



# **REQUEST FOR APPLICATIONS FY 2019 PROJECT-BASED GRANT: FACILITIES AND BUILDINGS (FAB) PLANNING**

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

**Organizations may request up to 50% of their project budget.**

**Deadline: Friday, July 27, 2018 at 4:00 pm Eastern Time (ET)**

**Applicants must attend a workshop in order to be eligible to apply.**

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”).**

## **PROJECT-BASED GRANT: FACILITIES AND BUILDINGS (FAB) PLANNING**

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

**FY 2019**

**Facilities and Buildings (FAB)**

**Planning**

<b>Release Date:</b>	Monday, April 30, 2018
<b>Application Deadline:</b>	<b>Friday, July 27, 2018 at 4:00 pm ET</b>
<b>Grant Period:</b>	October 1, 2018 to September 30, 2019
<b>Award Amount:</b>	Up to 50% of the project budget
<b>Cash-Match Requirement:</b>	1:1 (Dollar to dollar)

### **FAB Planning Grant Overview and Goals**

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The DC Commission on the Arts and Humanities (CAH) is soliciting grant applications from qualified organizations that own, rent, or intend to own or rent facilities designed for the management, production, or presentation of performances, exhibitions or professional training in the arts or humanities.

The Facilities and Buildings grant provides capital support to help ensure high quality physical places for the arts and humanities organizations that make up the cultural fabric of the District by:

- Promoting sound structures, systems and infrastructures to protect constituents and collections, while offering high quality venues for arts and humanities programs;

- Mitigating the risk of displacement for small-to-medium-sized organizations; and,
- Fostering cultural democracy and promoting access for all residents.

Grants funds are applicable only to CAH's Fiscal Year 2019 ("FY 2019"), which occurs from October 1, 2018 to September 30, 2019, and which is referred to as the "Grant Period" in this document. Grant award funds cover expenses made only within CAH's Grant Period.

Grants are competitive and separated by the three FAB request types.

By making its FAB Planning Grant awards, CAH endeavors to ensure that:

- All organizations can receive professional guidance for purchase and renovation projects, regardless of size or access to resources;
- Large-scale projects receive the benefit of high-quality, thoughtful design processes that involve constituents; and,
- Cultural facilities and the organizations that operate them achieve long-term stability through development and implementation of master facilities plans.

**Please note that receipt of a planning grant is not a commitment of likelihood of future CAH funding for the planned project.**

## **Cash-Match Requirement**

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The FAB grant has a 1:1 cash-match requirement designed to assist an organization's fundraising by leveraging funding from additional private fund sources. In-kind contributions, CAH or other District Government funds may not be used to satisfy the match requirement of this grant by grantees.

## **Successful FAB Planning Grant Applications**

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In their respective applications, successful FAB applicants:

- Demonstrate the importance of the project for which they are planning;
- Offer evidence that the project helps realize the mission of the organization;
- Provide details of the intended planning process, participants and experts engaged;
- Differentiate between the project budget and the organization's budget;
- Provide thorough budgets with line-item detail;
- Include a clear indication of roles and responsibilities for staff, board members and participants.

## **Grant Eligibility and Restrictions**

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### **Eligibility Requirements of Applicants:**

#### **FAB SPECIFIC**

- **Attend a CAH Facilities and Buildings workshop – either in-person or online;**
- Be applying for planning for a facility that is (or will be) designed for the management, production, or presentation of performances, exhibitions or professional training in the arts or humanities; and
- Be applying for a facility that is either already ADA (Americans with Disabilities Act) compliant, or applying for a project that will help bring it into compliance.

