



**DC COMMISSION ON
THE ARTS & HUMANITIES**

REQUEST FOR APPLICATIONS GUIDELINES FY 2019 PROJECT-BASED GRANT: PUBLIC ART BUILDING COMMUNITIES

Applicants may submit two (2) Public Art Building Communities (PABC) applications per grant cycle and up to four (4) applications per year.

Projects by Individuals

Individuals may apply for up to \$50,000

**Cycle 2 Deadline: August 17, 2018 at 4:00 pm
Eastern Time (ET)**

Projects by Organizations

NEW: BROADER ELIGIBILITY FOR NONPROFITS

Organizations may apply for up to \$125,000

DC Business Improvement Districts (BIDs) may apply for up to \$250,000

**Cycle 2 Deadline: Friday, August 17, 2018 at 4:00 pm
Eastern Time (ET)**

Government of the District of Columbia
DC Commission on the Arts and Humanities
200 I Street, SE, Suite 1400
Washington, DC 20003

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NEW



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: PUBLIC ART BUILDING COMMUNITIES (PABC)

Applicants may submit two (2) applications per grants cycle and up to four (4) applications per year.

FY 2019 FUNDING: For projects occurring between October 1, 2018 - September 30, 2019
Staff Contact: Public Art Manager, Lauren Dugas Glover, 202-724-5613
Email: Lauren.glover@dc.gov

CYCLE 2

Release Date: Friday, May 25, 2018

Deadline: **Friday, August 17, 2018 at 4:00 pm ET**

Notification Date: Monday, October 1, 2018 (letter of intent to fund)

Request Amount: Individuals may apply for up to \$50,000
Organizations may apply for up to \$125,000
DC Business Improvement Districts (BIDS) may apply for up to \$250,000

PABC Program Description

The Public Art Building Communities (PABC) grant program supports individual artists and organizations in their effort to design, fabricate and install new temporary or permanent works of Public Art that connect artists (and their artwork) with communities by awarding project funding.

For the purposes of this grant, Public Art is defined as artwork in any media sited and installed on locations that are accessible to the public (without cost) and in an exterior (outdoor) location free of encumbrances. Permanent public art is defined as existing for duration of at least five (5) years (without regular maintenance), and temporary projects must demonstrate duration of less than two (2) years.

Examples of Public Art include, but are not limited to: sculptures, mosaics, artistic streetscapes, murals, paving pattern, media/digital installations, landscape designed projects, custom benches, artistic water features, stained glass installations, and artistic arches, gates or railings.

Performance art based projects, previously created works- of-art and projects that have previously received CAH funding are **ineligible** for funding in this grant program.

Artwork must be sited and installed onto locations that are accessible to the public. Grant funds may be used for fees associated with the design, fabrication, installation and de-installation of the artwork(s) including: artist fees, materials, insurance, engineering, shipping, fabrication and installation services, permits, copyright registration, licensing and, media documentation.

IMPORTANT: Prior to final application submission:

1. A letter of support from the local [Advisory Neighborhood Commission \(ANC\)](#), in which the proposed project will be installed, is required from all applicants in this grant program.
2. To obtain a letter of support, the applicant must request a hearing before the ANC to present the final designs for the proposed project.
3. As a means to promote public awareness to community members, applicants must distribute flyers to area businesses and residents within a three (3) block radius of the proposed project site announcing the ANC meeting date on which the applicant's project will be heard with the intention to invite members of the public to attend the meeting and consider the project. At the meeting, applicants are advised to communicate that funding for the proposed project is subject to CAH approval.
4. Following the presentation at the ANC meeting, and upon ANC approval of the project, applicants are required to obtain a letter of support from the ANC.
5. Applicant must submit a copy of that approval letter with their PABC grant application by the deadline.
6. Applicants are advised to plan early and contact the ANC for their meeting schedule and procedures.

