DC Commission on the
Arts & Humanities
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Agenda

- Introduction to CAH
- GOS guidelines, application, and process
- CAH grants portal
- DataArts
- Review criteria
- Q & A and final thoughts

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Grants Department

Staff Member	Title	Grant Programs
Anysa Saleh	Arts Education Specialist	• Arts & Humanities Fellowship in media • Education initiatives • Projects, Events & Festivals
Benjamen Douglas	Grants Programs Manager	• GOS: Service organizations • Arts & Humanities Fellowships in theatre & dance • Facilities & Buildings • Upstart
David Markey	Arts Education Coordinator	• Arts & Humanities Fellowship for teaching artists • Arts Education Projects • District field trip initiative
Heran Sereke-Brhan	Senior Grants Officer	• Arts & Humanities Fellowship in humanities • Budget Enhancement Grant
Khalid Randolph	Grants Programs Manager	• Arts & Humanities Fellowship for music • East of the River • General Operating Support • LiftOff
Regan Spurlock	Grants Programs Manager	• Arts & Humanities Fellowship for design arts • General Operating Support • Projects, Events & Festivals
Rhea Beckett	Program Support Specialist	• Arts & Humanities Fellowship in visual arts

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The **Mission** of the DC Commission on the Arts and Humanities is to provide

- grants
- programs
- and educational activities

that encourage diverse artistic expressions and learning opportunities so that all District of Columbia residents and visitors can experience the rich culture of our city.

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Current CAH Grant Programs

Grant Program	Applications Open	Application Deadline
FY19 General Operating Support Program	January 26, 2018	4:00 pm Eastern Time, Friday, March 2, 2018

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Upcoming Grant Programs for GOS Recipients*

Grant Program	Applications Open	Application Deadline
FY19 East of the River*	May	June
FY19 Facilities and Buildings	May	June
FY19 Field Trip Experiences	May	June
FY19 LiftOff and Upstart (Capacity Building)	May	June
FY19 Public Art Building Communities	May	June
FY19 Sister Cities Grant	May	June

***Review eligibility criteria in each request for applications**

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Upcoming Grant Programs for Non-GOS Recipients*

Grant Program	Applications Open	Application Deadline
FY19 Arts and Humanities Fellowship Program	May	June
FY19 Arts Education Projects	May	June
FY19 East of the River	May	June
FY19 Projects, Events & Festivals	May	June

*Review eligibility criteria in each request for applications

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General Operating Support for Arts & Humanities Service Organizations

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Arts & Humanities
Service Organization Definition

- Primary mission to provide specialized support to people or institutions within the arts and humanities
- Functions such as networking, professional development, communication, convening, and various technical or managerial supports.
- Not typically arts producers or presenters, although some organizations supporting historically disenfranchised communities may be actively engaged in delivery and creation.

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Service Organization Grant Goals

- Provide deeper, specialized assistance for arts, humanities, and/or arts education organizations and their practitioners to enhance their ability to meet their collective needs;
- Improve the capacity, stability, and effectiveness of individual artists and scholars, small community-based agencies, and large arts and humanities institutions;
- Increase the level of technical and manager supports available to constituencies of small or historically under-resourced organizations and practitioners; and
- Strengthen cohesion and community within the District's arts and humanities ecosystems.

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General Operating Support for Arts & Humanities Organizations

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General Operating Support Program Overview

- Provides unrestricted funds to non-profit arts, humanities, arts education, and arts & humanities service organizations
- Funding can be used for programs, salaries, maintenance, equipment, or expenses required for an organization to achieve its mission.
- Funding is up to 30% not to exceed $200,000 based upon Form 990 organizational expenses.
- Requires a 1:1 match
- Divided into cohorts by organization type and size

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GOS Grant Goals

- Provide access to high-quality arts, humanities and/or arts education services and/or experiences for all District of Columbia residents;
- Stimulate the creative economy through investments in the stabilization and advancement of arts, humanities and/or arts education organizations;
- Enhance the stability, capacity and professional development of arts, humanities and arts education organizations and their practitioners; and,
- Strengthen cohesion and community within the District's arts and humanities ecosystems.

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General Operating Support Program Eligibility

- Non-profit Arts, Humanities & Arts Education Organizations
- Have received CAH funding in FY17 or FY18
- Be incorporated in the District of Columbia as a non-foreign entity
- In good standing with DCRA, OTR, IRS, DOES, and CAH
- Headquarters in DC
- 501(c)3 status at least one year prior to the application deadline
- Service Organizations: Have, as a majority of constituents, those eligible for funding by CAH
- Have, as its primary mission, to provide specialized support to people or institutions within the arts and humanities.

Applicants may submit one (1) GOS application each fiscal year

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GOS Allowable Costs

- Salaries;
- Programmatic expenses;
- Overhead and maintenance;
- Equipment, materials and supplies directly related to programs and services;
- Consultants; and
- Travel directly related to the cost of producing arts and humanities programming and arts education activities in the District of Columbia.

