



DC COMMISSION ON THE ARTS & HUMANITIES
50th ANNIVERSARY

REQUEST FOR APPLICATIONS
ART BANK PROGRAM GRANT
ART ACQUISITION GRANTS | FY 2020 GUIDELINES

Application Release Date: Friday | MAY 3, 2019
DEADLINE: FRIDAY | JULY 19, 2019 | 4:00PM

FY 2020 Funding

The grant period is from October 1, 2019, to September 30, 2020. Grant funds may not be used for activities or expenses that occur outside of the grant period.

Funding Requests

Individuals & District Art Galleries request varies

Applicants should read through these guidelines in their entirety prior to submitting an application.

Staff Contact: **Ron Humbertson**, Art Collections Registrar | ron.humbertson@dc.gov

Established in 1968, the Commission on the Arts and Humanities (CAH) supports programs that promote progress in the arts and humanities through grants, professional opportunities, and other services to individuals and nonprofit organizations in all communities within the District of Columbia.

As the designated state arts agency for the District, CAH is an agency of the Planning and Economic Development Cluster of the Executive Branch of the District government, and is supported primarily through District government funds and in part by the National Endowment for the Arts.

Government of District of Columbia
Commission on the Arts and Humanities
200 I Street, SE, Suite 1400, Washington, DC 20003
202-724-5613 | dcarts.dc.gov

WE ARE WASHINGTON GOVERNMENT OF THE
DISTRICT OF COLUMBIA
DC MURIEL BOWSER, MAYOR

ART BANK PROGRAM GRANT (ABP) ART ACQUISITION GRANTS

Grant Program Overview and Goals | ABP

In support of local visual artists, District art galleries, and District art nonprofit organizations, CAH acquires fine art from metropolitan artists to grow the Art Bank Collection. Artwork in the collection is owned by CAH and loaned to District Government agencies for display in public areas and offices of government buildings. The Art Bank Collection, which started in 1986, has over 3,400 artworks.

CAH seeks grant applications from qualified artists and District art galleries or District nonprofit organizations representing metropolitan artists for the acquisition of works of original two- and three-dimensional artwork including, but not limited to:

- Paintings;
- Drawings;
- Mixed media works;
- Prints;
- Photographs;
- Fabric arts;
- Ceramics; and,
- Sculptures.

For the purpose of this grant, metropolitan artist is defined as a legal resident of Washington, DC, or a legal resident within a 50-mile radius of the Washington, DC boundaries, for at least one (1) year prior to the application deadline.

By making its ABP grant awards, CAH endeavors to:

- Provide support, exposure and professional benefit for visual artists residing in the District of Columbia metropolitan area;
- Grow the District's collection of fine art as reflective of the local art history and the composition of interconnected contributions from metropolitan arts communities; and,
- Enhance the aesthetic experience for District employees and visitors that access the District of Columbia government buildings and public spaces.

Successful ABP Applications

- Individual applicant (metropolitan area artists) is allowed to submit up to five (5) artworks for consideration.
- District Art galleries, or District nonprofit art organizations, are allowed to submit up to ten (10) artworks from any combination of two (2) or more metropolitan area artists.

- All applicants are allowed to submit artwork(s) in a series. The artwork within a series will count as one artwork as part of the allowable maximum for portfolio submission from individual artists (five) and art organizations (ten).
- Submitted Artworks must follow the below eligibility requirements for acquisition:
 - Artwork must be created within the last five (5) years;
 - Artwork must be composed of archival materials;
 - Artwork must not exceed ninety-six (96) inches in any direction;
 - The overall weight of artwork must not exceed 100 lbs;
 - All artwork submitted must be available for acquisition at the time of submission;
 - Artwork submitted for consideration by District art galleries, or District nonprofit organizations, must be from artists who meet all individual eligibility requirements below; and,
 - A discount of 30% may be requested for artwork(s) having a retail price(s) exceeding \$5,000.

