



DC COMMISSION ON THE ARTS & HUMANITIES
50th ANNIVERSARY

REQUEST FOR APPLICATIONS SISTER CITIES GRANT

PROJECT-BASED GRANT | FY 2020 GUIDELINES

Application Release: Friday | May 3, 2019

Application Deadline : Friday | June 14, 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 may request up to \$20,000

Organizations may request up to \$30,000

Applicants may submit one (1) Sister Cities Grant application per grant cycle

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

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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

SISTER CITIES GRANT (SCG) PROJECT-BASED GRANT FY 2020 Sister Cities Grant (SCG)

SCG Program Overview and Goals

The Sister Cities Grant (SCG) provides one-time project support and covers travel expenses to foster arts and humanities exchange between the District of Columbia and District of Columbia's Sister Cities.

CAH seeks grant applications from qualified arts, humanities and arts education organizations to foster arts and humanities exchange between the District of Columbia and District of Columbia's Sister Cities. CAH will award grant funding to selected applicants ("grantee") to support the execution of their proposed project. 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.

Grants are competitive and applications will be organized for review in cohorts based on applicant type (individual or organization).

By making its SCG grant awards, CAH endeavors to achieve the following goals:

- Provide artists, humanities practitioners and arts organizations from the District of Columbia and the District's Sister Cities the opportunity to engage in exchange through the arts and humanities;
- Improve quality of life by supporting vibrant community projects within the arts and humanities; and,
- Raise the profile of the District of Columbia and promote the city as a world class cultural capital.

Cash-Match Requirement

Individuals are not required to match grant funds. Organizations have a 1:1 cash match requirement designed to assist an organization's fundraising by leveraging funding from

additional private fund sources. In-kind contributions, CAH or other District government funds may not be used to satisfy the match requirement of this grant by grantees. Grant award funds cover expenses made only within CAH's "Grant Period" of October 1, 2019 to September 30, 2020.

Description of SCG Program

The Sister Cities Grant (SCG) provides one-time project support to foster arts and humanities exchange between the District of Columbia and District of Columbia's Sister Cities (see the list of Sister Cities, as of April 3, 2019, below or visit the Office of the Secretary website: <http://os.dc.gov/service/dc-sister-cities>).

SCG arts and humanities projects may include, but are not limited to: concerts, visual arts exhibitions, literary readings or festivals that feature dance, folk art, film, music, theatre and other art forms. SCG awards may also support participation in arts and humanities festivals. Applicants who are unsure if their project may qualify for this grant program are encouraged to contact a CAH grants manager.

SCG supports projects that:

- Promote the District of Columbia as a world-class cultural capital by presenting, performing or exhibiting works by District of Columbia artists in the District's Sister Cities.

District of Columbia Sister Cities (as of April 3, 2019)

- Bangkok, Thailand ([since 1962](#), [renewed 2002](#), [renewed 2012](#))
- Dakar, Senegal ([since 1980](#), [renewed 2006](#))
- Beijing Municipality, People's Republic of China ([since 1984](#), [renewed 2004](#), [renewed 2012](#))
- Brussels Capital Region, Belgium ([since 1985](#), [renewed 2002](#), [renewed 2011](#))
- Tshwane (Pretoria), South Africa ([since 2002](#), [renewed 2008](#), [renewed 2011](#))
- Paris, France ([since 2000](#), [renewed 2005](#))
- Athens, Greece ([since 2000](#))
- Seoul Metropolitan Government, Republic of Korea ([since 2006](#))
- Accra, Ghana ([since 2006](#))
- Sunderland, United Kingdom–George Washington's Ancestral Home ([since 2006](#), [renewed 2012](#))
- Rome, Italy ([since 2011](#), [renewed 2013](#))
- Ankara, Turkey ([since 2011](#))
- Brasilia, Brazil ([since 2013](#))
- Addis Ababa, Ethiopia ([since 2013](#))
- San Salvador, El Salvador ([since 2018](#))

Successful SCG Applications

- Provide opportunities for artistic collaboration, engagement and/or performance between District of Columbia-based artists and international participants.
- Avoid projects that feature “one-sided” impact or activities. Project should impact audience and participants both in the District of Columbia and internationally.
- Consider relationships and collaborations with the potential to endure beyond the program.
- Demonstrate awareness of cultural climate in partner location(s).
- Demonstrate a significant cultural exchange between the applicant and partner location(s).
- Clearly explain applicant background, subject area expertise and project objectives.
- Demonstrate appropriate budget for traveler per diems, airfare, lodging, visas and related expenses.
- Demonstrate adherence to SCG Safety Policy Procedures (starting on page 14).

