



**DC COMMISSION ON  
THE ARTS & HUMANITIES**

**REQUEST FOR APPLICATIONS  
FY 2019  
PROJECT-BASED GRANT:  
BUDGET ENHANCEMENT GRANT**

Applicants may submit one (1) Budget Enhancement Grant application per grant cycle

**Request amounts vary**

**Deadline: Friday, October 19, 2018 at 4:00 pm Eastern Time (ET)**

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

**Section 7141 of the District of Columbia’s (“District”) “Fiscal Year 2019 Budget Support Act of 2018” established the “Commission on the Arts and Humanities Grants Emergency Act of 2018” (2018 Grants Act). The 2018 Grants Act explicitly requires the District’s Commission on the Arts and Humanities (CAH) to award, in Fiscal Year 2019, the following grants:**

### **Organizations May Request Up To:**

- \$50,000 to provide support for an organization preserving the history of the District of Columbia for a program engaging students to research the history of their schools and produce a museum-quality exhibit; or,
- \$200,000 to provide support for a nonprofit, tax-exempt organization dedicated to preserving African-American cemeteries and burial grounds and their associated history, located in Georgetown, to establish markings and boundaries for these cemeteries and burial grounds and to make the locations of the graves, and the identity of those buried in those graves, visible and clearly defined; or,
- \$250,000 to provide support for infrastructure improvements, such as planting and planning, and for outreach events concerning the National Mall and its grounds to a nonprofit organization dedicated to improving, preserving, and restoring the National Mall; or,
- \$1,500,000 to assist with capital improvements, such as replacing aging building systems and production infrastructure, at a theater in the Central Business District that offers Broadway-style musicals; or,
- \$250,000 to provide a literary-enrichment program for District of Columbia public schools and public charter schools, including the provision of copies of literature and curricular materials and author visits for literary discussion with students; or,
- \$750,000 to support an existing museum dedicated to architecture, building, and design that serves District residents and visitors to the District to enhance activities and infrastructure, which shall include District-centric programming, a dedicated gallery, a visitor orientation center, planning and outreach for an exhibition about District of Columbia history, and an exhibition about its historically landmarked building; or,
- \$500,000 to support an international film festival scheduled to take place in April 2019 at Landmark’s E Street Cinema and AMC Mazza Gallerie movie theaters; or,
- \$2,000,000 to assist with capital improvements for a nonprofit theatre located in Ward 5 along Florida Avenue, N.E., that provides unique producing and presenting experiences for artists and has produced an arts festival for at least the past decade; or,
- \$1,000,000 to support a nonprofit, tax-exempt theater organization with a facility that opened in 2005 in the Penn Quarter neighborhood to upgrade and renovate its existing facilities, including rehearsal hall and theater, heating, ventilation, and air conditioning upgrades, bathroom, concessions, theater seating, and lobby renovations, and the enhancement of its security and safety systems, to improve public access and to increase the number of patrons to the facility; or,
- \$75,000 to support an initiative to present the east coast premiere of a newly commissioned work, with a week of related free community engagement events; or,
- \$1,000,000 to support a dance organization that has served the District for more than 70 years through performances, classes, and community engagement programs at THEARC; or,
- \$100,000 to assist a historical society that collects materials that document the history of everyday life in the District of Columbia, presents programs, and produces exhibits, with transition into new space and to facilitate the anticipated increase in visitors; or,
- \$1,000,000 to assist an existing nonprofit performing arts center, located in a building on the National Register of Historic Places within the H Street, N.E. Strategic Development Plan area, with capital improvements and related facility maintenance, including the repair, maintenance, replacement and upgrade of fire, life, safety, sanitation, electrical and HVAC systems, flooring and building infrastructure; or,

- \$1,000,000 to support a nonprofit organization dedicated to enriching the quality of life, fostering intellectual stimulation, and promoting cross-cultural understanding and appreciation of local history in all neighborhoods of the District through humanities programs and grants.



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**NOTICE: Applicants must read this Request for Applications (RFA) completely 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: Budget Enhancement Grant**

Applicants may submit one (1) Budget Enhancement Grant application per grant cycle.

**FY 2019**

### **Budget Enhancement Grants**

#### **Projects by Organizations**

<b>Release Date:</b>	Friday, September 21, 2018
<b>Application Deadline:</b>	<b>Friday, October 19, 2018</b>
<b>Grant Period:</b>	October 1, 2018 to September 30, 2019
<b>Award Amount:</b>	Varies

#### **Budget Enhancement Grant Overview and Goals**

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Section 7143 of the FY2019 Budget Support Act of 2018, the District of Columbia Commission on the Arts and Humanities (CAH) explicitly requires CAH to award, on a competitive basis, grants to:

