FY 2018
Fine Art Acquisition Program
ART BANK:
The Washingtonia Collection
Applicants may submit one (1) application per grant cycle
For Individual District Residents & District Galleries/Organizations

Deadline: Friday, June 23, 2017 at 4:00PM EDT

Government of the District of Columbia
Commission on the Arts and Humanities
200 I (Eye) Street, SE, Suite 1400
Washington, DC 20003
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NOTICE: Applicants must read the entire guidelines prior to submitting an application for this grant program. For questions or additional information, please contact the Commission on the Arts and Humanities (CAH).

Fine Art Acquisition Program
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FY 2018
Art Bank: The Washingtonia Collection (TWC)

Release Date: Tuesday, April 25, 2017

RFA ID: FY18.ABP.1

Submission Deadline: Friday, June 23, 2017 at 4:00PM EDT

Introduction

The DC Commission on the Arts and Humanities (CAH) is soliciting grant applications from qualified artists, organizations and galleries for the acquisition of works of fine art into the District of Columbia’s Art Bank Collection.

Grants are competitive, and awards are based on the cohorts listed under the program description. Funding for this program is authorized from: Arts Program –Art Bank Grant Program.

Fine Art Acquisition Program Description

In support of visual artists and art galleries in Washington DC, CAH acquires fine art from metropolitan-area artists annually to grow the District’s Art Bank Collection. Artwork in this collection is owned by CAH under the District’s Art in Public Places Program and loaned to District Government agencies for
display in public areas and offices of government buildings. The Collection has over 2,700 artworks in
the collection and on display in over 150 District government locations

Within the Art Bank Collection, there exists a special branch called The Washington Collection,
comprised of works created solely by residents of the District of Columbia. Established in 2016, The
Washingtonia Collection expands biannually, through thematic calls to artists.

For the FY18 acquisition cycle, CAH seeks artwork that reflects the concept of HOME.

A wide spectrum of people, places, and things call this city “home”: multigenerational native
Washingtonians, those beginning new careers and families establishing new roots, internationally
diverse populations, unique cultural collective, and an array of festivals, landmarks, flora and wildlife.
Words of inspiration include but are not limited to: hometown, homemade, home rule, homegrown, etc.
We invite artists to approach the idea of home from all imaginable perspectives in relation to the
District.

Considering that the District of Columbia is also home to iconic musical figures including Marvin Gaye,
Duke Ellington, and the creator of our indigenous musical form known as Go-Go, Chuck Brown, CAH also
seeks artworks (paintings, photography, sculpture, etc.) inspired by the musical legacy of the District.
Inspiration can include aspects of jazz history, classical performance, soul and funk presences, punk eras,
and Go-Go culture along with its iconic musicians, styles, and historic venues.

Art Acquisition Program Goals:

• To provide to support and development of visual artists residing in the District of Columbia
• To grow the District’s collection of fine art
• To enhance the aesthetic experience for visitors to District of Columbia government buildings

Eligibility Requirements

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

• Be legal DC residents at the time of the deadline and must maintain residency during the entire
  grant period;
• Be artists, arts professionals and/or arts professionals (e.g. gallery owners, art organization
  administrators, art educators), aged 18 or older;
• Have a permanent DC address, as listed on government issued identification or tax returns. Post
  Office Boxes may not be used as a primary address;
• Be in good standing with CAH. Applicants with incomplete or delinquent reports, in any funding
  program, as of Monday, October 16, 2017, are ineligible to receive an additional award from CAH in
  FY 2018; and,
• Not fiscal agents.
Organizations may apply if they meet all of the following eligibility requirements at the time of application. Applicants must:

- Be registered and/or incorporated in the District of Columbia as an arts organization or gallery;
- Not be colleges, universities, service organizations, foreign governments or other DC government agencies, including DC Public Schools;
- Have a permanent DC address, as listed on government issued identification or tax returns. Post Office Boxes may not be used as a primary address;
- Be in good standing with CAH. Applicants with incomplete or delinquent reports, in any funding program, as of Monday, October 16, 2017, are ineligible to receive an additional award from CAH in FY 2018; and,
- Not fiscal agents.

**Funding Restrictions and Allowable Costs**

There are no funding restrictions on art acquisition grants. Applicants may receive funds from multiple grant programs outside of the Art Bank and The Washingtonia Collections. Please note that payments may be taxable under the law. Each grant recipient should consult with a tax professional to determine how payments may impact individual circumstances.

**Technical Assistance and Workshops**

**Open Hours**

In preparation for the grant application process, CAH staff provides applicants with one-on-one assistance related to their grant applications during “open hours” at the Office of the Deputy Mayor for Greater Economic Opportunity (DMGEO) at 2235 Shannon Place SE, Suite 3040, Washington, DC. Walk-ins are welcome.