Organizations are required to demonstrate a dollar for dollar (1:1) cash match, which is

designed to leverage public and private dollars and assist an organization's fundraising. In-kind contributions of goods and services and other CAH or District of Columbia government funds may not be used to satisfy the matching requirement for organizational grant award recipients. CAH grant funds must be expended within CAH's Fiscal Year 2019 (FY 2019) (October 1, 2018 to September 30, 2019).

Applicants submitting proposals as individuals are not required to demonstrate matching funds.

PABC Goals

By making its PABC grant awards, CAH endeavors to:

- Encourage the creation and installation of original high-quality public art works within the District of Columbia;
- Develop meaningful opportunities to connect artists to communities;
- Provide exposure and participation to the community in the public art making process;
- Further learning or discovery opportunities that may be present through public art installations;
- Support the creation of public art by DC resident artists;
- Promote robust and diverse artistic expression that resonate with residents of the District of Columbia; and,
- Contribute to the District of Columbia's public art collection in the built environment.

Successful PABC Applications

Successful PABC applicants shall, in their respective grant applications:

- Present a visionary idea that represents a strategic departure from the applicant's standard practices in order to create a transformative impact on the current public art and cultural landscape of the District of Columbia;
- Comprehensively address each aspect of the project's design specifications, material selection, fabrication process, as well as installation and maintenance processes (and, when appropriate, de-installation);
- Detail and clearly identify the proposed project's budget (indicating all revenue and expense categories), and demonstrate effective fiscal management through narrative or support materials;
- Articulate the project's community engagement methods and efforts;
- Explain the project implementation schedule and detail the specific execution logistics necessary to support a successfully complete project within the funding period; and,
- Should be complete with detailed responses to application questions, mandatory documents submitted and materials included (uploaded) by application the deadline.

NOTE: CAH encourages early application submission; the portal closes for entries PROMPTLY at the 4:00 PM deadline.

Applicant Eligibility and Restrictions Individuals must (at the time of application):

- Be experienced artists or arts related professionals (e.g., presenters, producers or educators), over the age of 18;
- Provide a valid government-issued identification or tax return to demonstrate evidence of legal residency in the District of Columbia of at least one (1) year prior to the application deadline. DC post office boxes may not be used as a primary address;
- Must maintain residency in the District of Columbia throughout the grant period; and,
- Be in good standing with CAH. Applicants with incomplete or delinquent reports from any prior funding program, as of October 15, 2018 (or otherwise as determined by CAH), are ineligible to receive additional funds from CAH in FY 2019.

Organizations must (at the time of application):

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- 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 or be a DC Business improvement District (BID);
- **Demonstrate a partnership with a visual artist to design, fabricate and install the proposed application work-of-art in a public space;**
- Ensure that at least fifty-one percent (51%) of the organization's activities 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 (OTR) ;
- 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 primary business address); and,
- 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).

Applicant Restrictions:

- Individuals and organizations that require "fiscal agents" and that are for-profit organizations; private foundations; political organizations; colleges or universities; foreign governments; federal government agencies and, other District of Columbia government agencies, including DC Public Schools and charter schools.

Allowable Costs and Funding Restrictions

As a District of Columbia agency, CAH must ensure that all grant funds are expended in a fiscally responsible manner. CAH grant-related “allowable costs” are costs that the District government (through its subordinate agency, CAH) has determined, in its sole discretion, to be valid expenditures.

Examples of Allowable Costs for PABC Grant:

- Artist fees not exceeding 20% of the project budget/artistic personnel
- Materials directly related to project implementation
- Liability Insurance
- Engineering costs related to the project
- Space rental
- Shipping
- Fabrication and installation services
- Permits
- Travel and transportation directly related to project implementation
- Copyright registration
- Plaque and dedication costs
- De-installation costs for temporary projects
- Photographic documentation and project implementation equipment purchases below or equal to \$500

Examples of Funding Restrictions for PABC Grant:

