



DC COMMISSION ON
THE ARTS & HUMANITIES

FY17 Call to Curators

District Arts & Humanities Initiative

Applicants may submit one proposal per fiscal year

Individual Curators or Curatorial Teams may request up to \$15,000

Deadline: January 30, 2017 at 4:00PM

Open Call to District Curators:

Deadline: Monday, January 30, 2017 at 4PM

Overview: The DC Commission on the Arts and Humanities (CAH) invites curators residing in the District of Columbia to propose an exhibition concept to present in the CAH Gallery located at 200 I (Eye) Street, SE. This new initiative seeks to support local curators in the development of innovative exhibition proposals that have robust educational, cultural, and/or conceptual components.

Proposed Exhibition Dates: Exhibition may occur any time between April 3 and June 1, 2017.

Gallery Hours: Monday to Friday, 9AM-6PM.

Eligibility: Individual curators or lead curators of a curatorial team must demonstrate District residency of at least one year at the time of the application deadline. Proposals for solo, duo or group exhibitions are acceptable. Curators must be over the age of 18 and have no conflicting appointments from April 1, 2017 – June 30, 2017

Artwork: Two and three-dimensional works of art 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. Performance art is also acceptable. Both pre-existing works in addition to commissioned works can be intermixed. Site visits to CAH's Gallery at 200 I (Eye) Street, SE are required when considering prospective artwork for inclusion. Artwork must be able to load in through the front entrance (located at 2nd and I Streets SE). Works greater than 100lbs may be ineligible based on load-bearing capacity of the walls, floor, and ceiling, and curators are advised to have alternative plans should such a scenario occur. Suspension of work from the gallery ceiling is limited to specific areas, and is also subject to approval based on load-bearing capacity of the proposed area(s). Curator(s) must utilize the exhibition space in its current state, with no additional construction or lighting required.

Budget: Curator(s) will be awarded a grant of \$15,000 to execute the selected project. Acceptable uses for grant funds include, but are not limited to the following:

- Curatorial fee, not to exceed 25% of budget
- Works specifically commissioned for the exhibition, including site specific works (CAH may exercise the option to acquire select works into the Art Bank Collection at the close of the exhibit, if deemed compatible with the city-owned collection)
- Equipment/technology rental or purchase
- Presentation of artwork (fabrication, framing, pedestals, wall text and labeling, technological apparatus, staging, etc.)
- Delivery and return of artwork (shipping/transportation between gallery and place of origin)
- Installation and de-installation of the exhibition
- Documentation of the exhibition and supporting programming (video, still, printed catalogue)
- Opening reception and events, excluding food or beverage costs

Funding Restrictions and Allowable Costs: As a District of Columbia agency, the 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.

Examples of allowable costs for the District Arts & Humanities Initiative:

- Salaries;
- Programmatic Expenses;
- Overhead and maintenance;
- Equipment, materials and supplies directly related to services offered to artists and humanities practitioners, including capital expenses and technological resources;
- Consultants; and
- Travel directly related to the cost of producing arts and humanities programming and arts education activities in the District of Columbia;

Examples of unallowable costs for the District Arts & Humanities Initiative:

- Food and beverages;
- Re-granting, tuition and scholarships;
- Costs related to fundraisers and special events; and
- Travel not directly related to executing DC-based projects.

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.

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 building access and security clearances required. 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 their grant funds. CAH will not be held responsible for any failures of the pedestal to adequately support the work.

Guidelines:

- All curators must reside within the District of Columbia. Post Office Box addresses will not be accepted. Of the curator's selected artists, a majority must be District residents.
- 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.
- Weighted consideration will be given to proposals including emerging artists (without gallery representation and/or solo exhibitions within the last 5 years)
- CAH strongly encourages proposals that address the CAH tenets of I.D.E.A. (Inclusion, Diversity, Equity, and Access) in regards to audience building and artist selection.
- Participant curators and artists *must* demonstrate proof of insurance of at least \$2M 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.

- Images of submitted artwork are subject to use on promotional materials for the exhibition. Images will not be replicated for commercial use under any circumstance.
- Exhibition proposals may include free public programming. The CAH Gallery will be made available as a program venue, but it is not a requirement.
 - For all programming, please propose dates and locations for each event.
 - For programming that is proposed at a site other than the CAH Gallery, a Letter of Support and Certificate of Insurance must be provided by the site owner.
 - If programming is proposed for the participation of youth under the age of 18, background checks must be obtained for each member of the curatorial/artist team directly involved with that program.
- Curator(s) will be solely responsible for planning, promoting, and hosting an opening reception and other events if desired. However, 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 by March 16, 2017.
- Final Curator(s) must be available for interviews in advance and during the exhibition.

