



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

FY 2020  
CAPACITY-BUILDING GRANT:  
UPSTART (UPS)  
Application Questions and  
Uploads

Applicants may submit one (1) Upstart application per grant cycle.

Organizations may request up to \$50,000.  
Deadline: Friday, June 21, 2019 at 4:00 pm Eastern Time (ET)  
Applicants must attend a workshop in order to be eligible to apply.

Government of the District of Columbia  
Commission on the Arts and Humanities  
200 I (Eye) Street, SE, Suite 1400  
Washington, DC 20003



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50<sup>th</sup> ANNIVERSARY

# CAPACITY BUILDING GRANTS

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FY 2020

## Upstart (Organization)

Release Date: Friday, May 3, 2019  
Application Deadline: Friday, June 21, 2019 at 4:00 pm ET

### Questions

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#### Overview

Group Name/Organization:  
(10 words)  
(Required)

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)

If so, please update your address in the portal and ensure a new W-9 has been attached.

### Request

#### Organizational Profile

Applicant doing business as (how applicant would like name to appear in public documents).

(Required)

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)

Responses must be formatted mm/dd-mm/dd

What is the organization's mission and vision?

(100 words)

(Required)

List the organization's top three recent accomplishments from the past two years.

(200 words)

(Required)

## **Request Details**

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

(Existing list)

(Required)

## **District Engagement**

Which ward(s) will the activities impact?

(Existing list)

(Required)

Will the proposed project impact how you reach District residents? If so, how?

(400 words)

(Required)

In addition to plans addressing compliance with the American with Disabilities Act, what ways does your organization actively promote inclusion, diversity, equity and access for

audiences, participants, staff and board? (For more information, review the Americans with Disabilities Act, the Guide to Grants and DC Human Rights Act of 1977.)

(200 words)

(Required)

What value does your organization provide to DC audiences, and how do you provide meaningful community engagement?

(200 words)

(Required)

### **Financial Capacity, Management and Sustainability**

Organizational cash expenses from most-recently completed fiscal year, as reported on IRS Form 990:

(Numeric)

(Required)

Provide a budget narrative. Include relevant and any additional clarifying information that may help understanding. Include the sources of matching funds, if applicable, and whether the funding is secured or pending.

(300 words)

(Required)

Describe the applicant's revenue strategy, including mix of contributed/earned income, income sources, and goals for growth.

(200 words)

(Required)

Explain any significant variance(s) reported on the DataArts profile. Is there anything specific that the panel should know about the applicant's finances?

(200 words)

(Required)

### **Upstart:**

Please select status with the Upstart program:

(Pick-list: New/Alumni)

(Required)

If you have received an Upstart grant within the past five years, list the CAH-funded capacity building activities in the following format: Year, Projects, Grant Award. For example, 2018, Fundraising Plan, Computer Equipment, Executive Coaching \$55,000.

(150 words)

(Required)

Describe the planning process or needs assessment that led your organization to a capacity-building request.

(200 words)

(Required)

Describe the organization's readiness to engage in capacity building, including (1) how human and financial resources will be deployed and (2) if applicable, how to leverage previous capacity building activities, either through Upstart or other engagements (Fair Chance, Meyer MAP grant, Taproot Foundation, Compass, etc.)

(200 words)

(Required)

Describe the role of the board in governance, oversight, operations, and programming.

(200 words)

(Required)

What unresolved critical operational needs does your organization hope to address through Upstart?

(300 words)

(Required)

Choose up to five staff and board members to answer the following questions. Please encourage respondents to be candid. The answers will be considered consensus statements. List the titles and names of participants:

(100 words)

(Required)

What are the organization's greatest strengths? What are the organization's challenges?

(350 words)

(Required)

## **Work Samples & Uploads**

Provide a statement describing how the content of the work sample best represents the applicant and/or the work supported by the project.

(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.

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

(Required)

The DC Office of Partnerships and Grants requires our agency to collect this form with every grant application. It is not shared with panelists or anyone else

Balance Sheet from Most Recently Completed Fiscal Year:

(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)

[Click here](#) for instructions on how to generate a Certificate of Clean Hands. This document must be dated within thirty (30) days of the grant deadline.

Certificate of Insurance:

(Required)

Board of Directors List:

(Required)

Must include names of members, officers, start and end dates of term, term limits, and professional affiliations (or other brief background information). This provides insight into governance, strengths, and resources available to the organization to ensure the project's success.

Organizational Budget:

(Required)

This is your current year's budget, as approved by the board of directors.

2018 DataArts Funders Report:

(Required)

You are solely responsible for the data in this report. Errors and omitted information often has a significant negative impact on the financial management component of the panel score. If there are variances that are large (either in dollar amount or percentage), or changes in the way numbers were calculated, be sure to explain in the narrative.

IRS Letter of Determination:

(Required)

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

Provide resumes of the people responsible for the organization's arts and humanities output, as well as those managing the project, and overseeing . (Likely the executive director, artistic director, program delivery personnel, etc.)

Profit and Loss Statement from Most Recently Completed Fiscal Quarter:

(Required)

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

(Required)

Read this document carefully before signing. It must be dated the date you submit the application.

W-9:

(Required)

Must be the version revised October, 2018 (see top left corner), have an actual signature (as opposed to a typed one), and be signed not more than one year prior to the grant deadline.