Grant Eligibility and Restrictions

- Applicants are prohibited from submitting SCG applications for projects that feature temporary or permanent public art projects. For public art projects, review the Public Art Building Communities (PABC) grant program for more information (which restricts public art to placement in the District of Columbia).
- Applicants are prohibited from submitting SCG applications for projects that provide activities exclusively for or with youth. All travelers are required to be 18 years or older as of the date of SCG travel. For projects to provide activities for children or youth, review the Arts and Humanities Education Projects (AHEP) or East of the River (EOR) grant program guidelines for more information (which restrict activities for youth to take place in the District of Columbia).
- Eligible projects for individuals are projects that work independently of the applicant’s affiliated organization. Individuals who are staff of a nonprofit organization are prohibited from submitting a SCG application to fund projects that are part of that organization's programming. Individuals who are staff or proprietors of a for-profit company are prohibited from submitting and SCG application to fund projects that are a product or service of that company.

Applications not adhering to this policy will be automatically deemed ineligible.

Eligibility Requirements of Individuals:

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

- Be arts and humanities practitioners (e.g., presenters, producers and educators), aged 18 or older;
- Be legal District of Columbia residents for at least one year prior to the application deadline and must maintain residency during the entire grant period (proof of residency is required);
- Have a permanent District of Columbia address as listed on proper identification or tax returns. Post Office boxes may not be used as a primary address;
- Be in good standing with CAH. Applicants with incomplete or delinquent reports, in any funding program, as of October 16, 2019, are ineligible to receive an additional award from CAH in FY 2020;
- Demonstrate that any arts or humanities professionals traveling to or from District of Columbia are aged 18 or older;
- Abstain from any use of secondary party that acts on an individual's behalf ("fiscal agent") in the performance and execution of financial duties; and,
- Attend a mandatory orientation (virtual option will be available) for all selected (time and location TBD based on grantee availability).

Eligibility Requirements of Organizations:

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

- Have the primary mission focus in one or more of the following areas: dance, design, folk and traditional arts, literature, media arts, music, theatre and visual arts such that its total activities and/or services are concentrated on and devoted to the arts and humanities and/or arts education;
- 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 and/or a sister city of the District of Columbia;
- 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 a 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 that applicants with incomplete or delinquent reports from any prior funding program, as of October 16, 2019, are ineligible to receive additional funds from CAH in FY 2020);
- 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);
- Have a demonstrated understanding of and considerations for safety policies and recommendations outlined in Safety Policy and Procedures; and,
- Attend a mandatory orientation (virtual option will be available) for all selected (time and location TBD based on grantee availability).

Applicant Restrictions (non-eligibility):

- Individuals and organizations that require “fiscal agents”;
- For-profit (commercial) entities;
- Tax-exempt organizations other than 501(c)(3) designated entities;
- Private foundations;
- Political organizations;
- Colleges or universities;
- District of Columbia government and federal government agencies, including DC Public Schools;
- Organizations established primarily to provide social services, even if those organizations use the arts, humanities and arts education programs as a vehicle for service delivery; and,
- Applicants submitting an application whose content is combined with the application of another organization. Proposed projects must be “stand-alone” projects.