### CAH SPECIFIC

- Be incorporated as a nonprofit with a federally designated tax exempt status under section 501(c)(3) of the United States Internal Revenue Service (IRS) code, as evidenced by an IRS determination letter that is dated at least one year prior to the application deadline date;
- Demonstrate that one hundred percent (100%) of the project deliverables occur within the District of Columbia;
- Register and comply with the regulatory requirements of the following agencies:
  - 1) District of Columbia Department of Consumer and Regulatory Affairs (DCRA) - Corporations Division (indicating an “active” business license status at the time of application, and agreeing to maintain such status throughout the grant period);
  - 2) District of Columbia Office of the Chief Financial Officer, Office of Tax and Revenue (OTR);
  - 3) District of Columbia Department of Employment Services (DOES); and
  - 4) United States Internal Revenue Service (IRS);
- Obtain certification of “Citywide Clean Hands” (CCH) from the District of Columbia Office of Tax and Revenue (see page 11);
- Be in good standing with CAH. (Note that applicants with incomplete or delinquent reports from any prior funding program, as of October 15, 2018, are ineligible to receive additional funds from CAH in FY 2019); and,
- Have a principal business office address that is located in the District of Columbia, subject to on-site visit. (Note: CAH will not allow post office boxes or the addresses of a board member or volunteer as evidence of the principal business address).

### **Applicant Restrictions (non-eligibility):**

- Individuals;
- Organizations that require “fiscal agents”;
- For-profit (commercial) entities;
- Tax-Exempt organizations other than 501(c)(3) designated entities;
- Private foundations;
- Political organizations;
- Foreign governments;
- Colleges or universities; and,
- District of Columbia Government or Federal Government agencies, including DC Public Schools; and
- Organizations submitting an application whose content is combined with the application of another organization. Proposed projects must be “stand-alone” projects.

### **Allowable Costs and Funding Restrictions**

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<p><b>FY 2019 Facilities and Buildings grantees may not apply to the FY 2019 Budget Enhancement Grant, unless otherwise specified in the Budget Enhancement Grant RFA.</b></p>
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As an agency of the Government of the District of Columbia, CAH ensures that its grantmaking funds are expended in a fiscally responsible manner. CAH grant-related “allowable costs” are those costs the District Government (through its subordinate agency, CAH) has determined to be valid expenditures.

**Examples of allowable costs for the FAB Planning Grant:**

- Consultants' fees, travel and expenses to develop plans for capital projects, such as:
  - Master facility plan;
  - Feasibility study;
  - Architects' plans;
  - Business plan; and,
  - Capital campaign planning.
- Direct costs associated with developing or producing the plan, for example:
  - Editing services;
  - Advertising for community engagement sessions;
  - Venue rental for charrettes; and,
  - Printing services.

**Examples of "Unallowable Costs" Related to the FAB Planning Grant:**

- Continuation of projects previously funded through a previous Facilities and Buildings grant;
- Overhead, maintenance and administration exceeding thirty-five percent (35%) of the grant and cash-match;
- Food and beverages;
- Operational reserves;
- Tuition and scholarships;
- Debt reduction;
- Re-granting (also known as "sub-granting");
- Costs related to fundraisers and special events;
- Equipment expenses that exceed twenty-five percent (25%) of the grant award;
- Expenses unrelated to the execution of the project; and,
- Funding to universities, foreign governments or DC government agencies, including DCPS.

The FAB grant program manager reviews and approves all expenses before the grant agreement is processed for payment. Grantees with questions regarding allowable costs may contact CAH's grant program manager. The grantee will be responsible for demonstrating the cash-match expenses in the interim and final reports. District Government funds may not be used toward the match.

The grant period is from October 1, 2018 to September 30, 2019. CAH restricts a grantee's grant-funded activity expenses that are beyond the grant period.

**Inclusion, Diversity, Equity, Access**

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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.

The Facilities and Buildings Grant is only available for projects at facilities that are already compliant with the Americans With Disabilities Act (ADA) (42 U.S.C. §§ 12101 et seq.), or for projects designed to

bring the facility into compliance. If an applicant needs assistance assessing their facility, they may contact the DC Office of Disability Rights at 202-724-5055 or [odr@dc.gov](mailto:odr@dc.gov).

In addition to detailed plans for its compliance with the Americans With Disabilities Act, 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 11, below) and the CAH Grants Glossary, located in the [Guide to Grants](#).

## Technical Assistance and Workshops

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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.