- Provide support for an organization preserving the history of the District of Columbia for a program engaging students to research the history of their schools and produce a museum-quality exhibit; or
- Provide support for a nonprofit, tax-exempt organization dedicated to preserving African-American cemeteries and burial grounds and their associated history, located in Georgetown, to establish markings and boundaries for these cemeteries and burial grounds and to make the locations of the graves, and the identity of those buried in those graves, visible and clearly defined; or
- Provide support for infrastructure improvements, such as planting and planning, and for outreach events concerning the National Mall and its grounds to a nonprofit organization dedicated to improving, preserving, and restoring the National Mall; or
- Assist with capital improvements, such as replacing aging building systems and production infrastructure, at a theater in the Central Business District that offers Broadway-style musicals; or
- Provide a literary-enrichment program for District of Columbia public schools and public charter schools, including the provision of copies of literature and curricular materials and author visits for literary discussion with students; or
- Support an existing museum dedicated to architecture, building, and design that serves District residents and visitors to the District to enhance activities and infrastructure, which shall include District-centric programming, a dedicated gallery, a visitor orientation center, planning and outreach

for an exhibition about District of Columbia history, and an exhibition about its historically landmarked building; or

- Support an international film festival scheduled to take place in April 2019 at Landmark’s E Street Cinema and AMC Mazza Gallerie movie theaters; or
- Assist with capital improvements for a nonprofit theatre located in Ward 5 along Florida Avenue, N.E., that provides unique producing and presenting experiences for artists and has produced an arts festival for at least the past decade; or
- Support a nonprofit, tax-exempt theater organization with a facility that opened in 2005 in the Penn Quarter neighborhood to upgrade and renovate its existing facilities, including rehearsal hall and theater, heating, ventilation, and air conditioning upgrades, bathroom, concessions, theater seating, and lobby renovations, and the enhancement of its security and safety systems, to improve public access and to increase the number of patrons to the facility; or
- Support an initiative to present the east coast premiere of a newly commissioned work, with a week of related free community engagement events; or
- Support a dance organization that has served the District for more than 70 years through performances, classes, and community engagement programs at THEARC; or
- Assist a historical society that collects materials that document the history of everyday life in the District of Columbia, presents programs, and produces exhibits, with transition into new space and to facilitate the anticipated increase in visitors; or
- Assist an existing nonprofit performing arts center, located in a building on the National Register of Historic Places within the H Street, N.E. Strategic Development Plan area, with capital improvements and related facility maintenance, including the repair, maintenance, replacement and upgrade of fire, life, safety, sanitation, electrical and HVAC systems, flooring and building infrastructure; or
- Support a nonprofit organization dedicated to enriching the quality of life, fostering intellectual stimulation, and promoting cross-cultural understanding and appreciation of local history in all neighborhoods of the District through humanities programs and grants.

By making its Budget Enhancement Grant awards, CAH endeavors to meet the following goals:

- Provide access to high-quality arts and humanities experiences for all District of Columbia residents;
- Enhance the quality of life by supporting vibrant community projects within the arts and humanities; and,
- Strengthen the District’s creative economy through investments in cultural organizations that serve the community.

## **Description of Project Types**

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CAH’s Budget Enhancement Grant program provides project support for organizations to execute projects that promote arts and humanities activities to a diverse range of communities within the District of Columbia. CAH accepts applications for projects that demonstrate District impact and engage District residents and visitors within the defined categories (see above, “Budget Enhancement Grant Overview and Goals”).

CAH encourages community-based projects that share characteristics such as geographic location, common interests or a community impact. Arts and humanities projects may be defined as, but are not limited to, musical or dance concerts, visual art exhibitions, literary readings or festivals that feature dance, folk art, film, music, theatre and other art forms. Applicants who are unsure if their project may

qualify for this grant program are encouraged to contact Grants Programs Manager Benjamin Douglas at [benjamin.douglas@dc.gov](mailto:benjamin.douglas@dc.gov).

## Grant Eligibility and Restrictions

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**FY 2019 CAH “Facilities and Buildings” grantees may not apply to the FY 2019 Budget Enhancement Grant.**

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

Organizations may apply if they meet all of the following eligibility requirements at the time of application:

- Be offering one of the fourteen (14) types of projects identified above in the Budget Enhancement Grant Overview and Goals section;
- 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 19, 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;
- District of Columbia 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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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” Related to the Grant:**

- Salaries for arts and humanities professionals for nonprofit organizations;
- Teaching artists/humanists, or consultants;
- Travel and transportation directly related to project implementation;
- Materials, supplies and equipment purchases that are directly related to project implementation; and,
- Overhead, maintenance and administration of the project.

### **Examples of “Unallowable Costs” Related to the Grant:**

- Food and beverages;
- Operational reserves;
- Tuition and scholarships;
- Debt reduction;
- Re-granting (also known as “sub-granting”);
- Costs related to fundraisers and special events;
- Expenses unrelated to the execution of the project; and
- Funding to universities, foreign governments or DC government agencies, including DCPS.

Grantees with questions regarding allowable costs may contact the grant program manager. The grantee will be responsible for demonstrating expenses, as applicable, in the interim and final reports.

The grant period is from October 1, 2018 to September 30, 2019. CAH mandates that all of a grantee’s grant-funded activity expenses must be made during the District’s Fiscal Year 2019.