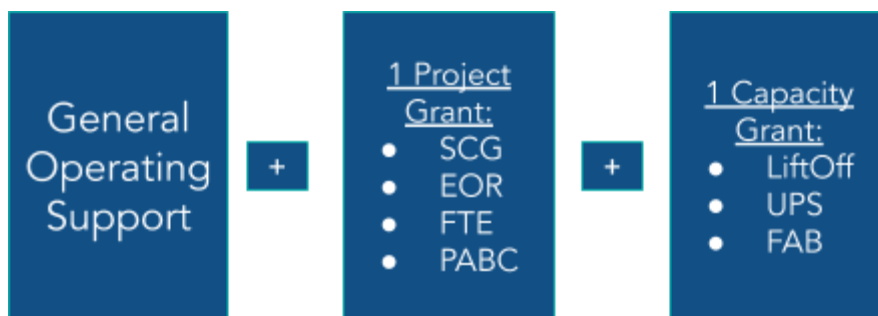
For festival requests, applicants must also meet the following eligibility requirements:

- Festival events and programs must be publicly advertised and open to the general public;
- The festival may not be a block party, fundraiser or charity benefit;
- Funding may be used for project expenses only, which includes support for salaries and operations directly related to the festival events and programs. Funding may not be used for food, beverages, capital costs, building renovations/improvements, cash prizes, gifts, security, items for sale (for example, t-shirts and posters) or any operational costs associated with the administrative office (such as staff salaries, office rent and utilities, office equipment, office supplies, etc.). Be sure to include these items in the project budget, where applicable.

Allowable Costs and Funding 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.



As an agency of the Government of the District of Columbia, CAH ensures that its grantmaking funds are expended in a fiscally responsible manner. CAH grant-related “allowable costs” are those costs the District government (through its subordinate agency, CAH) has determined to be valid expenditures.

Examples of “Allowable Costs” related to the SCG:

- Project activities that take place within city limits of the Sister City or the District of Columbia (if the application involves bringing someone from the Sister City to the District of Columbia);
- Performance fees;
- Artistic personnel;
- Travel and transportation directly related to project implementation;
 - Note: Any foreign air travel funded through SCG must be undertaken on an approved US flag air carrier as part of the Fly American Act, or a foreign air carrier under an air transport agreement with the United States when these services are available. (Approved US flag carriers can be found at:

<http://ctrl.msu.edu/COTravel/FlagAirCarriersUS.aspx>); Fly American Act guidelines can be found at: <http://www.tvlon.com/resources/FlyAct.html>)

- Airfare equivalent to economy class rates;
- Lodging and per diem (http://aoprals.state.gov/web920/per_diem.asp);
- International Communication;
- Visa fees;
- Interpreters;
- Vaccination costs;
- Space rental and fees;
- Materials and supplies directly related to project implementation;
- Equipment purchases that equal up to 25% of the grant award, which are directly related to project implementation; and,
- Overhead, maintenance and administration not exceeding 35% of the grant and match.

Examples of “Unallowable Costs” related to the SCG:

- Project activities that take place outside of the city limits of the Sister City or the District of Columbia (if the application involves bringing someone from the Sister City to the District of Columbia);
- Overhead, maintenance and administration exceeding 35% of the grant and match;
- Food and beverages not included in the per diem;
- First class airfare;
- Tuition, awards, and scholarships;
- Travel or participation of anyone under the age of 18;
- Costs related to fundraisers and special events;
- Equipment purchases that exceed 25% of the grant award;
- Travel not directly related to the execution of the project;
- Projects or events that are commercial in nature or in which the arts and humanities are not the primary focus (e.g., sidewalk sales, food festivals, fireworks displays, etc.); and,
- College tuition or funding to universities, service organizations, foreign governments, or District of Columbia government agencies, including District of Columbia Public Schools.

The SCG 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.

The grant period is from October 1, 2019 to September 30, 2020. CAH restricts a grantee’s grant-funded activity expenses that are beyond this grant period.

Inclusion, Diversity, Equity, Access

In addition to detailed plans for its compliance with the Americans with Disabilities Act (ADA) (42 U.S.C. §§ 12101 et seq.), each applicant must demonstrate how the project will be inclusive, diverse, equitable and accessible throughout the District of Columbia, beyond participants with disabilities. Successful applications will consider a broad definition of “accessibility” by addressing financial, geographic, demographic, cultural and developmental access. For more information, see the Americans with Disabilities Act section of these RFA guidelines (page 13, below) and the CAH Grants Glossary, located in the [Guide to Grants](#). For 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 (by email or via the online grants portal) 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. 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 CAH offices. More information about the dates and times of these workshops may be found at www.dcarts.dc.gov under [Grant Writing Assistance](#), or by calling CAH at 202-724-5613.