CAH conducts free workshops for participants to learn useful information about the agency’s funding opportunities and how to submit a grant application. **Attendance at one FAB workshop, either in-person or online, is mandatory. Workshop dates, times and locations listed below are subject to change.** All workshops are free and open to the public; however, participants are strongly encouraged to register to attend the workshop. Valid photographic identification is required to enter DC government offices. Additional information about CAH workshops may be found at [www.dcarts.dc.gov](http://www.dcarts.dc.gov), by clicking this link: [Grant Writing Assistance](#), or by calling CAH at 202-724-5613.

Date	Time	Topic	Location
Tuesday, May 1, 2018	1:00 pm	DataArts Orientation	<a href="#">DataArts</a>
Thursday, May 3, 2018	10:00 - 11:30 am	Open Hours	DMGEO
Friday, May 4, 2018	2:30 - 3:30 pm	All Open Grants	<a href="#">Livechat</a>
Friday, May 11, 2018	2:30 - 3:30 pm	All Open Grants	<a href="#">Livechat</a>
Saturday, May 12, 2018	10:00 am - noon	Open Hours	CAH
<b>Thursday, May 17, 2018</b>	<b>10:00 - 11:30 am</b>	<b>FAB</b>	<b>DMGEO</b>
Thursday, May 17, 2018	11:30 am - 1:30 pm	Open Hours	DMGEO
Friday, May 18, 2018	10:00 am - noon	Open Hours	CAH
Friday, May 18, 2018	2:30 - 3:30 pm	All Open Grants	<a href="#">Livechat</a>
Friday, May 25, 2018	2:30 - 3:30 pm	All Open Grants	<a href="#">Livechat</a>
<b>Thursday, May 31, 2018</b>	<b>6:00 - 7:30 pm</b>	<b>FAB</b>	<b>CAH</b>
Friday, June 1, 2018	1:00 pm	DataArts Orientation	<a href="#">DataArts</a>
Friday, June 1, 2018	2:30 - 3:30 pm	All Open Grants	<a href="#">Livechat</a>
Friday, June 8, 2018	2:30 - 3:30 pm	All Open Grants	<a href="#">Livechat</a>
<b>Wednesday, June 13, 2018</b>	<b>2:30 - 4:00 pm</b>	<b>FAB</b>	<b>CAH</b>
Friday, June 15, 2018	2:30 - 3:30 pm	All Open Grants	<a href="#">Livechat</a>
<b>Monday, July 9, 2018</b>	<b>10:00 - 11:30 am</b>	<b>FAB</b>	<b>DMGEO</b>
Tuesday, July 10, 2018	1:00 pm	DataArts Orientation	<a href="#">DataArts</a>

On Fridays listed above, grants staff will be available for online Livechats, which may be accessed by visiting <https://dcarts.dc.gov/livechat>.

**FY 2019 Facilities and Buildings Grant workshop locations:**

**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

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## DataArts

The DataArts Funder Report is required for the Facilities and Buildings application.

First-time applicants are encouraged to learn the basics of DataArts by participating in the webinar for an orientation to the DataArts platform. The orientation will walk applicants through the process of completing their profile, applying to participating grantmakers and generating profiles. This orientation is recommended for organizations that are new to entering data into the DataArts system, or as a refresher on using the website. If you have any questions about entering your data, please contact the DataArts Support Center. The Support Center is open Monday through Friday from 9:00 am – 8:00 pm ET, and can be reached at 877-707-3282 or [help@culturaldata.org](mailto:help@culturaldata.org).

To learn more about DataArts, visit [this link](#) to view additional videos and previously recorded training webinars.

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## 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 “Forgot your password?” or click [here](#))
4. Upon registration, applicants select the desired grant program(s)
5. Complete the application questions, budget, and budget narrative data
6. Upload 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 email (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 ET, Friday, July 27, 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](mailto: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.

- ✓ **REMINDER:** The grant period is from October 1, 2018 to September 30, 2019. Grant funds may not be used for activities that occur outside of this grant period.

## **Application Review Process**

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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. For more information regarding the grant review process please visit the [Guide to Grants](#). 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](#).

