



DC COMMISSION ON  
THE ARTS & HUMANITIES

**FY17**  
**PROJECT-BASED GRANTS**  
**ARTS EDUCATION PROJECTS**  
**SPECIAL ARTS INITIATIVE:**  
**ARTS EDUCATION EXPERIENCES**

Arts Education programs funded in full or in part through another FY17 grant program are not eligible for funding through the Special Arts Initiative: Arts Education Experiences grant. Heritage Grant Program (HGP) recipients in the FY17 funding cycle may apply for funding for a new or expanded project through the Special Arts Initiative: Arts Education Experiences grant.

**Organizations may request up to \$75,000**  
**Deadline: Thursday, February 23, 2017 at 4:00PM**

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## PROJECT-BASED GRANTS

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### FY2017

## Arts Education Projects (AEP) Grant Program Special Arts Initiative: Arts Education Experiences

Release Date: January 26, 2017

RFA ID: FY17.AEP.2

Submission Deadline: February 23, 2017 at 4:00PM

Organizations may request up to \$75,000

### Introduction

DC Commission on the Arts and Humanities (CAH) seeks District-based arts and humanities organizations with a proven track record of offering exemplary education programming for District of Columbia students in Pre-Kindergarten through 21 years of age.

Grants are competitive, and awards are based on the scope of programming listed under the program description. Funding for this program is authorized from: Arts Education Projects (AEP) Special Arts Initiative: Arts Education Experiences grant program.

## **Special Arts Initiative: Arts Education Experiences Goals**

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- Provide access to high-quality arts and humanities experiences that advance student achievement in the District of Columbia;
- Reinforce the importance of including the arts and humanities as a critical component of an excellent education; and,
- Support activities that are consistent with local and national learning standards for arts and humanities education, including current state standards in non-arts content areas where appropriate.

## **Special Arts Initiative: Arts Education Experiences Description**

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The Special Arts Initiative grant is designed to support In-School and Out-of-School-Time arts and humanities projects for students in pre-school through 21 years of age. The grant also supports professional development opportunities in the arts and humanities for classroom educators working with these students.

Programming may either occur during the traditional school day (in-school projects) or in the after-school/weekend/summer hours (out-of-school-time-projects). Potential applications may detail initiatives such as field trips, workshops or professional development to build knowledge, skills and understanding of a particular artistic/humanities discipline, or arts and humanities integration opportunities promoting the use of arts/humanities as a technique for integrating with other content areas.

Public Charter Schools and Parent Teacher Associations are eligible to apply, but funding may not be attributed to school personnel, faculty and/or general art supplies or equipment. The Special Arts Initiative will not offset the responsibilities of each school in providing its students an excellent education, but will support projects that enhance the learning that is already in place.

The Special Arts Initiative does not require a match. Funds must be spent within CAH's FY17 (October 1, 2016 to September 30, 2017).

## **Successful Applications**

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1. Give a brief overview of the organization's programming, but focus on the project details as the thrust of the application.
2. Demonstrate expertise in offering developmentally appropriate arts and humanities programming for students with evidence of reasonable accommodations for working with students of diverse abilities.
3. Articulate an understanding of curriculum design through the provision of syllabi, lesson plans, and assessment tools.
4. Craft programming that provides an immersive experience for participants.
5. Provide evidence of an intentional and comprehensive assessment and evaluation plan.

6. Demonstrate experience in offering high-quality, impactful professional development for educators in order to enhance their skills in an arts discipline or in the integration of standards-based arts and humanities instruction with non-arts academic content.

### **Eligibility Requirements**

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Organizations may apply if they meet all of the following eligibility requirements at the time of application. Applicants must:

- Be incorporated as a nonprofit, with a designated tax exempt status under section 501(c)(3) of the United States Internal Revenue Code, as well as incorporated within the District of Columbia;
- Have their Federal and DC tax exempt status (subject to DCRA verification) in good standing for one year prior to the application deadline;
- Have principal offices that are located in the District of Columbia, as demonstrated by the address on the organization's official 990 document. PO Boxes and the addresses of board members or volunteers may not be used as a primary business address;
- Have a commitment to provide arts, humanities and education programs to the residents of Washington, DC. At least eighty-five percent (85%) of activities occur within the District of Columbia;
- Are in good standing with CAH. Applicants with incomplete or delinquent reports, in any funding program, as of October 14, 2016, are ineligible to receive an additional award from DCCAH in FY17;
- Do not use fiscal agents; and,
- Are not colleges, universities, service organizations, foreign governments or other DC government agencies, including DC Public Schools.

