



DC COMMISSION ON
THE ARTS & HUMANITIES

FY 2017

GUIDE TO GRANTS





TABLE OF CONTENTS

▶ About the D.C. Commission on the Arts and Humanities.....	3-5
Eligibility Requirements	6
FY2017 Grant Opportunities.....	7
Funding Restrictions	10
Technical Assistance	11
Application Process.....	13
Addressing Accessibility in Grant Applications.....	14
Grant Review Process	15
Panel Process and Approval of Awards.....	16
Panel Nominations.....	17
Notification and Payment.....	18
Performance Monitoring	19
Appeals Policy	20
Addendum A: Work Samples	22
Addendum B: Cultural Data Project.....	27
Addendum C: Classification List	28



DC COMMISSION ON
THE ARTS & HUMANITIES

ABOUT THE D.C. COMMISSION ON THE ARTS AND HUMANITIES

Mission

The D.C. Commission on the Arts and Humanities (DCCAH) provides grants, programs and educational activities that encourage diverse arts and humanities expressions and learning opportunities, so that all District of Columbia residents and visitors can experience the rich culture of our city.

About

Established in 1968, the D.C. Commission on the Arts and Humanities is the official government agency for arts and humanities in the District of Columbia. The Commission supports and promotes stability, vitality and diversity of arts and humanities expression. The Commission is comprised of up to eighteen private residents who serve as the governing body and final funding decision-makers for the Agency, each of whom is appointed by the Mayor and approved by the Council of the District of Columbia. It also includes a professional staff, assisted annually by Advisory Review Panelists and a host of volunteers. The D.C. Commission on the Arts and Humanities is supported in part by the National Endowment for the Arts.

Goals

To carry out DCCAH's mission, the following goals have been established:

- Provide access to the arts and humanities for all District residents and visitors;
- Promote lifelong learning and interest in the arts and humanities, as well as arts and humanities education for all ages;
- Build communities through public and private partnerships in the arts and humanities; and
- Preserve the cultural diversity of the District of Columbia through the arts and humanities.

Board of Commissioners

A Board of Commissioners appointed by the Mayor of the District of Columbia governs DCCAH. Applicants and patrons are encouraged to notify the Commissioners and staff of their arts and humanities activities and include them on mailing lists. It is appropriate to send invitations, notices of exhibitions, readings, performances, etc. It is not appropriate to send personal letters of introduction or persuasion.

Telephone communication with Commissioners and Advisory Review Panelists is a breach of Commission regulations and may lead to disqualification.

A list of Commissioners and contact information is provided on the next page.



Board of Commissioners

<p>Ms. Kim Greenfield Alfonso (Ward 4) 1809 Parkside Drive, NW Washington, DC 20012 Email: Kim.alfonso@dcbc.dc.gov</p>	<p>Stacie Lee Banks (Ward 3) 4465 Sedgwick Street NW Washington, DC 20016 Email: Stacie.banks@dcbc.dc.gov</p>
<p>Ms. Susan Clampitt (Ward 6) 633 E Street, SE Washington, DC 20003 Email: Susan.clampitt@dcbc.dc.gov</p>	<p>Mr. Edmund C. Fleet (Ward 7) 3608 Alabama Avenue, SE Washington, DC 20020 Email: Edmund.fleet@dcbc.dc.gov</p>
<p>Ms. Antoinette Ford (Ward 7) 2909 Park Drive, SE Washington, DC 20020 Email: Antoinette.ford@dcbc.dc.gov</p>	<p>Ms. Rhona Wolfe Friedman (Ward 2) 2441 Tracy Place, NW Washington, DC 20008 Email: Rhona.friedman@dcbc.dc.gov</p>
<p>Ms. Alma H. Gates (Ward 3) 4911 Ashby Street, NW Washington, DC 20007 Email: Alma.gates@dcbc.dc.gov</p>	<p>Mr. Darrin L. Glymph (Ward 4) Orrick, LLP 1152 15th Street NW Washington, DC 20005 Email: Darrin.glymph@dcbc.dc.gov</p>
<p>Ms. Barbara Jones (Ward 8) 2411 18th Street, SE Washington, DC 20020 Email: Barbara.Jones@dcbc.dc.gov</p>	<p>Ms. Kay Kendall (Ward 2) (Chair) 2412 Tracy Place, NW Washington, DC 20008 Email: Kay.kendall@dcbc.dc.gov</p>
<p>Mr. James E. Laws, Jr. (Ward 4) 6739 13th Place, NW Washington, DC 20012 Email: James.laws@dcbc.dc.gov</p>	<p>Ms. MaryAnn Miller (Ward 3) 3001 Veazey Terrace, NW, #1531 Washington, DC 20008 Email: Maryann.miller@dcbc.dc.gov</p>
<p>Ms. Elvi Moore (Ward 3) 4200 Massachusetts Avenue, NW, #731 Washington, DC 20016 Email: Elvi.moore@dcbc.dc.gov</p>	<p>Ms. Maria Hall Rooney (Ward 4) 6136 32nd Street, NW Washington, DC 20015 Email: Maria.rooney@dcbc.dc.gov</p>
<p>Mr. Jose Alberto Ucles (Ward 5) 23 T Street, NW Washington, DC 20001 Email: Jose.ucles@dcbc.dc.gov</p>	<p>Ms. Gretchen B. Wharton (Ward 6) 1726 5th Street, NW Washington, DC 20001 Email: Gretchen.wharton@dcbc.dc.gov</p>
<p>Mr. C. Brian Williams (Ward 6) 1333 H Street, NE Washington, DC 20002 Email: Brian.williams@dcbc.dc.gov</p>	



DC COMMISSION ON
THE ARTS & HUMANITIES

ABOUT THE D.C. COMMISSION ON THE ARTS AND HUMANITIES

Access and Equal Opportunity

Persons needing accessibility accommodations for DCAH services and programs may contact the Accessibility Coordinator, Carolyn Parker, at (202) 724-5613 or (202) 724-4493 TDD/TTY to request assistance. A large print or audio version of this document is available with advance notice. Sign language or foreign language interpretation is available for DCAH workshops, review panels and events with two weeks' notice.

