



**CALL TO ARTISTS:  
REQUEST FOR APPLICATIONS  
FY 2018  
DESIGNED TO RECYCLE  
PUBLIC ART PROJECT**

Applicants may submit (1) application

**Projects by Individuals**

Individuals may apply for \$3,500

**Deadline: Friday, March 23, 2018 at 4:00 PM EDT**

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).**

## **DESIGNED TO RECYCLE PUBLIC ART PROJECT**

Applicants may submit one (1) application per grant cycle.

### **DESIGNED TO RECYCLE (FY 2018)**

**Release Date:** February 13, 2018  
**Application Open Date:** February 16, 2018  
**Application Deadline:** **Friday, March 23, 2018 at 4:00 PM EDT**  
**Award Amount:** \$3,500

#### **Program Overview**

The DC Commission on the Arts and Humanities (CAH) in partnership with the DC Department of Public Works (DPW) offers this call to artists and graphic designers for the *Designed to Recycle* (DTR) public art project. This joint agency project funds artist designs that transform standard recycling trucks into mobile works of public art by adhering an artistically designed vinyl (digitally printed) to the truck's exterior. It is the goal of the agencies to outfit fifteen trucks in this cycle.

Applicants may submit a single original two-dimensional design proposal of artwork (as a ready-to-print graphic file) for review and consideration of a grant award. Upon receipt of an award, the recipient's digital file will be used to create the vinyl truck wrapping that will adhere to a single DPW-owned recycling truck. DPW's trucks will circulate through all eight wards of the District for a minimum duration of two (2) years beginning in summer of 2018.

## **Project Objectives**

- Create a public canvas to feature the artwork of artists and/or graphic designers
- Showcase original artwork and graphic designs
- Animate the streets of DC with visually impactful District recycling vehicles
- Garner attention to and enthusiasm for recycling
- Elevate the importance of recycling trucks and their operators by highlighting their work

## **Project Specifications**

District of Columbia artists, designers or design teams may submit graphic designs or original artwork in a ready-to-print digital file(s) for consideration in this project. The file(s) enables production of a printed vinyl which will be installed on the exterior of DPW's fleet of residential collection recycling trucks. In addition to encouraging recycling, the project is in keeping with other "green" initiatives through the use of DPW's alternative fuel vehicles and an eco-friendly vinyl material.

Applicants must submit designs in accordance with specifications on page 5 (below) and aligned with the design template (see below, "DTR Exhibit A" on page 13). Award recipients must avail themselves to consultation(s) on behalf of their design with CAH's vinyl wrap vendor.

## **Eligibility Requirements**

Only individuals who meet the following eligibility requirements at the time of application may apply:

- Be an artist, graphic designer or design team age 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 government-issued identification or tax returns. Post office boxes may not be used as a 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 15, 2017. Applicants in poor standing are ineligible to apply, and therefore ineligible to 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.

## **Technical Assistance**

CAH staff members are available to assist applicants through group or individual technical assistance. CAH staff members will 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. Applicants should contact CAH to schedule a meeting by calling

202-724-5613. CAH requests the applicant prepare and deliver (by email) their full draft application proposal with any questions in advance of scheduling a meeting for agency staff assistance.

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

Applicants may receive funds from multiple CAH grant programs but not for the same project; some restrictions between grant programs may apply. 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.

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 CAH have determined as valid expenditures.

#### **If applicant receives a DTR grant award it covers the following allowable expenses:**

- Artist fees/artistic personnel
- Project materials
- Digital services
- Equipment or digital license purchases up to \$500.00
- Copyright registration, if artist desires

#### **If applicant receives a DTR grant award it does not cover the following unallowable expenses:**

- Equipment or digital license purchases over \$500
- Pre-existing artwork(s) or stock image(s)
- Debt reduction
- Food and beverages
- Sub-granting or re-granting
- Tuition and scholarships
- College tuition or to fund universities, service organizations, foreign governments, or DC government agencies, including DC Public Schools

### **Application Specifications**

Applicants should carefully note the following technical specifications:

#### **Artwork and Design Requirements:**

- Applicants (artists/designers/team) may submit one (1) application to CAH for consideration; however, an application may include up to three (3) image/artwork proposals for consideration. Only one proposal will be selected per artist/designer/team.
- Artists must submit new, original artwork that does not infringe on the copyright of anyone else.
- Digital file design must incorporate an 8-inch bleed.

