FY2018
PROJECT-BASED GRANTS
FACILIITES AND BUILDINGS

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

Organizations may request up to:
- **$200,000 for purchase support**
- **$100,000 for repair, renovation, or equipment**
- **$10,000 for planning projects**

Deadline: Friday July 21, 2016 at 4:00PM EDT

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Facilities and Buildings Projects (Organization)

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Questions

Work Samples & Uploads
Provide a statement describing how the arts content of the work sample best represents the applicant and/or work supported by the request.
(400 words)
(Required)

Work Sample:
(Required)

Attach video and/or audio excerpts that represent your organization's output.

Support Material:
(Required)

Attach internal and external support items, such as: press clippings, brochures, marketing materials, evaluations and outcomes, and letters of recommendation.

Resume(s) of Key Personnel:
(Required)

Provide resumes of the people responsible for the organization's arts and humanities output, as well as those managing the project, and overseeing . (Likely the executive director, artistic director, project manager, contractor, etc.)

W-9 Form:
(Required)

Must dated within one year of the grant deadline and have an actual signature (as opposed to a typed one).

IRS Letter of Determination:
(Required)

Certificate of DC Incorporation:
(Required)

List of board members, professional affiliations and their roles:
(Required)

Professional affiliations (or other brief background information) and roles provides insight into governance, strengths, and resources available to the organization to ensure the project's success.

Current year's organizational budget:
(Required)

Profit and Loss statement from most-recently completed quarter:
(Required)

Balance sheet from most recently completed fiscal year:
(Required)

FY16 IRS Form 990:
(Required)

Most-recently completed audit:
(Required for organizations with operating expenses over $1,250,000. If this does not apply to you, upload a blank page that says N/A.)

Copy of signed lease agreement or deed:
(Required)

The expiration date of your lease is a major factor that determines the level of funding for which you are available.

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

2016 Data Arts funders report:
(Required)

You are solely responsible for the data in this report. Errors and omitted information often has a negative impact on the financial management component of the panel

score. If there are variances that are large (either in dollar amount or percentage), or changes in the way numbers were calculated, be sure to explain in the narrative.

Potential Contractors' Bids:
(Required)

For project support only. For planning support, provide consultant proposals as relevant. For purchase support, upload a document with "N/A."

Certificate of Clean Hands:
(Required)

Click here for instructions on how to generate a Certificate of Clean Hands. This document must be dated within thirty (30) days of the grant deadline.

Five-Year Pro-Forma:
(Required)

For purchase support only. For other grant types, upload a document with "N/A."

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

For purchase support only. For other grant types, upload a document with "N/A."

Certificate of Insurance:
(Required)

Provide the most-relevant type of insurance. e.g. For planning and purchase, provide organizational general liability. For construction/renovation, provide general liability and builders' risk insurance if the contractor has already been engaged.

Arrest and Conviction Form:
(Required)

Click here for the template. District law requires CAH to collect this information. It is not shared with panelists.

Statement of Certification:
(Required)

Overview
Project Title:
(10 words, maximum)
(Required)

Amount Requested:
(Required)

Type of Support:
(Required)

Project Start Date: Must be on or after October 1, 2017
(Required)

Project End Date: Must be on or before September 30, 2018
(Required)

Provide a brief summary of the proposed project.
(200 words, maximum)
(Required)

Have you applied for a grant from CAH within the past 5 years?
(Required)

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

Has your address changed in the past 12 months? If so, ensure a new W-9 has been attached.
(Required)

Request
Organizational Profile

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

Legal Status:
(Required)

Applicant Discipline:
(Required)

Institution Type:
(Required)

Organization Founding Date:
(Required)

What is the organization's mission and vision?
(100 words, maximum)
(Required)

List the organization's top three accomplishments in the past two years
(200 words, maximum)
(Required)

Project Content & Execution

Project Descriptors:
(Required)

Project Discipline:
(Required)

Type of Activity:
(Required)

Specifically describe the scope of work for the proposed project.
(100 words, maximum)
(Required)

> This is the primary narrative overview of the project your organization is undertaking.

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

How is the project in response to a critical need of the organization and helping achieve its mission?
(200 words, maximum)
(Required)

In what ways is this project of high quality?
(200 words, maximum)
(Required)

What has been the design/planning process that led to this project? Who are the stakeholders? How have all relevant stakeholders been engaged in the process?
(300 words, maximum)
(Required)

Where is the project located? Why is this site appropriate? In what ways is the project tailored to the unique aspects of this place?
(200 words, maximum)
(Required)

Who owns the site? If not owned by the applicant, has permission been obtained for the proposal, and how will you ensure control of the site for the duration of the project's lifespan? [For purchase support, enter "N/A"]:
(100 words, maximum)
(Required)

Projects in spaces not owned by the applicant fare best when a letter of support, or Memorandum of Understanding is provided showing support from the property owner, and indicating applicant has control of the space.

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, maximum)
(Required)

What evidence is there that the organization has the capability to successfully execute the project? For example, what similar activities has the organization, its staff, or consultants executed?
(300 words, maximum)
(Required)

Projects in spaces not owned by the applicant fare best when a letter of support, or Memorandum of Understanding is provided showing support from the property owner, and indicating applicant has control of the space.

Describe the project's maintenance plans to ensure a sustainable future.
(200 words, maximum)
(Required)

What preparations are required to begin the project or purchase? What has been accomplished to date? Are permits or other approvals needed for the project? If so, please specify, and indicate whether they have been obtained.
(300 words, maximum)
(Required)

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

District Impact & Engagement

How does the project address a critical need in the District? Does it meet any of the CAH priority areas listed in the criteria? If so, which one(s), and how?
(100 words, maximum)
(Required)

Define the DC target population for this project. In what ways does this project impact the District and meet the unique demands of the targeted population?
(300 words, maximum)
(Required)

Which ward(s) will the activities impact?
(200 words, maximum)
(Required)

Who are the organization's partners for this project? What are the roles of the partners? (Please indicate whether secured or pending.) How have they been engaged in the design/planning process?
(200 words, maximum)
(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, maximum)
(Required)

How will this project increase access along the lines of geography, ethnicity, ability and/or discipline?
(200 words, maximum)
(Required)

Organizational Management, Financial Capacity, and Sustainability:

Total cash expenses for most-recently completed fiscal year:
(Required)

Total project budget:
(Required)

This should be the budget for the portion of the project that is being funded by this request. For example, if your organization is renovating the foyer, stage, and classrooms – but the request is for the foyer only, then the "total project budget" should only reflect costs for the foyer.

Has the applicant received multiple bids? If not, how does the applicant know that costs are reasonable?
(200 words, maximum)
(Required)

Provide a budget narrative for expenses and income. Explain all items and provide additional clarifying 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, maximum)
(Required)

Describe the process and outcomes of projecting the financial impact this project will have on the organization's long-term finances.
(100 words, maximum)
(Required)

Describe any large variance(s) reported on the DataArts Funder's Report. Is there anything specific the panel should know about the applicant's finances?
(200 words, maximum)
(Required)

Do not pass up this opportunity to explain variances on the Data Arts report. If panelists have unanswered questions regarding information presented in the Data Arts report, it can often hurt the panel score.

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)