## **Notification and Payment of Grant Awards**

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CAH will notify applicants of this grant program as to the results of their application by Monday, October 1, 2018 via (1) letter of conditional grant award, (2) letter of intention to award, (3) letter of ineligibility or (4) 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 grant award recipients on the payment disbursement process on or after October 1, 2018. CAH does not disburse grant award payments through its office. However, in collaboration with other District of Columbia government agencies, and in a timely manner, CAH processes the grant award payment requests for grantees. To expedite grant award payments, CAH advises grantees 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**

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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**

Grantees will be required to submit to CAH an Interim Report and a Final Report regarding: (1) the extent to which they met their CAH grant award-related organizational and project goals; and (2) the quality of the engagement and responsibility to community that its funded projects or activities have had on the District of Columbia. The applicants' respective Interim and Final Reports to CAH must also include: (1) a financial report regarding the funded activity that clearly shows how the subject grant funds were used; (2) proof of expenditures and related locations data; (3) the numbers of people and communities served; (4) the number of schools served (if applicable); and (5) the number of local artists and youth engaged. Grantees who do not submit Final Reports are ineligible for further CAH funding.

All FY 2019 grantees must submit to CAH their respective grant-related Interim Reports by Monday, April 15, 2019, and their grant-related Final Reports by Tuesday, October 15, 2019. All of the above-referenced reports must be completed and submitted to CAH through its online portal. Grantees may access the Interim and Final Report forms through the [Managing Grant Awards](#) page on CAH's website.

### **Grant Management and Rescindment**

Grantee agrees that it will include a CAH logo and a credit line in all of its grant-related announcements and promotional materials and that it will make its best efforts to publicly credit CAH's support for the project in all related public events.

CAH has the right to withhold, reduce or rescind a grant award according to the terms and provisions of the grant agreement or if the grantee exercises any of the following:

- Fails to meet deadlines for grant reports;
- Fails to notify CAH of changes in project collaborators or other significant management changes or changes in the project scope without advance approval;
- Refuses to provide access for monitoring;
- Fails to comply with the terms of the grant award contract requirements;
- Fails to demonstrate adequate financial management and oversight of the project; and/or,
- Fails to properly publicly credit CAH's support of the funded project.

### **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 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.

Grantees should be advised that capital projects may trigger the need for additional alterations. Any time renovations are made to a facility where barriers still exist, twenty percent (20%) of the construction costs must be spent on barrier removal on the path of travel.

For more information on requirements of the ADA pertaining to facilities projects, contact:

DC Office of Disability Rights  
441 4<sup>th</sup> Street NW, Suite 729 North  
Washington, DC 20001  
202-724-5055  
[odr@dc.gov](mailto:odr@dc.gov)

## **Risk Management and Performance Monitoring**

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All grantees are subject to risk assessments and monitoring requirements, as outlined in the District's [Citywide Grants Manual and Sourcebook](#) (which is primarily managed by the District's Office of Partnerships and Grant Services (OPGS)). CAH has established standards for grantees to ensure compliance with risk assessment monitoring, and those standards are discussed in greater detail in the applicants' grant agreements with CAH.

Activities funded by CAH will be monitored and evaluated by its staff, to assure compliance with all applicable District of Columbia's statutes, regulations, orders and other requirements. This monitoring process may include site visits, evaluation of allowable costs, assessment of efforts to meet projected grant applicant benchmarks, and evidence of proof of expenditures.

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**

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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 FAB grant may be referred to CAH employee Benjamin Douglas at [benjamin.douglas@dc.gov](mailto:benjamin.douglas@dc.gov).

# FY 2019

## PROJECT-BASED GRANT: FAB

### Review Criteria

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#### **DC Impact and Engagement 30%**

- Project addresses a critical need in the District;
- Applicant has secured strong partnerships and thoughtfully engaged relevant stakeholders in the process;
- Organization has a proven commitment to inclusion, diversity, equity and access;
- Strategy is tailored to unique aspects, features and assets of place;
- Organization provides high-quality arts and humanities programming with a positive impact on the District's residents and visitors.