- Performance art projects
- Virtual installations that require user-owned devices
- Symposium or lectures
- Prefabricated or pre-existing artworks
- Equipment and/or technology purchases required to maintain the project (projects must be self-sustaining)
- Food and beverages expenses
- Equipment purchases over five-hundred dollars (\$500)
- Capital expenditures
- Sub-granting or re-granting
- Debt reduction
- Scholarships or award ceremonies
- Fundraising activities or projects
- Tuition and scholarships
- College/University tuition or to fund universities, service organizations, foreign governments, or DC government agencies, including DC Public Schools or DC Public Charter Schools

The grant period is from October 1, 2018 to September 30, 2019. **Grant funds may not be used for activities or expenses that occur outside of the grant period.**

At the end of the grant period, the award recipient must submit a Final Financial Report (Form 805) to CAH. Grant awardees are responsible for demonstrating and documenting expenditures for the full (100%) grant amount. If the grant requires a cash match, award recipients must also demonstrate and document expenditures for 100% of the matched amount. The Final Financial Report (Form 805) can be retrieved from www.dcartts.dc.gov, click on the Grants tab and selecting “Managing Grant Award.”

Inclusion, Diversity, Equity and 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 13, 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 do not write applications for applicants. CAH staff members are available to review draft applications for thirty (30) minute appointments, on government business days up to one (1) week prior to the grant application deadline. Applicants should contact CAH to schedule a meeting by calling 202-724-5613. Please note that CAH requests the applicant prepare and deliver (by e-mail) their full **draft** application proposal along with any questions in advance of scheduling a meeting for agency staff assistance.

CAH conducts free workshops for participants to learn useful information about the agency’s funding opportunities and how to submit a grant application. **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 RSVP. Photo identification is required to enter CAH offices. More information about the dates and times of these workshops may be found at www.dcartts.dc.gov under [Grant Writing Assistance](#), or by calling CAH at 202-724-5613.

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
Live Web Chats dcarts.dc.gov/livechat

Live Online Web Chat with the Grants Team

On Fridays, May 25, June 8, June 15, July 13, and July 27 from 2:30- 3:30pm, CAH grants staff will be available to answer questions online via web chat. The directions to access the live web chats are available at www.dcarts.dc.gov/livechat.

Workshop Schedule

<u>Day & Date</u>	<u>Time</u>	<u>Topic</u>	<u>Location</u>
Friday, June 1, 2018	12:00pm-1:30pm	PABC	DMGEO
Wednesday, June 27, 2018	10:00 am–11:30am	PABC	CAH
Monday, July 9, 2018	12:00pm-1:30pm	PABC	DMGEO
Wednesday, July 18, 2018	6:00pm–7:30pm	PABC	CAH

Application Process

1. Review the [FY 2019 Guide to Grants](#) and the grant guidelines thoroughly and determine eligibility
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 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 ET, Friday August 17, 2018.** A confirmation e-mail 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 which 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 their 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. **The same project cannot receive multiple grants from CAH.**

Applicants are fully 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 (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 contact 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. Incomplete or late applications, or applications which do not follow the instructions, will be **ineligible** for review and funding.

- ✓ **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.

Review Process

All applications are scored according to four categories: Artistic Content, Community Impact and Engagement, and Capacity and Sustainability. The evaluation criteria are specific to each grant program and listed in each grant program's guidelines. **The application process is competitive and awards are subject to the availability of funds.**

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

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. Applicants will be notified on Monday, October 1, 2018.

The date of payment disbursement is subject to change depending on the availability of funds and procession of required documentation and materials.

In collaboration with other District of Columbia government agencies, CAH processes the payment request of its grant recipients in a timely manner. CAH does not create or distribute grant award payments through its offices or staff. To expedite its grant award payment process, CAH advises grant recipients to register to receive direct deposit of its grant award, by completing an Automated Clearing House (ACH) Vendor Payment Enrollment Form. The ACH Form can be found on CAH's website at [Managing Grant Awards](#).