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GOS Unallowable Costs

- Food and beverages;
- Tuition and scholarships;
- Regranting;
- Costs related to fundraisers and special events; and
- Travel not directly related to executing DC-based projects.

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Application Process

- Eligible organizations submit one (1) grant application portal, accessible from the CAH website: dcarts.dc.gov
- All applicants must submit applications online by **4:00 PM Eastern Time** on **March 2, 2018**.
- CAH will not accept mailed, emailed or hand-delivered copies of grant applications or components of an application such as a W-9, work sample or emailed PDF of support material.

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Application Tips

- Gather common upload elements like W9, work samples, and support materials into one folder. Ensure all attachments are PDFs.
- If video is more than 5 minutes, include start/stop time code
- Do not upload a document with a list of links
- Start DataArts and get familiar with your report
- Print/Download the PDF of application questions. Draft your responses to a Notepad or .txt based application. There is no formatting in the portal.
- Keep a copy of the scoring criteria nearby as you write. **Write to the criteria.**
- Avoid “grantspeak” and hyperbole, substantiating any questionable claims
- Have someone outside of your discipline read your narrative responses and get their feedback.
- **Before the deadline day**, copy and paste application responses onto the portal and upload requested materials to ensure submission is complete

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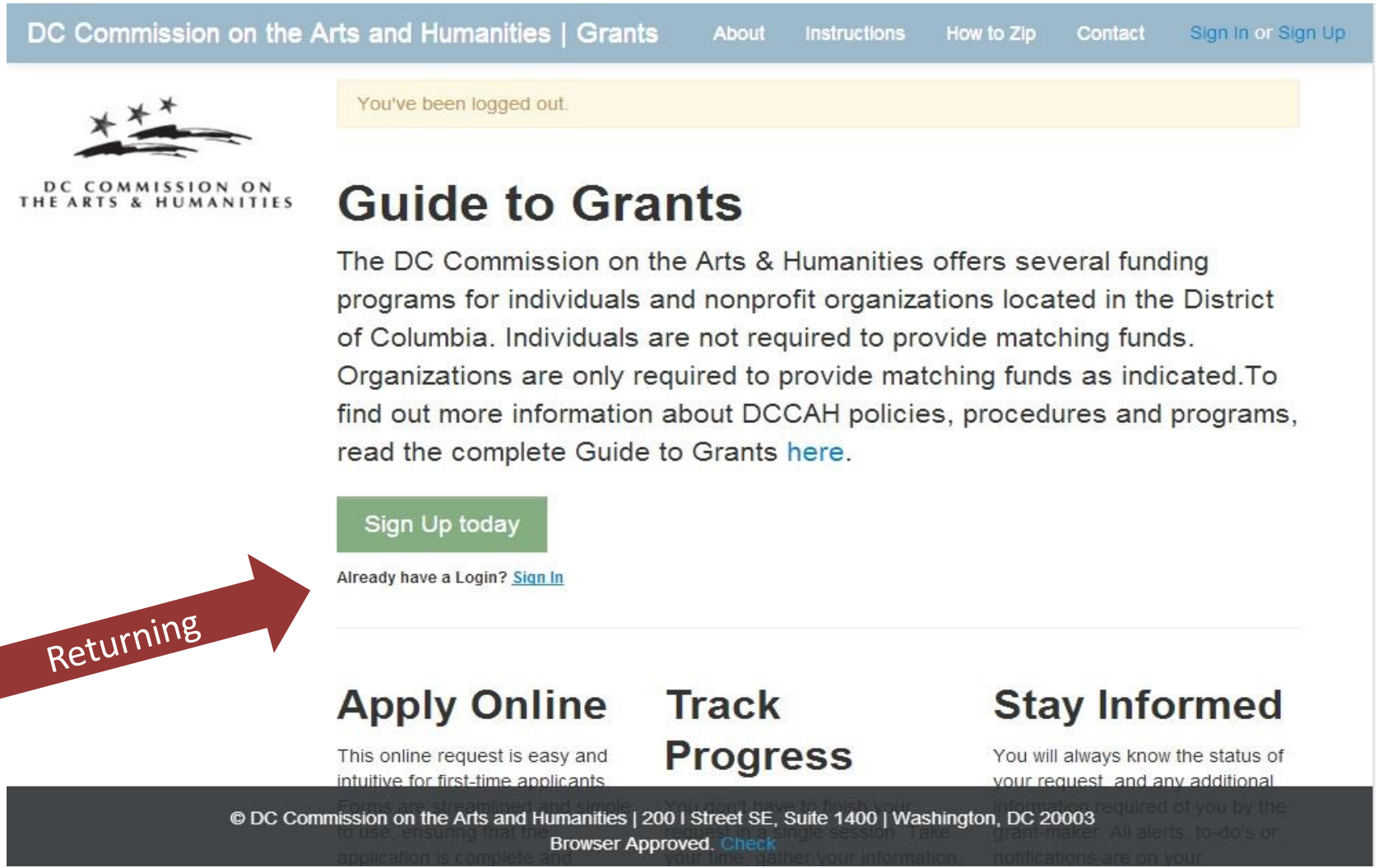
CAH Grant Portal