- CAH staff is unable to assist any applicant requesting support in photographing or scanning artworks to the high resolution required for this project.
- Applicants design(s) must fit the project template (see DTR Exhibit A below).
- Applicants must download either the PSD Photoshop or a PDF Illustrator design template to create a ready-to-print design.
- The required design templates are found here: <http://bit.ly/RecycleTemplates18>

#### Recycling Truck Size and Dimensions Requirements:

- Applicants must reference the design template (see DTR Exhibit A below) in preparing their project proposal. The areas depicted in light grey become the design areas for the wrap. Application of vinyl wrapping does not occur on the top or rear of a truck.
- Designs should consider the angles and structure of the truck. As a reference, please see images of wrapping on trucks here: <https://dcarts.dc.gov/page/designed-recycle>

#### File Requirements for Submission:

- The PSD Photoshop and PDF for Illustrator design files contain the precise resolution and may be found using this link: <http://bit.ly/RecycleTemplates18>. Please do not change the resolution in these files.
- Artists must submit designs as two files: all must submit a JPEG file, along with either a Photoshop PSD or Illustrator file format (detailed below). The panelists reviewing applications will use a JPEG file. The printer vendor will use PSD or Illustrator file types. Please save final PSD or PDF design files in Adobe Creative Cloud or earlier version.
- Applicants will only submit materials through the CAH online grant portal. The final PSD or Illustrator design file must be submitted through the Dropbox file sharing application or delivered on CD in-person due to the large file size.

#### Design Restrictions:

- A design proposal will be declined if it incorporates graphic design elements of a company, brand, entity, political or partisan symbol, an individual, or depicts offensive language or imagery of nudity.

## Application Process

CAH utilizes an online grant portal to accept applications. A restriction applies to application submissions by other means, such as email or post delivery. Applicants requiring assistance with online access or technical support may contact CAH at 202-724-5613.

The application deadline is 4:00 PM EDT on Friday, March 23, 2018. 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. All of CAH's FY 2018 grant program guidelines are available at [www.dcartz.dc.gov](http://www.dcartz.dc.gov).

CAH will consider reasonable accommodation requests, including submission accommodations, from applicants with disabilities. Applicants may contact Kali Wasenko at 202-724-5613 or [kali.wasenko@dc.gov](mailto:kali.wasenko@dc.gov) for such requests.

## Grant Application Procedure

1. Visit to the [Apply for Grants](#) page on CAH's website;
2. Select the [Grant Application Portal](#) to register:
  - To reset the password either select the "Forgot your password?" or click [here](#);
3. After registering to apply, applicants must select the desired grant program(s);
4. Complete the application questions;
5. Upload all required documents, supplementary material and proposal images in the JPEG file format required;
6. Upload final design layout as a ready-to-print Photoshop or Illustrator file using the provided templates (such as Dropbox to [ron.humbertson@dc.gov](mailto:ron.humbertson@dc.gov)) or deliver on CD in-person; and
7. Submit the application by 4:00 PM EDT on Friday, March 23, 2018 (application deadline).

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 entire contents of their application submission. 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 on the part of the applicant will disqualify the application. Incomplete or late applications, or applications which do not follow the instructions, will be ineligible for review and funding.

## **Review Process and Panelist Duties**

The scoring criteria of applications include the following:

- 1) Excellence and originality of design;
- 2) Degree to which artwork reflects awareness of waste recycling with creativity and uniqueness; and
- 3) Overall graphic fit and presentation on recycling vehicle.

