



DC COMMISSION ON THE ARTS & HUMANITIES  
50<sup>th</sup> ANNIVERSARY

## REQUEST FOR APPLICATIONS

# FACILITIES AND BUILDINGS

### CAPACITY-BUILDING GRANT | FY 2020 GUIDELINES

Application Release: Friday | May 3, 2019

Application 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

Applicants may request up to 50% of the project budget. Only one (1) Facilities and Buildings grant application may be submitted per grant cycle.

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

Staff Contact: Benjamen Douglas, Grants Program Manager | [benjamen.douglas@dc.gov](mailto:benjamen.douglas@dc.gov)

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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 the District of Columbia  
Commission on the Arts and Humanities  
200 I Street, SE, Suite 1400, Washington, DC 20003  
202-724-5613 | [dcarts.dc.gov](http://dcarts.dc.gov)

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

# FACILITIES AND BUILDINGS (FAB) CAPACITY-BUILDING GRANT

## FAB Program Overview

The DC Commission on the Arts and Humanities (CAH) seeks grant applications from qualified organizations that own, rent, or intend to own or rent facilities designed for the management, production, or presentation of performances, exhibitions, study, or professional training in the arts or humanities.

Grants are competitive and divided into three request types: Planning/Design, Leased Cultural Facilities Projects, Cultural Facilities Projects. Applicants are encouraged to consider all three categories to ensure they are applying under the most relevant category. For assistance determining project type, contact FAB Program Manager Benjamin Douglas at [benjamin.douglas@dc.gov](mailto:benjamin.douglas@dc.gov).

Planning / Design	Leased Cultural Facilities Projects	Cultural Facilities Projects
Typical projects include master facility plans, feasibility studies, capital campaign planning, and architects' designs for cultural facilities.	Only for organizations with one-to-seven years remaining on their lease.  Typical projects include professional facilities services, portable equipment, projects that increase physical access.	Only for organizations that own, or have greater than seven years remaining on their lease.  Typical projects include repairs, renovations, and purchase or new construction of a facility.

## FAB Goals

The Facilities and Buildings grant program provides support to help ensure high quality physical places for the arts and humanities organizations that make up the cultural fabric of the District by:

- Promoting sound structures, systems and infrastructures to protect constituents and collections, while offering high quality venues for arts and humanities programs;
- Mitigating the risk of displacement for small-to-medium-sized organizations; and,
- Fostering cultural parity access for all residents.

Additionally:

Planning Projects Grant Goals	Leased Cultural Facilities Grant Goals	Cultural Facilities Investments Grant Goals
• Ensure that organizations can receive professional	• Provide critical funding to ensure leased cultural	• Help ensure that organizations that lease

<p>guidance for purchase and renovation projects, regardless of size or access to resources; and,</p> <ul style="list-style-type: none"> <li>● Ensure the cultural facilities and the organizations that operate them of the long-term stability through development and implementation of master facilities plans.</li> </ul>	<p>facilities in the District have access to funding for the necessary tools and equipment to produce world-class arts and humanities programming.</p>	<p>their facilities have opportunities to purchase, giving them increased stability by being less susceptible to rising rent costs driven by the real estate market;</p> <ul style="list-style-type: none"> <li>● Provide critical funding to ensure District organizations have the necessary tools and equipment to produce world-class arts and humanities programming;</li> <li>● Provide deep support for large projects with the potential to address critical needs in the District; and,</li> <li>● Increase access to arts and humanities programs in underserved areas of the District.</li> </ul>
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Grants funds are applicable only to CAH’s Fiscal Year 2020 (“FY 2020”), which occurs from October 1, 2019 to September 30, 2020, and which is referred to as the “Grant Period” in this document.

Grant award funds cover expenses made only within CAH’s Grant Period.

**Cash-Match Requirement**

The FAB grant has a 1:1 cash-match requirement. In-kind contributions and CAH or other District Government funds may not be used to satisfy the match requirement of this grant by grantees.

Exception: Organizations with previous year’s cash expenses of \$1,250,000 or less, as documented on their most-recent IRS Form 990, that have project budgets below \$100,000 may apply up to \$10,000 of in-kind support toward their match, provided that the fair market value of the goods/services are clearly documented.

