatorial Projects** (Must be accompanied by clear demonstration of fiscal management of prior projects)
5. **Detailed Budget Outline** (How would you utilize the grant funds?)
6. **Proposed Timeline of Exhibition** (including installation, display, and de-installation dates in addition to exhibition programming)
7. **Artist Bios** (Maximum 250 words each)
8. **Individual Artist Statements** from each participating artist proposed for the exhibition (Maximum 250 words describing the process and inspiration behind each submitted work)
9. **Image List for Proposed Artwork** (Including title, year created, medium, dimensions, approximate weight if over 10lbs)

10. **JPG Images** of each artwork proposed for in the exhibition. If new works or site-specific installations are being commissioned, a sketch or rendering must be submitted, indicating dimensions and weight. Files should not exceed 5MB each.
- a. **Uploading** – Use the [Media Viewer](#) to upload images of prospective artwork that is being considered for your proposed exhibition.
  - b. **File Labeling** –Uploaded File names must include the artist’s last name followed by the artwork title and must correspond in number with the uploaded image list.
  - c. **Example:** Number on Image List\_Last Name\_Artwork Title
11. **Background Checks** (for programming participants involving youth under 18 years of age)
12. **Compliance Documents** for Curator
- a. List of (5) Required Compliance Documents:
    - i. Arrest and Conviction Statement dated within 30 days of application (template here: <http://dcarts.dc.gov/page/managing-grant-awards>)
    - ii. Certificate of Clean Hands dated within 30 days of application (visit <http://dcarts.dc.gov/page/managing-grant-awards> for instructions on how to generate a certificate of clean hands)
    - iii. Statement of Certification dated at time of application (template here: <http://dcarts.dc.gov/page/managing-grant-awards>)
    - iv. Current I.R.S. form W-9 (template here: <http://dcarts.dc.gov/page/managing-grant-awards>)
    - v. ACH Form signed by a bank representative (blank form here: <https://dcarts.dc.gov/node/791382>)

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