In this DTR project, CAH will select individuals to serve as Advisory Review Panelists. Advisory Review Panelists are typically arts, design, humanities and/or business professionals, independent of CAH, though they may include DC government employees from agencies other than CAH. The role of a Panelist is to review and score an eligible application's content against the established review criteria. Panelists participate in a review of all applications in a group convening where a discussion of each valid application and scoring (by each panelist) occurs in the presence of CAH staff and a commissioner convenor. The scores of the Panelist group are aggregated to generate a ranking of all applications. The ranking provides award recommendations for CAH to make the grant awards.

CAH advises Panelists to act with impartiality in their review of applications and ensures that Panelists recuse themselves from review of any application that presents a personal or professional conflict of interest.

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 CAH's general grant review process please visit the [Guide to Grants](#).

## **Notification and Grant Payment**

CAH will notify all applicants of their application status after the deadline by, or before, May 3, 2018. Notifications will be one of the following:

- a.) Notice of Ineligibility;
- b.) Notice of Non-award; or
- c.) Notice of Award.

Award recipients must complete District Government-required documentation in advance of any payment. CAH staff provides information on grant award recipients on this process following an award notification.

In collaboration with other District of Columbia government agencies, CAH processes award payments as expeditiously as possible, but without proper and timely documentation from the awardee, delays in payment may occur. CAH does not disburse payments through its offices or staff. To hasten the payment process, CAH advises that grant recipients register for "direct deposit" by completing an Automated Clearing House (ACH) Vendor Payment Enrollment Form, which can be found on CAH's website at [Managing Grant Award](#).



CAH reserves the right to rescind any grant award for non-compliance with grants guidelines, policies or regulations, at any time. FY 2018 grantees with incomplete reporting in any funding program as of close of business on Monday, October 15, 2018 are ineligible to receive additional awards from CAH.

### **Grant Cancellations**

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 information materials

### **District of Columbia and Federal Compliance Requirements**

#### **Citywide Clean Hands**

All applicants who are recommended for funding must obtain from the District of Columbia a Citywide Clean Hands Certification (CCH) in order to receive a grant award from CAH. **This certification is required before any related grant funding disbursement and CAH may request occasional updates from award recipients.** 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 (\$100.00) for fees, fines, taxes or penalties. Applicants may visit the following sites to obtain more information: <https://ocfocleanhands.dc.gov/cch/> or <https://otr.cfo.dc.gov/page/clean-hands>.

#### **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).

#### **Americans with Disabilities Act**

CAH is committed to ensuring that all grant recipients 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.

An organizations applying for funding from CAH should include, in its grant application, a response to the information request set forth in the "Accessibility" section of its grant application, by providing the following information:

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 in the grant application 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, Access**

In addition to detailed plans for its compliance with the Americans With Disabilities Act (ADA) (42 U.S.C. §§ 12101 et seq.), each application must demonstrate how the project will be inclusive, diverse, equitable and accessible throughout the District of Columbia, beyond participants with disabilities. Successful applications will consider a broad definition of "accessibility" by addressing financial, geographic, cultural and developmental access. For more information, see the Americans with Disabilities Act section of these Guidelines (which appear on Page 12, below) and the CAH Grants Glossary, located in the [Guide to Grants](#). For your reference, you may use this link to access the text of the ADA: (<https://www.law.cornell.edu/uscode/text/42/12101>). By sharing here the hyperlink referenced immediately, the District government does not represent that shared text of the ADA is the latest version of that law.

### **Contact Information**

Specific questions about the *Designed to Recycle* program may be referred to Ron Humbertson, CAH Art Collections Registrar, at [ron.humbertson@dc.gov](mailto:ron.humbertson@dc.gov) or 202-719-6527.

For more information regarding CAH's grant programs, or for clarification about accessibility requirements, work sample submissions and the grant process, see CAH's [Guide to Grants](#).

