



DC COMMISSION ON THE ARTS & HUMANITIES  
**50th ANNIVERSARY**

PUBLIC ART BUILDING COMMUNITIES  
PROJECT BASED GRANT  
FY 2020  
APPLICATION QUESTIONS  
(ORGANIZATIONS)

Application Release Date: Friday | March 29, 2019  
**DEADLINE: FRIDAY | AUGUST 9, 2019 | 4:00PM**  
Notification Date: Tuesday | October 1, 2019

Applicants may submit one (1)  
Public Art Building Communities (PABC) grant application per year.  
Funding Requests:  
Organizations may apply for up to \$125,000  
Business Improvement Districts (BIDs) may request up to \$250,000

Staff Contact:  
Keona Pearson, Arts Program Coordinator | [keona.pearson@dc.gov](mailto:keona.pearson@dc.gov)

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

## **Work Samples & Uploads**

Describe how and why the artistic content of the work sample best represents the applicant and/or project. Include how the work sample represents the applicant's body of work and originality within the discipline(s).

(Required)

### **Work Sample**

(Upload 10 digital images of at least 5 different works).

Submit applicant and lead artist work samples (if applicable).

(Required)

### **Image Identification List**

For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images of the work sample must be numbered to correspond with the Image Identification List.

(Required)

### **Support Material**

Up to six items of additional material, e.g., newspaper articles, reviews, letters of support (neighborhood associations, community stakeholders, etc.), programs, brochures, etc.

(Required)

### **Resume(s) of Key Personnel**

Include resumes for all key personnel that are involved in the project, including the artistic director and executive/managing director - up to two pages each. Bios are not acceptable.

(Required)

### **Architectural Sketches**

If not applicable, upload document with "N/A"

### **Potential Contractors Bids**

If not applicable, upload document with "N/A"

All sculptural works are required to submit fabrication and installation contractor bids.

### **Project Site Agreement**

Agreement between project site owner and applicant that provides support of project, authorization to install proposed artwork onto the projected site and terms of maintenance for the duration of the installation.

(Required)

### **Proposed Art**

Upload 5 different perspectives to include: a day perspective, a night perspective, artwork superimposed within the proposed site location and artwork on site from 2 different views/angles).

The proposed art work must be in the form of a detailed scale renderings, drawing/sketch, model or document the presents a meaningful representation and illustrates the design concept as it would appear on site when completed.

(Required)

### **Digital Images of Proposed Site**

Upload 4 different perspectives to include: a site plan of the proposed site, an ariel map of the proposed site location and artwork on site from 2 different views/angles.

(Required)

### **Permit Verification Letter**

Written permit verification from the DC Consumer and Regulatory Affairs, Department of Transportation, Public Space and the Office of Planning Historical Preservation (if applicable) identifying the types of permits and approvals that are needed to complete the proposed project.

(Required)

### **Community Support Signatures**

Upload a list of signatures from residents and business owners who are in support of the proposed project. (Minimum: 25, Maximum: 75)

(Required)

### **Flyers**

Upload the flyer used to demonstrate your community outreach notifying businesses and residents of your project's presence on the upcoming Advisory Neighborhood Committee (ANC) Meeting agenda.

(Required)

### **Police Department TB Screening Documentation**

Upload a statement that, if funded, you will provide a current Metropolitan Police Department Background Check Report and copy of Tuberculosis Screening results (for applicants working directly with youth only).

If not applicable, upload document with "N/A"

### **Equipment Estimates**

Submit up to 3 estimates for equipment purchases (not to exceed \$500 per item)

All sculptural works are required to submit fabrication and installation contractor bids.

### **Letter of Intent to Purchase Equipment**

Letter should detail the specifics of the equipment's use after the project is completed (for equipment purchases that have a life spanning more than 2 years only).

### **Signed W-9**

Revised W9 Form as of November 2017

(Required)

### **Data Universal Numbering System (D-U-N-S) Number** (retrieve from

[www.dcartools.dc.gov](http://www.dcartools.dc.gov)) D-U-N-S numbers are free to obtain however; the process can take up to 30 days

(Required)

### **ARIBA Network Number**

(retrieve from [www.dcartools.dc.gov](http://www.dcartools.dc.gov))

(Required)

### **Lead Artist Work Sample and Image Identification List**

Upload 5 digital images of at least 5 different works and for each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images of the work sample must be numbered to correspond with the Image Identification List. If applicable

### **IRS Letter of Determination**

(Required)

### **DC Certificate of Incorporation**

(Required)

### **Organizational chart**

(Limit-one page)

(Required)

### **List of Current Board of Directors**

Upload a list that includes officers, occupations and term limits

(Required)

### **Current Annual Organizational Budget**

Upload a budget that includes year-to-date income and expenses

(Required)

### **Previous Fiscal year Organizational Budget**

Upload a budget that includes year-to-date income and expenses

(Required)

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## Current FY Balance Sheet

Upload a balance sheet that includes last financial quarter information  
(Required)

## IRS Form 990

(Fiscal Year 2017)  
(Required)

## Overview

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

Has your address changed in the past 12 months?  
(Required)

Project Title:  
(Required)

Amount Requested:  
(Required)

Activity Begin Date:  
(Required)

Activity End Date:  
(Required)

Please provide a description of the grant request. Briefly detail the arts and humanities activities and goals during the grant period (October 1, 2019– September 30, 2020).  
(Required)

## Request

### Organizational Profile

Organization Name:  
(Required)

Street Address:  
(Required)

State:  
(Required)

City:  
(Required)

Zip:  
(Required)

Primary Contact Name:  
(Required)

Primary Contact Title:  
(Required)

Primary Contact Email Address:  
(Required)

Primary Contact Phone:  
(Required)

Secondary Contact Name:  
(Required)

Secondary Contact Title:  
(Required)

Secondary Contact Email Address:  
(Required)

Secondary Contact Phone:  
(Required)

Website/Social Media Address (es):  
(Required)

EIN:  
(Required)

Legal Status:  
(Required)

Data Universal Numbering System (DUNS) Number:  
(Required)

ARIBA Network Number:  
(Required)

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Applicant Discipline:  
(Required)

Institution Type:  
(Required)

In which Ward is the applicant located?  
(Required)

What are the applicant's mission statement, vision and history? Please include the top three recent accomplishments.