Conditions of Funding, Reporting Requirements and Grant Cancellations

CAH reserves the right to rescind any and all grant awards for non-compliance with CAH grant guidelines, policies or regulations, at any time. FY 2019 grant recipients 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 Cancellations

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.

District of Columbia and Federal Compliance 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 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) (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.

Risk Management and Performance Monitoring

All grant recipients 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 grant recipients to ensure compliance with risk assessment monitoring, and those standards are discussed in greater detail in the applicants' grant agreements with CAH.

Recommended applicants are also required to procure and maintain commercial general liability insurance. The certificate of liability insurance must be provided to CAH before the recommended applicant begins performing work.

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, an evaluation of allowable costs, as assessment of efforts to meet projected grant applicant benchmarks, providing proof of expenditures, etc.

All grant recipients 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

For more information regarding CAH's grant programs, or clarification about accessibility requirements, work sample submissions and grant making processes can be found in CAH's [Guide to Grants](#).

Specific questions about the Public Art Building Communities grant can be referred to CAH employee Lauren Dugas Glover at Lauren.Glover@dc.gov or 202-724-5613.

FY 2019
PUBLIC ART BUILDING COMMUNITIES (PABC)

Review Criteria

Artistic Content 40%

- The applicant's work sample and support materials (brochures, articles, letters of support, etc.) demonstrate high standards of artistic excellence within the chosen discipline(s);
- Artist(s) and/or applicant's written concept exhibits high quality, innovation and creativity;
- Applicant has experience with site-specific public art projects and uses personnel with demonstrated arts expertise (such as arts administrators, professional artists) to plan and implement artistic content;
- The applicant demonstrates a commitment to hiring DC-based artists, where applicable, to deliver artistic content (such as arts administrators, professional artists);
- Artist(s) and/or applicant demonstrate the ability to translate artistic discipline to project;
- Visual impact of the proposed artwork exhibits high quality workmanship, innovation, and creativity; and,
- Proposed artwork takes into consideration the dynamics of the site and provides aesthetic quality by visually enhancing the public space places through innovation and thoughtful design.

Community Engagement and Impact 30%

- Project provides shared learning opportunities in the District that facilitate a greater participation in public art, relative to the artistic discipline, and promotes public understanding of visual public art;
- Applicant demonstrates sensitivity to the cultural, ethnic and economic background of the participants and the residents of the District of Columbia;
- The applicant partners with similar or complementary organizations to leverage resources for the described activities;
- Project addresses significant diversity of expression;
- Project addresses needs of the community and enhances the aesthetic quality of public places through innovation and thoughtful design;
- Project location(s) and presentation(s) are accessible to persons with disabilities;
- Applicant has substantive experience working with community representatives, landscape architects, businesses and government entities; and,
- Applicant demonstrates effective outreach to project participants and District residents.

Capacity and Sustainability 30%

- The described project, goals and schedule of planned activities are feasible;
- The applicant is equipped with art making expertise or managing an visual arts project, and demonstrates a capacity to successfully manage the workflow of the project from implementation to completion;
- The applicant demonstrates its financial competency in the project's overall scope;

- The applicant demonstrates the capacity to manage funds for the project and has appropriate financial monitoring systems in place (throughout the funding period);
- The applicant's budget information is detailed, credible, feasible and directly related to the grant request. Budget items in the application are shown to be eligible expenses;
- The applicant has prior experience in producing or managing similar public art projects;
- For **organizations**: the applicant demonstrates its ability to attract the financial support necessary to sustain the activities and acquire required matching funds;
- For **organizations**: the board of directors demonstrates a strong network of supportive professionals and a positive public image of diverse expressions for the organization; and,
- For **organizations**: the applicant demonstrates a commitment by its board of directors for the proposed project.