### **Application Panel Review Criteria**

#### **Artistic and Design Strength - 60%**

Artistic and design excellence, as evident by the concept design's originality and other supporting materials.

#### **Adhere to the Recycling Theme - 20%**

The artist's design reflects awareness of waste recycling with creativity and uniqueness.

### Graphic Fit - 20%

In addition the artist’s design, the graphic should conform appropriately and aesthetically to the dynamic shape of the trucks layout.

### Calendar of Key Dates

Call to Artist Released	Friday, February 13, 2018
Grant Submission Portal Open	Friday, February 16, 2018
<b>Submission Deadline</b>	<b>Friday, March 23, 2018 at 4:00 PM EDT</b>
Panelist Convening to Recommend Finalists	Friday, April 13, 2018*
Notifications Made to Applicants	By Thursday, May 3, 2018
Grant funding disbursements	June 2018
Fabrication and Installation	June – September 2018

\*subject to change based on availability

### Application Checklist

The following is a checklist of all mandatory and supplementary documents that applicants are required to submit with the FY18 DTR application. All documents must be uploaded through CAH’s online grant portal by the application deadline. These documents should accompany the required narrative questions in the grant portal. Visit [www.dcartz.dc.gov](http://www.dcartz.dc.gov) and click on the “Grants” tab, then select “Managing Grant Award” to obtain the “Compliance Documents” listed below.

### Mandatory Documents/Files:

1. **Artist(s) Résumé/CV**
2. **Artist Statement** (maximum 250 words describing the process and inspiration behind each submitted artwork)
3. **Final Design(s)**. Applicants may submit up to three (3) proposed designs. Final designs must be submitted in **both** of the following formats:
  - a. **JPEG file** at 100 DPI (minimum 800 x 600; maximum 1600 x 1200) – Applicants must submit a JPEG file (with proposed design[s]) in the grant portal. (This version is specifically for use by review panelists.)
  - b. **PSD Adobe Photoshop or Illustrator file** – Applicants must use the provided files for proper placement and overlay of designs for a ready-to-print file. [Click here](#) to download the provided design files.

**IMPORTANT: DO NOT SUBMIT PSD or Photoshop Illustrator files in the Grant Portal** system due to capacity limitations. Applicants are to submit ready-to-print design file(s) by use of a file sharing program (*i.e.*, as Dropbox to [ron.humbertson@dc.gov](mailto:ron.humbertson@dc.gov)) or hand-delivered to CAH in a digital format at the following address:

Designed to Recycle Project - Application Materials  
ATTN: Ron Humbertson  
DC Commission on the Arts and Humanities  
200 I (Eye) Street, SE, Suite 1400  
Washington, DC 20003

4. **Compliance Documents** Applicants must submit the following five (5) Compliance Documents (templates and instructions may be found here: <http://dcarts.dc.gov/page/managing-grant-awards>):
- a. **Arrest and Conviction Statement** dated within 30 days of application
  - b. **Certificate of Clean Hands** dated within 90 days of application
  - c. **Statement of Certification** dated at time of application
  - d. **IRS Form W-9** for applicant
  - e. **ACH Form** signed by applicant and a bank representative

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## DTR Exhibit A

### Recycling Truck Templates

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Download design templates at the following link:

<http://bit.ly/RecycleTemplates18>

Driver Side: ¼ scale at 300dpi



Passenger Side: ¼ scale at 300dpi



Front Side: ¼ scale at 300dpi



#### Photoshop or Illustrator File Templates

3 Templates Provided- Driver Side, Passenger Side, Front Cab that include the following layers:

- Layer 1- Shows areas that will not be wrapped for reference.
- Layer 2- Place/Format artwork or new design in this layer.
- Layer 3- Shows the original image of the truck for reference.

#### Reminders:

The correct resolution is set within files. DO NOT CHANGE.

For Photoshop design files, please save as Adobe Cloud or earlier.