Submission Requirements: A checklist of required documents is included below. Please submit in PDF format only.

- **Exhibition Proposal with Curatorial Statement** (Maximum 1,000 words)
- **Curator & Artist Resumes/CVs** (Please combine into one PDF file)
- **Past Curatorial Projects:** Please outline no more than 10 substantial prior projects, accompanied by clear description of your fiscal management of each.
- **Detailed Budget Outline:** Please provide a breakdown of how you would utilize the grant funds.
- **Proposed Timeline of Exhibition:** Please include proposed dates for installation, display, de-installation, in addition to any attendant programming.
- **Artist Biographies:** Please include a single PDF with all participant artist's bios included. Please identify the place of residency for each artist. (Maximum 500 words for each biography)
- **Artist Statements:** Please include a single PDF with statements from each participating artist describing the process and inspiration behind each submitted work. (Maximum 1,000 words for each statement)
- **Image List for Proposed Artwork:** Please include title, year created, medium, dimensions, approximate weight if over 10 lbs.
 - Upload **JPG images** of each artwork being considered for inclusion 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. If submission of larger files is unavoidable, please use links to DropBox, You Sent It, or other file-sharing platforms with explicit instructions on accessing files.
 - **File Labeling** – Uploaded JPG File names must include the artist's last name followed by the artwork title and corresponding list number. Example: Last Name_Title_01, Last Name_Title_02, etc.

- **Compliance Documents for Curator:** Refer to list below for links to obtain each document.
- **Letter of Support & Certificate(s) of Insurance:** For programming at sites other than CAH
- **Background Checks:** Required only for programming participants involving youth under 18 years of age.

Required Compliance Documents: These documents are only required from the curator, organization, or curatorial team representative who will receive the grant and manage the project’s budget accordingly.

- [W9 Form](#)
- [Tax Verification/Clean Hands Certificate:](#) to certify that grantee(s) are in good financial standing with the District of Columbia
 - This certificate can be obtained online at <https://ocfocleanhands.dc.gov/cch/>
 - Assistance can also be obtained from Roselyn Lewis at [\(202\) 442-6822](tel:(202)442-6822) in the Office of Tax & Revenue
- [ACH \(Direct Deposit\) Enrollment Form:](#) Must be signed by representative of grantee’s banking institution
- [Statement of Certification](#)
- [Arrest and Conviction Statement:](#) to disclose any prior arrest and conviction records
- [List of Insurance Carriers & Policies](#)

Incomplete applications will be ineligible for consideration.

Grant Application Procedure:

To get started, go to the [Apply for Grants](#) page and select the **Grant Application Portal** in order to register. For new applicants, select “Sign Up Today”. For applicants with an existing account, select “Sign In”. In the event of forgotten login information, the password can be reset by selecting “Forgot your password?”

Once fully registered, applicants must select **District Arts & Humanities Initiative (Individuals)** to complete application questions and upload all required documents, supplementary material, and work samples. Please refer to the **Instruction Guide** (see page 5-7 of this document) for step by step guidance to ensure a complete application.

The application process is competitive and subject to the availability of funds. Applicants may not request or receive funding for activities through more than one CAH program or grant category.

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 and contacts applicants for any incomplete documents within five (5) business days of the deadline. Applicants are responsible for updating their application within five (5) business days of CAH’s notification. Incomplete applications are not forwarded to the Advisory Review Panel for consideration and are deemed ineligible.

Calendar:

January 30, 2017 at 4PM	Deadline for Submissions
April 3, 2017	Earliest available date for delivery of artwork to CAH Gallery
April 3 – 6, 2017	Earliest available date range for the installation of exhibition
April 7, 2017	Earliest available date to hold an opening reception
TBD (include proposed dates in application)	Public Programming
June 1, 2017	Latest possible date for Show Close & De-Installation Period

Selection Process: CAH will convene a Selection Panel representing diverse interests and expertise to review the qualifications of Curators who respond to this call. The Selection Panel will review applications submitted by individual curators or curatorial teams and make recommendations for final curator(s). Curator selection will be based on originality, visitor engagement, art presented, design, interpretation and research.

The selection panel’s recommendations will be forwarded to CAH Board of Commissioners for review and approval. The individual/team whose design is approved will then enter into an agreement with CAH.

Upon approval, Curator(s) will submit installation plan for review and approval to CAH.