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

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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 the District government and the CAH have determined as valid expenditures.

Pursuant to requirements from the Office of the City Administrator, grantees may not spend more than 35% of project grants on overhead and administration costs. **DC Public Charter Schools and PTAs may not contribute ANY expenses to overhead and administration costs unless they are additional costs incurred in the administration of the project.**

#### **Examples of allowable costs for Special Arts Initiative projects:**

- Salaries for arts and humanities educators for nonprofit organizations;
- Teaching artists/consultants;
- Travel and transportation directly related to project implementation;

- Materials, supplies and equipment purchases no more than 25% of the award, that are directly related to project implementation; and,
- Overhead, maintenance and administration not exceeding 35% of the grant, as long as the entity is not a Public Charter School or Parent Teacher Association.

**Examples of unallowable costs for Special Arts Initiative projects:**

- Overhead, maintenance and administration exceeding 35% of the grant;
- Food and beverages;
- Operational reserves;
- Tuition and scholarships;
- Costs related to fundraisers and special events;
- Funds may not be sub-granted to another organization for the purpose of re-granting;
- Pieces of equipment that exceed 25% of the grant award;
- Travel not directly related to the execution of the project; and,
- College tuition or to fund universities, service organizations, foreign governments, or DC government agencies, including DC Public Schools.

All project 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 final reports.

**Technical Assistance and Workshops**

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CAH staff members are available to help develop grant applications through group and individual technical assistance. Between January and February 2017, the CAH will conduct free workshops and application review for participants to learn useful information about the agency’s funding opportunities and how to submit a grant application. More information about the dates and times of these workshops may be found at [www.dcartarts.dc.gov](http://www.dcartarts.dc.gov) under [Grant Writing Assistance](#). **CAH urges all applicants to attend these workshops.** In addition, CAH staff members are available for 30-minute appointments up to one week before the deadline.

Workshops will take place at the offices of the DC Commission on the Arts and Humanities. **Workshop dates, times and locations listed below are subject to change.** All workshops are free and open to the public; however, participants are encouraged to RSVP. Be sure to bring photo identification when you arrive. Contact CAH grants staff by phone call at 202-724-5613 for additional support.

<b>Day &amp; Date</b>	<b>Time</b>	<b>Topic</b>	<b>Location</b>
Thursday, February 2	2:00pm- 3:30pm	<b>AEP Special Arts Initiative</b>	CAH
Wednesday, February 8	5:00pm- 6:30pm	<b>AEP Special Arts Initiative</b>	CAH
Friday, February 10	10:00am- 11:30am	<b>AEP Special Arts Initiative</b>	CAH
Friday, February 17	10:00am- 11:30am	<b>AEP Special Arts Initiative</b>	CAH

<p><b>FY2017 AEP Special Arts Initiative workshops will be located at:</b></p> <p><b>DC Commission on the Arts and Humanities</b> 200 I (Eye) Street SE, Suite 1400 Washington, DC 20003</p>
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### **Application Process**

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All of the FY17 grant program guidelines are available [www.dcartс.dc.gov](http://www.dcartс.dc.gov). CAH utilizes an online grant portal. All applications must be submitted online by the deadline, 4:00 pm, Thursday, February 23, 2017. Incomplete or late applications, or applications which do not follow the instructions, will be ineligible for review and funding. The grant period is from the date of grant award notification to September 30, 2017. Grant funds may not be used for project activities that occur prior to grant award notification date. CAH will not accept mailed, emailed or hand-delivered copies of grant applications.

#### **Grant Application Procedure:**

1. Review FY17 Guide to Grants <http://dcarts.dc.gov/node/1154095> and the grant guidelines 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.
  - To reset the password either select “Forgot your password?” or click [here](#).
3. Once fully registered, applicants must select the desired grant program(s).
4. Complete the application questions and budget/budget narrative data.
5. Upload all required documents, supplementary material, and work samples.
6. Submit the application by 4:00pm 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 project activities through more than one CAH grant 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 will review applications for completeness and contact applicants for any incomplete documents within five business days of the deadline. Applicants are responsible for updating their application within five business days of CAH's notification. Incomplete applications will not be forwarded to the Advisory Review Panel for consideration.

