



# PROJECT-BASED GRANTS

Applicants may submit one (1) LiftOff application per grant cycle

FY 2020

## LiftOff (Organization)

Funds determined upon selection of participants and approval of work-plans  
Deadline: Friday December 13, 2019 at 4:00PM

### Questions

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#### Work Samples & Uploads

Provide a statement describing how and why the arts, humanities and/or arts education content or scope of services in the materials uploaded best represent the applicant.

(400 words)  
(Required)

Work Sample:  
(Required)

If you cannot see – and play the videos attached, then the panelists will not be able to play them either. See Addendum A for further recommendations for work sample content.

Support Material:  
(Required)

CAH staff recommends providing three internally-produced items, and three externally-produced items. See Addendum B for further pointers. Grantee must upload assessment into the support material.

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

Current Fiscal Year Organizational Budget:  
(Required)

Depending on where we are in your current fiscal year, it's often helpful for a panel to see budget vs. actual to date, and projected for remaining months in the year.

Previous Fiscal Year Organizational Budget:

(Required)

Please upload "actuals" – as opposed to "as adopted."

FY18 IRS Form 990:

(Required)

If you do not have a 990 for some reason, you may, instead, scan bank statements from the past twelve months into one document and upload that as an alternative.

Arrest and Conviction Statement (template here: <http://dcarts.dc.gov/page/managing-grant-awards>):

(Required)

Certificate of Clean Hands (visit <http://dcarts.dc.gov/page/managing-grant-awards> for instructions on how to generate a certificate of clean hands):

(Required)

Must be dated not more than thirty days prior to the application deadline.

DC Certificate of Incorporation:

(Required)

This must show that you are incorporated – not merely registered as a foreign entity – in DC.

Certificate of Insurance:

(Required)

IRS Letter of Determination:

(Required)

Statement of Certification (template here: <http://dcarts.dc.gov/page/managing-grant-awards>):

(Required)

Must be signed and dated on the day of submission.

W-9:

(Required)

Must be signed and dated within one year of the application deadline, and match what's on file in the grants portal.

## **Overview**

Group Name/Organization:

(10 words, maximum)

(Required)

Amount requested:

(Required)

Type of Support:

(Required)

Select "Project Support"

Project Begin Date

(Required)

Must not be before 2/25/20120

Project End Date

(Required)

Must not be after 9/31/2020

Briefly detail the arts and humanities activities and goals during the grant period:

(100 words, maximum)

(Required)

This should just be a brief summary of some of the programs that you have coming up this year.

Have you received a grant from CAH within the past 5 years?

Yes/No

(Required)

Have you applied for a grant from CAH in the past 5 years?

Yes/No

(Required)

Has your address changed in the past 12 months?

Yes/No

(Required)

## Request

### Organizational Profile

In which ward is the applicant headquartered?

(Existing list)

(Required)

Legal Status:

(Existing list)

(Required)

Institution Type:

(Existing list)

(Required)

Organization Founding Date

(Required)

Organization Fiscal Year

(Required)

Organization's cash expenses from most recently completed fiscal year

(Required)

This amount should be the total of all expenditures from your previous fiscal year, not including in-kind, volunteer, or other "soft" costs.

What is the organization's mission and vision?

(100 words, maximum)

(Required)

List the organization's key milestones from the past three years.

(200 words, maximum)

(Required)

Briefly describe some of your recent organizational highlights. This could be a good opportunity to focus on any growth, awards, or other accomplishments in terms of programs, management, or other relevant areas.

## **Request Details**

Project Descriptors (To select multiple project descriptors, press control and click each item to select multiples):

(Existing list)

(Required)

**Programming.** Briefly describe the organization's core arts and humanities programming, including audiences and/or communities being served (please be specific!), numbers reached, programming locations, and current partnerships.

(200 words, maximum)

(Required)

**Engagement.** What capacity building activity does your organization plan to implement? How will this build capacity for your organization? Describe your plan to build capacity for the bucket you have chosen.

**Vision & Impact.** Describe your vision for the organization in three years. Is this vision aligned with the capacity building activity you have chosen and how? What organizational resources do you need to get there.

Self-Assessment. [Click here to complete the Self-Assessment.](#)

(When you complete the Self-Assessment please upload the pdf on the Work Sample & Uploads section of this application under Support Material.)

Click links below to review how to complete a Self-Assessment:

[Overview of Self-Assessment](#)  
[Instructions to Complete Self-Assessment](#)

Please rank your technical assistance needs for fundraising, communications/marketing, strategic planning, financial management, governance, culture, and/or technology/equipment.  
(150 words, maximum)