**Successful FAB Applications**

In their respective grant applications, successful FAB applicants:

- Demonstrate the importance of the project;
- Offer evidence that the project helps realize the mission of the organization;
- Provide details of the intended planning process, participants and experts engaged;

- Differentiate between the project budget and the organization’s budget;
- Provide complete and thorough budgets with line-item detail; and,
- Include a clear indication of roles and responsibilities for staff, board members and participants.



## Collective Impact

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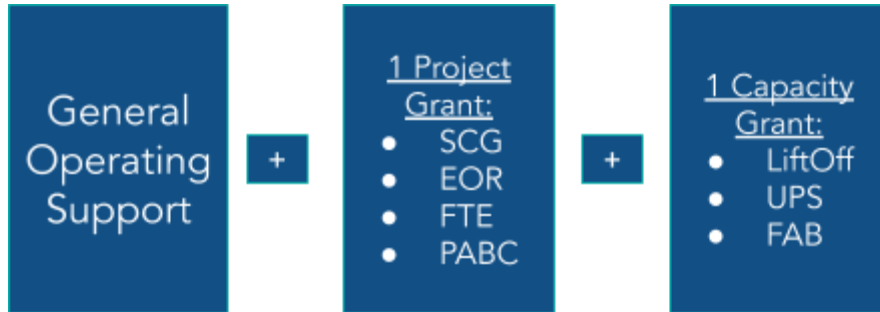
Notwithstanding any of the eligibility criteria below, in order to encourage collaborative projects that make use of shared space, CAH will allow applicants to submit proposals for shared space under the following conditions:

- Each applicant may apply for the portion of the space over which they exercise exclusive control (e.g. Applicant 1 can apply for expenses in Suite A and Applicant 2 can apply for expenses in Suite B); or
- A lead applicant may apply for a joint project (e.g. If Organization 1 and Organization 2 are going to share a space, only one may apply)
- In either case, the applicant must submit a letter of partnership or MOU outlining the nature of the partnership, and no two organizations may apply for the same project.

## Grant Eligibility and Restrictions

Organizations that have accepted an “intent to fund” notification for General Operating Support (GOS) may apply for one of the following CAH project-based grant programs: Sister Cities (SCG), Field Trip Experiences (FTE) and Public Art Building Communities (PABC). Those organizations may also apply for one of the following CAH capacity-building programs: LiftOff, Upstart (UPS) or Facilities and Buildings (FAB), unless otherwise specified in the guidelines of each grant program.

The Council of the District of Columbia (“Council”) may decide, during the District’s annual budget process, to identify one or more arts and humanities organizations that will receive a “Budget Enhancement Grant.” If an organization receives CAH funding through one of the above-referenced CAH grant programs (“CAH Grant Award Funds”) and the Council awards to that same organization an additional Budget Enhancement Grant, that organization will be required to return to CAH all of the CAH Grant Award Funds that were issued to it as part of CAH’s project-based or capacity building grants.



Eligibility Requirements of Applicants:

Prior to submitting applications, applicants must meet all of the following eligibility requirements:

**FAB-SPECIFIC**

- Applicants who have not received funding through a Facilities in Buildings grant in FY18 or FY19 must attend a CAH Facilities and Buildings workshop—either in-person or online;
- Be applying for a facility that is either already ADA (Americans with Disabilities Act) compliant, or applying for a project that will help bring it into compliance;
- Be applying for planning for a facility that is (or will be) designed for the management, production, or presentation of performances, exhibitions, study, or professional training in the arts or humanities; and,

Planning Projects	Leased Cultural Facilities	Cultural Facilities Investments
<ul style="list-style-type: none"> <li>• No additional eligibility criteria.</li> </ul>	<ul style="list-style-type: none"> <li>• Be applying for a project at a facility designed for the management, production, or presentation of performances, exhibitions or professional training in the arts or humanities, of which the applicant has exclusive control through a lease with one-to seven years remaining.</li> </ul>	<ul style="list-style-type: none"> <li>• Be applying for a project at a facility that is designed for the management, production, or presentation of performances, exhibitions or professional training in the arts or humanities, and which the applicant either:               <ul style="list-style-type: none"> <li>○ Owns; or,</li> <li>○ Has exclusive control through ownership or a lease with greater than seven years remaining;</li> <li>or,</li> <li>○ Is applying for funding to construct; or,</li> <li>○ Is applying for funding to purchase.</li> </ul> </li> </ul>