## **Inclusion, Diversity, Equity, Access**

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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 11, below) and the CAH Grants Glossary, located in the [Guide to Grants](#). For reference, applicants may use this link to access the text of the ADA: (<https://www.law.cornell.edu/uscode/text/42/12101>). Notwithstanding the fact that it has shared hyperlinks attached immediately above and later below, the District government does not represent that shared text of the ADA (or any other text) is the latest version of the subject law.



## 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 the 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.

## Grant Application Process

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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 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, October 19, 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 of the American public consistent with [The National Foundation on the Arts and Humanities Act](#), as amended in 1990. 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**

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CAH will notify applicants of this grant program as to the results of their application by December 31, 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 December 31, 2018. CAH does not disburse grant award payments through its office. However, in collaboration with other District of Columbia government agencies, CAH processes the grant award payment requests for grantees in a timely manner. 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 Friday, October 18, 2018 are ineligible to receive additional awards from CAH.

### **Reporting Requirements**

Grantees will be required to submit to CAH report(s) 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 report(s) 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 numbers of local artists and youth engaged. Grantees who do not submit Final Reports are ineligible for further CAH funding.

Grantees awarded \$10,000 or less must submit a Final Report by Friday, October 18, 2019. Grantees awarded between \$10,000 and \$999,999 must submit an Interim Report by Friday, April 19, 2019 and a Final Report by Friday, October 18, 2019. Grantees awarded more than \$1,000,000 must submit a Preliminary Report by Friday, April 19, 2019, an Interim Report by Friday, July 12, 2019, and a Final Report by Friday, October 18, 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.

### **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 Budget Enhancement Grants may be referred to CAH employee Benjamin Douglas, at [benjamin.douglas@dc.gov](mailto:benjamin.douglas@dc.gov). For more information regarding CAH's grant programs, or clarification about accessibility requirements, work sample submissions and grant making process, please refer to the [Guide to Grants](#).

# FY 2019 Budget Enhancement Grants

## Review Criteria

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### **Arts and Humanities Content 40%**

- The applicant's work sample and support materials (brochures, articles, letters of support, etc.) demonstrate high quality arts and humanities programming; and
- Applicant uses personnel with demonstrated arts/humanities expertise (such as arts managers, teaching artists, scholars) to plan and implement programmatic content.

### **District Impact and Engagement 30%**

- Project addresses needs of the target community;
- Applicant demonstrates sensitivity to the cultural, ethnic and economic backgrounds 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; and
- Organization has a proven commitment to inclusion, diversity, equity and access.

### **Organizational Management, Capacity and Sustainability 30%**

- The applicant is sufficiently stable, in terms of management expertise, organizational capacity, and financial status to implement the proposed request;
- The applicant demonstrates the internal capacity to administer the grant and has appropriate financial monitoring systems in place to track expenditures;
- The organization demonstrates proper oversight with a committed Board of Directors with well-rounded expertise; and
- The applicant's budget information is detailed, accurate, feasible and directly related to the grant request.

# FY2019

## PROJECT-BASED GRANT: BUDGET ENHANCEMENT GRANT

### Application Checklist

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The following is a checklist for all mandatory and supplementary documents required for the grant 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.dcartz.dc.gov](http://www.dcartz.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, offices, 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 IRS Form 990**
- 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 Liability Insurance – general coverage
  - 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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The DC Commission on the Arts and Humanities (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 and/or merit are one of several criteria on which an application is reviewed. Other criteria include: District Engagement and Responsibility to Community, Financial Capacity, Management and Sustainability, and others as dictated within the RFA guidelines. Arts and humanities content and/or merit is demonstrated to the advisory review panelists through the applicant's:

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

Of these, the work sample carries the most 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 of a grant award.

***Work samples must be no more than three (3) 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>	
	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: 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	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>	
	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 (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:

- Applicant should be able to view and/or play all work samples in the application before submitting. If a sample cannot be played, then panelists will experience the same.
- Select recent, high quality samples that relate as directly to the application as possible.
- Photograph uploads should be in JPEG (or JPG) format with a 72 dpi minimum resolution and should not exceed 20MB in size.
- Adding more than the recommended number of work samples to an application will often weaken it.
- 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, include samples of similar projects completed to illustrate an ability to execute the proposed project.
- Panelists must be able to assess the skill level of the artist(s) involved in the project work to be created, exhibited or taught.

For video submission:

- Do not include highly edited commercial/promotional video as a work sample.
- Do not include poor quality video samples or samples with dim lighting, unstable video, bright backlighting or blurred images.
- If the video work sample is longer than five (5) minutes, indicate the embedded timecode of the video where panelists should begin viewing the work sample (e.g. 5:05:00).

For online materials and websites:

- A website is often an insufficient work sample. Submit a website only if it is an essential part of the project.
- Provide all passwords or include any necessary information required to view the work sample, such as plug-ins or navigation paths.
- Ensure links to online materials or websites are fully functional and up-to-date. An inoperative link to a website containing a work sample will negatively affect the application. CAH is not responsible for any material obtained outside of its online grants portal, GDG.

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