## **Review Process**

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All applications are scored according to three categories: Artistic and Educational Content, District Impact and Engagement, and Financial Capacity and Sustainability. The evaluation criteria are specific to each grant program and listed in each grant program's guidelines.

Applicants are fully responsible for the content of their application packages. Incomplete applications will not be forwarded to the Advisory Review Panel for consideration.

CAH selects Advisory Review Panelists for each grant program to make funding recommendations to the Commission Board. Advisory Review Panelists are arts, humanities and/or business professionals, independent of the Commission, who ensure that the CAH provides programs and services that meet the needs of the District's cultural community. All eligible applications will be forwarded to the Advisory Review Panelists for evaluation and scoring based on the published criteria. Panelists will conduct a thorough review of all applications and convene as group to discuss the applications and finalize scores.

The evaluation process will also take 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 <http://dcarts.dc.gov/node/1154095>. To nominate a person to serve on DCCA's Advisory Review Panels, see DCCA's [FY17 Call for Panelists](#).

## **Notification and Payment**

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Applicants will be notified in writing of their application status on March 27, 2017. This notification may consist of a grant package, letter of ineligibility, or letter of denial.



**The date of payment disbursement is subject to change depending on the availability of funds.** CAH works with other DC government agencies to pay grant recipients in a timely manner but CAH does not create or distribute payments onsite. To expedite the payment process, CAH strongly recommends FY17 grant recipients register for direct deposit. For more information on direct deposit by completing an Automated Clearing House (ACH) Vendor Payment Enrollment Form. The ACH Form can be found on our 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. FY17 grantees with unfulfilled reporting in any funding program at the time of the grant award notification are ineligible to receive any additional awards from CAH.

### **Risk Management and Performance Monitoring**

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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.

All FY17 grant recipients must complete final reports by October 14, 2017. Grantees are required to document payment of all grant related expenses. Final reports will be completed through the online portal. Grantees may access the final report pages through the [Manage Grant Award](#) page on the 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 the tax professionals and the IRS.

### **Contact Information**

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For more information regarding the Special Arts Initiative: Arts Education Experiences grant program, or clarification about accessibility requirements, work sample submissions and the grant making process, please refer to the Guide to Grants <http://dcarts.dc.gov/node/1154095> or contact David Markey, Arts Education Coordinator, at [david.markey@dc.gov](mailto:david.markey@dc.gov).

# PROJECT-BASED GRANTS

FY17

## Special Arts Initiative: Arts Education Experiences Grant

### Review Criteria

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#### **Artistic and/or Humanities and Educational Content 40%**

- The applicant's work sample and educational materials (syllabi, lesson plans, rubrics, etc.) demonstrate high standards of artistic, humanities and educational excellence within the chosen discipline(s);
- The described activities advance student learning through the arts;
- The related goals and schedule of planned activities are feasible;
- The applicant uses personnel with demonstrated arts expertise (such as arts administrators, teaching artists, educators, professional artists) to plan and implement content;
- The applicant demonstrates a commitment to hiring DC-based artists and humanities professionals, where applicable, to deliver content (such as arts administrators, teaching artists, educators, professional artists); and,
- The applicant presents effective evaluation methods specific to the project with the desired outcome of improving future activities and services.

#### **District Impact and Engagement 30%**

- Applicant directly targets a substantial number of DCPS and DC Public Charter School children and youth;
- The described arts activities are enriching experiences that meet the unique needs of the children and youth of the District of Columbia;
- Applicant partners with similar or complementary organizations to leverage resources for the described activities; and,
- The proposed activities and services are available to, and inclusive of, people with disabilities.

#### **Financial Capacity, Management and Sustainability 30%**

- The organization demonstrates proper oversight with a committed Board of Directors with well-rounded expertise;
- The applicant is sufficiently stable, in terms of artistic expertise, understanding of core curriculum, organizational capacity, and financial status, in order to implement the proposed request;
- The applicant demonstrates the internal capacity to administer the grant and has appropriate financial monitoring systems in place to track expenditures;
- The applicant's budget information is detailed, accurate, feasible, and directly related to the grant request. All items funded with grant dollars are eligible expenses under the grant; and,
- The applicant clearly demonstrates ability to attract the financial support necessary to sustain the activities and match required funds, if applicable.

**FY17**

## **Special Arts Initiative: Arts Education Experiences Grant Application Checklist**

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The following is in addition to the required narrative questions within the online grant application. This checklist includes all mandatory and supplementary documents required to submit the Special Arts Initiative application. Documents must be uploaded prior to the application deadline.

