



**DC COMMISSION ON  
THE ARTS & HUMANITIES**

# **REQUEST FOR APPLICATIONS FY 2019**

## **CURATORIAL GRANT PROGRAM (CGP)**

Applicants may submit one (1) Curatorial Grant Program application per grant cycle.

**Qualifying Project Types:**

**Gallery Exhibitions of Fine Art**

**Individuals may request up to \$25,000**

**Deadline: Friday, July 27, 2018 at 4:00 pm ET**

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

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## DC COMMISSION ON THE ARTS & HUMANITIES

**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”).**

### Curatorial Grant Program (CGP)

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Applicants may submit one (1) Curatorial Grant Program application per grant cycle.

**FY 2019**

#### Curatorial Grant Program (CGP)

##### Gallery Exhibition of Fine Art

<b>Release Date:</b>	Monday, April 30, 2018
<b>Application Deadline:</b>	<b>Friday, July 27, 2018 at 4:00 pm ET</b>
<b>Grant Period:</b>	October 1, 2018 to September 30, 2019
<b>Award Amount:</b>	\$25,000 (Maximum Award)

#### Curatorial Grant Program Overview and Goals

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The Curatorial Grant Program aims to provide an opportunity for the development and public presentation of visual art exhibitions by District resident curators. Through grant support and access to a contemporary exhibition space, CAH intends to serve the District’s residents by presenting compelling exhibition concepts of resident curators. Applicants must be individuals with prior curatorial experience.

CAH is soliciting grant applications from qualified individual visual arts curators for exhibition proposals intended for presentation in CAH’s 200 I Street Galleries, lobby gallery located in a District-owned government facility at 200 I (Eye) Street, SE Washington, DC, 20003.

Two (2) exhibition proposals will receive grants for curation and installation during FY19 (see schedule below). This grant is competitive with funding authorized from: Neighborhood Arts Projects – Curatorial Grant Program.

Applicant may only submit one (1) proposal **and** must indicate which of the two exhibition dates (below) they are available. (Applicant may indicate one or both periods.)

Spring Exhibition	Summer Exhibition
April 15 to May 24, 2019 (with installation from April 8- 12, 2019 and de-installation from May 27 –31, 2019)	August 5 to September 13, 2019 (with installation from July 29-August 2, 2019 and de-installation from September 16-20, 2019)

By making these Curatorial Grant awards, CAH endeavors to meet the following goals and an applicant’s submission should offer consideration to these goals:

- Provide curators residing in the District of Columbia with a public exhibition space accessible to diverse audiences and provide grant funding to facilitate presentation of curatorial ideas.
- Provide the opportunity to develop innovative and educational art exhibitions with high artistic, cultural and/or conceptual merit for presentation in public space.
- Increase awareness of, and access to, unique exhibitions and programs for District residents who may not otherwise be regular museum or gallery visitors.
- Further CAH’s tenets of I.D.E.A. (Inclusion, Diversity, Equity, and Access) through the expansion of CAH grant opportunities and public programming.
- Encourage the presentation of exhibitions that incorporate participation from emerging and underrepresented District resident artist(s) who may not otherwise have the opportunity to exhibit regularly in the District or metropolitan area.

## Successful CGP Applications

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Successful CGP applicants shall, in their respective grant applications:

- Present a visionary idea with a clearly defined curatorial concept that speaks to a chosen theme or focus. Proposal should clearly communicate the curator’s reasons for selecting participant artists and explain how their selected artworks relate to the theme and to each other.
- Provide a comprehensive detailed description of all aspects of the exhibition, including the art selection, installation and de-installation processes, public programming, marketing, and educational print material (including explanatory wall text and/or printed collateral materials).
- Each phase of the project must also be outlined within a timeline that includes all steps in the execution of proposed exhibition, including educational components and all programming events.