### **Request Details**

Project Descriptors:  
(Required)

Type of Activity:  
(Required)

Project Discipline:  
(Required)

Provide a timeline and/or schedule of planned activities related to the grant request.  
(Required)

Define how the project helps the applicant realize its mission and/or further goals:  
(Required)

If applicable, provide past examples executing activities similar to this request. If not applicable, please describe why. Responses can include examples of the applicant fabricating, installing, managing, producing and/or presenting similar projects.  
(Required)

What personnel will the applicant use to implement the project? Of these personnel, how many reside in DC?  
(Required)

### **District Impact & Engagement**

What ward is your proposed project located in? Which ward(s) will your activities and/or programs impact through audience attendance and/or participation?  
(Required)

What is the expected number of individuals that will be served by this request during the grant period?

(Required)

Define the DC target audience and/or participants as related to the activities and/or programs and the grant request. In what ways do the applicant's distinct activities and/or programs meet the needs of the targeted DC population? Consider how the applicant's work is differentiated from other applicants in DC within the discipline.

(Required)

If partnerships are involved in any of the activities or efforts discussed above, note them with relevant details such as financial, resource sharing and/or as in-kind. If not, explain why.

(Required)

How does the applicant work to ensure that all activities and modes of engagement are accessible to District residents and visitors of all abilities and backgrounds? Discuss the applicant's strategies to include people with disabilities as well as other underserved populations, which include those whose access to professional arts and humanities experiences is limited by geography, ethnicity, and/or economics. (For more information, review the Americans with Disabilities Act, the FY19 Guide to Grants and DC Human Rights Act of 1977.)

(Required)

### **Budget Narrative, Capacity & Sustainability**

Total Project Budget

(Required)

Is the budget based on actual or estimated costs?

(Required)

Has the applicant received individual bids?

(Required)

Project Income

(Required)

Project Expense

(Required)



Provide a budget narrative. Explain and justify all items and amounts listed in the budget with relevant detail and supporting information. Please prepare a detailed budget that is inclusive of all design, fabrication, installation and de-installation costs (for temporary projects), as well as artist design fees (no more than twenty percent (20%) of the project budget) transportation, shipping, insurance, stamped engineered drawings (stamped by a DC licensed engineer), permit and application costs, photographic documentation of the installed artwork, and contingency costs. Please refer to the Allowable Costs and Funding Restrictions section on page 6 of the PABC FY20 Guidelines. Example: Artistic Personnel = \$9,000 (5 artists @ \$300 stipend x 6 days). Include the sources of required matching funds, if applicable, and whether the funding is secured or pending.

(Required)

Describe the applicant's current revenue strategy to provide the required cash match of grant funds.

(Required)

Please list any other sources of funding that will be used in complement with CAH and matched funds to cover the total project costs of the proposed project and include an approximate detail for each funding source by identifying if funding is secured or pending. Example: DC Department of Parks and Recreation = \$2,000 secured, DC Department of Transportation = \$5,000 pending. If not applicable, upload document with "N/A"

Describe how the applicant uses appropriate electronic financial monitoring systems to track expenditures related to the grant request.

(Required)

### **Fabrication:**

Will the proposed artwork be a temporary or permanent installation?

(Required)

If temporary, please provide the dates of the project's lifespan. If not applicable, enter N/A:

(Required)

Will the artwork be installed on the interior or exterior of the site?

(Required)

Specifically describe the scope of work proposed, including information on materials used for fabrication and installation, dimensions, and number of days it will take to fabricate and install the artwork:

(Required)

What is the address of the site? Please include building name if applicable.

(Required)

Why is this site a good location? How is the work relevant to the community and site location?

(Required)

Indicate site ownership as either District/Federal or Other. If "Other", explain:

(Required)

Please detail the maintenance plans for the project.

(Required)

Describe preparations required to begin the project and detail timeline for all listed activities (including artwork fabrication, site preparation, permits and installation/de-installation).

(Required)

Please detail what permits or other approvals will be needed for the project and attach written confirmation from the DC Consumer and Regulatory Affairs, the Department of Transportation, Public Space and the Office of Planning Historic Preservation (if applicable) to support your answer.

(Required)

Has a contractor been engaged? Will Local Small Disadvantaged Business Enterprise contractors/vendors be used for the project?

(Required)

What methods of fabrication and installation will be used to execute the project?

Please discuss the material used to fabricate all elements of the design, including briefly describing the fabrication and installation process/methodology, the durability and maintenance of the proposed materials. Who will perform the installation of the artwork? (Upload installation estimates to support your response)

(Required)

Does the project require use of licensed machinery and/or hazardous materials? If yes, please describe. If no, enter N/A

(Required)

Lead or Affiliated Artist:

(Required)

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Lead or Affiliated Artist Phone:  
(Required)

Lead or Affiliated Artist Email:  
(Required)

**Budget**  
(Required)