Federal and District of Columbia statutes require that all applicants comply with laws and regulations governing nondiscrimination. These include: 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), and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 - 12213) which prohibits discrimination on the basis of disabilities; and the DC Human Rights Act of 1977.



DC COMMISSION ON
THE ARTS & HUMANITIES

ELIGIBILITY REQUIREMENTS

Each grant program specifies individualized criteria that the applicant must meet in order to apply for those funds. In general, the DCCAH uses these standard eligibility requirements.

Individuals may apply if they meet all of the following eligibility requirements at the time of application.

Applicants must:

- Be artists or arts and humanities professionals (e.g., presenters, producers and educators), aged 18 or older;
- Be legal DC residents for at least one year prior to the application deadline, depending on the grant program, and must maintain residency during the entire grant period;
- Have a permanent DC address, as listed on proper identification or tax returns. PO Boxes may not be used as a primary address; and
- Be in good standing with DCCAH. Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2016, are ineligible to receive an additional award from DCCAH in FY2017 unless otherwise stipulated.

Organizations may apply if they meet all of the following eligibility requirements at the time of application. Applicants must:

- Be incorporated as a nonprofit, with a designated tax exempt status under section 501(c)(3) of the United States Internal Revenue Code, as well as incorporated within the District of Columbia;
- Have their Federal and DC tax exempt status (subject to DCRA verification) in good standing for one year prior to the application deadline;
- Have principal offices that are located in the District of Columbia, as demonstrated by the address on the organization's official 990 document. PO Boxes and the addresses of board members or volunteers may not be used as a primary business address;
- Have a demonstrated commitment to provide arts and humanities programs to the residents of Washington, DC. At least fifty-one percent (51%) of scheduled arts and humanities activities occur within the District of Columbia;
- Be in good standing with DCCAH. Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2016, are ineligible to receive an additional award from DCCAH in FY2017;
- Do not use fiscal agents; and
- Not be colleges, universities, service organizations, foreign governments or other DC government agencies, including DC Public Schools.
- Possess a Clean Hands certificate, signed Arrest and Conviction Statement, completed and signed Statement of Certification, completed and signed Master Supplier Form, Certificate of insurance, completed and signed Statement of Certification as well as other documents-such as the 1st Source agreement-required by the Office of Partnerships and Grant Services.



DC COMMISSION ON
THE ARTS & HUMANITIES

FY 2017 GRANT OPPORTUNITIES

The DC Commission on the Arts and Humanities awards grants to nonprofit organizations and individuals. If applicants have questions regarding which grant programs of which to apply, they should refer to the chart on the following page. Any other questions should be addressed to the grant manager of the specific program.

Matching Requirements

Most DCCAH grant programs require organizations to provide matching funds. The matching requirements are listed in the table on the following page. Matching requirements are designed to assist an organization's fundraising by leveraging funding from additional sources. Neither in-kind nor other DCCAH funds may be used to satisfy the matching requirements. Both DCCAH grants and matching funds must be spent within DCCAH's FY2017 (October 1, 2016 to September 30, 2017), unless otherwise noted.

Individuals are not required to provide matching funds.



DC COMMISSION ON
THE ARTS & HUMANITIES

FY17 Grant Cycle – Program Descriptions and Dates:

GRANT PROGRAM & DESCRIPTION	MANAGER	DEADLINE
<p>Arts Education Projects (AEP) – Supports in-school and out-of-school-time arts and humanities programs for children and youth in pre-school through high school settings. The grant also supports professional development opportunities in the arts and humanities for classroom educators.</p> <p><u>Maximum Award:</u> \$20,000 – Organizations (1:1 Match)</p>	<p>David Markey</p>	<p>May 18, 2016 4:00 p.m.</p>
<p>Arts and Humanities Fellowship Program (AHFP) – Supports individual artists, teaching artists and humanities professionals who significantly contribute to the arts and humanities and substantially impact the lives of DC residents through excellence in the arts and humanities.</p> <p><u>Maximum Award:</u> \$10,000 – Individuals (No Required Match)</p>	<p>DCCAH Staff</p>	<p>May 20, 2016 4:00 p.m.</p>
<p>DC Heritage Grant Program (HGP) – General operating support for arts, humanities and arts education organizations founded on or prior to 1/01/09 with seven (7) years of program delivery to DC residents.</p> <p><u>Maximum Award:</u> Based on applicant’s operational budget – Organizations (1:1 Match)</p>	<p>Regan Spurlock</p>	<p>CLOSED</p>
<p>East of the River (EOR) – Supports access to high-quality arts and humanities experiences for residents living east of the Anacostia River in Wards 7 and 8.</p> <p><u>Maximum Award:</u> \$20,000 – Organizations (No Required Match)</p>	<p>Khalid Randolph</p>	<p>May 25, 2016 4:00 p.m.</p>
<p>Facilities and Buildings (FAB) – Supports capital projects to defray costs related to the improvement, expansion and rehabilitation of existing buildings owned/leased by nonprofit arts and humanities organizations and purchase of existing facility under certain considerations.</p> <p><u>Maximum Award:</u> \$200,000 – Organizations (1:1 Match)</p>	<p>Khalid Randolph</p>	<p>May 19, 2016 4:00 p.m.</p>