Applicant Eligibility and Restrictions

Individuals (metropolitan artists) must (at the time of application):

- Be an artist, artist representative (e.g., artist estate representative), aged 18 or older;
- Be legal residents of the Washington, DC, or a legal resident within a 50-mile radius of the Washington, DC boundaries, for at least one (1) year prior to the application deadline.
- Individuals must maintain primary residency during the entire funding period (October 1, 2019, to September 30, 2020);
- Have a permanent DC, MD, or VA address, as listed on government-issued identification or 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 are not allowable as a primary address; and,
- Be in good standing with CAH. Applicants with incomplete or delinquent reports from any prior funding program, as of October 18, 2019 (or otherwise as determined by CAH), are ineligible to receive additional funds from CAH in FY 2020.

District Galleries and District Arts Organizations must (at the time of application):

- Be registered and/or incorporated in the District of Columbia as an arts organization or gallery, representing artists living within the metropolitan area within a 50-mile radius;
- Be incorporated as a nonprofit in the District of Columbia 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, representing artists living within the metropolitan area within a 50-mile radius;

- Assign an administrative representative to complete the application and serve as the sole point of contact (e.g., gallery owners, art organization administrators, estate representative), aged 18 or older;
- Not be colleges, universities, service organizations, foreign governments or other DC Government or Federal Government agencies, including DC Public Schools; and,
- Be in good standing with CAH. Applicants with incomplete or delinquent reports from any prior funding program, as of October 18, 2019, are ineligible to receive additional funds from CAH in FY 2020.

Allowable Costs and Funding Restrictions

There are no funding restrictions on art acquisition grants.

Applicants may receive funds from multiple grant programs outside of the Art Bank Collection during the same fiscal year.

Please note that payments may be taxable under the law. Each grant recipient should consult with a tax professional to determine how payments may impact individual circumstances.

Technical Assistance and Workshops

CAH staff members are available to assist grant applicants through group or individual technical assistance. CAH staff members do not write applications for applicants. CAH staff members are available to review draft applications for thirty (30) minute appointments, on government business days up to one (1) week prior to the grant application deadline.

To request or schedule an individual technical assistance meeting, please contact Ron Humbertson, Art Collections Registrar at CAH by calling 202-724-5613.

CAH requests that applicants prepare and deliver (by e-mail) a draft of their full application along with any questions in advance of scheduling a meeting for agency staff assistance.

Application Process

1. Review the [FY 2020 Guide to Grants](#) and the grant guidelines thoroughly and determine eligibility
2. Go to [Apply for Grants](#) and select [Grant Application Portal](#) to register
 - a. To reset the password either select "Forgot your password?" or click [here](#)

3. Once fully registered, applicants select the desired grant program(s)
4. Complete the application questions
5. Upload all required documents, supplementary material and artwork
6. Submit the application by 4:00 pm ET on the grant program's deadline date

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

CAH's Grant program guidelines are available at www.dcartz.dc.gov. CAH utilizes an online grant portal to receive grant applications.

Applicant must ensure receipt of their 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 19, 2019. A confirmation email generates automatically upon submission of the application. Applicants who have technical issues or failure to receive a confirmation e-mail should contact CAH staff immediately.

CAH does not accept mailed, emailed or hand-delivered copies of grant applications and/or their required attachments. However, 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 David Markey at 202-724-5613 or david.markey@dc.gov and await request approval.

CAH's grant application process is competitive and subject to the availability of funds. Applicants may not request or receive funding for the same activities through more than one CAH program or grant category. Multiple applicants may not apply for funding for the same project, whether through the same or different grant programs. The same project cannot receive multiple grants from CAH. Applicants can participate in only one application per year for this grant program.

Applicants are fully responsible for the content of their application packages. An automated confirmation of an application's submission does not guarantee an applicant's eligibility or recommendation for funding by the advisory review panel. CAH staff is not permitted to make corrections to applications on behalf of applicants. CAH staff reviews applications for completeness.

Incomplete or late applications, or applications which do not follow the instructions, will be ineligible for panel review and funding consideration.

