REQUEST FOR APPLICATIONS

FY 2019 FINE ART GRANT
ART BANK PROGRAM

Applicants may submit one (1) Art Bank application per grant cycle.

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For Individual Metropolitan Area Resident Artists & District Art Galleries

Deadline: Friday, July 20, 2018 at 4:00 pm ET

Award amount varies

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 these guidelines completely for this Request for Applications (RFA) prior to submitting an application for this grant program. For questions or additional information, please contact the Commission on the Arts and Humanities (“CAH”).

ART ACQUISITION GRANT:
ART BANK PROGRAM (ABP)

Applicants may submit one (1) Art Bank Program application per grant cycle.

FY 2019
Art Bank Program (ABP)

Release Date: Monday, April 30, 2018
Application Deadline: Friday, July 20, 2018 at 4:00 pm ET
Grant Period: October 1, 2018 to September 30, 2019
Award Amount: Variable

ABP Grant Overview and Goals

In support of local visual artists, District art galleries, and District art organizations, CAH acquires fine art from metropolitan artists biannually to grow the 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 Art Bank Collection, which started in 1986, has over 2,800 artworks and is on display within over 150 District government locations.

CAH is soliciting grant applications from qualified artists and galleries/organizations representing metropolitan area artists 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.
By making its ABP awards, CAH endeavors to meet the following goals, and an applicant’s submission should offer consideration to these goals:

- Provide support, exposure and professional benefit for visual artists residing in the District of Columbia metropolitan area.
- Grow the District’s collection of fine art as reflective of the local art history and the composition of interconnected contributions from metropolitan arts communities.
- Enhance the aesthetic experience for District employees and visitors that access District of Columbia government buildings and public space.

**Description of ABP Submission Types**

CAH is seeking to make awards for the acquisition of original two- and three-dimensional works of art including, but not limited to, paintings, drawings, mixed media, prints, photographs, fabric art, ceramics, and sculpture.

Each individual applicant 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 metropolitan area 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 within the last five (5) years;
- Artwork must be composed of archival materials;
- Artwork shall not exceed ninety-six (96) inches in any direction;
- The overall weight of artwork shall not exceed 100 lbs.
- All artwork submitted must be available for acquisition at the time of submission.
- Artwork submitted for consideration by galleries must be from artists who meet all individual eligibility requirements below.
- A discount of 30% may be requested for artwork(s) having retail price(s) exceeding $5,000.

**Eligibility and Restrictions**

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

- Be legal residents of the Washington, DC metropolitan area, within a 50-mile radius, for at least one (1) year prior to the application deadline. Individuals must intend to maintain primary residency during the entire funding period (October 1, 2018 to September 30, 2019);
- Be an artists, artist representative, and/or arts professional (e.g. gallery owners, art organization administrators, art educators, estate representative), aged 18 or older;
• Have a permanent DC, MD, or VA address, as listed on government issued identification or tax returns. The address provided on all application materials must match exactly the address provided on the submitted IRS W-9 form. Post office boxes may not be used as a primary address;
• Be in good standing with CAH, which is demonstrated by the applicant’s complete or non-delinquent reporting due to CAH from any prior CAH funding program, as of 4:00 pm on Monday, October 15, 2018. Applicants in poor standing are ineligible to apply and therefore, receive any additional grant award (in any category of grant funding) from CAH in FY 2019; and,
• Abstain from any use of a secondary party that acts on its behalf (“fiscal agent”) in the performance and execution of financial duties.

**Galleries and Arts 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, representing artists living within the metropolitan area within a 50-mile radius;
• Assign an administrative representative to complete the application and serve as the sole point of contact (e.g. gallery owners, art organization administrators, estate representative), aged 18 or older;
• Have a permanent DC address, as listed on government issued identification or tax returns. The address provided on all application materials must match exactly the address provided on the submitted IRS W-9 form. Post office boxes may not be used as a primary address;
• Be in good standing with CAH, which is demonstrated by the applicant’s complete or non-delinquent reporting due to CAH from any prior CAH funding program, as of 4:00 PM on Monday, October 15, 2018. Applicants in poor standing are ineligible to apply and therefore, receive any additional grant award (in any category of grant funding) from CAH in FY 2019; and,
• Abstain from any use of a secondary party that acts on its behalf (“fiscal agent”) in the performance and execution of financial duties.
• Not be colleges, universities, service organizations, foreign governments or other DC Government or Federal Government agencies, including DC Public Schools;

**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 Collection during the same fiscal year. 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.

**Inclusion, Diversity, Equity, Access**

CAH believes that all District residents should be able to access arts and humanities experiences for their benefit. To facilitate this vision, CAH has adopted a cultural equity policy known as I.D.E.A. (inclusion, diversity, equity, access). By incorporating I.D.E.A. across grants programs, CAH seeks to help grantees
develop programs that are inclusive of diverse populations and provide equitable accessibility to those populations.