<p>Projects, Events and Festivals (PEF(I)) – Individuals – Supports projects, events and festivals to promote arts and humanities activities to DC residents including the District’s international Sister Cities. <u>Maximum Award:</u> \$10,000 – Individuals (No Match Required)</p>	<p>DCCAH Staff</p>	<p>May 26, 2016 4:00 p.m.</p>
<p>Projects, Events and Festivals (PEF(O)) – Organizations – Supports projects, events and festivals to promote arts and humanities activities to DC residents including the District’s international Sister Cities. <u>Maximum Award:</u> \$20,000 – Organizations (1:1 Match)</p>	<p>DCCAH Staff</p>	<p>May 26, 2016 4:00 p.m.</p>
<p>Public Art Building Communities (PABC(I)) – Individuals – Supports the creation and installation of permanent or temporary public artwork that enhances District neighborhoods. <u>Maximum Award:</u> \$50,000 – Individuals (No Required Match)</p>	<p>Keona Pearson</p>	<p>July 11, 2016 4:00 p.m.</p>
<p>Public Art Building Communities (PABC(O)) – Organizations – Supports the creation and installation of permanent or temporary public artwork that enhances District neighborhoods. <u>Maximum Award:</u> \$100,000 – Organizations (1:1 Match),</p>	<p>Keona Pearson</p>	<p>July 11, 2016 4:00 p.m.</p>
<p>UPSTART (UPS) – Supports capacity building projects for arts, humanities and arts education organizations through consulting and grants for strategic planning, programmatic evaluation, leadership development and operating reserves for organizations with at least one (1) FTE as demonstrated by W-2 and FY15 cash expenses between \$250,000 and \$1,249,999. <u>Maximum Award:</u> \$50,000 – Organizations Up to 30% of total award can be matched for operational reserves</p>	<p>Steven Mazzola</p>	<p>May 27, 2016 4:00 p.m.</p>



DC COMMISSION ON
THE ARTS & HUMANITIES

FUNDING RESTRICTIONS AND ALLOWABLE COSTS

As a District of Columbia agency, the DCCAH must ensure that all grant funds are expended in a fiscally responsible manner. Allowable costs are those that the District government and the DCCAH have determined as appropriate expenditures. Examples of allowable costs for the various grant programs can be found in each program guideline.

There are a number of expenses that may not be charged to DCCAH grants. Unallowable costs for all DCCAH grants include:

- Food and beverages;
- Tuition and scholarships;
- Costs related to fundraisers and special events;
- Travel not directly related to the execution of the project; and
- College and university tuition.

All expenses must be approved by the grant program manager before the grant agreement is processed for payment. Questions regarding allowable costs should be referred to the grant program manager.

Arts, humanities and arts education organizations founded after 1/01/09 and/or community organizations are eligible to apply for two (2) grant programs per fiscal year including Arts Education; East of the River; Facilities and Buildings; Projects, Events and Festivals; and UPSTART as dictated by the criteria established in the program's guidelines.

Organizations participating in the FY17 DC Heritage Grant Program are prohibited from applying to any DCCAH FY17 project-based application with the exception of one (1) application to either the UPSTART or Facilities and Building programs upon successfully meeting eligibility criteria established in the guidelines for each of these programs. Organizations not participating in the FY17 DC Heritage Grant Program are permitted to apply to up to two (2) project-based grants upon successfully meeting eligibility criteria established in the guidelines for each program. Organizations may not receive more than 35% of their previous year operating budget from DCCAH.



DC COMMISSION ON
THE ARTS & HUMANITIES

TECHNICAL ASSISTANCE

DCCAH staff members are available to help develop grant applications through group and individual technical assistance. DCCAH will conduct free workshops and application review for participants to learn useful information about the agency’s funding opportunities and how to submit a grant application; in addition to live web-chats throughout the application cycle. More information about the dates and times of these workshops may be found at www.dcartt.dc.gov under [Grant Writing Assistance](#). In addition, DCCAH staff members are available for 30-minute appointments up to one week before the deadline, and as available.

Workshops will take place at the offices of the DC Commission on the Arts and Humanities and satellite locations. **Workshop dates, times and locations listed below are subject to change.** All workshops are free and open to the public; however, participants are encouraged to RSVP. Be sure to bring photo identification when you arrive. Call 202-724-5613 for additional information and workshop confirmation.

Date and Date	Time	Topic	Location
Monday, April 18	2:30-4:00 p.m.	Art Education Projects	Anacostia Library
Tuesday, April 19	6:00-7:30 p.m.	East of the River Projects	DCCAH
Wednesday , April 20	10:00-11:30 a.m.	Facilities and Buildings Projects	DCCAH
Wednesday , April 20	4:00-5:30 p.m.	Projects, Events, and Festivals	DCCAH 69
Thursday, April 21	10:00-11:30 a.m.	Arts and Humanities Fellowship Program	DCCAH 69
Friday, April 22	10:00-11:30 a.m.	Art Education Projects	DCCAH
Friday, April 22	3:00-4:30 p.m.	DCCAH and Tech staff web-chat	www.dcartt.dc.gov
Tuesday, April 26	6:00-7:30 p.m.	Art Education Projects	DCCAH
Wednesday , April 27	2:30-4:00 p.m.	Arts and Humanities Fellowship Program	Mt. Pleasant Library
Thursday, April 28	10:00-11:30 a.m.	East of the River Projects	DCCAH
Thursday, April 28	12:00-1:30 p.m.	Public Art Building Communities	DCCAH
Thursday April, 28	4:00-6:30 p.m.	Facilities and Buildings Projects	Benning Library
Friday, April 29	10:00-11:30 a.m.	Projects, Events, and Festivals	Benning Library
Friday, April 29	3:00-4:30 p.m.	DCCAH staff web-chat	www.dcartt.dc.gov
Tuesday, May 3	6:00-7:30 p.m.	Facilities and Buildings Projects	DCCAH
Wednesday, May 4	2:30-4:00 p.m.	East of the River Projects	Benning Library
Thursday, May 5	5:00-6:30 p.m.	Arts and Humanities Fellowship Program	Benning Library
Friday, May 6	3:00-4:30 p.m.	DCCAH staff webchat	www.dcartt.dc.gov