**One-on-One Assistance**

CAH staff members are also available to discuss strategies that might help showcase the applicant’s artwork in the best possible manner. These appointments are 30-minutes in length and hosted at the CAH offices up to one week before the deadline, as schedules allow. CAH encourages applicants to contact the appropriate program manager well in advance to schedule, and send a draft proposal for review in advance of the meeting.

CAH staff members are available to help develop grant applications through group and individual technical assistance. Between April and May 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.dcarts.dc.gov](http://www.dcarts.dc.gov) under Grant Writing Assistance. The 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 and local libraries. **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.

<table>
<thead>
<tr>
<th>Day &amp; Date</th>
<th>Time</th>
<th>Program</th>
<th>Location</th>
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<tbody>
<tr>
<td>Thursday, May 4</td>
<td>9:00am - 11:00am</td>
<td>OPEN HOURS</td>
<td>DMGEO</td>
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<tr>
<td>Monday, May 8</td>
<td>9:00am - 11:00am</td>
<td>OPEN HOURS</td>
<td>DMGEO</td>
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<tr>
<td>Saturday, May 13</td>
<td>10:00am - 12:00pm</td>
<td>OPEN HOURS</td>
<td>CAH</td>
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<tr>
<td>Saturday, May 20</td>
<td>10:00am - 12:00pm</td>
<td>OPEN HOURS</td>
<td>CAH</td>
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**FY2018 Workshops will be located at:**

**DC Commission on the Arts and Humanities (CAH)**
200 I (Eye) Street SE, Suite 1400  
Washington, DC 20003

**Office of the Deputy Mayor for Greater Economic Opportunity (DMGEO)**
2235 Shannon Place SE, Suite 3040  
Washington, DC 20020

**Application Process**

Each individual application is allowed to submit up to five (5) works of art for consideration. Art galleries are allowed to submit up to ten (10) works of art from any combination of two (2) or more represented artists. Applicants are allowed to submit artwork(s) in a series. However each artwork within a series will be counted individually as part of the allowable maximum for portfolio submission from individual artists (five) and art galleries (ten).

Artwork must be created using archival materials and be no larger in size than ninety-six inches (96”) in any direction. The overall weight of artwork shall not exceed 100 lbs. All artwork submitted must be available for purchase and available for an in-person review upon finalist notification.

If an applicant requires assistance with online access they may contact the agency for support. All applications must be submitted online by 4:00pm on the deadline date. 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, 2017 to September 30, 2018. CAH will not accept mailed, emailed or hand-delivered copies of grant applications unless approved prior to the grant deadline as a reasonable accommodation request from applicants with disabilities. To request a reasonable accommodation, contact Kali Wasenko at 202-724-5613 or kali.wasenko@dc.gov.
Grant Application Procedure

1. Review the FY 2018 Guide to Grants and the grant guidelines for specific grant programs thoroughly and determine eligibility of the applicant, project and project activities;

2. Visit www.dcarts.dc.gov and go to the Grants tab and select the Grant Application Portal to register to sign up and sign in:
   - (To reset the password select “Forgot your password?”)

3. Once logged in, applicants must select the desired grant program(s);

4. Complete the application questions;

5. Upload all required documents, supplementary material and artwork; and,

6. Submit the application by 4:00pm on the grant program’s deadline date.

The application process is highly competitive and subject to the availability of funds.

Applicants are 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 (5) business days of the deadline. Applicants are responsible for updating their application within five (5) business days of CAH’s notification. Incomplete applications will not be forwarded to the advisory review panel for consideration.

Addressing Accessibility in Grant Applications

Legal Compliance
Federal and District of Columbia statutes require that all applicants comply with laws and regulations governing nondiscrimination. These include: Title VII of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1686), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), the DC Human Rights Act of 1977, and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 - 12213) which prohibits discrimination on the basis of disabilities.

Americans with Disabilities Act
CAH is committed to ensuring that all grantees comply with the Americans with Disabilities Act (ADA) of 1990. The ADA provides civil rights protection to individuals with disabilities in the areas of employment, services rendered by state and local government, places of public accommodation, transportation and telecommunication services. Organizations funded by CAH must make reasonable accommodations to ensure that people with disabilities have equal physical and communications access, as defined by federal law.
Organizations applying for funding from CAH should include a response to the accessibility section of their applications by detailing the following items:

1. The process for formulating accessibility plans (e.g. creating an accessibility advisory committee, board and staff disability-rights training, budgeting for reasonable accommodation requests, etc.)
2. The current progress/status of an organization’s physical accessibility. If the location is not barrier free, include a plan for project/program modification that ensures access in a barrier-free environment, when needed.
3. The current progress/status of the organization’s accessibility in presenting activities – communications access (e.g. TDD, large print or Braille materials, audio description or assistive listening devices, interpreted performances, etc.) and marketing/advertising.

Inclusion, Diversity, Equity and Access (IDEA)
In addition to detailed plans for ADA compliance, applications should demonstrate how the project will be inclusive, diverse, equitable and accessible throughout DC beyond participants with disabilities. Successful applications consider the broader definition of accessibility by addressing financial, geographic, cultural and developmental access.