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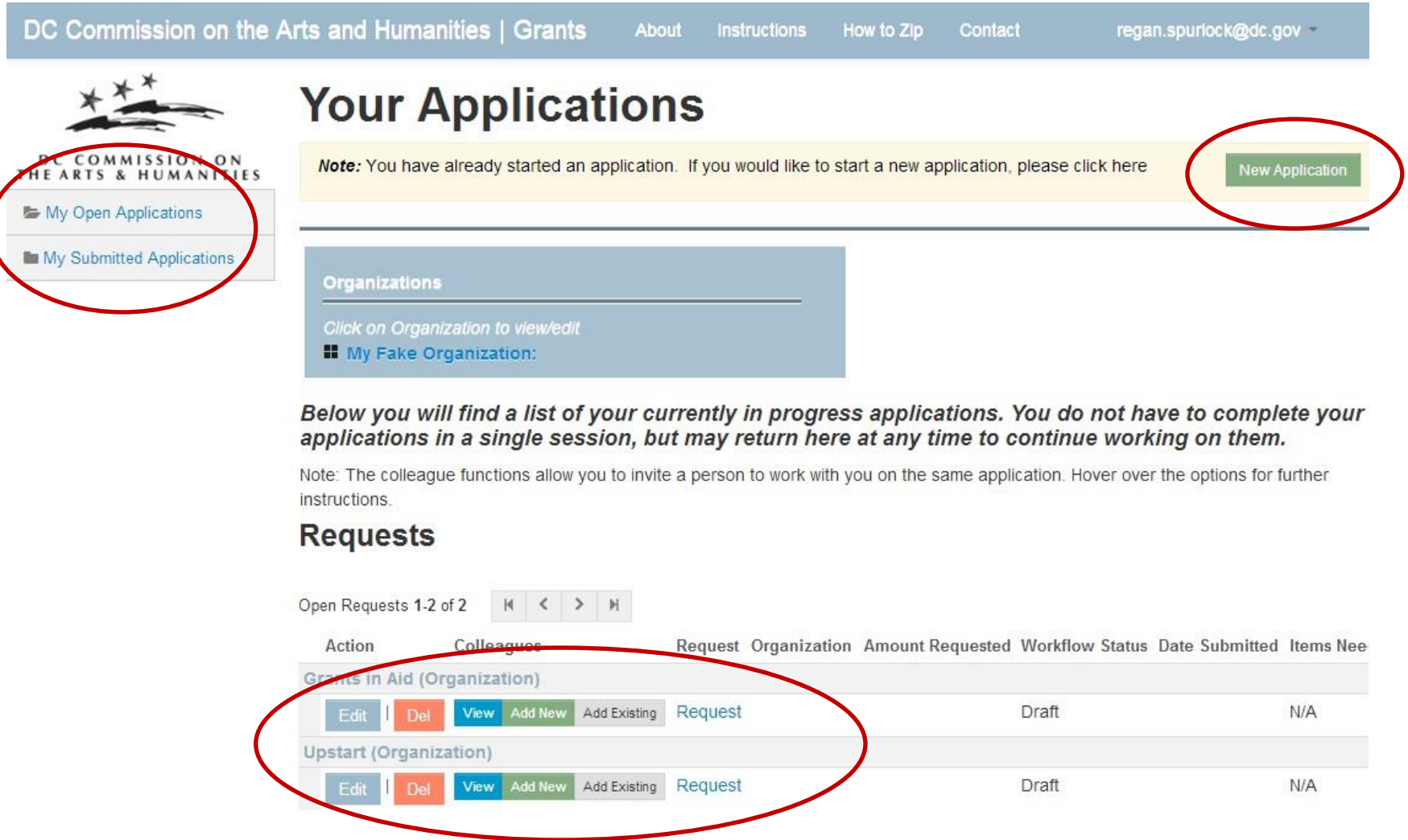
CAH Grant Portal