**CAH-SPECIFIC**

- 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;
- Be registered with, and authorized to do business in the District as either a “Domestic” entity (that is, an entity that was incorporated in the District) or a “Foreign” entity (that is, an entity that was incorporated in another state);
- Demonstrate that one hundred percent (100%) of the project deliverables occur within the District of Columbia;
- Have an active board of directors;
- 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 15);
- Be in “good standing” with CAH. (Note applicants with incomplete or delinquent reports from any CAH grant program, as of October 18, 2019, are ineligible to receive additional funds from CAH in FY 2020); 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).

Applicants restricted from applying include:

- 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 or Federal Government agencies, including DC Public Schools; and,
- Private clubs and organizations that prohibit membership based upon race, gender, color, religion or any other classes identified in the District of Columbia Human Rights Act of 1977.

### Allowable Costs and Funding Restrictions

CAH must ensure that all award funds are expended in a fiscally-responsible manner. Allowable costs are those that District government and CAH have determined as valid expenditures, all awarded funds are subject to audit and performance monitoring (see page 17 of this RFA).

Examples of Allowable costs for Facilities and Buildings Grants

Planning Projects	Leased Cultural Facilities	Cultural Facilities Investments
<ul style="list-style-type: none"> <li>● Consultants’ fees, travel and expenses to develop plans for capital projects, such as:               <ul style="list-style-type: none"> <li>○ Master facility plan;</li> <li>○ Feasibility study;</li> <li>○ Architects’ plans;</li> <li>○ Business plan; and,</li> <li>○ Capital campaign planning.</li> </ul> </li> <li>● Direct costs associated with developing or producing the plan, for example:               <ul style="list-style-type: none"> <li>○ Editing services;</li> <li>○ Advertising for community engagement sessions;</li> <li>○ Venue rental for charrettes; and,</li> <li>○ Printing services.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Professional facilities services, such as:               <ul style="list-style-type: none"> <li>○ Architects;</li> <li>○ Contractors;</li> <li>○ Engineers; and,</li> <li>○ Permits, licenses and fees.</li> </ul> </li> <li>● Equipment that is non-consumable, portable, depreciable and not made-to-order, such as:               <ul style="list-style-type: none"> <li>○ Sound and lighting consoles and equipment;</li> <li>○ Large appliances;</li> <li>○ Choral, orchestral, or audience seating risers;</li> <li>○ Servers and other durable technology hardware;</li> <li>○ Modular exhibition walls; and,</li> <li>○ Custom-built software, such as patron management and ticketing systems.</li> </ul> </li> <li>● Additionally, in order to increase physical access, organizations may request:               <ul style="list-style-type: none"> <li>○ Up to \$50,000 for capital improvements required to bring the facility into compliance with the ADA;</li> <li>○ Assistive listening devices; and,</li> <li>○ Website updates to bring organizations into compliance with Section 508. (Details on Section 508 may be found <a href="#">here</a>.)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Professional facilities services, such as architects, contractors, engineers, etc.</li> <li>● Repair, purchase and/or installation of equipment that is portable, depreciable and non-consumable, such as:               <ul style="list-style-type: none"> <li>○ Sound and lighting consoles and equipment;</li> <li>○ Large appliances;</li> <li>○ Choral, orchestral or audience seating risers;</li> <li>○ Servers and other durable technology hardware;</li> <li>○ Modular exhibition walls;</li> <li>○ Custom-built software, such as patron management and ticketing systems;</li> <li>○ Website updates to bring organizations into compliance with Section 508 (Details on Section 508 may be found <a href="#">here</a>); and,</li> <li>○ Assistive listening devices;</li> </ul> </li> <li>● Repair, purchase and/or installation of equipment that is affixed, depreciable and non-consumable, such as museum and library storage systems, HVAC, fire suppression, security systems, etc.;</li> <li>● Parts and labor for capital improvements to facilities designed for the management, production or presentation of performances, exhibitions or professional training in the arts or humanities, including walls, flooring, electrical,</li> </ul>