Tuesday, May 10	6:00-7:30 p.m.	Projects, Events, and Festivals	Mt. Pleasant Library
Tuesday, May 17	2:30-4:00 p.m.	UPSTART program	DCCA AH
Wednesday, May 18	10:00-11:30 a.m.	UPSTART program	Benning Library
Thursday, May 19	6:00-7:30 p.m.	UPSTART program	DCCA AH

FY17 Workshops will be located at:
<u>Anacostia Neighborhood Library</u> 1800 Good Hope Road SE Washington, DC 20020
<u>Benning Neighborhood Library</u> 3935 Benning Road NE Washington, DC 20019
<u>DC Commission on the Arts and Humanities</u> 200 I (EYE) Street SE, Suite 1400 Washington, DC 20003
<u>Mt. Pleasant Neighborhood Library</u> 3160 16th Street NW Washington, DC 20010

DataArts (formerly the Cultural Data Project):

The DataArts Funder’s Report-formerly CDP-is required for application to the DC Heritage Grant; Facilities and Buildings and UPSTART programs.

Changes for FY15/16: Later this spring, DataArts will launch their newly designed Cultural Data Profile that will help make reporting clearer, simpler and more efficient. First-time applicants are encouraged to learn the basics of participation by viewing a [recorded webinar](#) for an orientation to the new DataArts platform. The orientation will walk applicants through the process of completing their Cultural Data Profile, applying to participating grantmakers, and generating Funder Reports. This orientation is recommended for organizations that are new to entering their data, or as a refresher on using the online system. If you have any questions about entering your data, please contact the DataArts Support Center. The Support Center is open from 9am-8pm ET, Monday through Friday, and can be reached at 877-707-3282 or help@culturaldata.org.

To learn more about DataArts, visit [this link](#) to view additional videos.

One-on-One Assistance

DCCA AH staff members are available for 30-minute appointments up to one week before the deadline, as available. DCCA AH encourages applicants to send drafts to DCCA AH staff members in advance of the meeting. The purpose of one-on-one assistance is to discuss strategies that might help showcase the applicant’s activities in the best possible manner.



DC COMMISSION ON
THE ARTS & HUMANITIES

APPLICATION PROCESS

All of the FY2017 grant program guidelines are available www.dcartarts.dc.gov. DCCAHA utilizes an online grant portal. All applications must be submitted online by 4:00 pm on the deadline date. Incomplete or late applications, or applications which do not follow the instructions, will be ineligible for review and funding. The grant period is from October 1, 2016 to September 30, 2017. Grant funds may not be used for activities that occur prior to October 1, 2016. DCCAHA will not accept mailed, emailed or hand-delivered copies of grant applications.

Grant Application Procedure

1. Review the FY2017 Guide to Grants [PDF] and the grant guidelines thoroughly and determine eligibility of the applicant, project and project activities;
2. Go to the [Apply for Grants](#) page and select the [Grant Application Portal](#) to register:
 - To reset the password either select “Forgot your password?” or click [here](#).
3. Once fully registered, applicants must select the desired grant program(s),
4. Complete the application questions and budget/budget narrative data,
5. Upload all required documents, supplementary material, and work samples,
6. Submit the application by 4:00pm on the grant program’s deadline date.

The 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 DC Commission grant program or grant category.

Applicants are fully responsible for the content of their application packages. An automated confirmation of an application’s submission does not guarantee an application’s eligibility or recommendation for funding by the Advisory Review Panel. DCCAHA staff is not permitted to make corrections to applications on behalf of applicants. DCCAHA staff will review applications for completeness and contact applicants for any incomplete documents within five business days of the deadline. Applicants are responsible for updating their application within five business days of DCCAHA’s notification. Incomplete applications will not be forwarded to the Advisory Review Panel for consideration.



DC COMMISSION ON
THE ARTS & HUMANITIES

ADDRESSING ACCESSIBILITY IN GRANT APPLICATIONS

The DC Commission on the Arts and Humanities 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 DCCAHA must make reasonable accommodations to ensure that people with disabilities have equal physical and communications access, as defined by federal law. Organizations applying for funding from DCCAHA should include a response to the accessibility section of their applications by detailing the following three items:

1. The process for formulating an accessibility plan (i.e. advisory committee, board and staff training, budgeting, etc.)
2. The current progress/status of an organization's physical accessibility. If the location is not barrier free, include a timeline or steps being undertaken to make the facility compliant.
3. The current progress/status of the organization's accessibility in presenting activities – communications access (TDD, large print or Braille materials, audio description or assistive listening devices, interpreted performances, etc.) and marketing/advertising.

For more information on accessibility or to receive an accessibility checklist, please call (202) 724-5613. The checklist may also be download from DCCAHA's website at <http://dcarts.dc.gov> or by contacting the office by TDD/TTY at (202) 724-4493 to request that the checklist be sent by mail or fax.

