DC COMMISSION ON
THE ARTS & HUMANITIES

PROJECT-BASED PROGRAM

Applicants may submit two Public Art Building Communities applications per grants cycle and up to four (4) applications per year.

FY 2017
Public Art Building Communities (Organization)

Organizations may request up to $100,000
Deadline: March 31, 2017 at 4:00PM

Public Art Building Communities Projects (Organizations) Questions

Work Samples & Uploads

Describe how and why the artistic content of the work sample best represents the applicant and/or project. Include how the work sample represents the applicant's body of work and originality within the discipline(s).
(Required)

Work Sample:
(Required)

Image Identification List
(Required)

Lead Artist Work Sample and Image Identification List if applicable (Zip together 10 digital images of at least 5 different works):

Support Material:
(Required)

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

Signed W-9:
(Required)

Proposed Art: (Zip at least 3 different perspectives together and upload here. Include a depiction of the work that will illustrate the design concept as it would appear on site when completed).
(Required)

Digital Images of Proposed Site: (Zip 5 images together of the proposed work site and upload them here.)
(Required)

Letter of Project Site Agreement [For project support only, for facility purchase support upload document with "N/A"]:
(Required)

Permit Verification Letters:
(Required)

Flyers:
(Required)

Police Department TB Screen (if applicable)
Security statement that, if funded, the applicant will provide a current Metropolitan Police Department Background Check and copy of Tuberculosis Screening for individuals directly working with children and youth

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

Equipment Estimates:

Letter of Intent to Purchase Equipment, if applicable

Architectural Sketches if applicable:

Statement of Certification:
(Required)

Arrest and Conviction Statement:
(Required)

Equal Employment Opportunity (EEO) Policy Statement (if applicable):
(Required)

List of Insurance Carriers and Policies:
(Required)

Certificate of Clean Hands:
(Required)

IRS Letter of Determination:
(Required)

DC Certificate of Incorporation:
(Required)

Organizational Chart
(Required)

List of current board of directors, including officers, occupations and term limits
(Required)

Current Annual Organizational Budget with Year-To-Date Income and Expenses
(Required)

Current FY Balance Sheet from within the last financial quarter
(Required)

Previous FY Organizational Budget with Year-To-Date Income and Expenses
(Required)

IRS Form 990 (Fiscal Year 2015)
(Required)

Overview

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

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

Project Title:
(Required)

Amount Requested:
(Required)

Activity Begin Date:
(Required)

Activity End Date:
(Required)

Please provide a description of the grant request. Briefly detail the arts and humanities activities and goals during the grant period (October 1, 2014 – September 30, 2015).
(Required)

Request Organizational Profile

Organization Name:
(Required)

Street Address:
(Required)

State:
(Required)

City:
(Required)

Zip:
(Required)

Primary Contact Name:
(Required)

Primary Contact Title:
(Required)

Primary Contact Email Address:
(Required)

Primary Contact Phone:
(Required)

Secondary Contact Name:
(Required)

Secondary Contact Title:
(Required)

Secondary Contact Email Address:
(Required)
Secondary Contact Phone:
(Required)

Website/Social Media Address(es):
(Required)

EIN:
(Required)

Legal Status:
(Required)

Applicant Discipline:
(Required)

Institution Type:
(Required)

In which Ward is the applicant located?
(Required)

What are the applicant's mission statement, vision and history? Please include the top three recent accomplishments.

Request Details

Project Descriptors:
(Required)

Type of Activity:
(Required)

Project Discipline:
(Required)

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

Define how the project or purchase helps the applicant realize its mission and/or further goals:
(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.
(Required)

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

District Impact & Engagement

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

Expected number of individuals served by this request during the grant period:
(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 meet the needs of the targeted DC population? Consider how the applicant's work is differentiated from other applicants in DC within the discipline.
(Required)

If partnerships are involved in any of the activities or efforts discussed above, note them with relevant details such as financial, resource sharing and/or as in-kind. If not, explain why.
(Required)

How does the applicant work to ensure that 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 with disabilities 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 FY15 Guide to Grants and DC Human Rights Act of 1977.)
(Required)

Budget Narrative, Capacity & Sustainability

Total Project Budget:
(Required)

Is this budget based on actual costs or estimates?
(Required)

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

Project Income:
(Required)

Project Expense:
(Required)

Provide a budget narrative. Explain and justify all items and amounts listed in the budget with relevant detail and additional information. Example: Artistic Personnel = $9,000 (5 artists @ $300 stipend x 6 days). Include the sources of required matching funds, if applicable, and whether the funding is secured or pending.
(Required)

Describe the applicant's current revenue strategy to sustain artistic programming over the course of FY15 and to provide the cash match of grant funds.
(Required)

Fabrication:

Is this a temporary or permanent artwork?
(Required)

If temporary, please provide the dates of lifespan. If not applicable, enter N/A:
(Required)

Is this artwork to be installed on the interior or exterior of the site?
(Required)

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

What is the address of the site? Please include building name if applicable.
(Required)

Why is this site a good location? How is the work relevant to the community and site location?
(Required)

Indicate site ownership as either District/Federal or Other. If “Other”, explain:
(Required)

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

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

Are permits or other approvals needed for the project? If so, please specify.
(Required)

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

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

Does the project require use of licensed machinery and/or hazardous materials? If yes, please describe [For support for purchase, enter “N/A”]:
(Required)

Lead or Affiliated Artist:
(Required)

Lead or Affiliated Artist Phone:
(Required)

Lead or Affiliated Artist Email:
(Required)

Budget

(Required)