



DC COMMISSION ON  
THE ARTS & HUMANITIES

## PROJECT-BASED GRANTS

Applicants may submit one (1) Upstart application per grant cycle

**FY 2018**

### Upstart (Organization)

Funds determined upon selection of participants and approval of work-plans

Deadline: Friday June 9, 2017 at 4:00PM

#### Questions

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#### 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 project.

(400 words)

(Required)

Work Sample:

(Required)

If you cannot see – and play the videos attached, then the panelists will not be able to play them either. See Addendum A for further recommendations for work sample content.

Support Material:

(Required)

CAH staff recommends providing three internally-produced items, and three externally-produced items. See Addendum B for further pointers.

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

(Required)

Board list with roles and professional affiliations:

(Required)

Current Organizational Budget:

(Required)

Profit and Loss Statement from Most Recently Completed Fiscal Quarter:  
(Required)

Balance Sheet from Most Recently Completed Fiscal Year:  
(Required)

2016 DataArts Funders Report:  
(Required)

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)

Must be dated within thirty days of the application deadline.

DC Certificate of Incorporation:  
(Required)

Certificate of Insurance:  
(Required)

IRS Letter of Determination:  
(Required)

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

Must be dated on the day of submission.

W-9:  
(Required)

Must be signed and dated within one year of the application deadline.

## **Overview**

Group Name/Organization:  
(10 words)  
(Required)

Briefly detail your organization's arts and humanities activities and goals during the grant period.  
(October 1, 2017-September 30, 2018)  
(200 words)  
(Required)

Type of Support:  
(Required)

Have you received a grant from CAH within the past 5 years?  
Yes/No  
(Required)

Have you applied for a grant from CAH in the past 5 years?  
Yes/No  
(Required)

Has your address changed in the past 12 months?  
Yes/No  
(Required)

## **Request**

### **Organizational Profile**

In which ward is the applicant headquartered?  
(Existing list)  
(Required)

Legal Status:  
(Existing list)  
(Required)

Institution Type:  
(Existing list)  
(Required)

Organization Founding Date  
(Required)

Organization Fiscal Year  
(Required)

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

List the organization's top three recent accomplishments from the past two years.  
(200 words)  
(Required)

### **Request Details**

Project Descriptors (To select multiple project descriptors, press control and click each item to select multiples):  
(Existing list)

(Required)

### **District Impact & Engagement**

Which ward(s) will the activities impact?

(Existing list)

(Required)

Will the proposed project impact how you reach District residents? If so, how?

(400 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)

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

Organizational cash expenses from most-recently completed fiscal year:

(Numeric)

(Required)

Provide a budget narrative. Include relevant and any additional clarifying information that may help understanding. Include the sources of matching funds, if applicable, and whether the funding is secured or pending.

(300 words)

(Required)

Describe the applicant's revenue strategy to sustain arts and/or humanities programming over the course of FY18 and to provide the cash match of grant funds.

(200 words)

(Required)

Explain any significant variance(s) reported on the DataArts profile. Is there anything specific that the panel should know about the applicant's finances?

(200 words)

(Required)

### **Upstart:**

Please select status with the Upstart program:

(Pick-list: New/Alumni)

(Required)

If you have received an Upstart grant within the past five years, list the CAH-funded capacity building activities in the following format: Year, Projects, Grant Award. For example, 2013, Fundraising Plan, Computer Equipment, Executive Coaching \$55,000.

(150 words)

(Required)

Describe the planning process or needs assessment that led your organization to a capacity-building request.

(200 words)

(Required)

Describe the organization's readiness to engage in capacity building, including (1) how human and financial resources will be deployed and (2) if applicable, how to leverage previous capacity building activities, either through Upstart or other engagements (Fair Chance, Meyer MAP grant, Taproot Foundation, Compass, etc.)

(200 words)

(Required)

What are the major challenges that the organization hopes to address through Upstart's capacity building during the grant period?

(200 words)

(Required)

Choose up to five staff and board members to answer the following questions. Please encourage respondents to be candid. The answers will be considered consensus statements. List the titles and names of participants:

(100 words)

(Required)

What are the organization's greatest strengths? What are the organization's challenges?

(350 words)

(Required)

If the organization receives funding from Upstart, what tangible outcomes do you hope the organization will achieve?

(200 words)

(Required)