#### **Project Content and Execution 25%**

- Proposed project is high quality;
- Proposed project is aligned with the organization's mission;
- Project design process includes all relevant stakeholders;
- Applicant has a demonstrated ability to execute the project;
- Project costs are itemized, thorough, reasonable, prioritized and informed by professional third party quotes; and,
- Project budget identifies all sources of funding (committed/pending/projected and earned/contributed/reserve), from a broad section of public, private and individual supporters.

#### **Organizational Management, Financial Capacity & Sustainability 25%**

- Organization is sufficiently financially stable to execute the proposed project, with the matching funds committed or a demonstrated ability to raise the match during the grant period; and,
- Organization has thoroughly analyzed the impact the project will have on the organization's future finances.

#### **CAH Priority Areas 20%**

- Projects that increase access along the lines of geography, ethnicity, ability and/or discipline;
- Organizations with budgets under \$1,250,000;
- Traditional facilities infrastructure and renovation projects with critical project need.

## FY 2019

# PROJECT-BASED GRANT: FAB Planning Grant

### Application Checklist

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The following is a checklist for all mandatory and supplementary documents required for the FAB application, that are in addition to the required narrative questions within the online application portal. Documents must be uploaded as PDFs through CAH's online grant portal prior to the application deadline. Visit [www.dcartarts.dc.gov](http://www.dcartarts.dc.gov), click on the grants tab, select "Managing Grant Award" to obtain the OPGS Compliance Documents.

#### MANDATORY DOCUMENTS

- o **Work Samples**  
Review "Addendum A: Work Samples and Supplementary Materials" (see page 16)
- o **Support Materials**, i.e., up to three (3) internally-produced items (e.g. curricula, strategic plans, marketing materials, etc.) and up to three (3) externally-produced items (e.g. reviews, commendations, testimonials, letters of support, etc.)
- o **Résumés of Key Personnel**; (e.g. artistic/managing/executive directors, arts educators, etc. with roles, brief description of responsibilities and home addresses)
- o **Board of Directors List**; member names, officers, start and end dates of term/term limit and professional occupation
- o **Organizational Budget**; current as approved by the organization's board of directors
- o **Most recent Audit**; organizations with annual budgets less than \$1,250,000 may upload a blank sheet indicating "not applicable.")
- o **Most recent IRS Form 990**; for organizations with annual budgets less than \$50,000, bank statements from the past 12 months may be submitted
- o **Profit and Loss Statement** from most-recently completed fiscal quarter
- o **Balance Sheet** from most-recently completed fiscal year
- o **Copy of deed, signed lease agreement, or legally-binding MOU** demonstrating exclusive control over site (Planning Grants to purchase a site may upload a blank sheet indicating "not applicable.")
- o **Renderings, architectural drawings, or sketches** of proposed project
- o **Three quotes** from potential contractors for the project
- o **2017 DataArts Profile** including three most-recently available years of data
- o **DC Office of Partnerships and Grants (OPGS) compliance documents.** (Templates and instructions available at: <http://dcarts.dc.gov/page/managing-grant-awards>)

- o Arrest and Conviction Statement
- o Certificate of Clean Hands, dated within thirty (30) days prior to the application deadline
- o Certificate of Insurance
- o Copy of IRS 501(c)(3) Letter of Determination
- o Statement of Certification (must be signed at time of application submission)
- o Signed IRS Form W-9 (Note: Post office boxes are prohibited). **Address must match exactly the address in CAH's grant application portal.**



## **Addendum A: Work Samples and Supplementary Materials**

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CAH values and emphasizes excellence in all grant programs within all disciplines. This section contains detailed information on the CAH's requirements and suggestions regarding content.

Arts and humanities content is one of several criteria on which an application is reviewed. This is demonstrated to the advisory review panelists through the applicant's:

- 1. Section 1 - Work Samples**
- 2. Section 2 - Support Materials**
- 3. Section 3 - Résumés of Key Personnel**
- 4. Section 4 - General Suggestions from CAH Staff**

All applicants must submit arts and/or humanities work samples. To further assist the applicant in submitting strong artistic content with an application, general suggestions are provided in Section 4 (below).

