



## PROJECT-BASED GRANT

Applicants may submit one (1) Sister Cities Grant application per grant cycle

**FY 2019**

### Sister Cities Grant (Organization)

#### Projects by Organizations

Organizations may ask for up to \$30,000

Deadline: Friday, June 15, 2018 at 4:00 pm ET

#### Questions

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#### 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)

Tip: 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.)

Scanned image of valid passport for all travelers

(Required)

Scanned image of visa application for travel to Sister City for all travelers

(Required)

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

(Required)

Board List:

(Required)

One-Page Bio(s) of Key Personnel Consistent with Provided Template

(Required)

Tip: See template in guidelines

Detailed Budget

(Required)

Tip: Consider current currency exchange rates

(<https://www.fiscal.treasury.gov/fsreports/rpt/treasRptRateExch/currentRates.htm>) and:

- Registration fees (with cost verification), travel and lodging costs consistent with per diem outlined by the US Department of State
- Travel insurance for at least \$2 million in coverage for each traveler (up to \$100 of grant funding can be applied to cost of travel insurance)
- Visa application fees (with cost verification)

Detailed Project Outline:

(Required)

Tip: Consider descriptions for any festivals or events featuring the grantee(s). Names and brief biographies and résumés of destination city contacts are also strongly encouraged and demonstrate that the applicant has a fully-developed plan for travel.

Most Recent IRS 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)

Tip: general coverage and, if the project merits additional insurance, demonstrated knowledge of how to attain it

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)

Organization Fiscal Year (i.e. Jan- Dec or 7/1-6/30)

(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)

Select which District of Columbia Sister City the applicant will work with. Select all that apply.

(Press control and click to select multiple cities.)

(Required)

Provide the name, address and contact information of your partner(s).

(Required)

(200 Words)

Project Discipline:

(Required)

Artist or Humanities Practitioner Type:

(Required)

Type of Activity:

(Required)

Arts/Humanities Education Population, if applicable:

(Required)

Project Descriptors:

(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. Indicate where the activities will take place.

(300 Words)

(Required)

Trip: Include dates.

Provide past examples executing activities similar to this request. Responses may include examples of the applicant fabricating, installing, managing, producing and/or presenting similar projects with a Sister City and/or other international partners.

(300 Words)

(Required)

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

(200 Words)

(Required)

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

(Required)

Tip: Numeric answers only

## **District Impact & Engagement**

Expected number of individuals directly impacted by this request.

(Required)

Define the target audience and/or participants as related to the activities and/or programs and the grant request. In what ways do the applicant's arts and humanities activities and/or programs offer rich experiences that promote exchange.

(400 Words)

(Required)

How will the applicant market its activities and/or programs to specified target audiences and/or participants? What are the direct efforts to engage the applicant's audience and/or participants? 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)

Describe the Sister City partnership(s) involved in the activities or efforts discussed above. Note them with relevant details such as financial, resource sharing and/or as in-kind. Explain why it is

important to work this international partner at this time in your professional and/or artistic career.

(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)

In what ways does the applicant demonstrate individual/organizational stability to implement the proposed request in terms of capacity and financial expertise to successfully complete the project or activity?

(200 Words)

(Required)

Where necessary, does the applicant have travel visa(s) and travel insurance in place? Describe the applicant's specific visa solution, plan and timeline for securing these items.

(200 Words)

(Required)

Do all project-related travel arrangements adhere to airline, lodging, and per diem guidelines issued by the US Department of State (for more information refer to the grant guidelines)?

(100 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)