Review Process: CAH selects Advisory Review Panelists for each grant program to make funding recommendations to the Commission Board. Advisory Review Panelists are arts, humanities, arts education and/or business professionals, independent of the Commission, who ensure that the CAH provides programs and services that meet the needs of the District of Columbia. All eligible applications are forwarded to the Advisory Review Panelists for evaluation and scoring based on the published criteria. Panelists conduct a thorough review of all applications and convene as group to discuss the applications and finalize scores. Ranking, scores and reporting information are presented to the CAH Grants and Panels Committee. The Committee presents funding recommendations to the Executive Director for endorsement by the Commission.

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 nominate a person to serve on CAH’s Advisory Review Panels, see CAH’s [FY2017 Call for Panelists](#).

Notification of Decision: Applicants will be notified in writing via first class mail of their application status as required under the Grants Administration Act of 2015 within 45 days of the RFA close date.

Payment Process: Terms of disbursement shall be determined after applicants are selected. DC Government pays all invoices within 30 day of receipt of invoice. Disbursements will be sent via electronic fund transfer to the Grantee’s separate bank account for the program grant funds.

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

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 the City Administrator (OCA). CAH has established standards for grantees in making determinations of demonstrated performance prior to the award of all grants.

All activities funded by CAH will be monitored and evaluated by staff to assure compliance with all aspects of the District of Columbia's requirements, which may include evaluating allowable costs, meeting project benchmarks, providing proof of expenditures, etc.

Questions?

Contact:

Zoma Wallace, Curator
DC Commission on the Arts and Humanities
200 I (Eye) Street, SE
Washington, DC 20003
Zoma.Wallace@dc.gov
(202)724-5613

Or

Ron Humbertson, Art Collection Registrar
DC Commission on the Arts and Humanities
200 I (Eye) Street, SE
Washington, DC 20003
Ron.Humbertson@dc.gov
(202)724-5613



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THE ARTS & HUMANITIES

Call to Curators

FY17 Instruction Guide

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DC COMMISSION ON
THE ARTS & HUMANITIES

PROJECT-BASED GRANTS

Applicants may submit one curatorial proposal per fiscal year

FY 2017

Call to Curators

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Application Instructions

Step 1: Select *District Arts & Humanities Initiative (Individuals)* Grant Program from the list of Currently Open Programs

Step 2: Answer *Eligibility Questionnaire*

Step 3: Use *Media Viewer* to upload images of prospective artwork that is being considered for your proposed exhibition. (Disregard the general instructions provided by the grant application portal). If works are not yet created, please upload sketches if available. Be sure to label images according to the following format:

Artist Last Name_Artwork Title_Corresponding Number on Image Identification List

Step 4: Upload a single PDF of each *Required Document* listed below:

1. **Exhibition Proposal** including a Curatorial Statement
2. **Resume(s) of Key Personnel** (Curators, Artists, and Programming Participants)
3. Description of **Past Curatorial Projects** (Please include images and/or video of each project cited)
4. **Detailed Budget Outline** (Please provide a breakdown of how you will utilize the grant if awarded)
5. **Proposed Exhibition Timeline** (Please outline all important dates including exhibition installation, opening reception, programming events, closing, and deinstallation.)
6. **Artist Bios**

7. **Artist Statements** (Artists should include descriptions of the concepts and/or processes to be explored within the works proposed for the exhibition)
8. **Image Identification List** (please label images with Artist's Last Name_Artwork Title_Corresponding Number of Uploaded File)
9. **W-9** (Please submit only one W9, identifying the individual or organization that will receive and disperse the grant funds.)
10. **Certificate of Clean Hands**
11. **ACH Form** (Please complete and obtain signature from Bank representative in order to receive grant payment through Direct Deposit)
12. **Statement of Certification**
13. **Letter of Support** from site owner(s) of potential programming sites (if applicable)
14. **List of Insurance Carriers and Policies**
15. **Certificate of Insurance**
16. **Background Check** (only applicable to individuals proposing events/activities that will work directly with children)

****Please Note:** If there are required documents that are not applicable to your proposal, please upload a PDF indicating N/A in place of those documents. Otherwise, the application will be considered incomplete.

Step 5: Indicate *Exhibition Title*

Step 6: Complete the *Applicant Profile*

Step 7: Complete the *Budget* form to outline Project Income (CAH grant of up to \$15,000 plus any additional project funds from outside sources) and Project Expenses (to indicate how the all funds will be utilized). Please detail whether funding from other sources is secured or pending.

Example:

Income: Contributed: GOV'T: Federal – \$7,500 – pending

Expense: Personnel – Artistic - \$9,000 (5 artists @ \$300 x 6 days)

Step 8: Utilize the *Final Preview* tab to ensure a complete application. Any missing documents or incomplete fields will prevent an application from being accepted.