



## PROJECT-BASED GRANT

Applicants may submit one (1) Projects, Events and Festivals application per grant cycle

**FY 2018**

### Projects, Events and Festivals (Individual) Cycle 2

#### Projects by Individuals

Individuals may apply for up to \$10,000

Deadline: Friday, October 20, 2017 at 4:00PM EDT

#### Questions

---

#### Work Samples & Uploads

Provide a statement describing how the content of the work sample best represents the applicant and/or the work supported by the request.

(400 Words)

(Required)

Work Sample:

(Required)

- Make sure all work samples work properly.

Support Materials:

(Required)

Resume(s) of Key Personnel involved in the project, such as artistic staff and project administrators:

(Required)

Letter of Project Site Agreement:

(Required for Festivals. Optional but recommended for all other PEF applicants.)

Arrest and Conviction Statement (template here: <http://dcarts.dc.gov/page/managing-grant-awards>):

(Required)

Certificate of Clean Hands (visit <http://dcarts.dc.gov/page/managing-grant-awards> for instructions on how to generate a certificate of clean hands):

(Required. Dated within 30 days of deadline.)

Certificate of Insurance:  
(Required)

Statement of Certification (template here: <http://dcarts.dc.gov/page/managing-grant-awards>):  
(Required)

W-9:  
(Required. Should be dated within 30 days of deadline.)

## **Overview**

Project Title:  
(10 Words)  
(Required)

Amount Requested:  
(Required)

Type of Support: Project Support  
(Required)

Project Start Date:  
(Required. Must be on or after January 1, 2018.)

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

Provide a brief summary of the project.  
(200 Words)  
(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?  
(Required. If yes, please notify the grant manager.)

## **Request**

### **Applicant Profile**

Applicant First Name:  
(Required)

Applicant Middle Name:  
(Required)

Applicant Last Name:  
(Required)

Suffix:

Applicant Street Address 1:  
(Required)

Applicant Street Address 2:  
(Required)

Applicant City:  
(Required)

Applicant State:  
(Required)

Applicant Zip:  
(Required)

Applicant Email Address:  
(Required)

Applicant Secondary Email Address:

Applicant Phone:  
(Required)

Applicant Secondary Phone:

Applicant Website:

Applicant SSN:  
(Required)

Applicant Discipline:  
(Required)

In which ward does the applicant reside?  
(Required)

## **Request Details**

Artist Type:

(Required)

Arts Education Population, if applicable:

(Required)

Project Descriptors:

(Required)

Project Discipline:

(Required)

Type of Activity:

(Required)

Is this a project or a festival? (If “festival”, then the applicant MUST provide a “Letter of Project Site Agreement” in the Work Sample and Uploads tab.)

(Required)

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

(300 Words)

(Required)

- Include dates.

Expected number of arts and/or humanities professionals paid by this grant request (in whole or in part):

(Required)

- Numeric answers only.

Provide past examples executing activities similar to this request. Responses may include examples of the applicant fabricating, installing, managing, producing and/or presenting similar projects.

(300 Words)

(Required)

What personnel does the applicant use to implement the project? Of these, how many are DC-residents?

(200 Words)

(Required)

## **District Impact & Engagement**

Which ward(s) will the activities impact?

(Required)

Expected number of individuals directly impacted by this request:

(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 target population?

(400 Words)

(Required)

How will the applicant market its activities to specified target populations in DC? What are the direct efforts to engage these populations? How does the applicant evaluate this engagement?

(300 Words)

(Required)

What modes of programmatic evaluation has the applicant used in the past? Provide examples of changes as a result of the evaluation(s). If none, explain why. What are the anticipated modes of evaluation the applicant will employ?

(300 Words)

(Required)

If partnerships are involved in any of the activities discussed above, provide relevant details and/or documentation (e.g. financial, resource sharing, or in-kind). If not, explain why.

(300 Words)

(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 Guide to Grants and DC Human Rights Act of 1977.)

(200 Words)

(Required)

## **Budget Narrative, Capacity & Sustainability**

Total Project Budget:

(Required)

Provide a budget narrative. Include clarifying information that may help understanding.

(200 Words)

(Required)

Is there anything specific the panel should know about the applicant's finances?

(100 Words)

(Required)

Describe the applicant's approach to obtaining insurance to cover project activities.

(200 Words)

(Required)

## **Budget**

(Budget Tab, Required)

Please enter the Project Income and Project Expense line items. Use the "Description" field below to denote which expenses will be charged to the CAH award and the amount of those expenses. For support of purchase, enter placeholder items to successfully complete the application and submit.

(Required)