FY2019 Public Art Building Communities (PABC)

Application Checklist

The following is a checklist for all mandatory and supplementary documents required to submit the PABC application, which are in addition to the required narrative questions within the online application. Documents must be uploaded as PDFs through CAH's online grant portal prior to the application deadline. Visit www.dcart.sdc.gov, click on the grants tab, select "Managing Grant Award" to obtain the OPGS Compliance Documents.

Mandatory Documents:

1. **Work sample(s)** Submit ten (10) digital images of at least five (5) different works;
 - a. See **Guide to Grants** for more information on Work Sample Requirements.
Flyers and brochures are NOT considered work samples.
 - b. If the applicant is not the artist for the proposed project, then applicant must provide lead artist work samples (and Image Identification List).
2. **Support Materials**: up to six (6) items of additional material, e.g., newspaper articles, reviews, letters of support from community stakeholders, related activities or programs, brochures, etc.;
3. **Résumé(s) of key personnel** involved in the project, including the artistic director and executive director (for organizations), up to two pages each. Bios are unacceptable;
4. **Signed IRS W-9 Form** (Request for Taxpayer Identification Number and Certificate);
5. **Image Identification List** of applicant and lead artist work samples (if applicable);
6. **The proposed art in the form of detailed scale renderings**, drawings/sketches, models and/or other documents in order to present a meaningful representation of the proposed artwork including five (5) different perspectives: day perspective, night perspective, artwork superimposed within the proposed site location and artwork on site from 2 different views/angles);
7. **Digital images of the proposed project site** including four (4) different perspectives: site plan of the proposed site, aerial or site map of the immediate proposed site area and from two (2) different views/angles);
8. **Site owner contact information** (including physical address, phone number and email

address);

9. **Agreement between project site owner and applicant** that provides support of project, authorization to install proposed artwork onto the projected site and terms of maintenance for the duration of the installation. **Written permit verification** from the DC Consumer and Regulatory Affairs and the Department of Transportation, including its Public Space committee and the Historical Preservation office (if applicable) identifying the types of permits and approvals needed to complete the proposed project;
10. **Flyer(s) demonstrating community outreach notifying businesses and residents of your project's presence on the upcoming Advisory Neighborhood Committee (ANC) Meeting agenda;**
11. **Written ANC approval/support verifying** that the applicant has presented and received approval/support from the Advisory Neighborhood Committee of the proposed project site location.
12. **Police Department and Tuberculosis Screening Documentation.** Upload a statement that confirms the applicant will provide, upon approval of funding, a current Metropolitan Police Department Background Check and copy of Tuberculosis screening (for applicants working directly with youth only);
13. **Potential contractor bids.** If not applicable, upload a blank document indicating “not applicable”;
14. **Equipment estimates.** Submit up to three (3) estimates for equipment purchases (not to exceed \$500 per item);
15. **Letter of intent to purchase equipment.** Upload a letter detailing the specifics of the equipment’s use after the project is completed (for equipment purchases that have a life spanning more than two years only);
16. **Architectural sketches.** If not applicable, upload a blank document indicating “not applicable”;
17. **Artwork Relationship and Copyrights Warranty Form;**
18. **DC Office of Partnerships and Grants (OPGS) compliance documents** (templates and instructions are available at: <http://dcarts.dc.gov/page/managing-grant-awards>):
 - Statement of Certification (must be signed at time of application submission)
 - Arrest and Conviction Statement
 - List of Insurance Carriers Form indicating Certificate of Liability insurance – general coverage
 - Certificate of Clean Hands, dated within thirty (30) days prior to the application deadline

Additional Mandatory Documents for Organizations and BIDs:

1. **Lead artist work samples and Image Identification List.** Upload of five (5) digital images of at least five (5) different works and for each image, include the artist’s name, artwork title, medium, size and the year the work was completed. Digital images of the work sample must be numbered to correspond with the Image Identification List;
2. **IRS 501(c)(3) Letter of Determination;**
3. **Agreement between the qualified nonprofit organization and qualified artist that**

demonstrates partnership to design, fabricate and install the proposed work-of-art in the application designated public space

