



PROJECT-BASED GRANT

Applicants may submit one (1) Projects, Events and Festivals application per grant cycle

FY 2019

Projects, Events and Festivals (Organization) Cycle 1

Projects by Organizations

Organizations may ask for up to \$20,000

Deadline: Friday, June 8, 2018 at 4:00 pm ET

Questions

Work Samples & Uploads

Provide a statement describing how the content of the work sample best represents the applicant and/or the work supported by the request.

(400 Words)

(Required)

Work Sample:

(Required)

Tip: Make sure you can see/play work samples before submitting

Support Materials:

(Required)

Resume(s) of key personnel involved in the project, such as artistic staff and project administrators:

(Required)

Current Board of Directors:

(Required)

Letter of Project Site Agreement:

(Required for Festivals. Optional but recommended for all other PEF applicants.)

IRS Form 990:

(Required)

Arrest and Conviction Statement (template here: <http://dcarts.dc.gov/page/managing-grant-awards>):

(Required)

Certificate of Clean Hands (visit <http://dcarts.dc.gov/page/managing-grant-awards> for instructions on how to generate a certificate of clean hands):

(Required)

Tip: Dated within 30 days of the deadline

Certificate of Insurance:

(Required)

IRS Letter of Determination:

(Required)

Statement of Certification (template here: <http://dcarts.dc.gov/page/managing-grant-awards>):

(Required)

Tip: Dated at time of submission

W-9:

(Required)

Tip: Dated within 30 days of the deadline

Overview

Project Title:

(10 Words)

(Required)

Amount Requested:

(Required)

Type of Support:

(Required)

Project Begin Date:

(Required)

Tip: Must be on or after October 1, 2018

Project End Date:

(Required)

Tip: Must be on or before September 30, 2019

Provide a brief summary of the project.

(200 Words)

(Required)

Have you applied for a grant from CAH within the past 5 years?

(Required)

Have you received a grant from CAH within the past 5 years?

(Required)

Has your address changed in the past 12 months?

(Required)

Request

Organization Profile

In which ward is the applicant headquartered?

(Required)

Legal Status:

(Required)

Applicant Discipline:

(Required)

Institution Type:

(Required)

Organization Founding Date:

(Required)

What is the organization's mission and vision?

(200 words)

(Required)

List the organization's top three accomplishments from the past two years.

(200 words)

(Required)

Request Details

Applicant doing business as (how applicant would like name to appear in public documents):

(Required)

Arts or Humanities Education Population, if applicable:

(Required)

Project Descriptors:

(Required)

Project Discipline:

(Required)

Type of Activity:

(Required)

Is this a project, event or festival? (If “Festival”, then the applicant MUST provide a “Letter of Project Site Agreement” in the Work Sample and Uploads tab.)

(Required)

Provide a timeline and/or schedule of planned activities related to the grant request.

(300 Words)

(Required)

Trip: Include dates.

Expected number of arts and/or humanities professionals paid by this grant request (in whole or in part):

(Required)

Tip: Numeric answers only

Provide past examples executing activities similar to this request. Responses can include examples of the applicant fabricating, installing, managing, producing and/or presenting similar projects.

(300 Words)

(Required)

What personnel does the applicant use to implement the project? Of these, how many are DC residents?

(200 Words)

(Required)

District Impact & Engagement

Which ward(s) will the activities impact?

(Required)

Expected number of individuals directly impacted by this request during the grant period.

(Required)

Define the DC target population for this project. In what ways does this project impact the District, and meet the unique demands of the targeted population?

(400 Words)

(Required)

How will the applicant market its activities to specified populations in DC? What are the direct efforts to engage these populations? How does the applicant evaluate this engagement?

(300 Words)

(Required)

What modes of programmatic evaluation has the applicant used in the past? Provide examples of changes as a result of the evaluation(s). If none, explain why. What are the anticipated modes of evaluation the applicant will employ?

(300 Words)

(Required)

If partnerships are involved in any of the activities discussed above, provide relevant details and documentation.

(300 Words)

(Required)

How does the applicant ensure all activities and modes of engagement are accessible to District residents and visitors with disabilities and of all backgrounds? Discuss the applicant's strategies to include people of with disabilities as well as other underserved populations, which include those whose access to professional arts and humanities experiences is limited by geography, ethnicity, and/or economics. (For more information, review the Americans with Disabilities Act, the FY18 Guide to Grants and DC Human Rights Act of 1977.)

(200 Words)

(Required)

Budget Narrative, Capacity & Sustainability

Organizational Cash Expenses for most recently completed fiscal year.

(Required)

Total Project Budget:

(Required)

Provide a budget narrative. Include relevant and any additional clarifying information that may help understanding. Include the sources of required matching funds and whether the funding is secured or pending.

(400 Words)

(Required)

Is there anything specific the panel should know about the applicant's finances?

(100 Words)

(Required)

Describe the applicant's approach to obtaining insurance to cover project activities.

(200 Words)

(Required)

Budget

(Budget Tab, Required)

Please enter the Project Income and Project Expense line items. Use the "Description" field below to denote which expenses will be charged to the CAH award and the amount of those expenses. (Required)