In addition to detailed plans for its compliance with the Americans with Disabilities Act (ADA) (42 U.S.C. §§ 12101 et seq.), each applicant must demonstrate how the project will be inclusive, diverse, equitable and accessible throughout the District of Columbia, beyond participants with disabilities. Successful applications will consider a broad definition of “accessibility” by addressing financial, geographic, demographic, cultural and developmental access.

For more information, see the Americans with Disabilities Act section of these RFA guidelines (Page 10, below) and the CAH Grants Glossary, located in the Guide to Grants.

Technical Assistance and Workshops

CAH staff members are available to assist grant applicants through group or individual technical assistance. CAH staff members will not write applications for applicants. However, CAH staff members are available by appointment (up to thirty (30) minutes) to review application drafts on government business days from application release date through one (1) week prior to the grant application deadline. Applicants may contact CAH at (202) 724-5613 to schedule an application review meeting.

For interested applicants, one-on-one consultation appointments can be scheduled to discuss prospective submissions. To schedule, please contact Zoma Wallace at zoma.wallace@dc.gov.

Grant Application Process

1. Read the FY 2019 Guide to Grants
2. Read the RFA guidelines (for the desired grant program) and determine eligibility
3. Go to Apply for Grants and select Grant Application Portal to register as user (Note: To reset a user password either select the “Forgot your password?”)
4. Upon registration, applicants select the desired grant program(s)
5. Complete the application questions, budget and budget narrative data
6. Upload all required documents, supplementary material and work samples
7. Double-check the application for thoroughness, clarity and typographical errors
8. Submit the application by 4:00 pm ET on the grant program’s deadline date.
9. Ensure receipt of grant submission confirmation e-mail (auto-generated by the online portal) by the application deadline.

CAH utilizes an online grant portal to receive grant applications. All applications must be submitted online by 4:00 pm EDT, Friday, July 20, 2018. A confirmation email generates automatically upon submission of the application. Technical issues or failure to receive a confirmation e-mail should be immediately brought to the attention of CAH staff. Incomplete or late applications or applications that do not follow the instructions and guidelines are deemed ineligible for review and funding. CAH does not accept mailed, emailed or hand-delivered copies of grant applications and/or the required attachments. CAH will accept reasonable accommodation requests from applicants with disabilities to
submit grant applications via mail, email or hand-delivery. To request a reasonable accommodation, contact Kali Wasenko at 202-724-5613 or kali.wasenko@dc.gov and await request approval.

**CAH’s grant application process is competitive and subject to the availability of funds.** Applicants may not request or receive funding for the same activities through more than one CAH program or grant category. Multiple applicants may not apply for funding for the same project, whether through the same or different grant programs.

Applicants are fully responsible for the content of their application materials. An automated confirmation of an applicant’s submission does not guarantee an applicant’s eligibility, and therefore review by the advisory review panel (see below, “Review Process”). CAH staff is not permitted to make corrections to applications on behalf of applicants. CAH staff reviews applications for completeness and contacts applicants for any incomplete documents within five (5) business days of the deadline. Applicants are then responsible for updating their application within five (5) business days of CAH’s notification. Failure to do so will disqualify the application.

### Calendar of Key Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Call to Artists Released</td>
<td>Monday, April 30, 2018</td>
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<tr>
<td>Submission Deadline</td>
<td>Friday, July 20, 2018 at 4:00 pm ET</td>
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<td>First Round Panel to Select Finalist Works</td>
<td>Thursday August 30 and Friday, August 31, 2018</td>
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<tr>
<td>Notifications Made to Applicants of Finalist Selections</td>
<td>Friday, September 7, 2018</td>
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<tr>
<td>Final Round Panel to Select FY19 Acquisitions</td>
<td>Tuesday October 2 and Wednesday October 3, 2018</td>
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<tr>
<td>Notifications of Final Selections Made to Artists</td>
<td>Friday, October 26, 2018</td>
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### Application Review Process

CAH selects individuals who are arts, humanities and/or business professionals, independent of CAH, to serve as advisory review panelists for each grant program. The role of a panelist is to review and score an eligible application’s content to the established grant program review criteria. Panelists participate in a group review of CAH grant applications, according to their cohort, to discuss and comment on the merits and deficiencies of applications and finalize their application-related scores in the presence of CAH staff and Commissioner Conveners.

CAH staff, Commissioner Conveners and panelists are to remain impartial in their review of CAH grant applications. CAH ensures that all involved recuse themselves from review of any application that presents a personal or professional conflict of interest (or the appearance of a conflict of interest).

