PROJECT-BASED GRANTS

Applicants may submit one (1) Facilities and Buildings application per grant cycle

FY 2017
Facilities and Buildings Projects (Organization)

Organizations may request up to $200,000
Deadline: Monday May 19, 2016 at 4:00PM

Facilities and Buildings Projects (Organizations) Questions

<u>Work Samples & Uploads</u>
Provide a statement describing how and why the arts and humanities content of the work sample best represents the applicant and/or the work supported by the grant request. Describe how this arts and humanities work delivers excellence and achieves stated goals.
(400 Words)
(Required)

Work Sample:
(Required)

Support Material:
(Required)

Resume(s) of Key Personnel (Artistic/Executive/Managing Director, Training Heads, Project Managers):
(Required)

List of addresses, roles and responsibilities of Board:
(Required)

FY15 990 Form:
(Required)

Arrest and Conviction Form:
(Required)

Clean Hands Certificate:
(Required)

Certificate of DC Incorporation:
(Required)

Certificate of Insurance:
(Required)

IRS Letter of Determination:
(Required)

W-9 Form:
(Required)

Balance Sheet from Most Recently Completed Fiscal Year:
(Required)

2015 Data Arts Funders Report:
(Required)

Copy of signed lease agreement or deed of property:
(Required)

Certificate of Occupancy/Statement of Certificate of Occupancy Planning:
(Required)

Architectural drawings and/or sketches indicating ADA compliance:
(Required)

Potential Contractors Bids [For project support only, for purchase support upload document with "N/A"]:
(Required)

Sources and Uses [For purchase support only, for project support upload document with "N/A"]:
(Required)

Five-Year Pro-Forma [For purchase support only, for project support upload document with "N/A"]:
(Required)

Two-Page Pro-Forma Narrative [For purchase support only, for project support document with "N/A]:
(Required)

Notarized Loan Agreement [For purchase support only, for project support document with "N/A]:
(Required)

Compliance Documents:
(Required)

Overview

Project Title:
(10 Words)
(Required)

Amount Requested:
(Required)

Type of Support:
(Required)

Project Start Date:
(Required)

Project End Date:
(Required)

Briefly detail the project activities and its alignment with and/or support of the organization's arts and humanities goals during the grant period.
(200 Words)
(Required)

Have you received a grant from DCCAH within the past 5 years?
(Required)

Has your address changed in the past 12 months?
(Required)

Request

Organizational Profile

In which ward is the applicant's headquarters located?
(Required)

Legal Status:
(Required)

Applicant Discipline:
(Required)

Institution Type:
(Required)

Organization Founding Date:
(Required)

What is the organization's mission, vision and history? Please include the top three recent accomplishments.
(200 Words)
(Required)

Request Details
Project Descriptors:
(Required)

Project Discipline:
(Required)

Type of Activity:
(Required)

Provide a timeline and/or schedule of planned activities related to the grant request.
(300 Words)
(Required)

If applicable, provide past examples executing activities similar to this request. If not applicable, please describe why. Responses can include examples of the applicant fabricating, installing, managing, producing and/or presenting similar projects.
(300 Words)
(Required)

What personnel does the applicant use to implement the project? Of these personnel, how many are DC residents? [For purchase support, enter "N/A"]:
(200 Words)
(Required)

Define how critical the project or purchase is to the overall mission:
(200 Words)
(Required)

District Impact & Engagement
Which ward(s) do your activities and/or programs impact through audience attendance and/or participation?
(Required)

Define the DC target audience and/or participants as related to the activities and/or programs and the grant request. In what ways do the applicant's distinct activities and/or programs uniquely meet the needs of the targeted DC population?
(400 Words)
(Required)

How does the applicant ensure all activities and modes of engagement are accessible to District residents and visitors of all abilities and backgrounds? Discuss the applicant's strategies to include people of all abilities as well as other underserved populations, which include those

whose access to professional arts and humanities experiences is limited by geography, ethnicity, and/or economics. (For more information, review the Americans with Disabilities Act, the FY17 Guide to Grants and DC Human Rights Act of 1977.)
(200 Words)
(Required)

Financial Capacity, Management and Sustainability:

Total FY15 Organizational Cash Expenses:
(Required)

Total Project Budget:
(Required)

Is this budget based on actual costs or estimates? [For purchase support, enter "N/A"]:
(Required)

Has the applicant received individual bids? [For purchase support, select "N/A"]:
(Required)

Provide a budget narrative. Explain and justify all items and amounts listed in the budget with relevant detail and additional information. Include the sources of required matching funds, if applicable, and whether the funding is secured or pending. For purchase support, enter "Pro-Forma Narrative Uploaded with Application."
(400 Words)
(Required)

Please describe any larger variance(s) reported on the DataArts Funder's Report. Is there anything specific the panel should know about the applicant's finances?
(100 Words)
(Required)

Fabrication:

Specifically describe the scope of work proposed, including information on materials, dimensions, and numbers as relevant [For purchase support, enter "N/A"]:
(200 Words)
(Required)

Where is the location of the proposed project and/or purchase? Why is this site good? How is the work presented, exhibited and/or created there relevant to this community and site?
(300 Words)
(Required)

Who owns the site? If not owned by the applicant, has permission been obtained for the proposal? [For purchase support, enter "N/A"]:
(200 Words)
(Required)

Describe the maintenance plans for the project or purchase.
(100 Words)
(Required)

Describe preparations required to begin the project or purchase.
(200 Words)
(Required)

Are permits or other approvals needed for the project? If so, please specify. [For purchase support, enter "N/A"]
(100 Words)
(Required)

Has a contractor been engaged? Will LSDBE contractors/vendors be used for the project? [For purchase support, enter "N/A"]
(100 Words)
(Required)

What methods of fabrication and installation will be used to execute the project? [For support for purchase, enter "N/A"]
(100 Words)
(Required)

Does the project require use of licensed machinery and/or hazardous materials? If yes, please describe [For purchase support, select "No" then enter "N/A"]:
(100 Words)
(Required)

Budget

Please enter the Project Income and Project Expense line items. Use the "Description" field below to denote which expenses will be charged to the DCCAH award and the amount of those expenses. For support of purchase, enter placeholder items to successfully complete the application and submit.
(Required)