		<p>plumbing, mechanical, roofing, parking, etc.;</p> <ul style="list-style-type: none"> <li>● Construction costs related to construction of a new facility designed for the management, production or presentation of performances, exhibitions or professional training in the arts or humanities; and,</li> <li>● Direct costs associated with the purchase (e.g. down payment, taxes, brokers' fees, etc.) of a property designed for the management, production or presentation of performances, exhibitions or professional training in the arts or humanities for which a purchase agreement has been executed less than twelve months prior to the application deadline.</li> </ul>
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**Examples of Unallowable Costs for Facilities and Buildings Grants**

- Continuation of projects previously funded through a Facilities and Buildings grant;
- Employee salaries not directly related to the project;
- Programmatic expenses;
- Food and beverages;
- Operational reserves;
- Tuition and scholarships;
- Debt reduction, including balloon payments on mortgages;
- Re-granting (also known as "sub-granting");
- Costs related to fundraisers and special events; and,

Planning Projects	Leased Cultural Facilities	Cultural Facilities Investments
<ul style="list-style-type: none"> <li>● Equipment expenses that exceed twenty-five percent (25%) of the grant award.</li> </ul>	<ul style="list-style-type: none"> <li>● Permanent capital improvements.</li> </ul>	<ul style="list-style-type: none"> <li>● Requests for purchase that have purchase agreements executed more than one year prior to the grant deadline.</li> </ul>

The FAB 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-match expenses in the interim and final reports. District funds may not be used toward the match.

The grant period is from October 1, 2019 to September 30, 2020. CAH mandates that all of a grantee's grant-funded activity expenses must be made during the District's Fiscal Year 2020.

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

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.

The Facilities and Buildings Grant is only available toward facilities that are already compliant with the Americans with Disabilities Act (ADA) (42 U.S.C. §§ 12101 et seq.), or for projects designed to bring the facility into compliance. If an applicant needs assistance assessing their facility for compliance, they may contact the DC Office of Disability Rights at 202-724-5055 or [odr@dc.gov](mailto:odr@dc.gov).

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 throughout the District of Columbia, beyond participants with disabilities. Successful applications will consider a broader definition of "accessibility" by addressing financial, geographic, cultural and developmental access. For more information, see the Americans with Disabilities Act section of these RFA guidelines (page 13, below) and the CAH Grants Glossary, located in the Guide to Grants. For your 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**

CAH staff members are available to assist grant applicants through group or individual technical assistance. CAH staff members will 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. Applicants should contact CAH to schedule a meeting by calling 202-724-5613. Please note that CAH requests the applicant prepare and deliver their full draft application proposal along with any questions in advance of scheduling a meeting for agency staff assistance.

CAH conducts free workshops for participants to learn useful information about the agency's funding opportunities and how to submit a grant application. Attendance at one FAB workshop, either in-person or online, is mandatory for applicants that have not received

funding through a Facilities and Buildings Grant in FY18 or FY19. 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 RSVP. Photo identification is required to enter DC government offices. More information about dates and times of these workshops may be found at [www.dcartz.dc.gov](http://www.dcartz.dc.gov) under [Grant Writing Assistance](#), or by calling CAH at 202-724-5613.

Day and Date	Time	Topic	Location
Friday, May 3, 2019	2:30 pm - 3:30 pm	Livechat	Online
Saturday, May 4, 2019	10:00 am - 11:30 am	Open Hours	CAH
Thursday, May 30, 2019	11:30 am - 1:00 pm	FAB Workshop	DCHR
Friday, May 10, 2019	2:30 pm - 3:30 pm	Livechat	Online
Saturday, May 18, 2019	2:00 pm - 3:30 pm	Open Hours	CAH
Friday, May 24, 2019	2:30 pm - 3:30 pm	Livechat	Online
Tuesday, June 25, 2019	6:00pm-7:30pm	FAB Workshop	CAH

On several Fridays during the application window, grants staff will be available for online Livechats, where applicants can type questions in the online chat box and receive immediate responses. To join, visit <https://dcarts.dc.gov/livechat>. No RSVP necessary.