Day and Date	Time	Topic	Location
Friday, May 3	2:30 pm - 3:30 pm	All Open Grants	Livechat
Saturday, May 4	10:00 am - 11:30 am	Open Hours	CAH
Friday, May 10	2:30 pm - 3:30 pm	All Open Grants	Livechat
Tuesday, May 14	11:30 am - 1:00 pm	SCG Workshop	Anacostia Library

Friday, May 17	2:30 pm - 3:30 pm	All Open Grants	Livechat
Saturday, May 18	2:00pm am - 3:30 pm	Open Hours	CAH Gallery
Tuesday, May 21	2:30 pm - 4:00 pm	SCG Workshop	Northeast Library
Friday, May 24	2:30 pm - 3:30 pm	All Open Grants	Livechat

<p>FY 2020 Sister Cities Grant Workshops locations:</p> <p>Anacostia Library 1800 Good Hope Road SE Washington, DC 20020</p>
<p>Northeast Library 330 7th Street NE Washington, DC 20002</p>
<p>DC Commission on the Arts and Humanities 200 I (Eye) Street SE, Suite 1400 Washington, DC 20003</p>

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.

Grant Application Process

1. Read the [FY 2020 Guide to Grants](#)
2. Read the RFA guidelines (for the desired grant program) and determine eligibility
3. Go to [Apply for Grants](#) and select [Grant Application Portal](#) to register as user
(Note: to reset a user password 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, June 14, 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 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.org and await request approval.

CAH's grant application process is competitive and subject to the availability of funds. Applicants may not request or receive funding for the same activities through more than one CAH program or grant category. Multiple applicants may not apply for funding for the same project, whether through the same or different grant programs.

Applicants are fully responsible for the content of their application materials. An automated confirmation of an applicant's submission does not guarantee an applicant's eligibility, and therefore review by the advisory review panel (see below, "Review Process"). CAH staff is not permitted to make corrections to applications on behalf of applicants. CAH staff reviews applications for completeness and contacts applicants for any incomplete documents within five (5) business days of the deadline. Applicants are then responsible for updating their application within five (5) business days of CAH's notification. Failure to do so will disqualify the application.

✓ **REMINDER:** The grant period is from October 1, 2019 to September 30, 2020. Grant funds may not be used for activities that occur outside of this grant period. Specific projects/programs underwritten by the grant must be completed by August 15, 2020.

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 in 1990. For more information regarding the grant review process please visit the [Guide to Grants](#). To volunteer or nominate a person to serve as an advisory review panelist for a grant program, see CAH's [FY20 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](#). CAH also advises grantees to register in the electronic invoicing [DC Vendor Portal](#) system through which payments are processed.

Conditions of Funding, Reporting Requirements and Grant Rescindment

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 2019 grant recipients 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.

Reporting Requirements

Each grantee will be required to submit to CAH Interim and Final Reports 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 the community that its funded projects or activities have had on the District of Columbia.

Each grantee's respective report must also include:

- Financial reporting regarding the funded activity that clearly shows how the subject grant funds were used;
- Proof of expenditures and related locations data;
- Numbers of people and communities served;

- Number of schools served (if applicable); and
- Numbers of local artists and youth engaged.

Grantees awarded \$10,000 or less must submit a Final Report by Friday, October 16, 2020. Grantees awarded between \$10,000 and \$200,000 must submit an Interim Report by Friday, April 17, 2020 and a Final Report by Friday, October 16, 2020. Grantees with delinquent reports will not be eligible to receive subsequent payments or awards in current or future grant cycles.

All of the above-referenced reports must be completed and submitted to CAH through its online portal. Grantees may access the Interim and Final Report forms through the [Managing Grant Awards](#) page on CAH's website.

Grant Management and Rescindment

Grantee agrees that it will include a CAH logo and a credit line in all of its grant-related announcements and promotional materials and that it will make its best efforts to publicly credit CAH's support for the project in all related public events.