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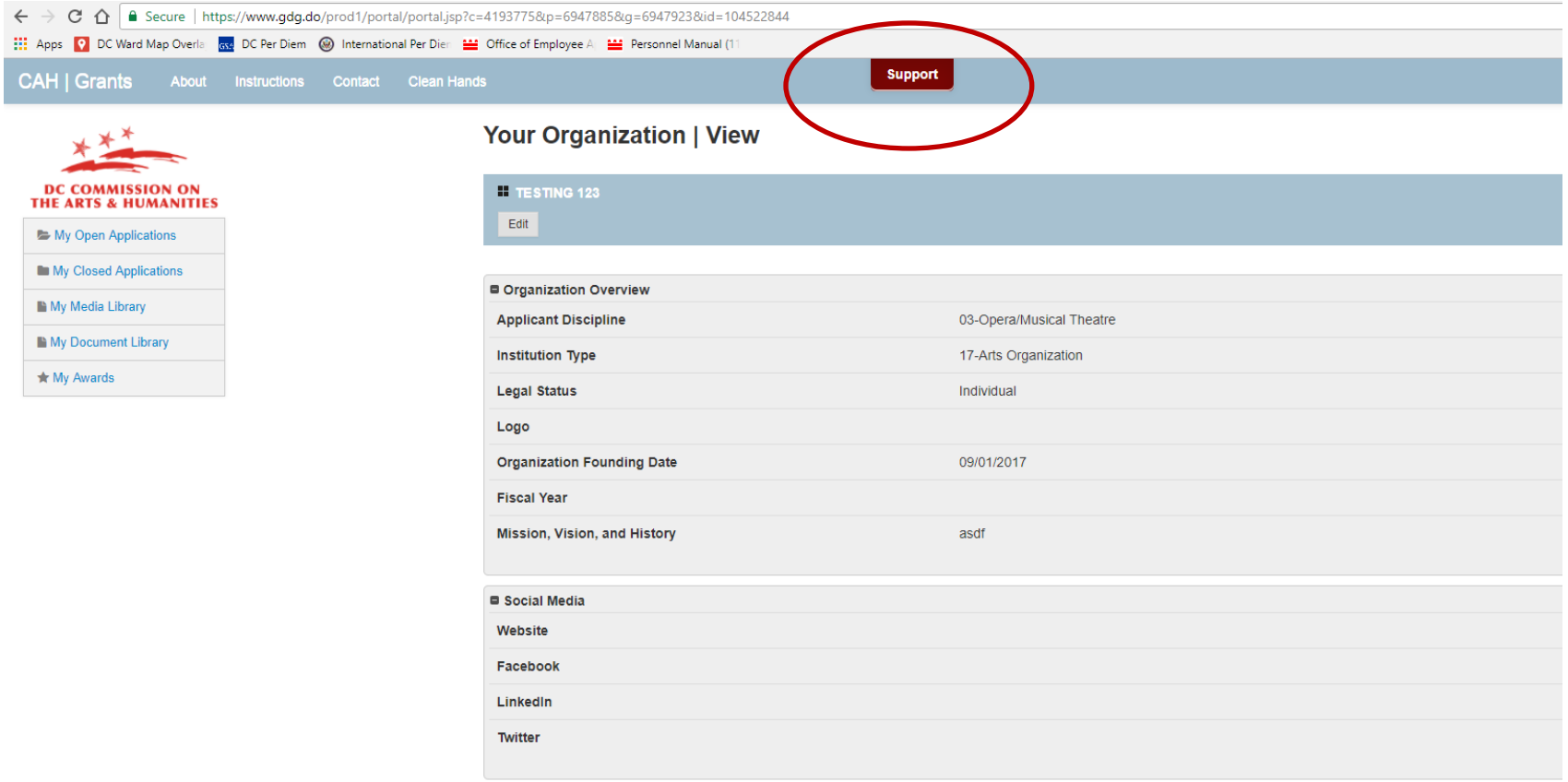
CAH Grant Portal



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CAH Grant Portal: Media Viewer

Select existing Media Files or click the "Upload New Media File" button to upload a new Media File. You may use the items saved in My Media Files in one or more applications. After you have selected all of the media files you want to include, close this window.

