DC COMMISSION ON
THE ARTS & HUMANITIES

FY 2019
GUIDE TO GRANTS

Last updated September 7, 2018

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

DC COMMISSION ON
THE ARTS & HUMANITIES

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Prospective applicants are encouraged to read the entire Guide to Grants and related grant program guidelines before submitting an application for any DC Commission on the Arts and Humanities (CAH) grant.

ABOUT THE
DC COMMISSION ON THE ARTS AND HUMANITIES

Mission

The DC Commission on the Arts and Humanities (CAH) 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, CAH is the official government agency for arts and humanities in the District of Columbia. CAH supports programs and the development of projects that promote progress in the arts and humanities and the diversity of arts and humanities expression. The Commission's board is comprised of up to eighteen private residents (commissioners), each of whom is appointed by the Mayor and approved by the Council of the District of Columbia. The agency's staff is assisted annually by advisory review panelists and volunteers.

Funding for the DC Commission on the Arts and Humanities and its programs is provided by the District of Columbia and the National Endowment for the Arts, a federal agency.

Goals

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

- Support 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 investments 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 CAH. Applicants and grantees may notify the commissioners of their arts and humanities activities through invitations and informational notices. It is inappropriate for individual or organizational applicants to send personal letters of introduction or persuasion.

Telephone communication with commissioners and advisory review panelists is a breach of CAH regulations and may lead to disqualification.

A list of commissioners and e-mail contact information is provided on the next page.

DC COMMISSION ON THE ARTS & HUMANITIES

Board of Commissioners

Comm. Stacie Lee Banks (Ward 3) Email: Stacie.banks@dcbc.dc.gov	**Comm. Susan Clampitt (Ward 6)** Email: susan.clampitt@dcbc.dc.gov
Comm. Edmund C. Fleet (Ward 7) Email: edmund.fleet@dcbc.dc.gov	**Comm. Haili Francis (Ward 5)** Email: haili.francis@dcbc.dc.gov
Comm. Rhona Wolfe Friedman (Ward 2) Email: rhona.friedman@dcbc.dc.gov	**Comm. Alma H. Gates (Ward 3)** Email: alma.gates@dcbc.dc.gov
Comm. Darrin L. Glymph (Ward 4) Email: darrin.glymph@dcbc.dc.gov	**Comm. Miles Gray (Ward 8)** Email: miles.gray@dcbc.dc.gov
Comm. Gretchen B. Wharton (Ward 6) Email: Gretchen.wharton@dcbc.dc.gov	**Comm. Kay Kendall (Ward 2-CHAIR)** Email: kay.kendall@dcbc.dc.gov
Comm. MaryAnn Miller (Ward 3) Email: maryann.miller@dcbc.dc.gov	**Comm. Josef Palermo (Ward 1)** Email: josef.Palermo@dcbc.dc.gov
Comm. Maria Hall Rooney (Ward 4) Email: maria.rooney@dcbc.dc.gov	**Comm. Cicie Sattarnilasskorn (Ward 1)** Email: Cicie.Sattarnilasskorn@dcbc.dc.gov
Comm. José Alberto Uclés (Ward 5) Email: jose.ucles@dcbc.dc.gov	

DC COMMISSION ON
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Access and Equal Opportunity

Persons needing accessibility accommodations for CAH services and programs may contact External Engagement Specialist, Kali Wasenko, at kali.wasenko@dc.gov, (202) 724-5613 or (202) 724-4493 TDD/TTY to request assistance. A large print or audio version of this document is available with two weeks' notice. Sign language or foreign language interpretation is available for CAH workshops, review panels and events with two weeks' notice.

Limited English Proficiency

CAH is committed to ensuring that its programs and services are accessible to all people. This document and grant applications can be translated with a minimum of two weeks' notice.

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.

DC COMMISSION ON THE ARTS & HUMANITIES

ELIGIBILITY REQUIREMENTS

The guidelines for each grant program provide specific criteria applicants must meet in order to apply for those funds. In general, CAH uses the below stated standard eligibility requirements although eligibility may change depending on the specific grant program. Applicants are required to review eligibility criteria as stated in each grant program Request for Applications to determine if the criteria are met.

Generally, individuals may apply for CAH grants if they meet all of the following eligibility requirements at the time of application:

- Be age 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. Post office boxes may not be used as a primary address;
- Be in good standing with CAH and the District of Columbia government. Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2018 are ineligible to receive an award from CAH in FY 2019 unless otherwise stipulated; and,
- Meet all other requirements stipulated in the guidelines for the program to which they are applying.

Generally, organizations may apply for CAH grants if they meet all of the following eligibility requirements at the time of application:

- 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 dated at least one year prior to the application deadline date;
- 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 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);
- Have an active board of directors;
- Ensure that at least fifty-one percent (51%) of the organization's activities occur within the District of Columbia (Note: Arts and humanities service organizations that serve a national constituency may be eligible for project funding under the Projects, Events or Festivals category);
- Obtain certification of "Citywide Clean Hands" (CCH) from the District of Columbia Office of Tax and Revenue;

- Be in good standing with CAH. (Note that applicants with incomplete or delinquent reports from any prior funding program, as of October 15, 2018, are ineligible to receive additional funds from CAH in FY 2019); and,
- 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 and the addresses of a board member or volunteer as evidence of the principal business address).