CAH has the right to withhold, reduce or rescind a grant award according to the terms and provisions of the grant agreement or if the grantee exercises any of the following:

- Fails to meet deadlines for grant reports;
- Fails to notify CAH of changes in project collaborators or other significant management changes or changes in the project scope without advance approval;
- Refuses to provide access 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 a "Citywide Clean Hands Certification" from the District of Columbia's Office of Tax and Revenue 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 organizations applying for funding from CAH should include, in its grant application, a response to the information request set forth in the "Accessibility" section of its grant application, by providing the following information:

1. The process for formulating accessibility plans (e.g. creating an accessibility advisory committee, board and staff disability-rights training, budgeting for reasonable accommodation requests, etc.).
2. The current progress/status of an organization's physical accessibility. If the location is not barrier-free, include in the grant application a plan for project/program modification that ensures access in a barrier-free environment, when needed.
3. The current progress/status of the organization's accessibility in presenting activities – communications access (e.g. TDD, large print or Braille materials, audio description or assistive listening devices, interpreted performances, etc.) and marketing/advertising.

Risk Management and Performance Monitoring

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.

Safety Policy and Procedure

International travel adds an additional level of risk for the grantee. Grantee safety and well-being are important to CAH. The following policies have been adopted to reduce risk during overseas travel:

- Grantees are required to register themselves with the US Department of State Smart Traveler Enrollment Program for the period of time they will be outside of the United States. Registration instructions can be found on the U.S. Department of State website: <https://travelregistration.state.gov/STEP/Pages/Common/Citizenship.aspx>
- All travelling parties must be enrolled in medical insurance for the traveling period. Insurance may be purchased from [International SOS](#), [GeoBlue](#), [IMG Global](#), or another reputable company of the grantee's choosing. The policy should cover accidental death and dismemberment. Grantees should also check if their health insurance from home will cover them while abroad. If grantees need to purchase insurance, the costs (up to \$100) may be included in the budget of the grant application.

Grantees are encouraged to regularly visit the US Department of State website (<http://www.travel.state.gov>) for security updates and related information for U.S. citizens who are overseas. It is CAH policy not to fund grantees who wish to travel to a country with travel warnings.

Embassy Registration

Grantees are strongly encouraged to register with the nearest US embassy or consulate through the US Department of State's travel registration website: <https://travelregistration.state.gov/STEP/Pages/Common/Citizenship.aspx>. Registration will make grantee presence and whereabouts known in the event of an emergency situation. In accordance with the Privacy Act, information on your welfare and whereabouts may not be released without your expressed authorization. U.S. embassies and consulates can provide both emergency and non-emergency services to American citizens who encounter problems

while abroad. Registration is voluntary, costs nothing, and is strongly recommended as part of grantee travel planning and security.

The following situations may warrant grantees need to contact the U.S. consulate: reporting and replacing lost or stolen passports, locating a medical facility or seeking legal assistance.

Safety Guidelines

Although no set of guidelines can guarantee the health and safety of grantees, these guidelines address issues that merit attention and thoughtful judgement. Grantees are expected to exercise personal safety precautions overseas, and consider that they will stand out overseas, making them a potential target. Meeting people and making new connections are important aspects of SCG; however, CAH asks that grantees demonstrate common sense when engaging people abroad:

- Know basic help phrases in the native language(s).
- Report your travel plans to CAH.
- Do not give home phone numbers or addresses to people that you have just met.
- It is recommended that grantees keep money in two places.
- Do not leave luggage unattended or accept packages from strangers.
- Leave copies of all important documents in more than one place (e.g. at home in the US and in your room abroad).
- Leave passport and other valuables in the hotel safe.
- Adopt an attitude of watchfulness and notice the people in proximity. If someone seems to be following you, vary your route, go into a populated place or flag down a taxi.
- Do not go out alone with someone you have just met. Try meeting in a public place.
- Know the local laws. Laws and systems of justice are not universal. Certain freedoms and protections enjoyed by residents of the District of Columbia are considered illegal in other countries. Grantees are subject to the laws of the host country while abroad.
- Grantees should educate themselves about gender roles in the country they will visit.
- Consider clothing that is acceptable in the U.S. may be perceived as provocative in another country or disrespectful in a specific context (e.g. visiting a religious site).