Click Here when you are done uploading files to see your new media files

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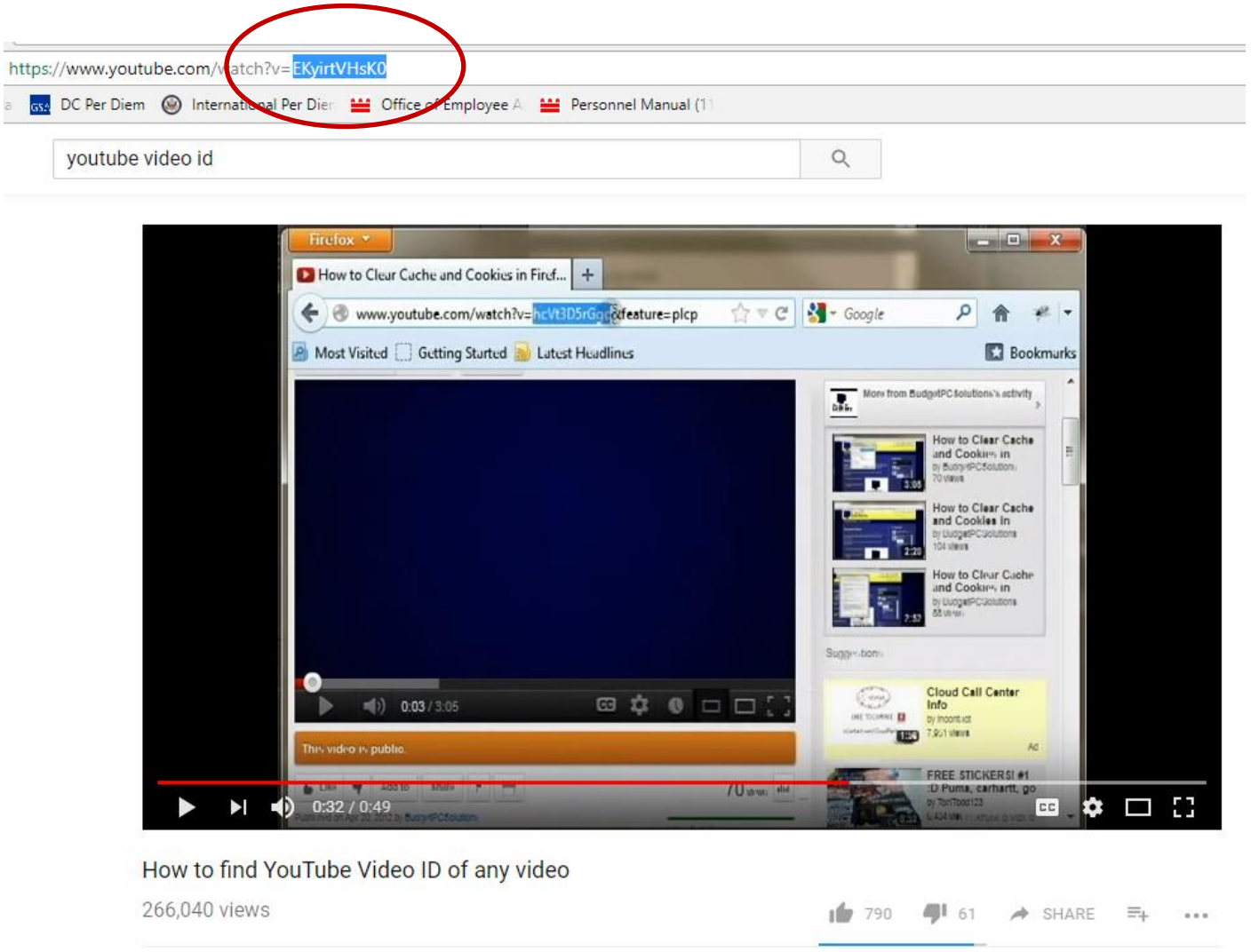
YouTube Video ID



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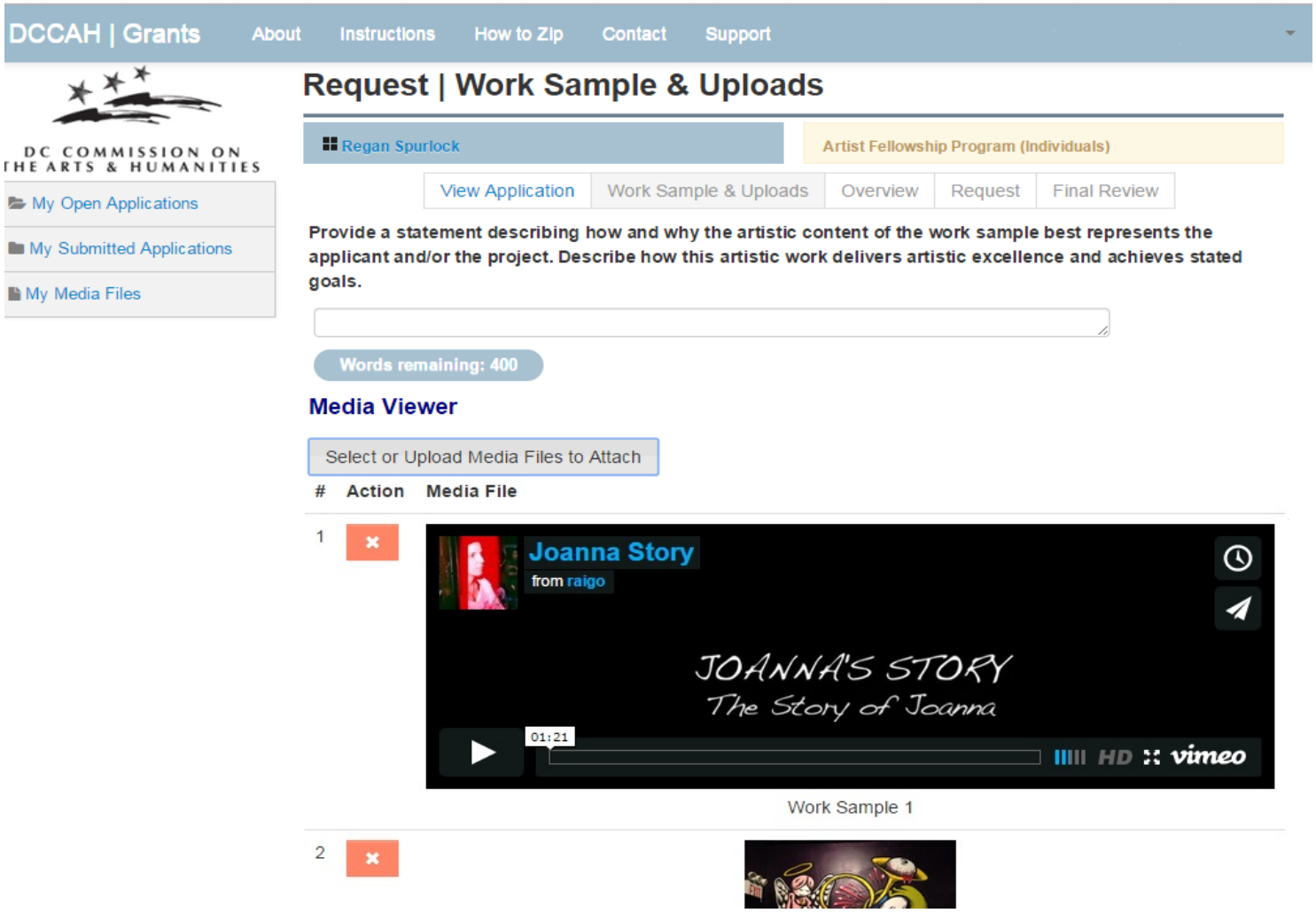
CAH Grant Portal: Media Viewer