- Include artworks of consistent quality when evaluated in comparison with other artworks proposed for the exhibit. Images of all selected artwork including sketches of prospective newly commissioned artworks are required documents.
- Include renderings of the exhibition as designed for installation in the I Street Galleries that utilizes gallery images provided in Addendum A to illustrate the exhibition layout.
- Provide a detailed budget of all projected expenditures involved in the presentation of the exhibition and programming.
- Describe the curator’s public engagement plan while taking into account the specific gallery open hours, Monday-Friday (9am-6pm).
- Specify the type(s) of technology that may be required to present aspects of the exhibition and/or programming. Specification takes into account the locations of the electrical outlets in the I Street Galleries.
- Consider accessibility from various perspectives, including but not limited to language, physical ability and age.
- Reflect grant program goals, in response to each question. All questions must be answered thoroughly answered and submitted with all mandatory documents uploaded prior to the submission of the application.

**Program Specifics include:**

**Artwork:**

Two- and three-dimensional works including, but not limited to prints, drawings, mixed media compositions, paintings, photographs, ceramics, video works and sculptures in the round can be accommodated within the CAH Gallery. Both pre-existing works and commissioned works for this exhibition can be intermixed as the curator deems appropriate. However, sketches of works that have not yet been created are required at the time of application submission. Final works that deviate from the original sketch are subject to review and may be disapproved if the difference is deemed substantive and deviates from the proposed exhibition theme. A site visit to CAH’s gallery at 200 I (Eye) Street is highly recommended when considering prospective artwork for inclusion as well as for familiarity of the exhibit space. Artwork must be able to load-in through the front entrance (site visit required to obtain entrance dimensions) and works greater than 100lbs must be pre-approved for load-bearing capacity (for walls and floor). Curator(s) must utilize the exhibition space in its current state, requiring no additional construction or lighting.

**Installation and Deinstallation:**

Coordination of the exhibition installation by an insured professional art handler, installer and/or artist(s) is the responsibility of the Curator(s). CAH will assist Curator(s) with access to the gallery. Security clearance is required for access to the gallery due to its location within a District-owned building. All artwork should be labeled on the back or bottom with the artist name, artwork title and contact information. If sculpture in the round requires a pedestal, it is the curator’s responsibility to procure plain white matte pedestal(s) of appropriate size with grant funds. CAH will not be held

responsible for any failures of the pedestal to adequately support the work. Installation and deinstallation must take place during gallery hours.

**Gallery Hours for Installation/De-installation of Exhibition:**

- Monday to Friday, 9:00 am – 4:30 pm

**Gallery Hours for Public Viewing of Exhibition:**

- Monday to Friday, 9:00 am – 6:00 pm. Weekend hours are not available due to the security restrictions of the District office building.

**Grant Eligibility and Restrictions**

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**Eligibility Requirements of Applicants:**

Individuals may apply having met the following eligibility requirements at the time of application:

- Be artists or arts professionals (e.g., presenters, producers and educators), aged 18 or older;
- Be legal District of Columbia residents for at least one (1) year prior to the application deadline, and must intend to maintain primary residency during the entire funding period (October 1, 2018 to September 30, 2019);
- Have a permanent District of Columbia land address, as listed on legal identification and tax returns. The address provided on all application materials must match exactly the address provided on the submitted IRS W-9 form. Post office boxes cannot be used as a demonstration of the applicant’s primary address;
- Be in good standing with CAH, which is demonstrated by the applicant’s complete or non-delinquent reporting due to CAH from any prior CAH funding program, as of 4:00 pm on Monday, October 15, 2018. Applicants in poor standing are ineligible to apply and therefore, receive any additional grant award (in any category of grant funding) from CAH in FY 2019; and,
- Abstain from any use of a secondary party that acts on its behalf (“fiscal agent”) in the performance and execution of financial duties.

**Exhibition Requirements and Parameters:**

- Curators shall not include their own artwork in the exhibition.
- Artwork should adhere to 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. Representations of nudity, sexual conduct, violence, and overt political agenda will be assessed for appropriateness by CAH with respect to the gallery’s location within a District government facility. Children and families are regular visitors of the building and should be considered by curator(s).
- Curators must provide proof of insurance of at least \$2 million in general liability coverage and/or exhibition insurance riders, to cover any potential personal injury or loss/damage of the artwork during the installation, exhibition, and deinstallation periods. CAH is not

responsible for any damage, theft or photography of work by gallery visitors. Visitor photography outside of the opening reception is strictly prohibited and will be enforced to the extent possible by building security.

