



DC COMMISSION ON
THE ARTS & HUMANITIES

FY17

**SPECIAL ARTS INITIATIVE GRANTS:
CELEBRATE THE CREATIVE SPARK!**

Applicants may submit one Special Arts Initiative application per grant cycle

Individuals and Organizations may request up to \$1,500
Deadline: Thursday, November 17, 2016 at 4:00PM

TABLE OF CONTENTS

Celebrate the Creative Spark! Project Description3

Celebrate the Creative Spark! Project Goals4

Eligibility Requirements5

Funding Restrictions5

Technical Assistance and Workshops.....6

Application Process.....6

Review Process7

Notification and Payment8

Risk Management and Performance Monitoring8

Contact Information8

Review Criteria.....10



PROJECT-BASED GRANTS

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FY17

Special Arts Initiative: Celebrate the Creative Spark!

Release Date: September 30, 2016

RFA ID: FY17.SAI.1

Submission Deadline: November 17, 2016 at 4:00PM

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Introduction

DC Commission on the Arts and Humanities (DCCA) is soliciting grant applications from qualified arts, humanities and arts education organizations and program providers whose function is to present exemplary programs in arts education.

Grants are competitive. Funding for this program is authorized from: Special Arts Initiative Program.

Celebrate the Creative Spark! Description

The DC Commission on the Arts and Humanities (DCCA) announces the availability of the Celebrate the Creative Spark! grant program for fiscal year 2017. Grants supporting individual teaching artists and organizations offering arts education programs will be available during this period.

DCCA seeks District-based teaching artists and arts organizations experienced in offering programming for children and youth to deliver arts workshops as part of a month-long celebration of the arts during National Arts in Education Month in March 2017. Applicants will conceive, design, and implement one (1) three-lesson residency around a provided framework of creativity and generative thinking. Residencies are to be delivered between February 13, 2017 and April 14, 2017.

The Special Arts Initiative grant is not a matching grant. Funds must be spent within DCCA's FY17 (October 1, 2016 to September 30, 2017).

Celebrate the Creative Spark! Project Goals

- Provide access to high-quality arts and humanities experiences that advance student achievement in the District of Columbia;
- Reinforce the importance of including creative thinking as a critical component of an excellent education;
- Develop the creative capacity of children and youth in the city; and,
- Provide participating teaching artists and arts organizations with the opportunity to build new relationships with public schools across all eight wards of the city and share the process and value of their work with them.

Successful Applications

1. Give a brief overview of general goals and specific objectives of unit plan/residency;
2. Connect activities of residency to four tenets of creativity as defined by E. Paul Torrance i.e. Fluency, Flexibility, Originality, and Elaboration;
3. Demonstrate expertise in offering developmentally appropriate arts and humanities programming for children and youth;
4. Articulate an understanding of curriculum design through the provision of a three-lesson unit plan; and
5. Craft programming that provides an immersive experience for participants.

Individuals must be at least 18 years of age and reside in the District of Columbia for at least one year prior to the grant period with the intention to maintain residence for fiscal year 2017 (October 1, 2016-September 30, 2017). Organizations must be incorporated in the District, headquartered with a land address in DC and have 501(c)(3) status for at least one year prior to the application period in addition to other eligibility criteria listed in the program's guidelines. Applicants must also be a registered organization in good standing with the DC Department of Consumer and Regulatory Affairs (DCRA), Corporation Division, the Office of Tax and Revenue (OTR), the Internal Revenue Service (IRS), and the Department of Employment Services (DOES) and possess clean hands certification at the time of application.

All eligible applications are reviewed through a competitive process. Evaluation criteria are based on 1) Arts Education Content, and 2) Assessed DC Impact and Engagement.

The Request for Applications (RFA) will be available electronically beginning October 17, 2016 on the DCCAH website at <http://dcarts.dc.gov/>. Applicants must apply online. The deadline for applications is November 17, 2016.

DCCAH will present program orientation workshops on Tuesday, October 18, 2016 at 9:30am and Friday, October 21, 2016 at 2:00pm at DCCAH's offices. Technical assistance workshops will be offered throughout the application period.

For more information, please contact:

David Markey
Arts Education Coordinator
DC Commission on the Arts and Humanities
200 I (EYE) St. SE
Washington, DC 20003
(202) 671-1354 or david.markey@dc.gov

Eligibility Requirements

Organizations may apply if they meet all of the following eligibility requirements at the time of application. 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 funding will not offset the responsibilities of each school in providing its students an excellent education, but will enhance learning that is already in place.