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Mandatory Documents – For Panelists

- Work Sample(s)
- Support Material – Internally & externally produced
- Résumé of key personnel
- Board list with roles, responsibilities, and home addresses
- Current org budget as approved by the board
- Profit & loss statement from most recent quarter
- Balance sheet from last fiscal year
- Most recent IRS 990
- Orgs with budgets over $250,000:
  - 2017 DataArts Funders Report reflecting three years of data
- Orgs with budgets under$250,000:
  - IRS Form 990 (orgs under $50K – Bank statement from past 12 months)
  - Annual Report
  - Document listing: # of participants affected and served, list of programs, top three fundraising methods

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Mandatory Documents – CAH Compliance

- Arrest and Conviction Statement
- Certificate of Clean Hands, dated no more than 30 days prior to the deadline
- Certificate of DC Incorporation
- Articles of Incorporation
- Certificate of Liability Insurance – general coverage
- IRS 501(c)(3) Letter of Determination
- Statement of Certification
- Signed 2017 IRS Form W-9 (Note: Post office boxes are prohibited)

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Work Samples – Arts, Humanities, Arts Ed. Content

- CAH values and emphasizes arts, humanities, and arts education content in all grant programs within all disciplines.
- Arts, humanities, and arts ed. content is the first of several criteria on which an application is reviewed.
- No work sample may be more than 2 years old. Check the work sample appendix noted on the Guide to Grants.
- Arts, humanities, and arts ed. content is demonstrated to the panel through the applicant's:
  - Work sample;
  - Support materials;
  - Résumé of key personnel

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Support Materials & Résumé(s) of Key Personnel

Support Materials

- 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!
- **Internally produced**: up to 3 subscription brochures, curricula, strategic plans, etc.
- **Externally produced**: up to 3 press clippings, letters of support, reviews, etc.

Résumé(s) of key personnel

- Advisory Review Panel reviews the résumés of the key artists, administrators, and facilitators involved in the grant activities.

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District Impact & Engagement: Assessment & Evaluation

Purpose of Assessment & Evaluation

- 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 of Assessment & Evaluation

- 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.

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Request Details: Up to 5 Core Programs

List up to five (5) core programs, projects, or initiatives that will take place during the upcoming fiscal year. Please group activities into categories, e.g. "Season of 5 classical American plays."

Program type: Arts Education
Program cost: $15,000
# of audience/youth served: 5000
Brief description (100 words): 30 classroom workshops at 5 schools in Ward 6.

Program type: Festivals & Projects
Program cost: $350,000
# of audience/youth served: 18,000
Brief description (100 words): Annual June literary festival.

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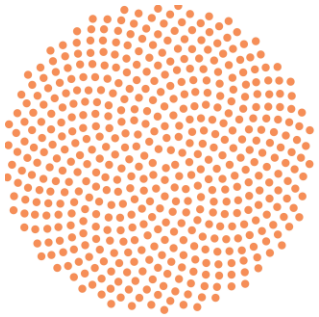

DataArts™

- DataArts empowers the nonprofit arts and culture sector with high quality data and resources in order to strengthen its vitality, performance, and public impact.
- The DataArts Funders Report is DataArts' flagship service, which thousands of cultural nonprofits use annually to report their financial and programmatic information. There is no one indication on the DataArts Funder Report
- Focus on large variances aka (% change) throughout the report
- The Funder Report is meant to be read both **horizontally** and **vertically** for comparison between line items and overall trend analysis.