- Curators are solely responsible for planning, promoting and hosting an opening reception and other exhibit-related programs, such as artist talks or closing reception, if desired. Those plans must be clearly outlined in the proposal, and if application is selected, those plans are subject to final approval by CAH. Only for receptions or exhibit-related programs will CAH consider a modification or extension of the building hours. Proposals may indicate preferred time for reception(s) or exhibit-related programs. CAH will provide building policies and procedures.
- Obtain certification of “Citywide Clean Hands” (CCH) from the District of Columbia Office of Tax and Revenue (see page 12).
- 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).
- Curators are required to provide documentation of artists’ consent to participate in the proposed exhibition at the time of submission.
- Content, photographs, permissions and writing of accompanying exhibition catalogue must be submitted for CAH review prior to distribution.
- Curators are responsible for implementing communication strategies for the exhibit. Curators must coordinate with CAH staff regarding all public relations, promotions and any media interviews in advance and throughout the exhibition. CAH must review all promotional materials prior to any public distribution.
- Curators shall ensure that CAH has the right to use exhibition-related images for any promotion or archival purpose that it may require. Although images of the artwork and installation shots of the exhibition are subject to CAH use, images will not be replicated for commercial use under any circumstance.

**Applicant Restrictions (non-eligibility):**

- Individuals that require “fiscal agents;”
- Non-District residents;
- Non-profit organizations;
- For-profit (commercial) entities;
- Tax-Exempt organizations other than 501(c)(3) designated entities;
- Private foundations;
- Civic organizations;
- Political organizations;
- Foreign governments;
- Colleges or universities;
- District of Columbia Government and Federal Government agencies, including DC Public Schools;
- 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 that the District Government (through its subordinate agency, CAH) has determined, in its sole discretion, to be valid expenditures.

Each curatorial grantee will be awarded a grant up to **\$25,000** to execute their specific proposal.

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

- Curatorial fee (not to exceed 20% of budget);
- Artist fees/artistic personnel (for work specifically commissioned for the exhibition, including site specific works). To ensure fair compensation, curators can consult national standard pay schedules for artists and arts professionals. A source to consider for this information is linked [here](#);
- Equipment, technological resources, materials, supplies and services directly related to the fabrication, installation and/or de-installation of exhibited artwork;
- Methods of exhibition presentation (framing, pedestals, wall text and labeling, staging, etc.);
- Delivery and return of artwork (shipping/transportation between the CAH gallery and place of origin);
- Programmatic expenses (opening reception and other activities, such as artist talks and/or closing reception to be held at the CAH gallery);
- Insurance;
- Space rental for storage of exhibition;
- Consultants related to the exhibition;
- Travel directly related to exhibition project implementation; and,
- Documentation of the exhibition and supporting programming (video, still, printed catalogue).

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

- Food and beverages (inclusive of receptions and programs);
- Sub-granting or re-granting of funds from CAH;
- Tuition and scholarships;
- College tuition expenses;
- Funds that are provided to universities, service organizations, foreign governments or District of Columbia government agencies, including DC Public Schools.
- Costs related to fundraisers and off-site special events; and
- Travel or other expenses not directly related to executing the proposed exhibition.

All expenses must be documented by the grantee within the grant agreement. The CGP grant program manager reviews and approves all expenses before the grant agreement is processed for payment. Grantees with questions regarding allowable costs may contact CAH’s grant program manager. The grantee will be responsible for demonstrating the cash expenses in the interim and final reports.

The grant period is from October 1, 2018 to September 30, 2019. CAH restricts a grantee’s grant-funded activity expenses that are beyond the grant period.

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

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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 11, below) and the CAH Grants Glossary, located in the **Guide to Grants**.

## **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 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.

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 register to attend the workshop. Valid photographic identification is required to enter DC government offices. Additional information about CAH workshops may be found at [www.dcartarts.dc.gov](http://www.dcartarts.dc.gov), by clicking this link: [Grant Writing Assistance](#), or by calling CAH at 202-724-5613.