CAH’s grant application evaluation process takes into consideration general standards of decency and respect for the diverse beliefs and values 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](https://www.cahdc.gov/grants/about). To volunteer or nominate a person to serve as an advisory review panelist for a grant program, see CAH’s [FY 2019 Call for Panelists](https://www.cahdc.gov/grants/about).
Notification and Payment of Awards

CAH will notify applicants regarding the results of their application by Monday, October 1, 2018 via (1.) a letter of conditional award, (2.) a letter of intention to award, (3.) a letter of ineligibility or (4.) a letter of denial.

For award recipients, the date of CAH grant award payment disbursement(s) is subject to the availability of funds and the processing of required documentation. CAH staff will advise award recipients on the payment disbursement process on or after October 1, 2018. CAH does not disburse award payments through its office. However, in collaboration with other District of Columbia government agencies, and in a timely manner, CAH processes the award payment requests for awardees. To expedite grant award payments, CAH advises awardees to register to receive a direct deposit for the grant award, by completing an Automated Clearing House (ACH) Vendor Payment Enrollment Form. The ACH Form may be found on CAH’s website at Managing Grant Awards.

Conditions of Funding, Reporting Requirements and Grant Rescindment

CAH reserves the right to rescind any and all grant awards for non-compliance with CAH’s RFA guidelines, policies or regulations, at any time. FY 2019 grantees with unmet reporting obligations regarding any CAH funding program as of close of business on Monday, October 15, 2018 are ineligible to receive additional awards from CAH.

Interim and Final Reporting to CAH

There are no interim or final reports required for Art Bank grantees.

Grant Management and Rescindment

CAH has the right to withhold, reduce or rescind a grant award if the involved grantee fails to comply with the terms of the grant award contract requirements.

Citywide Clean Hands (CCH)

All grant award recipients must obtain a “Citywide Clean Hands Certification,” from the District of Columbia's Office of Tax and Revenue a at the time of application and prior to any grant award disbursement throughout the grant period. The CCH website application supports the “Clean Hands” Mandate (D. C. Code § 47-2862), which stipulates that individuals and businesses are to be denied District goods or services if there is a debt owed to the District of Columbia of more than one hundred dollars ($100.00) for fees, fines, taxes or penalties. Applicants may visit the following site to obtain more information: https://ocfocleanhands.dc.gov/cch/.

Legal Compliance

Federal and District of Columbia law requires all grant applicants to comply with all applicable laws and regulations that regard non-discrimination. The list of those laws and regulations include:
• Title VI of the Civil Rights Act of 1964 (which provides that grantees must take adequate steps to ensure that people with limited English proficiency receive the language assistance necessary to afford them meaningful access to grant-related programs, activities and services);

• 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.

An organization applying for funding from CAH should include, in its grant application, a response to the information request set forth in the “Accessibility” section of its grant application, by providing the following information:

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 in the grant application 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.

All grantees are responsible for reporting their respective grant award(s) as income on federal and local tax returns (in accordance with applicable law) and are strongly encouraged to consult with a tax professional and the United States Internal Revenue Service.
Contact Information

More information regarding CAH’s grant programs, and clarification about related accessibility requirements, work sample submissions and grant making processes can be found in CAH’s Guide to Grants.

Specific questions about the ABP grant may be referred to CAH employee Zoma Wallace at zoma.wallace@dc.gov.
FY 2019
Art Bank Program

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.
FY 2019
Art Bank Program
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 (submit in PDF format)**

1. **Artist Information:** Provide full name, current resident address, contact information
2. **Artist Statement(s):** Please briefly describe the thematic premise of the work(s) presented in your application, including providing insight into your art-making processes
3. **Artist Resume(s):** Provide a current list of exhibitions; publications; commissions; collections; and education
4. **Image List:** Submit a document that includes: Title, Year, Medium, Dimension, Retail Price, and Discount Price, if applicable (30% discount for works over $5,000) of each work uploaded. For galleries and art organizations, please indicate an artist name with each work listed.
5. **JPG Images** High quality JPEG image files, Individual Artists allowed up to five artworks and Art Galleries are allowed up to five artworks. Files should not exceed 5MB each.
   - **Uploading** – Use the Media Viewer to upload images of prospective artwork that is being considered for your proposed exhibition. After uploading images to the media viewer, images must then be attached to your Art Bank application.
   - **File Labeling** – Uploaded file names must include the artist’s last name followed by the artwork title, and must correspond in number with the uploaded image list. Files that do not contain the required information **will not** be reviewed.
   - **Example:** Number on Image List_Last Name_Artwork Title
   - **Arrest and Conviction Statement**
   - **Certificate of Clean Hands,** dated within thirty (30) days prior to the application deadline
   - **Statement of Certification** (must be signed at time of application submission)
   - **Signed IRS Form W-9** (Note: Post office boxes are prohibited). **Address must match exactly the address in CAH’s grant application portal** (Good Done Great (GDG)).
   - **ACH Form** signed by a bank representative. Electronic signatures are not acceptable. If the submitted W9 form lists a DBA and an EIN number, the ACH documentation must match this information exactly.