### **Section 1 - Work Samples**

Work samples are critical to each application and are carefully considered during application review. CAH strongly recommends that applicants pay close attention to the content of work sample submissions.

The guidelines on what to submit within a work sample submission depend on the grant application. Applicants must adhere to the work sample requirements below in order to be eligible for consideration.

***Work samples must be no more than two (2) years old from the date of submission. Submitting older work samples will render the application ineligible for funding consideration.***



<b>Arts Education (multigenerational or adults)</b>	
	Includes video and audio excerpts, writing samples and student art work. Syllabi and lesson plans should be included in support materials, unless created by teaching artists and teachers in professional development projects.
	Educational materials are also acceptable alongside the artistic work sample.
<b>Crafts</b>	
	Individuals - Submit digital images of up to ten (10) different works
	Organizations - Submit up to twenty (20) digital images of different works
	Applicants must create an image identification list of the images uploaded and should arrange the list in the order of viewing preference. Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.
<b>Dance</b>	
	Submit up to two (2) video recordings of performances
	Submit an ensemble selection unless the applicant is a soloist or the project involves a solo.
<b>Design Arts</b>	
	Individuals - Submit digital images of up to ten (10) different works.
	Organizations - Submit up to twenty (20) digital images of different works.
	Applicants must create an image identification list of the images uploaded and should arrange the list in the order of viewing preference; Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the image identification list.
<b>Humanities (e.g. archaeology, comparative religion, ethics, history museums and historic homes, jurisprudence, language and linguistics, philosophy, etc.)</b>	
	Applicants must submit: Up to three videos of programs that are up to five minutes each; Up to three PDFs of program materials (e.g. self-guided tour materials, live program transcript, lesson plan or script for a docent-led tour); Up to ten images of key objects from the collection, with an image identification list; Up to five screenshots of digital humanities offerings; or up to three PDFs of original scholarship (published or forthcoming works).

<b>Interdisciplinary</b>	
	Individuals and organizations must submit up to ten (10) digital images or up to two (2) audio/video recordings demonstrating the integration of disciplines in the work.
<b>Literature (e.g. poetry, fiction, creative writing, screenwriting, spoken word, etc.)</b>	
Fiction and Creative Nonfiction Writing	Applicants must submit between ten (10) to twenty (20) pages from no more than three (3) short works, or a portion from no more than two (2) larger works up to twenty (20) pages.
	Applicants must label the work(s) as fiction or nonfiction.
	If the work is an excerpt, applicant should include a one-page statement in the manuscript about where it fits into the whole to orient the reviewers.
Poetry	Submit ten (10) to fifteen (15) pages of poetry from no fewer than five (5) poems, not to exceed ten (10) poems.
	Shorter poems should be printed one (1) to a page.
Spoken Word	In addition to the Poetry requirements above, submit video recordings of three (3) contrasting pieces.
<b>Media Arts</b>	
Film, Video, Radio	Applicants must submit up to two (2) audio/video recordings of completed work or work-in-progress.
<b>Multi-disciplinary</b>	
	Provide the required work samples (as described herein) for two (2) (minimum) or three (3) (maximum) of the artistic disciplines that are relevant to the grant request.
<b>Music</b>	
	Applicants must submit up to three (3) audio/video recordings.
	Selections must not exceed five (5) minutes.
	Upload each selection in a separate file.
<b>Photography</b>	
	Individuals - Submit digital images of ten (10) different works.
	Organizations - Submit twenty (20) digital images of different works.
	Applicants must create an image identification list of the images uploaded and should arrange the list in the order of viewing preference. Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be