Inclusion, Diversity, Equity and Access

In addition to detailed plans for its compliance with the Americans with Disabilities Act (ADA) (42 U.S.C. §§ 12101 et seq.), each application must demonstrate how the project will be inclusive, diverse, equitable and accessible to all residents throughout the District of Columbia, including those with disabilities. Successful applications will consider a broad definition of “accessibility” by addressing financial, geographic, cultural and developmental access. For more information, see the Americans with Disabilities Act section of these Guidelines (which appear on Page 12, below) and the CAH Grants Glossary, located in the [Guide to Grants](#). For your reference, you may use this link to access the text of the ADA:

(<https://www.law.cornell.edu/uscode/text/42/12101>).

By sharing here the hyperlink referenced immediately, the District government does not represent that shared text of the ADA is the latest version of that law.

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.

Calendar of Key Dates

Call to Artists Released	Friday, May 3, 2019
Submission Deadline	Friday, July 19, 2019, at 4:00 pm ET
First Round Panel to Select Finalist	Wednesday, August 28 and Friday, August 30, 2019
Notifications Made to Applicants of Finalist Selections	Friday, September 6, 2019
Final Round Panel to Select FY19 Acquisitions	Wednesday, October 2 and Friday, October 3, 2019
Notifications of Final Selections	Friday, October 25, 2019

Review Process

All applications are scored according to three categories: Aesthetic and Conceptual Strength, Exhibition History, and Value as Cultural Property. The evaluation criteria are specific to each grant program and listed in each grant program's guidelines. The application process is competitive, and awards are subject to the availability of funds.

CAH selects individuals 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 against the established grant program review criteria. Panelists assist in making funding grant recommendations to the Commission, and are arts, humanities and/or business professionals, independent of CAH. CAH advises panelists to remain impartial in their review of CAH grant applications, and it ensures that its panelists recuse themselves from review of any application that presents a personal or professional conflict of interest (or the appearance of a conflict of interest). Panelists will participate in a review of all CAH grant applications in a group that is convened to discuss the applications and finalize their application-related scores in the presence of CAH staff and a CAH Commissioner Convener.

For more information regarding the grant review process please visit the [Guide to Grants](#). To serve or nominate a person to serve as an advisory review panelist for a grant program, see CAH's [FY 2020 Call for Panelists](#).

Applicants are fully responsible for the content of their application packages. Incomplete applications will not be forwarded to the Advisory Review Panel for funding consideration.

Notification and Payment

Applicants will be notified of a grant application decision via a conditional grant award email, letter of intention to fund, letter of ineligibility or letter of denial.

- Applicants will be notified on Friday, October 25, 2019.

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

In collaboration with other District of Columbia government agencies, CAH processes the payment request of its grant recipients in a timely manner. CAH does not create or distribute grant award payments through its offices or staff. To expedite grant award payments, CAH advises grant recipients to register to receive direct deposit of its grant award, by completing an Automated Clearing House (ACH) Vendor Payment

Enrollment Form. The ACH Form can be found on CAH’s website at [Managing Grant Awards](#).

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.

Conditions of Funding, Reporting Requirements and Grant Cancellations

CAH reserves the right to rescind any and all grant awards for non-compliance with CAH grant guidelines, policies or regulations, at any time. FY 2020 grant recipients with unmet reporting obligations regarding any CAH funding program as of close of business on Friday, October 18, 2019 are ineligible to receive additional awards from CAH.

Interim and Final Reporting to CAH

The Art Bank Program grant does not require an interim or final report.

Grant Cancellations

CAH has the right to withhold, reduce or rescind a grant award if the involved grantee fails to comply with the terms of the grant award contract requirements.