4. **Organizational chart** (Limit-one page limit);
5. **List of current Board of Directors** include board names (with officers), occupations and term limits;
6. **Current Annual Organizational Budget** Upload a budget with YTD income and expenses;
7. **Previous Fiscal Year Organizational Budget** Upload a budget with income and expenses;
8. **Current FY Balance Sheet** Upload a balance sheet with most recent financial quarter information;
9. **IRS Form 990** (Fiscal Year 2017 or most recently completed fiscal year);
10. **Equal Employment Opportunity (EEO) Policy Statement** (if applicable, for projects that have total project budget exceeding \$100,000);
11. **Data Universal Numbering System (DUNS)**: Numbers are free to obtain however, the process can take up to 30 days; and
12. **ARIBA Network Number**.

ADDENDUM A: Work Samples and Supplementary Materials

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

Arts and humanities content and/or merit is one of several criteria on which an application is reviewed. Other criteria include: District Impact and Engagement, Financial Capacity, Management and Sustainability, and others as dictated within the program guidelines and review criteria. Arts and humanities content and/or merit is primarily demonstrated to the advisory review panel through the applicant's:

Section 1 - Work sample(s)

Section 2 - Support material(s)

Section 3 - Résumé(s) of key personnel

Section 4 - General Suggestions from CAH staff (see below)

Of these, the work sample carries significant weight because it must contain the clearest depiction of the applicant's best work(s) of art and/or humanities. All applicants must submit arts and/or humanities work samples or demonstration of content of services provided to artists and humanities practitioners.

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.

The following is a list of all CAH grant categories some of which may not apply to this grant application:

Media Arts	
Film, Video, Radio	Applicants must submit up to two (2) audio/video recordings of completed work or work-in-progress.
Multi-disciplinary	
	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.
Photography	
	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.
Visual Arts	
	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.

Section 2 - Support Materials

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

Examples of support material include:

- Exhibition reviews
- Letters of recommendation
- Certificates, commendations or awards
- Assessments or work evaluations

Section 3 - Résumés of Key Personnel

Advisory review panelists may determine the capacity and sustainability of the proposed project by reviewing the résumés of the key artists, administrators, and facilitators involved in the grant activity.

Section 4 - General Suggestions from CAH Staff

When creating and preparing work samples, support materials and résumés, CAH recommends that applicants consider the following:

- Applicant should test the functionality of viewing (or playing, in the case of video) work sample(s) in the application portal prior to final submission of their application. If the applicant cannot view a work sample, it is unlikely that panelists will be able to view it. For technical assistance, contact CAH with ample time to address the issue prior to the application deadline.
- Select recent, high quality samples that relate as directly to the application as possible.
- Upload pictures as JPG files (less than 20MB) with a minimum resolution of 72 dpi.
- Exceeding the recommended number of work samples in an application may weaken the application.
- Carefully chosen work samples (pictures, videos, renderings, etc.) tend to make the greatest impact and create a strong artistic impression.
- Advisory review panelists must review a work sample from applicants. However, a review of all work samples of the same application is not compulsory for panelists.
- Label each work sample or document so that panelists can easily identify it.
- For project-based grants, such as PABC, including samples of similar projects completed, help to illustrate the applicant's ability to execute the proposed project.
- Application materials should demonstrate the skill level of the artist(s) involved in the creation of artwork.

For video submission:

- Do not send promotional work samples (e.g., highly-edited booking tapes).
- Do not send low light video work samples or samples of low-resolution quality.
- In video work samples longer than five (5) minutes, indicate the time where you would like panelists to begin viewing (e.g. "View beginning at time 10:30 from video start").

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 (hyperlinks).
- Ensure that the website links or online materials are functional and accessible through, at minimum, September 30, 2019 (the grant funding period). An inoperative link to a website containing your work sample will negatively affect the application. CAH is not responsible for any material outside of the online grants portal.

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