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Organization Information

Organization name: **Example Ballet Company**

City: Bronx
State: NY
County: Bronx County

NISP Discipline: 01 - Dance
NISP Institution: 3 - Performing Group
NTEE: A63 - Ballet

Applicant is audited or reviewed by an independent accounting firm.

Federal ID #: 123456789
Year organization founded: 1975
Organization type: 501(c)3 nonprofit organization

Fiscal year end date: 07-31
DUNS #:
Full-time staff: 20
Paid FTEs: 79.08

A display value of -0% signifies a value of less than +/- 0.5%

Financial Summary

Unrestricted Activity	FY 2013	FY 2014	% Change	FY 2015	% Change
Unrestricted operating revenue					
Earned program	$4,392,011	$4,334,586	-1%	$4,336,762	0%
Earned non-program	$382,441	$351,270	-8%	$427,667	22%
Total earned revenue	$4,774,452	$4,685,856	-2%	$4,764,429	2%
Investment revenue	-$415,036	$402,580	197%	$353,663	-12%
Contributed revenue	$4,743,456	$3,567,201	-25%	$5,492,869	54%
Total unrestricted operating revenue	$9,102,872	$8,655,637	-5%	$10,610,961	23%
Operating expenses					
Program	$8,439,176	$8,015,479	-5%	$8,730,389	9%
Fundraising	$854,742	$686,240	-20%	$635,767	-7%
General & administrative	$1,102,181	$1,113,211	1%	$1,150,321	3%
Total operating expenses	$10,396,099	$9,814,930	-6%	$10,516,477	7%
Net unrestricted activity - Operating	-$1,293,227	-$1,159,293	10%	$94,484	108%
Net unrestricted activity - Non-operating	$7,000	$5,000	-29%	$235,285	4,606%
Total net unrestricted activity	-$1,286,227	-$1,154,293	10%	$329,769	129%
Net temporarily restricted activity	-$135,328	$854,102	731%	$6,121,913	617%
Net permanently restricted activity	$37,867	$32,740	-14%	$28,704	-12%
Net total activity	-$1,383,688	-$267,451	81%	$6,480,386	2,523%

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Attendance

Types of In-person Attendance	FY 2013	FY 2014	% Change	FY 2015	% Change
Performance Tickets	65,800	82,000	25%	83,045	1%
Open Rehearsal Tickets	52	20	-62%		-100%
Admissions	9,020	13,000	44%	12,961	-0%
Registrants for Classes/Workshops	6,400	2,200	-66%	9,800	345%
Lecture Attendees	65	70	8%	120	71%
Conference Participants	589	1,008	71%	1,571	56%
Total In-Person Participation	81,926	98,298	20%	107,497	9%

Types of In-person Attendance - Paid	FY 2013	FY 2014	% Change	FY 2015	% Change
Performance Tickets	65,000	73,000	12%	72,100	-1%
Open Rehearsal Tickets			n/a		n/a
Registrants for Classes/Workshops	5,500	1,200	-78%	9,000	650%
Lecture Attendees	20	20	0%	20	0%
Conference Participants	548	954	74%	1,514	59%
Total In-Person Participation - Paid	71,068	75,174	6%	82,634	10%

Attendance Ages	FY 2013	FY 2014	% Change	FY 2015	% Change
Children (18 and under)	1,800	1,800	0%	1,800	0%

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	FY 2013			FY 2014			FY 2015		
	Contributions	Contri-butors	Average Contribution	Contributions	Contri-butors	Average Contribution	Contributions	Contri-butors	Average Contribution
Board	$846,735	9	$94,082	$400,263	12	$33,355	$973,597	14	$69,543
Individuals	$1,947,667	2,335	$834	$2,262,871	1,891	$1,197	$7,015,146	1,764	$3,977
Corporate	$230,040	64	$3,594	$110,842	23	$4,819	$232,288	26	$8,934
Foundation	$643,600	34	$18,929	$908,505	28	$32,447	$2,920,660	25	$116,826
Government *(Includes Tribal)*	$537,029	4	$134,257	$379,737	4	$94,934	$302,183	4	$75,546
Total	$4,205,071	2,446	$1,719	$4,062,218	1,958	$2,075	$11,443,874	1,833	$6,243
Board Members		10			12			15	
Percentage of board members who contribute		90%			100%			93%	