<b>Day and Date</b>	<b>Time</b>	<b>Topic</b>	<b>Location</b>
Friday, May 11	2:30pm-3:30pm	<b>All Open Grants</b>	<a href="#">Livechat</a>
Saturday, May 12	10:00am-12:00pm	<b>Open Hours</b>	200 I Street Galleries
Friday, May 18	2:30pm-3:30pm	<b>All Open Grants</b>	<a href="#">Livechat</a>
Saturday, May 19	10:00am-12:00pm	<b>Open Hours</b>	200 I Street Galleries

Thursday, May 24	6:00pm-8:00pm	CGP	200 I Street Galleries
Friday, May 25	2:30pm-3:30pm	All Open Grants	<a href="#">Livechat</a>
Thursday, June 7	6:00pm-8:00pm	CGP	200 I Street Galleries

On Fridays during the application window, grants staff will be available for online Livechats, may be accessed by visiting <https://dcarts.dc.gov/livechat>.

## 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, select “Forgot your password?”)
4. Upon registration, applicants select the desired grant program(s)
5. Complete the application questions, budget and budget narrative data
6. Upload all 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 EDT, Friday, July 27, 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 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 of Grant Awards**

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CAH will notify applicants of this grant program as to the results of their application by Monday, October 1, 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 October 1, 2018. CAH does not disburse grant award payments through its office. However, in collaboration with other District of Columbia government agencies, and in a timely manner, CAH processes the grant award payment requests for grantees. 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 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 numbers 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.

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 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 material 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 to 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 a 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 CGP grant may be referred to CAH employee Zoma Wallace at [zoma.wallace@dc.gov](mailto:zoma.wallace@dc.gov).

# FY 2019

## PROJECT-BASED GRANT: CGP

### Review Criteria

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#### **Unique and Compelling Concept 30%**

Curatorial premise and/or prospective artwork demonstrate creative and original theories, ideas or perceptions.

- Does the concept present challenging ideas or have the potential to stir thought-provoking discussion?
- Is there interactivity or interaction encouraged between viewer and artwork?
- Is there an educational quality that can engage diverse audiences (cultural, age, physical ability, languages spoken)?
- Exhibit related programs included in the proposed timeline are thoughtful, creative, innovative in format

#### **Merit of Artistic Content 30%**

Selected artworks are demonstrative of artistic excellence and are unmistakably related to the exhibition theme or focus. Curators have also considered the unique architecture of the gallery space and have responded accordingly with selections of artworks that occupy or activate the space well.

- What is the overall aesthetic quality of the selected artworks?
- Do selected artworks visually relate to each other cohesively?
- Is there a clear explanation in the curatorial statement of the thematic premise and how each artist fits into the exhibited group?
- Does rendering clearly define the look of the exhibition? Does artwork placement utilize the gallery space well?

#### **Budget 20%**

Clear itemized breakdown of the budgetary allocations of each aspect of the exhibition and programming.

#### **I.D.E.A. 10%**

Exhibition exemplifies the tenets of I.D.E.A. (Inclusion, Diversity, Equity, and Access) either through the roster of participant artists, thematic artistic content, and/or the deliberate involvement of diverse audiences of District communities in public programming

- Is there a demonstrated diversity represented among participant artists?
- Is the artistic subject matter indicative of curator's consideration of representing diversity?
- Are there demonstrated ADA considerations?
- How does the curator address audience development?

#### **Opportunity 10%**

Exhibition offers emerging and underrepresented artists the opportunity for exposure (typically without gallery representation, consistent group exhibition participation, and/or solo exhibitions within the last five years.)

## FY 2019

# PROJECT-BASED GRANT: AHEP

### Application Checklist

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The following is a checklist for all mandatory and supplementary documents required for the CGP 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.dcartools.gov](http://www.dcartools.gov), click on the grants tab, select "Managing Grant Award" to obtain the OPGS Compliance Documents.