Situations to Avoid:

- Protest groups or other potentially volatile situations.
- When using public transportation, avoid deserted trains and buses. Move to where people are seated.
- Avoid deserted streets and exercise caution in unfamiliar neighborhoods.
- Grantees should consider their alcohol consumption. Excessive drinking is neither appropriate nor safe in another culture or unfamiliar surroundings. If grantees drink, they are advised to do so responsibly.

- Resisting robbers' demands can lead to dangerous outcomes. Grantees should keep in mind that items can always be replaced.

Politics

Grantees should educate themselves about current political and social issues of their host country, as well as the political and economic relationships between their host country and U.S. Grantees will find that people in other countries are often very knowledgeable about U.S. issues and they may approach grantees to ask questions or discuss opinions. It is possible that the political situation will be unstable or grantees may encounter political demonstrations that are specifically anti-American.

U.S. Department of State Advisories

The U.S. government monitors political conditions in every country of the world. Grantees with concerns regarding crime and security threats are urged to take advantage of travel advisories. There are three forms of travel advisories available to the public:

1. "Travel Warnings" are issued by the United States Department of State when it decides, based on all relevant information, to recommend that Americans avoid travel to a certain country. Examples of reasons for issuing a Travel Warning might include unstable government, civil war, ongoing intense crime or violence and/or frequent terrorist attacks. As advised by the Department of State on its website, Travel Warnings remain in place until the situation changes (some warnings have been in effect for years). CAH will NOT award grants to projects that involve travel to or through a country with an active Travel Warning at the time of SCG grant panels.
2. "Travel Alerts," which are also issued by the Department of State, are issued to advise the public of short-term events that the Department of State believes that the public should know about. The Department of State gives the following examples of reasons why it might issue a Travel Alert: an election season that is bound to have many strikes, demonstrations or disturbances, a health alert like an outbreak of H1N1, and/or evidence of an elevated risk of terrorist attacks. When these short-term events are over, the Department of State cancels the Travel Alert.
3. Consular Information Sheets are available for every country in the world. These include information such as immigration practices, health conditions, minor political disturbances, unusual currency and entry regulations, crime and security information, and drug policies. If an unstable situation exists that is not severe enough to warrant a Travel Warning, it would be noted in Consular Information Sheets.

For current information, travel advisories, or warnings, contact the US Department of State Office of Overseas Citizens by phone at 1-888-407-4747, 1-202-501-4444 (overseas), or visit their website at <http://travel.state.gov>.

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 SCG may be referred to CAH employee Heran Sereke-Brhan at heran.sereke-brhan2@dc.gov.

FY 2020 SISTER CITIES GRANT (SCG) APPLICATION REVIEW CRITERIA

Arts and Humanities Content 40%

- The project is of high quality, based upon the applicant's work sample and support materials (brochures, articles, letters of support, etc.), and demonstrates high standards pertaining to the indicated disciplines; and,
- The applicant uses personnel with demonstrated expertise (such as arts administrators, humanities professionals, teaching artists, educators, professional artists) to plan and implement project content.

District and Sister Cities Engagement and Impact 30%

- The applicant demonstrates a commitment to developing a project that intends to be mutually-beneficial for both District of Columbia and Sister City residents;
- The applicant demonstrates proactive efforts to build connections with representatives from the Sister City;
- The applicant presents effective evaluation methods specific to the project which are used to improve future activities and services;
- The applicant directly targets and services residents in the District of Columbia and/or in the identified Sister City;
- The applicant partners with similar or complementary partners to leverage resources for the described activities; and,
- The proposed activities and services are accessible to District of Columbia and Sister City residents and visitors of all backgrounds and abilities.

Financial Capacity, Management and Sustainability 30%

- The applicant demonstrates capable management oversight with well-rounded expertise related to their activity;
- The applicant demonstrates a realistic and appropriate plan for acquiring visas, traveling, lodging and scheduling (applies to travel to Sister Cities as well as bringing guests to DC);
- The applicant demonstrates stability to implement the proposed request in terms of capacity and financial expertise to successfully complete the project or activity;
- The applicant has identified any required permits and permissions necessary to produce the event and their related costs;
- The applicant has identified any required visas and travel prerequisites, including current costs and timelines, necessary to travel to the Sister City or bring a representative to District of Columbia;
- The applicant's budget information is detailed, accurate, feasible and directly related to the activities of the grant request. All items to be funded by the grant award represent eligible expenses within the grant guidelines; and,
- The applicant clearly demonstrates its ability to attract the financial support necessary to complete the activities and match required funds, if applicable.