Review Process

Fine art acquisition applications are scored according to three categories: (1) Aesthetic/Conceptual Strength, (2) Exhibition History, and (3) Cultural Value.

Once an application has been successfully submitted, a grant manager will review each submission for eligibility and completeness. Receiving an automated confirmation of the applicant’s submission does not guarantee the application’s eligibility or recommendation for funding.

CAH selects advisory review panelists for each grant program to rank and score applications. Panelists are arts, humanities and/or business professionals, independent of CAH, who ensure that CAH provides programs and services that meet the needs of the District. 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, and then convene as a group to discuss the applications and finalize scores. The Certificate of Clean Hands, Arrest and Conviction Statement and other compliance documents will not be viewed by panelists, and are used by CAH staff for agency purposes only.

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.

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

To nominate a person to serve on CAH’s advisory review panels, see CAH’s FY 2018 Call for Panelists.
Review Criteria

Aesthetic and Conceptual Strength -60%
- Work(s) have exceptional visual impact and technical prowess, are conceptually inventive or intellectually stimulating, while the usage of archival materials is very apparent.

Exhibition History -30%
- Artist has extensive exhibition history in and beyond the metropolitan area and/or inclusion in high profile collections. Artist’s contributions to the metropolitan artistic communities are significant and influential, or;
- Highly promising emerging artists would benefit greatly from inclusion into this collection. Acquisition of work(s) will add to the prestige of this collection.

Value as Cultural Property -10%
- Exemplary representation of cultural diversity within metropolitan communities and/or outstanding individual expressions of unique creativity. Demonstrative of the global reach of District artists and/or the cosmopolitan nature of Washington, DC. Work(s) will stand out as significant markers of the city’s evolution and artistic trajectory throughout the lifetime of the collection.

Notification and Payment

Applicants will be notified of a grant application decision via a conditional grant award email, letter of intention to fund, letter of ineligibility or letter of denial on or after October 2, 2017 – depending upon the program.

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 on site. To expedite the payment process, CAH strongly recommends FY2018 grant recipients register for direct deposit by completing an Automated Clearing House (ACH) Vendor Payment Enrollment Form. The ACH Form can be found on the CAH 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, at any time. FY2018 grantees with unfulfilled reporting in any funding program as of Monday, October 16, 2017 are ineligible to receive additional awards from CAH.

Contact Information

For more information regarding CAH’s grant programs, or clarification about accessibility requirements, work sample submissions and the grant making process, please refer to the Guide to Grants or contact Regan Spurlock, at regan.spurlock@dc.gov or 202-724-5613.
For artwork specific questions, please contact:

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<tr>
<th>Name</th>
<th>Email</th>
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<tbody>
<tr>
<td>Zoma Wallace, Curator &amp; Art Bank Coordinator</td>
<td><a href="mailto:Zoma.Wallace@dc.gov">Zoma.Wallace@dc.gov</a></td>
</tr>
<tr>
<td>Ron Humbertson, Art Collection Registrar</td>
<td><a href="mailto:Ron.Humbertson@dc.gov">Ron.Humbertson@dc.gov</a></td>
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**FY 2018**

**Art Bank: The Washingtonia Collection**

**Application Checklist**

The following is a checklist for all mandatory and supplementary documents required to submit the application. Documents must be uploaded prior to the application deadline. These documents are in addition to the required narrative questions.

**MANDATORY DOCUMENTS**

- **Artist Information**: Provide full name, current resident address, contact information
- **Artist Statement**: Please briefly describe the thematic premise of the work(s) presented in your application, including providing insight into your art-making processes
- **Artist Resume**: Provide a current list of exhibitions; publications; commissions; collections; and education
- **Images**: High quality JPEG image files, Individual Artists allowed up to five artworks and Art Galleries are allowed up to ten artworks
- **Image List**: Submit a document which includes Title; Year; Medium; Dimension; Retail Price; and Discount Price if applicable (30% discount for works over $5,000) of each work uploaded
- **Arrest and Conviction Statement** dated within 30 days of application (template here: [http://dcarts.dc.gov/page/managing-grant-awards](http://dcarts.dc.gov/page/managing-grant-awards))
- **Certificate of Clean Hands** dated within 30 days of application (visit [http://dcarts.dc.gov/page/managing-grant-awards](http://dcarts.dc.gov/page/managing-grant-awards) for instructions on how to generate a certificate of clean hands)
- **Statement of Certification** dated at time of application (template here: [http://dcarts.dc.gov/page/managing-grant-awards](http://dcarts.dc.gov/page/managing-grant-awards))
- **W-9** dated within 30 days of application (template here: [http://dcarts.dc.gov/page/managing-grant-awards](http://dcarts.dc.gov/page/managing-grant-awards))
- **ACH Form** signed by a bank representative (blank form here: [https://dcarts.dc.gov/node/791382](https://dcarts.dc.gov/node/791382))