Non-discrimination

In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code Section 2-1401.01et seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination, which is prohibited by the Act. In addition, harassment based on any of the above-protected categories is prohibited by the act. Discrimination in violation of the Act will not be tolerated. Violators will be subjected to disciplinary action.

Limited English Proficiency

DCCAHA is committed to ensuring that its programs and services are accessible to all people. This document can be translated with a minimum of two weeks' notice. The agency will seek the assistance of appropriate expert panelists to review applications and materials in other languages, in addition to obtaining literal translation services when needed.



DC COMMISSION ON
THE ARTS & HUMANITIES

GRANT REVIEW PROCESS

DCCAH selects Advisory Review Panelists for each grant program to make funding recommendations to the Commission Board. Advisory Review Panelists are arts, humanities and/or business professionals, independent of the Commission, who ensure that the DCCAH provides programs and services that meet the needs of the District's community. All eligible applications will be forwarded to the Advisory Review Panelists for evaluation and scoring based on the published criteria. Panelists will conduct a thorough review of all applications and convene as a group to discuss the applications and finalize scores.

Applications are scored according to categories including Artistic Content, District Impact and Engagement and Financial Capacity, Management and Sustainability unless otherwise stated in the program's guidelines.

The evaluation process will also take into consideration general standards of decency and respect for the diverse beliefs and values of the American public consistent with The National Foundation on the Arts and Humanities Act, as amended in 1990.

Applicants are fully responsible for the content of their application packages. Incomplete applications will not be forwarded to the Advisory Review Panel for consideration.

For more information regarding the grant review process, please visit the [Guide to Grants](#). To nominate a person to serve on DCCAH's Advisory Review Panels, see DCCAH's [FY2017 Call for Panelists](#).



DC COMMISSION ON
THE ARTS & HUMANITIES

PANEL PROCESS AND APPROVAL OF AWARDS

Panelists review grant applications in advance of Advisory Review Panel meetings. Panelists then convene for one-to-two days as a group to review and discuss the applications. A Commissioner presides over each Advisory Review Panel meeting, but does not participate in discussion or scoring.

The Panelists discuss and score each applicant according to the criteria. Applications are then ranked in order of their scores. The Advisory Review Panel also discusses policy recommendations to improve the application and review process. Ranking and scores from each panel are presented by the Grants Committee to the Director for funding recommendations. For applications to the DC Heritage Grant Program, DCCAH staff provides information gleaned from interim and final reports, site visits and performance monitoring.

The Commissioners must approve all grant awards and funding amounts. Funding decisions are not determined by DCCAH staff.



PANEL NOMINATIONS

Panelists are integral to the DCCA's grants process because they review applications, provide comments, and score applications in order to recommend recipients of DCCA grant awards.

All residents of the District of Columbia metropolitan area are encouraged to nominate themselves or their peers to serve as a panelist. All panelists must be actively involved with the District's arts and humanities community for a minimum of two years. Individuals with arts and humanities backgrounds make the strongest candidates (i.e. artists, arts administrators, humanities professionals, arts educators, gallery owners, curators, art critics, etc.) The DCCA supports panel diversity in all forms: age, race, gender, disabilities, sexual orientation, arts and humanities discipline, ward, etc.

Panelists have 4-6 weeks to review a maximum of 35 applications. Prior to the panel meeting, panelists spend approximately 40 hours reviewing applications online. All advisory panel meetings take place at the DCCA office unless otherwise stated and most meetings last one business day or less.

Panelists are appointed to one panel per year for a maximum of three consecutive years and do not receive compensation.

To nominate a person to serve on DCCA's Advisory Review Panels, see DCCA's [FY17 Call for Panelists](#).

Conflicts of Interest

All advisory review panelists must declare all conflicts of interest prior to the advisory panel meeting and complete a Conflict of Interest form during the actual meeting. An appearance of a conflict of interest arises when the individual, any member of the individual's immediate family, the individual's partner; or an organization that employs, or is about to employ, any of the aforementioned, has a financial or personal interest in the applicants selected for grants or sub-grants. The officers, employees, or agents of the Agency and Review Panel members making the awards will neither solicit on behalf of themselves, their immediate family members, their partners, or any organization that employs or is about to employ any of these people, nor accept gratuities, favors, employment, or anything of monetary value from grantees, potential grantees or applicants. Any questions regarding this matter should be directed to the Grants Director, Steven Scott Mazzola, at (202) 724-5613 or by email at steven.mazzola@dc.gov.



DC COMMISSION ON
THE ARTS & HUMANITIES

NOTIFICATION AND PAYMENT

Applicants will be notified of a grant application decision via conditional grant award email, letter of intention to fund, letter of ineligibility, or letter of denial.

The date of payment disbursement is subject to change depending on the availability of funds. DCCAH works with other DC government agencies to pay grant recipients in a timely manner but DCCAH does not create or distribute payments onsite. To expedite the payment process, DCCAH strongly recommends FY2017 grant recipients register for direct deposit by completing an Automated Clearing House (ACH) Vendor Payment Enrollment Form. The ACH Form can be found on the DCCAH website at [Managing Grant Award](#).

DCCAH reserves the right to rescind any and all grant awards for non-compliance with grant guidelines, policies and regulations. FY2017 grantees with unfulfilled reporting in any funding program as of October 15, 2016 are ineligible to receive any additional awards from DCCAH.