FY 2020 SISTER CITIES GRANT (SCG) APPLICATION CHECKLIST

The following is a checklist for all mandatory and supplementary documents required for the SCG 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.dcarts.dc.gov, click on the grants tab, select "Managing Grant Award" to obtain the OPGS Compliance Documents.

MANDATORY DOCUMENTS

Individuals:

- Work Sample(s). Review "Addendum A: Work Samples and Supplementary Materials" (see page 25);
- 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.);
- Scanned image of valid passport for all travelers. Please note that the applicant will be expected to have a passport in-hand and will be required to send a scan of the passport photo page by time of award disbursement;
- Scanned image of visa application for travel to Sister City associated with the application;
- Résumé(s) of Key Personnel involved in the project, e.g. artistic/managing/executive directors, arts educators, etc. with roles, brief description of responsibilities and home addresses;
- One-page biography describing applicant's professional background and project goals (should be provided for parties traveling to *and* from the Sister City). A sample is included as Addendum B;
- Detailed budget that reflects current currency exchange rates (<https://www.fiscal.treasury.gov/fsreports/rpt/treasRptRateExch/currentRates.htm>) and includes:
 - Registration fees (with cost verification), travel and lodging costs consistent with per diem outlined by the U.S. Department of State;
 - Travel insurance for at least \$2 million in coverage for each traveler (up to \$100 of grant funding can be applied to cost of travel insurance); and,
 - Visa application fees (with cost verification).
- Detailed project outline with descriptions for any festivals or events featuring the grantee(s). Names and brief biographies and résumés of destination city contacts are also strongly encouraged and demonstrate that the applicant has a fully-developed plan for travel.

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 – must be dated within thirty (30) days of application date
- Certificate of Insurance (or demonstrated knowledge of how to attain it)
- Statement of Certification
- Signed W-9, no post office boxes – must match address in application portal

Organizations:

- Work Samples
 - CAH recommends reviewing the Work Sample Addendum to determine what work samples would best represent your project and your organization;
- Support Materials, such as 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.)
- Scanned image of valid passports for all travelers
- Scanned image of visa application for travel to Sister City associated with the application
- Résumé of Key Personnel (e.g. artistic/managing/executive directors, arts educators, etc. with roles, responsibilities and home addresses clearly indicated)
- List of current Board of Directors with roles (e.g. president, treasurer, etc.) responsibilities and home addresses indicated
- One-page biography describing applicant's professional background and project goals (should be provided for parties traveling to *and* from the Sister City). A sample is included as Addendum B.
- Detailed budget that reflects current currency exchange rates (<https://www.fiscal.treasury.gov/fsreports/rpt/treasRptRateExch/currentRates.htm>) and includes:
 - Registration fees (with cost verification), travel and lodging costs consistent with per diem outlined by the US Department of State;
 - Travel insurance for at least \$2 million in coverage for each traveler (up to \$100 of grant funding can be applied to the cost of travel insurance); and,
 - Visa application fees (with cost verification).
- Detailed project outline with descriptions for any festivals or events featuring the grantee(s). Names and brief biographies and résumés of destination city contacts are also strongly encouraged and demonstrate that the applicant has a fully-developed plan for travel.
- Most recent IRS Form 990; (for organizations under \$50K – bank statements from the past 12 months);

DC Office of Partnerships and Grants (OPGS) compliance documents (Templates and instructions are available at: <http://dcarts.dc.gov/page/managing-grant-awards>)

- Arrest and Conviction Statement (dated at the time of application submission)
- Certificate of Clean Hands (dated no more than 30 days prior to the deadline)
- Articles of Incorporation
- Certificate of Liability Insurance – general liability coverage and, if the project merits additional insurance, demonstrated knowledge of how to attain it
- IRS 501(c)(3) Letter of Determination
- Statement of Certification (dated at the time of application submission)
- Signed IRS Form W-9 (Note: Post office boxes are prohibited. Address must match address in grants portal. The October 2018 version of the form must be used and dated at the time of application submission)