FY 2019 GRANT OPPORTUNITIES

CAH awards grants to nonprofit organizations and individuals. Applicants may refer to the chart on the following pages, or call 202-724-5613 for an overview of CAH's current grant programs. Questions regarding a specific grant program may be addressed to the grant manager for that program.

Matching Requirements

Most CAH 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 leverage public and private dollars and assist an organization's fundraising. In-kind contributions of goods or services and other CAH or District of Columbia government funds may not be used to satisfy the matching requirement for awardees. CAH grant funds must be spent within CAH's Fiscal Year 2019 (FY 2019) (October 1, 2018 to September 30, 2019), unless otherwise noted.

Individuals are not required to provide matching funds.

DC COMMISSION ON THE ARTS & HUMANITIES

FY 2019 General Operating and Project Support Grant Cycles, Descriptions and Dates

GRANT PROGRAM & DESCRIPTION	MANAGER	DEADLINE
General Operating Support (GOS) – Provides general operating support for nonprofit arts, humanities and arts education organizations. Two types of support are available: 1.) Nonprofit arts, humanities and arts education organizations and 2.) Service organizations dedicated to providing technical assistance and support services to the DC arts and humanities field. Maximum Award: Up to 30% or no more than $200,000, based on applicant's FY17 cash expenses, for organizations (1:1 match)	CAH Staff	Friday, March 2, 2018
Public Art Building Communities (PABC) Cycle 1 – Supports the creation and installation of permanent or temporary public artwork that enhances District neighborhoods. Maximum Award: $100,000 – Organizations (1:1 match) $50,000 – Individuals (no match required)	Keona Pearson	Friday, April 6, 2018
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. Maximum Award: $10,000 – Individuals (no match required)	Dance: Benjamen Douglas Design Arts: Regan Spurlock Humanities: Heran Sereke-Brhan Music: Khalid Randolph Media Arts: Regan Spurlock Theatre: Benjamen Douglas Teaching Artists: David Markey Visual Arts: Regan Spurlock	Friday, June 1, 2018

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. Maximum Award: $20,000 – Organizations (1:1 match)	David Markey	Friday, June 8, 2018
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. Maximum Award: $35,000 – Organizations (no match required)	Khalid Randolph	Friday, June 8, 2018
Projects, Events or Festivals (PEF) Cycle 1 – Supports projects, events and festivals to promote arts and humanities activities to DC residents. Maximum Award: $20,000 – Organizations (1:1 Match) $10,000 – Individuals (no match required)	PEF - Individual: Benjamen Douglas PEF - Organization: Khalid Randolph	Friday, June 8, 2018
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 FY17 cash expenses between $250,000 and $1,249,999. Maximum Award: Up to $50,000 – Organizations (no match required) Up to 30% of total award can be matched for operational reserves	Benjamen Douglas	Friday, June 15, 2018
Sister Cities Grant (SCG) – Supports arts and humanities projects that foster cultural exchange and diplomacy between the District of Columbia and DC's Sister Cities. Maximum Award: $20,000 – Organizations (1:1 match) $10,000 – Individuals (no match required)	Benjamen Douglas	Friday, June 15, 2018

LiftOff – Supports capacity building projects for arts, humanities and arts education organizations through consulting and grants for strategic planning, programmatic evaluation and leadership development to organizations with FY16 cash expenses up to $250,000. Maximum Award: $25,000 – Organizations (no match required)	TBD	TBD
Field Trip Experiences - Supports arts and humanities organizations to offer comprehensive field trip experiences for students in the District's public schools. The scope of the grant includes the cost of field trip tickets and associated transportation costs, professional development opportunities for classroom educators and the provision of pre- and post-field trip workshops for students. Maximum Award: $75,000 – Organizations (no match required)	David Markey	Friday, June 22, 2018
Facilities and Buildings (FAB) – Supports projects related to the improvement or purchase of facilities operated by nonprofit arts and humanities organizations. Maximum Award and match requirements vary by project type. See guidelines.	Benjamen Douglas	Friday, July 27, 2018
Art Bank/The Washingtonia Collection – Supports visual artists and art galleries in Washington, DC by purchasing fine art from District artists living within all eight wards to grow the Art Bank Collection. Artwork in the collection is owned by CAH under the District's Art in Public Places Program, and loaned to District Government Agencies for display in public areas and offices of government buildings. Both established and emerging artists are invited to apply Maximum Award: Varies	Zoma Wallace	Friday, July 20, 2018

Curatorial Grant The Curatorial Grant Program aims to provide a greater opportunity for the development and public presentation of visual art exhibitions by District resident curators. Through grant support and access to a contemporary exhibition space, CAH intends to serve the District's residents by presenting compelling exhibition concepts of resident curators. Maximum Award: $25,000 – Individuals (no match required)	Zoma Wallace	Friday, July 27, 2018
Public Art Building Communities (PABC) Cycle 2 – Supports the creation and installation of permanent or temporary public artwork that enhances District neighborhoods. Maximum Award: $100,000 – Organizations (1:1 match) $50,000 – Individuals (no match required)	Keona Pearson	Friday, August 10, 2018

FUNDING RESTRICTIONS AND ALLOWABLE COSTS

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

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

- Food and beverages;
- Re-granting (also known as "sub-granting");
- Tuition and scholarships;
- Costs related to fundraisers, special events and lobbying; and,
- Costs not directly related to the execution of funded projects.