PERFORMANCE MONITORING

All grant recipients are subject to risk assessments and monitoring requirements as outlined in the [City-Wide Grants Manual and Sourcebook](#) from the Office of the City Administrator (OCA). DCCAH has established standards for grantees in making determinations of demonstrated performance prior to the award of all grants.

All activities funded by DCCAH will be monitored and evaluated by staff to assure compliance with all aspects of the District of Columbia's requirements, which may include evaluating allowable costs, meeting projected benchmarks, providing proof of expenditures, etc.

All FY17 grant recipients must complete final reports by October 15, 2017. Grantees are required to document payment of all grant related expenses as well as the required match. Interim and final reports are completed through the online portal. Grantees may access the interim and final report pages through the [Manage Grant Award](#) page on the DCCAH's website. All grantees are responsible for reporting grant awards as income on federal and local tax returns and are strongly encouraged to consult with the tax professionals and the IRS.



DC COMMISSION ON
THE ARTS & HUMANITIES

APPEALS POLICY

Applicants that have been denied funding through a DC Commission on the Arts and Humanities grant program are encouraged to schedule debriefings with program staff to get comprehensive feedback on their application(s). During the meeting with program staff if an applicant believes an impropriety listed below has possibly occurred, a formal written appeal should be submitted to the Grants Director. The written appeal should indicate the occurrence of impropriety and provide relevant details supporting the claim based on the criteria for an appeal listed below. Dissatisfaction with the denial of an application or with the amount of an award is not sufficient reason to appeal.

The following steps are required to file an appeal:

Step 1: Applicants must meet with the appropriate program staff to review the advisory panelists' comments on the application within thirty (30) days of the date of the notification letter. The meeting will determine if the following has occurred and if the applicant is eligible for consideration of a request for an appeal:

- Whether application narrative and budget statistics did not adhere to the criteria in the Commission's published guidelines;
- Whether the final decision was unduly influenced by a panelist with undisclosed conflicts of interest; or,
- Whether required information submitted by the applicant was withheld from the review panel or the Board of Commissioners.

Step 2: If the applicant can demonstrate evidence of the above impropriety and/or improprieties, a letter should be sent to the Grants Director within ten (10) business days of the meeting date with the program staff outlining the evidence and requesting that the application be reconsidered for funding.

Step 3: Staff will acknowledge receipt of the written appeal within two (2) business days of receipt. The Grants Director will meet with the appropriate staff member(s), the DCCA Director and the Commissioner convener of the advisory panel to review the application, the minutes of the advisory panel's meeting and the published evaluation criteria.



Step 4: If the DCAH Director finds that the appeal is supported by sufficient evidence and if funds are available, s/he will make a recommendation to the Board of Commissioners, who will review the appeal at the next regularly scheduled (monthly) meeting.

Step 5: If the DCAH Director does not find sufficient evidence to support reconsideration of the application, the applicant will be notified that the panelists' decision is being upheld.

Step 6: The applicant will be notified of the Commission's decision within ten (10) days of the meeting date.

Please note that all funding recommendations, appeals and policy decisions made by the Board of Commissioners are final and subject to availability of funds.



DC COMMISSION ON
THE ARTS & HUMANITIES

ADDENDUM A: WORK SAMPLES AND SUPPLEMENTARY MATERIALS

The DC Commission on the Arts and Humanities (DCCAH) values and emphasizes artistic excellence in all grant programs within all disciplines. This section contains detailed information on the DCCAH’s requirements and suggestions regarding artistic content.

Arts and humanities content and/or merit is one of several criteria on which an application is reviewed. Other criteria include: District Impact and Engagement, Financial Capacity, Management and Sustainability and others as dictated within the program guidelines. Arts and humanities content and/or merit is demonstrated to the Advisory Review Panel through the applicant’s:

- **Section 1 - Work sample;**
- **Section 2 - Support materials;**
- **Section 3 - Résumé(s) of key personnel; and**
- **Section 4 - Assessment and evaluation methods**

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.

To further assist you in submitting strong artistic content with your application, DCCAH has provided:

- **Section 5 – General suggestions from DCCAH staff.**

Section 1 - Work Samples

Work samples are a critical to each application and are carefully considered during application review. The DCCAH 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 applicant’s arts and/or humanities discipline and the nature of the grant request. *Applicants must adhere to the work sample requirements below in order to be eligible for consideration.*

Work samples must be no more than two years old. Submitting older work samples will make the application ineligible for funding consideration.

Arts Education	
	Includes video and audio excerpts, writing samples, and student art work along with syllabi, lesson plans, and other materials 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 ten different works.
	Organizations - Submit 20 digital images of different works.
	Create an Image Identification List of the images you are submitting. Arrange the list in the order that you would like the images to be viewed. 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 video recordings of performances.
	Submit an ensemble selection unless you are a soloist or the project involves a solo.
Design Arts	
	Individuals - Submit digital images of ten different works.
	Organizations - Submit 20 digital images of different works.
	Create an Image Identification List of the images you are submitting. Arrange the list in the order that you would like the images to be viewed. 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.
Interdisciplinary	
	Individuals and organizations must submit up to 10 digital images or up to two audio/video recordings demonstrating the integration of disciplines in the work.
Literature (Includes poetry, fiction, creative writing, screenwriting, spoken word, etc.)	
Fiction and Creative Nonfiction Writing	Submit 10-20 pages from no more than three short works, or a portion from no more than two larger works up to 20 pages.
	Applicants must label the work(s) as fiction or nonfiction.
	If the work is an excerpt, include a one-page statement in the manuscript about where it fits into the whole to orient the reviewers.