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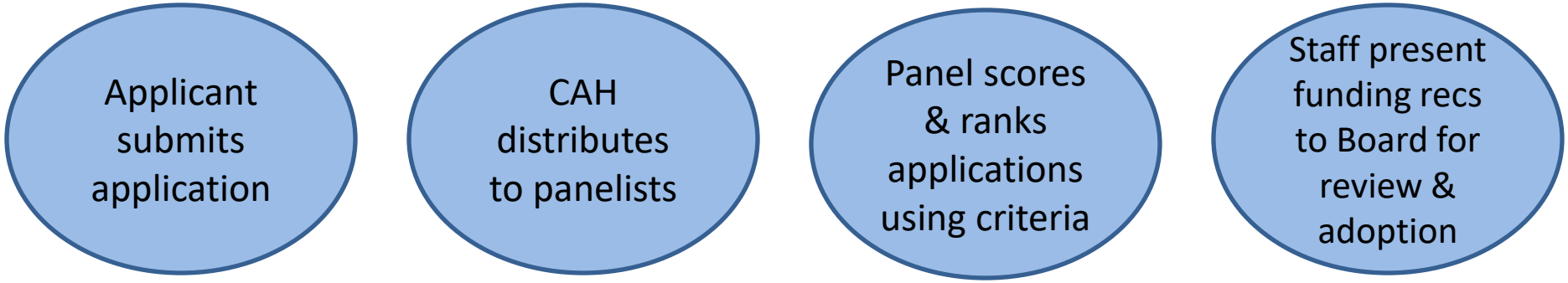
Review Process



Applications are reviewed according to the following criteria:

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General Operating Support for Arts & Humanities Service Organizations Review Criteria

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Service Orgs Review Criteria 1
Content of Services Provided – 40%

- Services provided are of high quality and aligned with its mission based upon the applicant's materials;
- Organization has proven success in increasing the capacity, stability, and effectiveness of individual artists and scholars, small community-based agencies, and/or large arts and humanities institutions;
- Personnel have demonstrated expertise
- Services promote inclusion, diversity, equity and access – and commitment to under-resourced organizations and communities.

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Service Orgs Review Criteria 2
District Impact and Engagement – 30%

- Strategies to determine program recipient impact through evaluation and details changes implemented to ensure continued growth;
- Demonstrates commitment to hiring DC-based arts and humanities professionals;
- The applicant demonstrate an understanding of the unique cultural nature of DC and the needs of DC arts & humanities organizations and practitioners.

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Service Orgs Review Criteria 3
Organizational Management, Capacity and Sustainability – 30%

- Demonstrates proper oversight with well-rounded expertise;
- Sufficiently stable, in terms of expertise, organizational capacity, financial status to implement the proposed request;
- Financial information is detailed, accurate, feasible, and directly related to the request.
- Ability to attract financial support necessary to sustain the activities.

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General Operating Support for Arts & Humanities Organizations Review Criteria

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GOS Review Criteria 1
Arts, Humanities and Arts Education Content and/or Merit – 40%

- Work sample and support materials demonstrate the highest standards of arts, humanities and/or arts education accomplishment aligned with its mission
- Applicant uses personnel with demonstrated arts, humanities and/or arts education expertise to plan and implement content

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GOS Review Criteria 2
District Impact and Engagement – 30%

- Strategies to determine organizational impact through evaluation and details changes implemented to ensure continued growth;
- Demonstrates commitment to hiring DC-based arts and humanities professionals;
- Services promote inclusion, diversity, equity and access for audiences, participants, staff and board;
- The applicant demonstrate an understanding of the unique cultural nature of DC.

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GOS Review Criteria 3
Organizational Management, Capacity and Sustainability – 30%

- Demonstrates proper oversight with well-rounded expertise;
- Sufficiently stable, in terms of expertise, organizational capacity, financial status to implement the proposed request;
- Internal capacity to administer the grant
- Ability to attract financial support necessary to sustain the activities.

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Successful GOS Applications

- Provide work samples and support materials that best represent the work of the organization and realization of its mission as a DC arts, humanities and/or arts ed. provider;
- Have a clear commitment to **inclusion, diversity, equity and access** and instances of participation among audiences, staff and board leadership;
- Provide evidence of strong levels of assessment and growth from participation, evaluation and risk; and
- Provide detailed, accurate and feasible budget information and clear information on large variances reported on the DataArts funder's report.

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GOS: Notifications & Payments

- Applicants will be notified with the **intent to fund letter** in **APRIL.**
- Intent to fund will include assigned CAH program manager.
- In October 2018, the original copy of the grant agreement and all associated documents must be completed and returned to CAH via the portal.
- Please note that the date of payment disbursement is subject to change depending on the availability of funds and completion of all compliance documents.
- **Please employ the direct deposit option now in advance of submitting an application if you have been funded in the past.**

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Performance Monitoring

- All grant recipients are subject to monitoring requirements in the City-Wide Grants Manual and Sourcebook.
- GOS participants will be monitored by assigned CAH program manager through all of the following:
  - Interim & final reports via online portal
  - Site visits (including performances, presentations and meetings with leadership)
  - Email correspondence and phone calls
- All grantees must complete a final report by October 15, 2019.

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Questions?

Office Hours

Monday-Friday, 9 am to 5:30 pm

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Washington, DC 20003

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