#### MANDATORY DOCUMENTS (submit in PDF format)

1. **Exhibition Proposal with a Curatorial Statement** as it relates to the proposed exhibition. The theme of the exhibition should be clearly explained and include an explanation of how each artist fits into the exhibition concept. (Maximum 500 words.)
2. **Rendering of Proposed Exhibition Design & Layout** illustrated to scale, indicating the number of proposed artworks, placement of exhibited artworks and dimensions of each work of art. (See Addendum A)
3. **Detailed outline of all programming and events** describing each event, its purpose, target audience(s), and the curator's plan for audience development and promotion. If special transportation services are required in order to provide greater accessibility for audiences, curator must indicate the logistical plans and demonstrate steps taken to coordinate such efforts with the necessary service providers.
4. **Curator & Artist Resumes/CVs**
5. **Written Letter of Consent** documenting the consent of each artist listed within the exhibition proposal to participate in the exhibition with the artworks also indicated in the curatorial proposal.
6. **Past Curatorial Projects** (Must be accompanied by clear demonstration of fiscal management of prior projects)
7. **Detailed Budget Outline** (How would you utilize the grant funds?)
8. **Proposed Timeline of Exhibition** (including installation, display, and de-installation dates in addition to exhibition programming)
9. **Artist Bios** (Maximum 250 words each)
10. **Individual Artist Statements** from each participating artist proposed for the exhibition (Maximum 250 words describing the process and inspiration behind each submitted work)
11. **Image List for Proposed Artwork** (Including title, year created, medium, dimensions, approximate weight if over 10lbs)
12. **JPG Images** of each artwork proposed for in the exhibition. If new works or site-specific installations are being commissioned, a sketch or rendering must be submitted, indicating dimensions and weight. Files should not exceed 5MB each.

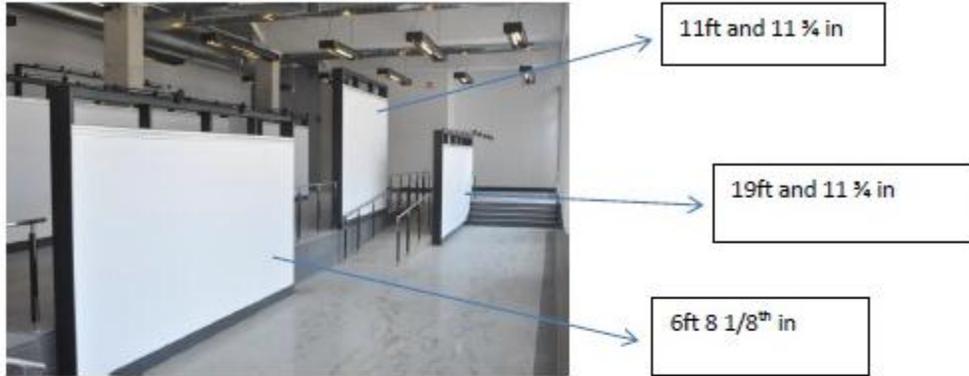
- a. **Uploading** – Use the Media Viewer to upload images of prospective artwork that is being considered for your proposed exhibition.
  - b. **File Labeling** –Uploaded File names must include the artist’s last name followed by the artwork title and must correspond in number with the uploaded image list.
  - c. **Example:** Number on Image List\_Last Name\_Artwork Title
13. **Background Checks** (for programming participants involving youth under 18 years of age)

- 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** dated within 30 days of application
  - o **Certificate of Clean Hands** dated within thirty (30) days prior to the application deadline
  - 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 (Good Done Great (GDG))**
  - o **ACH Form** signed by a bank representative (blank form here: <https://dcarts.dc.gov/node/791382>)