Poetry	Submit 10-15 pages of poetry from no fewer than five poems, not to exceed 10 poems.
	Shorter poems should be printed one to a page.
Spoken Word	In addition to the Poetry requirements above, submit video recordings of three contrasting pieces.
Media Arts	
Film, Video, Radio	Submit up to two audio/video recordings of completed work or work-in-progress.
Multi-disciplinary	
	Provide the required work samples (as described herein) for two (minimum) or three (maximum) of the artistic disciplines that are relevant to the grant request.
Music	
	Submit up to three audio/video recordings.
	Selections must not exceed five minutes.
	Upload each selection in a separate file.
Photography	
	Individuals - Submit digital images of ten different works.
	Organizations - Submit 20 digital images of different works.
	Create an Image Identification List of the images you are submitting. Arrange the list in the order that you would like the images to be viewed. 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.
Theater	
Actors	Submit video recordings of two contrasting monologues.
	Still images of productions are prohibited.
Directors	Submit a copy of a 1-3 page concept statement of a recently directed play.
Organizations	Submit up to two 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 audio recordings.
Visual Arts	
	Individuals - Submit digital images of ten different works.
	Organizations - Submit 20 digital images of different works.
	Create an Image Identification List of the images you are submitting. Arrange the list in the order that you would like the images to be viewed. 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.

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; and,
- Awards.

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 – Assessment and Evaluation

Purpose of Assessment & Evaluation

- (a) To determine the efficacy of a program, as articulated in the program goals and as required for grant reporting.
- (b) To provide evidence to support changes in order to improve the program and its delivery.

Types of Assessment & Evaluation

(a) Qualitative Assessment is often subjective in approach and narrative in nature.

(b) Quantitative Assessment provides empirical data that demonstrates growth in the knowledge, skills, and understandings of the participants.

Assessment & 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 5 - General Suggestions from DCCAH Staff

When creating and preparing Work Samples, Support Materials and Résumés, the DCCAH recommends considering the following:

- Select recent, high quality samples that relate as directly to the application as possible.
- Uploaded pictures should be JPEGs with the resolution of at least 72 dpi
- The file upload limit is 80MB. If your work sample is larger than this, we encourage you to provide a link rather than compromise the quality of the work sample
- Less is more. Oftentimes, 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.
- Digital File Format - All files should be labeled as follows, in the appropriate file extension (jpg, gif, pdf, etc.)
 - Template: Applicant'sLastName.FirstName.Image#.ArtworkTitle.jpg
 - Example – "DaVinci.Leonardo.1.MonaLisa.jpg"

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.

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 on 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. DCCAH is not responsible for any material outside of the online grant portal.



DC COMMISSION ON
THE ARTS & HUMANITIES

ADDENDUM B: DC CULTURAL DATA PROJECT/DATA ARTS (CDP)

The Data Arts/Cultural Data Project is a District-wide, collaborative effort of public and private funders and consists of an online system for collecting and standardizing historical, financial and organizational data. The Data Arts/Cultural Data Projects funder's report will provide the cultural community with comprehensive data on arts and culture in D.C., and enable organizations to view trends in their data, benchmark themselves against peer organizations, and enhance their financial management capacity.

DCCAHA requires organizations to complete the CDP/DataArts funder's report to apply to the DC Heritage Grant Program, Facilities and UPSTART programs.

The funder's report is an annual requirement completed through the [CDP website](#). The information entered into the Data Profile will be used when an application is created and report materials are submitted for the DCCAHA and other funders.

Complete instructions for getting started with the Data Arts/CDP or take part in a free orientation webinar, visit: <http://www.dcculturaldata.org/>.

Please direct questions concerning Cultural Data Project/Funder's Report to:

CDP/DataArts Help Desk:

Toll Free: 1-855-223-2237 (1-855-22-DCCDP)

Email: help@DCculturaldata.org

The Help Desk is available Monday – Friday from 9:00am – 5:00pm DCST.

CDP/Data Arts website: <http://www.dcculturaldata.org>



DC COMMISSION ON
THE ARTS & HUMANITIES

ADDENDUM C: CLASSIFICATIONLIST

CLASSIFICATION LIST		
<p>Select which classification(s) best describes the applicant and the project. There are five (5) classification categories: Institution Type, Applicant Discipline, Project Discipline, Artist Type, and Type of Activity. Make note of the number and name of each selection. All applicants are required to provide this information within the application.</p>		
Institution Type (Choose One)		
0	Unknown	
1	Individual Artist	
2	Individual Non artist	
3	Performing group	
4	Performing group-College/University	
5	Performing group -Community	
6	Performing group-For Youth	
7	Performance Facility	
8	Museum of Art	
9	Museum/other	
10	Gallery/Exhibition space	
11	Cinema	
12	Independent press	
13	Literary Magazine	
14	Fair/Festival	
15	Arts Center	

16	Arts Council/Agency	
17	Arts Organization	
18	Union/Professional Association	
19	School District	
20	School-Parent Teacher Organization	
21	School-Elementary School	
22	School-Middle School	
23	School-Secondary School	
24	School- Vocational/Technical School	
25	School-Other	
26	College/University	
27	Library	
28	Historical Society/Organization	
29	Humanities Council/Agency	
30	Foundation	
31	Corporation/Business	
32	Community Service Organization	
33	Correctional Institution	
34	Health Care Facility	
35	Religious Organization	
36	Seniors' Center	
37	Parks and Recreation	
38	Government- Executive	
39	Government- Judicial	
40	Government- Legislative (House)	
41	Government-Legislative (Senate)	