	numbered to correspond with the image identification list.
<b>Theatre</b>	
Actors	Submit video recordings of two (2) contrasting monologues.
	Still images of productions are prohibited.
Costume, Lighting, or Set Designers	Submit up to three (3) videos of up to five minutes, and/or (3) still images that best showcase the designer's work.
Directors	Submit a copy of a one to three (1-3) page concept statement of a recently directed play.
Organizations	Submit up to two (2) video recordings of performances.
	Digital images of productions are prohibited.
	Playbills and programs are prohibited as work samples. However, they may be included as support material.
Playwrights	See LITERATURE, above.
Sound Designers	Submit up to three (3) audio recordings.
<b>Visual Arts</b>	
	Individuals - Submit digital images of up to ten (10) different works.
	Organizations - Submit up to twenty (20) digital images of different works.
	Applicants must create an image identification list of the images uploaded and should arrange the list in the order of viewing preference. Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.
<b>Art Bank: The Washingtonia Collection</b> <b>(Fine Art Acquisitions)</b>	
	Individuals - Submit digital images of up to five (5) works of art available for acquisition by CAH
	District galleries and organizations - Submit images of up to ten (10) works of art by DC resident artists

## **Section 2 - Support Materials**

Support materials are documents that strengthen the application and provide additional information that directly relates to the grant request. Support materials do not take the place of a work sample. They do, however, reinforce the quality of the applicant's arts and humanities disciplines(s).

Some examples of support materials are:

- Theater/exhibition reviews
- Letters of recommendation
- Certificates
- Sample lesson plans
- Assessments and evaluations
- Awards

### **Assessment and Evaluations**

Purpose:

- To determine the efficacy of a program, as articulated in the program goals and as required for grant reporting.
- To provide evidence to support changes in order to improve the program and its delivery.

Types:

- Qualitative assessment is often subjective in approach and narrative in nature.
- Quantitative assessment provides empirical data that demonstrates growth in the knowledge, skills and understandings of the participants.

### **Assessment and Evaluation Design**

There are many ways to assess and evaluate programming including: needs assessments, pre- and post-testing, and formative, observational and summative assessments that utilize mixed method approaches such as portfolio assessment.

## **Section 3 - Résumés of Key Personnel**

Another way for the advisory review panelists to determine the artistic content of each application is to review the résumés of the key artists, administrators, and facilitators involved in the grant activities. Those professionals involved in the organization determine the capacity of the organization and ability for the applicant to effectively create an excellent arts and humanities product and/or experience. Their backgrounds as artists and administrators should be relevant to the organization and clearly demonstrated through their professional résumés.

## **Section 4 - General Suggestions from CAH Staff**

When creating and preparing work samples, support materials and résumés, CAH recommends considering the following:

- Make sure that you can see and play all of your work samples in the application before submitting. If you cannot see or play it, then panelists will not be able to see or play it.
- Select recent, high quality samples that relate as directly to the application as possible.
- Uploaded pictures should be JPGs with the resolution of at least 72 dpi and should not exceed 20MB in size.
- Less is more. Often, adding more than the recommended number of work samples to your application will weaken the application.
- Carefully chosen work samples (pictures, videos, excerpts, etc.) tend to make the biggest impact and create the strongest artistic impression.
- Advisory review panelists are required to review each applicant's work samples; however, they are not guaranteed to review multiple work samples within the same application.
- Each work sample and document must be labeled clearly so that panelists can identify what they are reviewing
- For project-based grants, if you have conducted similar projects in the past two years, include samples of work that illustrate the core mission, theme or impact of those projects.
- Panelists must be able to assess the skill level of the artist(s) involved in the work that will be created, exhibited or taught.

For video submission:

- Do not send promotional work samples (e.g., highly-edited booking tapes).
- Do not send dark work samples or samples with poor visibility.
- If your video work sample is longer than five minutes, please note where you would like panelists to begin viewing (e.g. 5:35:00).

For online materials and website:

- A website is not a sufficient work sample. Only submit a website that is an essential part of the project.
- Provide all passwords or include any necessary information required to view your work sample, such as plug-ins or navigation paths.
- Be sure that the links to websites or online materials are fully functioning and maintained throughout the year. An inoperative link to a website containing your work sample will negatively affect your application. CAH is not responsible for any material outside of the online grants portal.

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