FY 2020 Facilities and Buildings Workshops are held at:

DC Commission on the Arts and Humanities (CAH)  
 200 I (Eye) Street SE, Suite 1400  
 Washington, DC 20003

DC Human Resources (DCHR)  
 1015 Half Street SE  
 Washington, DC 20003

### DataArts

The DataArts Funder Report is required for Facilities and Buildings grant applications by organizations that had \$250,000 or more in total expenses in their most-recently completed fiscal year, as documented on IRS Form 990. Organizations with less-than \$250,000 may opt to submit the most-recent twelve (12) months' bank statements instead.

Applicants interested in participating in online DataArts workshops should visit [www.culturaldata.org](http://www.culturaldata.org). If you have any questions about entering your data, please contact the DataArts Support Center. The Support Center is open Monday through Friday from 9:00 am – 8:00 pm ET, and can be reached at 877-707-3282 or [help@culturaldata.org](mailto:help@culturaldata.org).

## Grant Application Process

1. Read the [FY 2020 Guide to Grants](#)
2. Read these RFA guidelines thoroughly to determine eligibility
3. Go to [Apply for Grants](#) and select [Grant Application Portal](#) to register as user
  - a. (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, July 19, 2019. 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 in advance of the application due date to assist them in submitting grant applications. To request a reasonable accommodation, contact David Markey at 202-724-5613 or [david.markey@dc.gov](mailto: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.

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 or missing mandatory documents. Applicants are then responsible for updating their application within three (3) business days of CAH’s notification. Failure to do so will disqualify the application.

- ✓ REMINDER: The grant period is from October 1, 2019 to September 30, 2020. Grant funds may not be used for activities that occur outside of this grant period.

## Application Review Process

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. 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 2020 Call for Panelists](#).

## Notification and Payment of Grant Awards

CAH will notify applicants of this grant program as to the results of their application by Tuesday, October 1, 2019 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, 2019. 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

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 2020 grantees with unmet reporting obligations regarding any CAH funding program as of close of business on Friday, October 16, 2019 are ineligible to receive additional awards from CAH.



### Free or Reduced Space Requirement

Any organization that receives \$100,000 or more through a Facilities and Buildings grant must provide the equivalent of 5% of their grant award in free or reduced space to DC-based arts and humanities organizations. The discount must be equal to or greater than 25% of the fair market value of their space and documented in the interim and final reports.

### 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 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.

All FY 2020 grantees must submit to CAH their respective grant-related Interim Reports by Friday, April 17, 2020 and their grant-related Final Reports by Friday, October 16, 2020. 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

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 from the District of Columbia Government's Office of Tax and Revenue a "Citywide Clean Hands Certification," 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.

Grantees should be advised that capital projects may trigger the need for additional alterations. Any time renovations are made to a facility where barriers still exist, twenty percent (20%) of the construction costs must be spent on barrier removal on the path of travel.

For more information on requirements of the ADA pertaining to facilities projects, contact:  
DC Office of Disability Rights  
441 4<sup>th</sup> Street NW, Suite 729 North  
Washington, DC 20001

### Credit/Acknowledgment

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.

### **Risk Management and Performance Monitoring**

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**

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 FAB grant may be referred to CAH employee Benjamin Douglas at [benjamin.douglas@dc.gov](mailto:benjamin.douglas@dc.gov).

# FY 2020 FACILITIES AND BUILDINGS GRANT (FAB) APPLICATION REVIEW CRITERIA

## DC Impact and Engagement 30%

- Project addresses a critical need in the District;
- Applicant has secured strong partnerships and thoughtfully engaged relevant stakeholders in the process;
- Organization has a proven commitment to inclusion, diversity, equity and access;
- Strategy is tailored to unique aspects, features and assets of place;
- Organization provides high-quality arts and humanities programming with a positive impact on the District's residents and visitors.

## Project Content and Execution 25%

- Proposed project is high quality;
- Proposed project is aligned with the organization's mission;
- Project design process includes all relevant stakeholders;
- Applicant has a demonstrated ability to execute the project;
- Project costs are itemized, thorough, reasonable, prioritized and informed by professional third party quotes;
- Project budget identifies all sources of funding (committed/pending/projected and earned/contributed/reserve), from a broad section of public, private and individual supporters.

## Organizational Management, Financial Capacity & Sustainability 25%

- Organization is sufficiently financially stable to execute the proposed project, with the matching funds committed or a demonstrated ability to raise the match during the grant period;
- Organization has thoroughly analyzed the impact the project will have on the organization's future finances.