42	Media- Periodical	
43	Media- Daily Newspaper	
44	Media- Weekly Newspaper	
45	Media- Radio	
46	Media- Tv	
47	Cultural Series Organization	
48	School of the Arts	
49	Arts Camp/Institute	
50	Social Service Organization	
51	Child Care Provider	
52	Arts Organization/Arts Education	
99	None of the Above	
Applicant Discipline (Choose One) /		
Project Discipline (Choose One)		
01	Dance	
01A	Dance: ballet	
01B	Dance: ethnic/jazz	
01C	Dance: modern	
02	Music	
02A	Band (jazz and popular not included)	
02B	Chamber Music (only music)	
02C	Choral Music	
02D	New (includes experimental or electronic)	
02E	Ethnic Music	
02F	Jazz Music	

02H	Popular (including rock)	
02G	Solo/Recital	
02I	Orchestral (includes symphonic and chamber)	
03	Opera/ Musical Theater	
03A	Opera	
03B	Musical Theater	
04	Theater	
04A	Theater (general/classical/ contemporary/experimental)	
04B	Mime	
04D	Puppetry	
04E	Theater for Young Audience	
05	Visual Arts	
05A	Experimental (including conceptual and new media)	
05B	Graphics (including printmaking and book arts)	
05D	Painting (including watercolors)	
05F	Sculpture	
06	Design Arts	
06A	Architecture	
06B	Fashion	
06C	Graphic Design	
06D	Industrial	
06E	Interior Design	
06F	Landscape Architecture	
06G	Urban/Metropolitan	
07	Crafts	

07A	Clay	
07B	Fiber	
07C	Glass	
07D	Leather	
07E	Metal	
07F	Paper Arts	
07G	Plastic	
07H	Wood	
07I	Mixed media	
08	Photography (including holography)	
09	Media Arts	
09A	Film	
09B	Audio (including radio and sound installations)	
09C	Video	
09D	Technology/Experimental	
10	Literature	
10A	Fiction	
10B	Non-Fiction	
10C	Playwriting	
10D	Poetry	
11	Interdisciplinary	
12	Folklife/Traditional Arts	
12A	Folk/Traditional Dance	
12B	Folk/Traditional Music	
12C	Folk/Traditional Crafts and Visual Arts	
12D	Oral Traditions	

13	Humanities	
14	Multi-Disciplinary	
15	Non-Arts/ Non-Humanities	
16	Arts Administration/General Operating support	
Type of Activity (Choose One)		
01	Acquisition	
02	Audience Services	
03	Awards/fellowship	
04	Creation of a Work of Art	
05	Concert/Performance/Reading (including Production)	
06	Exhibition	
07	Facility Construction, Maintenance and Renovation	
08	Fair/Festival	
09	Identification/Documentation	
10	Institutional/Organization Establishment	
11	Institutional/Organization Support	
12	Arts Instruction/Class/Lecture	
13	Marketing	
14	Professional Support- Administrative	
15	Professional Support- Artistic	
16	Recording/Filming/Taping	
17	Publication	
18	Repair/Restoration/Conservation	
19	Research/Planning	

20	School Residency	
21	Other Residency	
22	Seminar/Conference	
23	Equipment Purchase/Lease/Rental	
24	Distribution of Art(films, books, prints)	
25	Apprenticeship/Internship	
26	Re-granting	
27	Translation	
28	Writing About Art (criticism)	
29	Professional Development/Training	
30	Student Assessment	
31	Curriculum Development/Implementation	
32	Stabilization/Endowment/Challenge	
33	Building Public Awareness	
34	Technical Assistance	
35	Web Site/Internet Development	
36	Broadcasting	
99	None Of the above	

Artist Type		
	Actor	Metalsmith
	Architect/Designer	Mime
	Art Historian	Mixed Media Artist
	Art Patron/Collector/Investor	Mosaic Artist
	Art Therapist	Music Director
	Artistic Director	Musician (general)

	Arts Administrator	Needlework
	Arts Educator	Oil/Pastel Painter
	Audio Artist	Papermaker
	Bagpiper	Pencil Artist
	Basketry	Percussionist
	Brass Player	Performance Artist
	Carpenter	Performing Arts Agent
	Ceramist	Performing Arts Teacher
	Choral Singer	Photographer
	Choreographer	Photographer of Art
	Circus Arts	Playwright
	Clogger	Preparator
	Composer	Presenter/Producer
	Computer generated animation	Printer/Binder/Typography
	Conductor	Printmaker
	Conservator/Restorer	Production Manager
	Costume Designer	Property Technician
	Curator	Puppeteer
	Dancer	Screenwriter
	Decorative Art Design (fashion, interior, textile)	Sculptor
	Decorative Arts/Antiques	Set/Property Designer
	Editor/Technical Writer	Singer
	Enamelist	Songwriter
	Environmental Artist	Sound Technician
	Exhibit Designer	Square Dancer

	Fiber Artist	Stage Manager
	Film/Video Animation	Stained Glass Artist
	Filmmaker	Storyteller
	Folkdancer	String Player
	Folklorist (folklore study)	Technical Director
	Fretted Instrument Player	Theater (general)
	Glassblower	Trainer/Vocational
	Graphic Artist	Translator
	Graphic Designer	Video Artist
	Ink Artist	Visual Artist (general)
	Installation Artist	Visual Arts Agent
	Interdisciplinary Artist	Visual Arts Teacher
	Jeweler	Wardrobe Technician
	Keyboard Instrumentalist	Watercolor Painter
	Leatherworker	Weaver
	Lighting Designer	Website Designer
	Lighting Technician	Woodwind Player
	Literary Agent	Woodworker
	Literary Arts Teacher	Writer/Poet
	Makeup Designer	