### **MANDATORY DOCUMENTS**

- Work Samples and Educational Materials– see Guide to Grants for more information on Work Sample Requirements. *Flyers and brochures DO NOT count as work samples.*
- Support Materials - up to six additional items, e.g., letter of agreement from project site(s), letters of support, brochures, evaluations, lesson plans, syllabi, strategic plans, etc.
- Resume(s) of key personnel involved in the project, such as artistic staff and educators
- Signed W-9 (Request for Taxpayer Identification and Certificate)
- IRS Letter of Determination
- FY15/FY16 Form 990
- District of Columbia Certificate of Incorporation
- List of current board of directors, including officers, occupations and term limits
- Statement of Certification
- Arrest and Conviction Statement
- Certificate of Insurance

**FAILURE TO SUBMIT MANDATORY DOCUMENTS WILL AUTOMATICALLY RESULT IN DISQUALIFICATION.**



## ADDENDUM A: WORK SAMPLES AND SUPPLEMENTARY MATERIALS

The DC Commission on the Arts and Humanities (CAH) values and emphasizes artistic and educational excellence in all grant programs within all disciplines. This section contains detailed information on the CAH’s requirements and suggestions regarding artistic and educational content.

Artistic/educational content is one of several criteria on which an application is reviewed. Other criteria include: District Impact and Engagement, Capacity and Sustainability, and others. Artistic/educational content is demonstrated to the Advisory Review Panel through the applicant’s:

- **Section 1 - Work sample;**
- **Section 2 - Support materials;**
- **Section 3 - Résumé(s) of key personnel; and,**
- **Section 4 - Assessment and evaluation methods**

Of these, the work sample carries the most weight because it must contain the clearest depiction of the applicant’s best work(s). All applicants must submit artistic/educational work samples.

To further assist you in submitting strong artistic/educational content with your application, [DCCA](#) has provided:

- **Section 5 – General suggestions from CAH staff.**

### **Section 1 - Work Samples**

Work samples are a critical to each application and are carefully considered during application review. CAH strongly recommends that applicants pay close attention to the content of work sample submissions.

The guidelines on what to submit within a work sample submission depend on the applicant’s artistic discipline and the nature of the grant request. *Applicants must adhere to the work sample requirements below in order to be eligible for consideration.*

***Work samples must be no more than two years old. Submitting older work samples will make the application ineligible for funding consideration.***

<b>Arts Education</b>	
	Includes video and audio excerpts, writing samples, and student art work along with syllabi, lesson plans, and other materials created by teaching artists and teachers in professional development projects.
	Educational materials should also be included alongside the artistic work sample.

<b>Crafts</b>	
	Individuals - Submit digital images of ten different works.
	Organizations - Submit 20 digital images of different works.
	Create an Image Identification List of the images you are submitting. Arrange the list in the order that you would like the images to be viewed. Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.
<b>Dance</b>	
	Submit up to two video recordings of performances.
	Submit an ensemble selection unless you are a soloist or the project involves a solo.
<b>Design Arts</b>	
	Individuals - Submit digital images of ten different works.
	Organizations - Submit 20 digital images of different works.
	Create an Image Identification List of the images you are submitting. Arrange the list in the order that you would like the images to be viewed. Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.
<b>Interdisciplinary</b>	
	Individuals and organizations must submit up to 10 digital images or up to two audio/video recordings demonstrating the integration of disciplines in the work.
<b>Literature (Includes poetry, fiction, creative writing, screenwriting, spoken word, etc.)</b>	
Fiction and Creative Nonfiction Writing	Submit 10-20 pages from no more than three short works, or a portion from no more than two larger works up to 20 pages.
	Applicants must label the work(s) as fiction or nonfiction.
	If the work is an excerpt, include a one-page statement in the manuscript about where it fits into the whole to orient the reviewers.
Poetry	Submit 10-15 pages of poetry from no fewer than five poems, not to exceed 10 poems.
	Shorter poems should be printed one to a page.
Spoken Word	In addition to the Poetry requirements above, submit video recordings of three contrasting pieces.
<b>Media Arts</b>	
Film, Video, Radio	Submit up to two audio/video recordings of completed work or work-in-progress.
<b>Multi-disciplinary</b>	
	Provide the required work samples (as described herein) for two (minimum) or three (maximum) of the artistic disciplines that are relevant to the grant request.