District of Columbia and Federal Compliance Requirements

Citywide Clean Hands

All applicants recommended for funding must obtain from the District of Columbia a Citywide Clean Hands Certification (CCH) in order to receive a grant award from CAH. This certification is required at the time of application and before any related grant funding disbursement. CAH may request occasional updates from award recipients

Additionally, grant recipients must maintain this certification throughout the duration of the grant. The CCH website application supports the Citywide “Clean Hands” Certification 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 sites to obtain more information: <https://ocfocleanhands.dc.gov/cch/> or <https://otr.cfo.dc.gov/page/clean-hands>. Applicants are encouraged to plan early to allot for processing time.

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

grant recipients 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).

To schedule individual technical assistance or ask specific Art Bank Program grant related questions please contact ABP Grant Manager, Ron Humbertson, at ron.humbertson@dc.gov or 202-724-5613.

FY 2020 ART BANK PROGRAM GRANT (ABP)

APPLICATION REVIEW CRITERIA

Aesthetic and Conceptual Strength 60%

- Artwork(s) have exceptional visual impact and technical skill, are conceptually inventive or intellectually stimulating, while the usage of archival materials is very apparent.

Exhibition History 30%

- Artist has extensive exhibition history in and beyond the metropolitan area and/or inclusion in high profile collections;
- Artist's contributions to the metropolitan artistic communities are significant and influential; or,
- Highly promising emerging artists would benefit greatly from inclusion into this collection whose acquisition of artwork(s) will add to the prestige of this collection.

Value as Cultural Property 10%

- An exemplary representation of cultural diversity within metropolitan communities and/or outstanding individual expressions of unique creativity;
- Demonstrative of the global reach of District artists and/or the cosmopolitan nature of Washington, DC; and,
- Artwork(s) will stand out as significant markers of the city's evolution and artistic trajectory throughout the lifetime of the collection.

FY 2020 ART BANK PROGRAM GRANT (ABP) APPLICATION CHECKLIST

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

Mandatory Documents (submit in PDF format):

- Artist Statement(s): Please briefly describe (250 words or less) the thematic premise of the artwork(s) presented in your application, including providing insight into your art-making processes.
 - a. District Art Galleries and nonprofit arts organizations, who are submitting more than one artist statement must include the artist statements all in one document.
- Artist Resume(s): Provide a current list of exhibitions; publications; commissions; collections; and education.
 - a. District Art Galleries and nonprofit arts organizations, who are submitting more than one artist resume must include the artist resumes all in one document.
- Identification Image List: Submit a document listing details of each uploaded artwork. The list should include the Artist Name, Title, Year, Medium, Dimension, and Retail Price.
 - a. Example Identification Image List:
 - 1. Artist Name
Title, Year
Medium
Dimension
Retail Price
 - 2. Artist Name
Title, Year
Medium
Dimension
Retail Price
- Artwork Files: High-quality JPEG files. Files should not exceed 5MB each.
 - a. Uploading – Applicants must use the [Media Viewer](#) to upload each image file of prospective artwork for consideration of acquisition.
 - After uploading images to the media viewer, the

applicant must individually attach the file to their Art Bank application.

- Individual Artists are allowed up to five artworks.
- District Arts organizations are allowed up to ten artworks.

b. Artwork File Labeling – Identify image files by the Identification Image List number, artist’s last name followed by the artwork title.

1. Example of File Labeling:

- a. 1_Last Name_Artwork Title;
- b. 2_Last Name_Artwork title;
- c. 3_Last Name_Artwork Title; and so on.

- Signed IRS W-9 Form: (Request for Taxpayer Identification Number and Certificate).
- Direct Deposit ACH Form: (Optional/Recommended) signed by a bank representative. Electronic signatures are not acceptable. If the submitted W9 form lists a DBA and an EIN, the ACH documentation must match this information exactly.
- DC Office of Partnerships and Grants (OPGS) compliance documents. (Templates and instructions available at <http://dcarts.dc.gov/page/managing-grant-awards>)
 1. Arrest and Conviction Statement (must be signed at the time of application submission).
 2. Statement of Certification (must be signed at the time of application submission).
 3. Certificate of Clean Hands (dated within ninety (90) days prior to the application deadline).