## CAH Priority Areas 20%

- Projects that increase access along the lines of geography, ethnicity, ability and/or discipline;
- Organizations with budgets under \$1,250,000;
- Traditional facilities infrastructure and renovation projects with critical project need;
- Projects that increase arts and humanities residential and/or studio spaces.



# FY 2020 FACILITIES AND BUILDINGS GRANT (FAB) APPLICATION CHECKLIST

The following is a checklist for all mandatory and supplementary documents required for the FAB 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

- Work Samples  
Review "Addendum A: Work Samples and Supplementary Materials" (see page 21)
- 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.)
- Résumés of Key Personnel;(e.g. artistic/managing/executive directors, arts educators, etc. with roles, brief description of responsibilities and home addresses)
- Board of Directors List; member names, officers, start and end dates of term/term limit and professional occupation
- Organizational Budget; current as approved by the organization's board of directors
- Most recent Audit; organizations with annual budgets less than \$1,250,000 may upload a blank sheet indicating "not applicable.")
- Most recent IRS Form 990; for organizations with annual budgets less than \$50,000, bank statements from the past 12 months may be submitted
- Profit and Loss Statement from most-recently completed fiscal quarter
- Balance Sheet from most-recently completed fiscal year
- 2018 DataArts Funders Report including three most-recently available years of data
- Copy of deed, signed lease agreement, or legally-binding MOU demonstrating exclusive control over site (Applications for purchase upload the purchase agreement)
- Renderings, architectural drawings, or sketches of proposed project
- Three quotes from potential contractors for the project
- DC Office of Partnerships and Grants (OPGS) compliance documents. (Templates and instructions available at: <http://dcarts.dc.gov/page/managing-grant-awards>)

- Arrest and Conviction Statement
- Certificate of Clean Hands, dated within thirty (30) days prior to the application deadline
- Certificate of Insurance
- Copy of IRS 501(c)(3) Letter of Determination
- Statement of Certification (must be signed at time of application submission)
- Signed IRS Form W-9 (Note: Post office boxes are prohibited). Address must match exactly the address in CAH's grant application portal



DC COMMISSION ON THE ARTS & HUMANITIES  
50<sup>th</sup> ANNIVERSARY

## Addendum A: Work Samples and Supplementary Materials

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 is one of several criteria on which an application is reviewed. This is demonstrated to the advisory review panelists through the applicant's:

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

All applicants must submit arts and/or humanities work samples. 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.

*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>	
	Applicants must submit: 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 must submit 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	Applicants must submit between 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>	
	Applicants must submit 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</b> (Fine Art Acquisitions)	
	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 artistic disciplines(s).

Some examples of support materials are:

- Theater/exhibition reviews
- Letters of recommendation
- Certificates
- Sample lesson plans
- Assessments and evaluations (more information below)
- 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 panel 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. The professionals involved in the project determine the capacity of the project and ability for the applicant to effectively create an excellent artistic product and/or experience. Their backgrounds as artists and administrators should be relevant to the project 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:

- Make sure that you can see and play all of your work samples in the application before submitting. If you cannot see or play it, then panelists will not be able to see or play it.
- Select recent, high quality samples that relate as directly to the application as possible.
- Uploaded pictures should be JPGs with the resolution of at least 72 dpi and should not exceed 20MB in size.
- Less is more. Often, adding more than the recommended number of work samples to your application will weaken the application.
- 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, if you have conducted similar projects in the past two years, include samples of work that illustrate the core mission, theme or impact of those projects.
- Panelists must be able to assess the skill level of the artist(s) involved in the work that will be created, exhibited or taught.

For video submission:

- Do not send promotional work samples (e.g., highly-edited booking tapes).
- Do not send dark work samples or samples with poor visibility.
- If your video work sample is longer than five minutes, please note where you would like panelists to begin viewing (e.g. 5:35:00).

For online materials and website:

- A website is not a sufficient work sample. Only submit a website that is an essential part of the project.
- Provide all passwords or include any necessary information required to view your work sample, such as plug-ins or navigation paths.
- Be sure that the links to websites or online materials are fully functioning and maintained throughout the year. An inoperative link to a website containing your work sample will negatively affect your application. CAH is not responsible for any material outside of the online grants portal.