<b>Music</b>	
	Submit up to three audio/video recordings.
	Selections must not exceed five minutes.
	Upload each selection in a separate file.
<b>Photography</b>	
	Individuals - Submit digital images of ten different works.
	Organizations - Submit 20 digital images of different works.
	Create an Image Identification List of the images you are submitting. Arrange the list in the order that you would like the images to be viewed. Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.
<b>Theater</b>	
Actors	Submit video recordings of two contrasting monologues.
	Still images of productions are prohibited.
Directors	Submit a copy of a 1-3 page concept statement of a recently directed play.
Organizations	Submit up to two video recordings of performances.
	Digital images of productions are prohibited.
	Playbills and programs are prohibited as work samples. However, they may be included as support material.
Playwrights	See LITERATURE, above.
Sound designers	Submit up to three audio recordings.
<b>Visual Arts</b>	
	Individuals - Submit digital images of ten different works.
	Organizations - Submit 20 digital images of different works.
	Create an Image Identification List of the images you are submitting. Arrange the list in the order that you would like the images to be viewed. Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.

## **Section 2 - Support Materials**

Support materials are documents that strengthen the application and provide additional information that directly relates to the grant request. Support materials do not take the place of a work sample! They do, however, reinforce the quality of the applicant's work and experience.

Some examples of support materials are:

- Theatre/exhibition reviews;
- Letters of recommendation;
- Certificates;
- Sample syllabi and lesson plans;
- Assessments and evaluations; and,
- Awards.

### **Section 3 - Résumés of Key Personnel**

Another way for the Advisory Review Panel to determine the artistic and educational content of each application is to review the résumés of the key artists, humanities professionals, administrators, and facilitators involved in the grant activities. The professionals involved in the project determine the capacity of the project and ability for the applicant to effectively create an excellent educational product and/or experience. Their backgrounds as teaching artists and administrators should be relevant to the project and clearly demonstrated through their professional résumés.

### **Section 4 – Assessment and Evaluation**

Purpose of Assessment & Evaluation

- (a) To determine the efficacy of a program as articulated in the program goals and as required for grant reporting.
- (b) To provide evidence to support changes in order to improve the program and its delivery.

Types of Assessment & Evaluation

- (a) Qualitative Assessment is often subjective in approach and narrative in nature.
- (b) Quantitative Assessment provides empirical data that demonstrates growth in the knowledge, skills, and understandings of the participants.

Assessment & Evaluation Design

There are many ways to assess and evaluate programming including; needs assessments, pre- and post-testing, and formative, observational, and summative assessments that utilize mixed-method approaches such as portfolio assessment.

### **Section 5 - General Suggestions from CAH Staff**

When creating and preparing Work Samples, Support Materials and Résumés, the CAH recommends considering the following:

- Select recent, high quality samples that relate as directly to the application as possible;
- Uploaded pictures should be JPEGs with the resolution of at least 72 dpi;
- The file upload limit is 80MB. If your work sample is larger than this, we encourage you to provide a link rather than compromise the quality of the work sample;
- Less is more. Oftentimes, adding more than the recommended number of work samples to your application will weaken the application;
- Carefully chosen work samples (pictures, videos, excerpts, etc.) tend to make the biggest impact and create the strongest artistic impression;
- Advisory Review Panelists are required to review each applicant’s work samples; however, they are not guaranteed to review multiple work samples within the same application;
- Each work sample and document must be labeled clearly so that panelists can identify what they are reviewing;
- For project-based grants, if you have conducted similar projects in the past two years, include samples of work that illustrate the core mission, theme or impact of those projects;
- Panelists must be able to assess the skill level of the teaching artist(s) involved in the work that will be created, exhibited or taught; and,
- Digital File Format - All files should be labeled as follows, in the appropriate file extension (jpg, gif, pdf, etc.)
  - Template: Applicant’sLastName.FirstName.Image#.ArtworkTitle.jpg
  - Example – “DaVinci.Leonardo.1.MonaLisa.jpg”

For video submission

- Do not send promotional work samples (e.g., highly-edited booking tapes); and
- Do not send dark work samples or samples with poor visibility.

For online materials and website:

- A website is not a sufficient work sample. Only submit a website that is an essential part of the project;
- Provide all passwords or include any necessary information required to view your work sample such as plug-ins or navigation paths; and,
- Be sure that the links to websites or online materials are fully functioning and maintained throughout the year. An inoperative link to a website containing your work sample will negatively affect your application. CAH is not responsible for any material outside of the online grant portal.