- 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 determined 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 demonstrated commitment to provide arts and humanities programs to the residents of Washington, DC. At least fifty-one percent (51%) of scheduled arts and humanities activities occur within the District of Columbia;
- Are in good standing with DCCAH. 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.

Individual teaching artists may apply if they are resident in the District of Columbia.

Funding Restrictions and Allowable Costs

As a District of Columbia agency, the DCCAH must ensure that all grant funds are expended in a fiscally responsible manner. Allowable costs are those that the District government and the DCCAH have determined as valid expenditures.

Examples of allowable costs for Special Arts Initiative: Celebrate the Creative Spark!

- Salaries for arts 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: Celebrate the Creative Spark!

- Overhead, maintenance and administration exceeding 35% of the grant;
- Food and beverages;
- Operational Reserves;
- Tuition and scholarships;
- Costs related to fundraisers and special events;
- 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.

Technical Assistance and Workshops

DCCAHA staff members are available to help develop grant applications through group and individual technical assistance. Between October and November 2016, the DCCAHA 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.dccarts.dc.gov under [Grant Writing Assistance](#). **The DCCAHA urges all applicants to attend these workshops.** In addition, DCCAHA 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. All workshops are free and open to the public; however, participants are encouraged to RSVP. Valid photo identification must be presented on arrival. Contact David Markey at david.markey@dc.gov or call 202-724-5613.

FY17 Workshops will be located at:
DC Commission on the Arts and Humanities
200 I (Eye) Street SE, Suite 1400
Washington, DC 20003

Application Process

All of the FY17 grant program guidelines are available www.dccarts.dc.gov. DCCAHA utilizes an online grant portal. All applications must be submitted online by the deadline, 4:00 pm, Thursday, October 17, 2016. Incomplete or late applications, or applications which do not follow the instructions, will be ineligible for review and funding. The grant period is from October 1, 2016 to September 30, 2017. Grant funds may not be used for project activities that occur prior to October 1, 2016. DCCAHA will not accept mailed, emailed or hand-delivered copies of grant applications.

Grant Application Procedure:

1. Review the FY17 Guide to Grants [PDF] 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.
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 DC Commission 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. DCCAH staff is not permitted to make corrections to applications on behalf of applicants. DCCAH 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 DCCAH’s notification. Incomplete applications will not be forwarded to the Advisory Review Panel for consideration.

Review Process

All applications are scored according to two categories: Artistic & Educational Content and District Impact & Engagement. 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.

DCCAH 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 DCCAH 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](#). To nominate a person to serve on DCCAH's Advisory Review Panels, see DCCAH's [FY17 Call for Panelists](#).

Notification and Payment

Applicants will be notified in writing of their application status on January 3, 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. DCCAH works with other DC government agencies to pay grant recipients in a timely manner but DCCAH does not create or distribute payments onsite. To expedite the payment process, DCCAH 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](#).

DCCAH 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 as of October 14, 2016 are ineligible to receive any additional awards from DCCAH.

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). DCCAH has established standards for grantees in making determinations of demonstrated performance prior to the award of all grants.

All activities funded by DCCAH 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 as well as the required match. Interim and final report will be completed through the online portal. Grantees may access the interim and final report pages through the [Manage Grant Award](#) page on the DCCAH'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

For more information regarding the Special Arts Initiative: Celebrate the Creative Spark! grant program, or clarification about accessibility requirements, work sample submissions and the grant making process, please refer to the [Guide to Grants](#) or contact David Markey, Arts Education Coordinator, at david.markey@dc.gov,

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Special Arts Initiative: Celebrate the Creative Spark!

Review Criteria

Artistic and/or Humanities and Educational Content 50%

- 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 50%

- 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.

FY17

Special Arts Initiative: Celebrate the Creative Spark!

Application Checklist

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 (Organizations)

- Work Samples – Completed Residency Unit Plan aligned to provided creativity framework;
- Resume(s) of key personnel involved in the project, such as artistic staff and educators
- Signed W-9 (Request for Taxpayer Identification and Certificate)
- ACH Form
- IRS Letter of Determination
- District of Columbia Certificate of Incorporation
- Certificate of Insurance
- Statement of Certification
- Arrest and Conviction Statement

MANDATORY DOCUMENTS (Individuals)

- Work Samples – Completed Residency Unit Plan aligned to provided creativity framework;
- Resume(s) of key personnel involved in the project, such as artistic staff and educators
- Signed W-9 (Request for Taxpayer Identification and Certificate)
- ACH Form
- Certificate of Insurance
- Statement of Certification
- Arrest and Conviction Statement

FAILURE TO SUBMIT MANDATORY DOCUMENTS WILL AUTOMATICALLY RESULT IN DISQUALIFICATION.