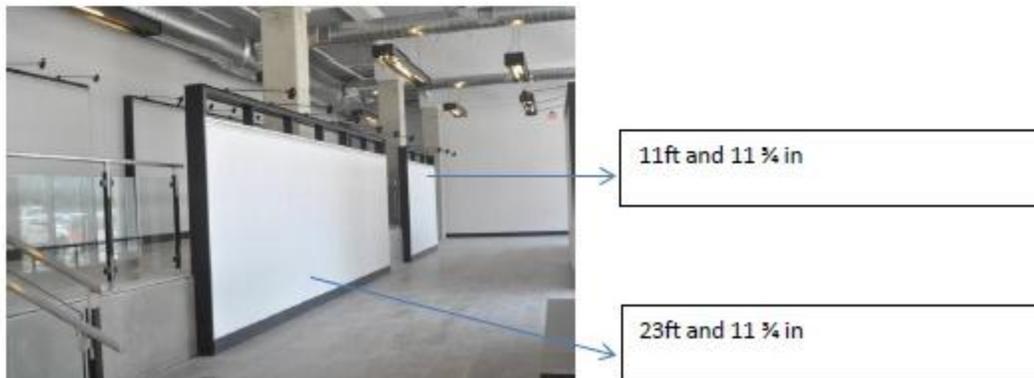
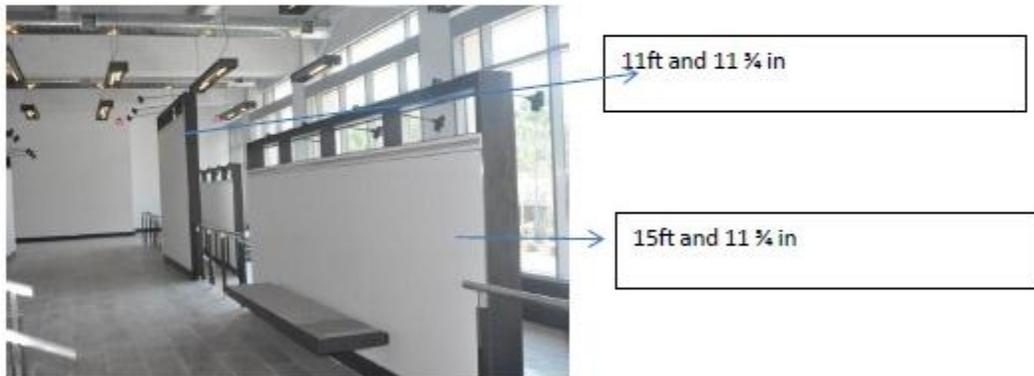
# ADDENDUM A

## GALLERY WALL DIMENSIONS:

First Tier:



Second Tier:

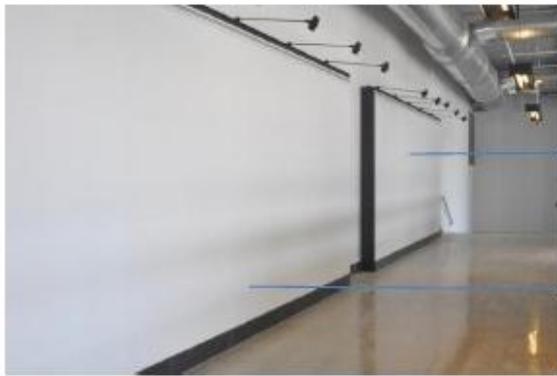


Third Tier:



11ft 11 ¼ in

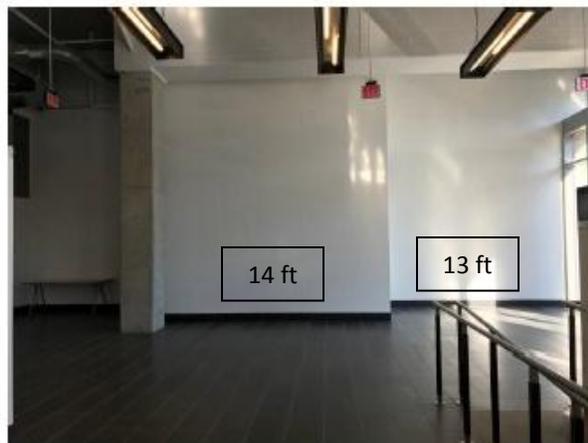
23 ft 11 ¼ in



19 ft 11 ¼ in

19 ft 11 ¼ in

Back Wall:



14 ft

13 ft

-# # #-