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 and/or merit are one of several criteria on which an application is reviewed. Other criteria include: District Engagement and Responsibility to Community, Financial Capacity, Management and Sustainability, and others as dictated within the RFA guidelines. Arts and humanities content and/or merit is demonstrated to the advisory review panelists through the applicant's:

Section 1 - Work Samples

Section 2 - Support Materials

Section 3 - Résumés of Key Personnel

Section 4 - General Suggestions from CAH Staff

Of these, the work sample carries the most weight because it must contain the clearest depiction of the applicant's best work(s) of art and/or humanities. All applicants must submit arts and/or humanities work samples or demonstration of content of services provided to artists and humanities practitioners.

To further assist the applicant in submitting strong artistic content with an application, general suggestions are provided in section four (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.*

Arts Education (multigenerational or adults)	
	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.
Crafts	
	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.
Dance	
	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.
Design Arts	
	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.

Humanities (e.g. archaeology, comparative religion, ethics, history museums and historic homes, jurisprudence, language and linguistics, philosophy, etc.)	
	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).
Interdisciplinary	
	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.
Literature (e.g. poetry, fiction, creative writing, screenwriting, spoken word, etc.)	
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.
Media Arts	
Film, Video, Radio	Applicants must submit up to two (2) audio/video recordings of completed work or work-in-progress.
Multi-disciplinary	

	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.
Music	
	Applicants must submit up to three (3) audio/video recordings.
	Selections must not exceed five (5) minutes.
	Upload each selection in a separate file.
Photography	
	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.
Theatre	
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.

Visual Arts	
	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.
Art Bank: The Washingtonia Collection (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:

- Theatre/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 and Bios of Key Personnel

Another way for the advisory review panelists 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. Those professionals involved in the organization determine the capacity of the organization and ability for the applicant to effectively create an excellent arts and humanities product and/or experience. Their backgrounds as artists and administrators should be relevant to the organization and clearly demonstrated through their professional résumés.

In addition to résumés of key personnel, biographies of the key artists, administrators and facilitators involved in the grant activities help the advisory review panel to determine the artistic content of each application. The biographies will also be shared with representatives from the Sister Cities so that they may learn more about applicants and their projects. In some cases, they may be used to help facilitate introductions with potential points of contact in Sister Cities. A sample format for biographies can be found in Addendum B.

Section 4 - General Suggestions from CAH Staff

When creating and preparing work samples, support materials and résumés, CAH recommends considering the following:

- Applicant should be able to view (and play) all work samples in the application before submitting. If a sample cannot be played, then panelists will experience the same.
- Select recent, high quality samples that relate as directly to the application as possible.
- Photograph uploads should be in JPEG (or JPG) format with a 72 dpi minimum resolution and should not exceed 20MB in size.

- Adding more than the recommended number of work samples to an application will often weaken it.
- 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, include samples of similar projects completed, to illustrate an ability to execute the proposed project; and,
- Panelists must be able to assess the skill level of the artist(s) involved in the project work to be created, exhibited or taught.

For video submission:

- Do not include highly-edited commercial/promotional video as a work sample.
- Do not include poor quality video samples or samples with dim lighting, unstable video, bright backlighting or blurred images.
- If the video work sample is longer than five (5) minutes, indicate the embedded timecode of the video where panelists should begin viewing the work sample (e.g. 5:05:00).

For online materials and website:

- A website is often an insufficient work sample. Submit a website only if it is an essential part of the project.
- Provide all passwords or include any necessary information required to view the work sample, such as plug-ins or navigation paths.
- Ensure links to online materials or websites are fully functional and up-to-date. An inoperative link to a website containing a work sample will negatively affect the application. CAH is not responsible for any material obtained outside of the online grants portal, GDG.

Addendum B: Single Page Biography Template

Name:

Title or Discipline:

Email:

Background: In two paragraphs, or less, describe your relevant background, professional mission statement, or personal information.

Grantee Interests: State the interests of your project or performance. This section may be used to quickly identify goals or areas of interest that would be useful when making connections abroad.