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.

TECHNICAL ASSISTANCE AND WORKSHOPS

CAH staff members are available to assist grant applicants through group or individual technical 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 on our website 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.

Live Web Chat with Grants Team

On several Fridays during grant application windows, CAH staff will be available to answer your questions online via web chat. The directions to access the live web chats are available at dcarts.dc.gov/livechat.

Open Hours

In preparation for the grant application process, CAH staff provides applicants with one-on-one assistance related to their grant applications during "open hours". Walk-ins are welcome.

One-on-One Assistance

CAH staff members are also available to discuss strategies that might help showcase the applicant's activities in the best possible manner. 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 e-mail) their full **draft** application proposal along with any questions in advance of scheduling a meeting for agency staff assistance. CAH encourages applicants to contact the appropriate program manager well in advance to schedule, and send a draft proposal for review in advance of the meeting.

DataArts (formerly the Cultural Data Project):

The DataArts Funder Report (formerly Cultural Data Project, or CDP) is required for application to the General Operating Support, Facilities and Buildings, and Upstart grant programs.

First-time applicants are encouraged to learn the basics of DataArts by participating in the webinar for an orientation to the DataArts platform, if the grant program they are applying to has a DataArts reporting requirement. The orientation will walk applicants through the process of completing their profile, applying to participating grantmakers and generating Funder Reports. This orientation is recommended for organizations that are new to entering data into the DataArts system, or as a refresher on using the website. If you have any questions about entering your data, please contact the DataArts Support Center. The Support Center is open Monday through Friday from 9:00am – 8:00pm ET, and can be reached at 877-707-3282 or help@culturaldata.org.

To learn more about DataArts, visit this link to view videos and previously recorded training webinars.

APPLICATION PROCESS

All of the FY 2019 grant program Request for Applications (also known as guidelines) are available online at www.dcarts.dc.gov. CAH utilizes an online grant portal to receive applications. If an applicant requires assistance with online access they may contact the agency for support. All applications must be submitted online by 4:00 PM Eastern Time on the deadline date. Incomplete, late applications or applications which do not follow the instructions are deemed ineligible for review and funding. CAH does not accept mailed, emailed or hand-delivered copies of grant applications and/or their required attachments.

Submission of applications to CAH by other means, such as by way of email, is not permitted. However, 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 Kali Wasenko at 202-724-5613 or kali.wasenko@dc.gov and await request approval.

Grant Application Procedure

1. Review the FY 2019 Guide to Grants and the Request for Applications for specific grant programs thoroughly and determine eligibility of the applicant, project and project activities;

2. Go to Apply for Grants and select Grant Application Portal to register or sign in;

    - (To reset the password 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 4:00 pm ET on the grant program's deadline date**

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 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. CAH staff is not permitted to make corrections to applications on behalf of applicants. CAH staff reviews applications for completeness and contact 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. Incomplete or late applications, or applications which do not follow the instructions, will be **ineligible** for review and funding.

DC COMMISSION ON
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ADDRESSING ACCESSIBILITY IN GRANT APPLICATIONS

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 grant recipients 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 grant recipients 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.

Inclusion, Diversity, Equity and Access (IDEA)

In addition to detailed plans for its compliance with the Americans With Disabilities Act (ADA) (42 U.S.C. §§ 12101 et seq.), each application 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, cultural and developmental access. For more information, see the Americans with

Disabilities Act section of these Guidelines (which appear on Page 12, below) and the CAH Grants Glossary, located in the Guide to Grants. For your reference, you may use this link to access the text of the ADA: (https://www.law.cornell.edu/uscode/text/42/12101). By sharing here the hyperlink referenced immediately, the District government does not represent that shared text of the ADA is the latest version of that law.

GRANT REVIEW PROCESS

CAH selects individuals 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 against the established grant program review criteria. Panelists assist in making funding recommendations to the Commission, and are arts, humanities and/or business professionals, independent of CAH. CAH advises panelists to remain impartial in their review of CAH grant applications, and it ensures that its panelists recuse themselves from review of any application that presents a personal or professional conflict of interest (or the appearance of a conflict of interest). Panelists will participate in a review of all CAH grant applications in a group that is convened to discuss the applications and finalize their application-related scores in the presence of CAH staff and a CAH Commissioner Convener.

CAH's grant application evaluation process takes 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. For more information regarding the grant review process please visit the Guide to Grants. To serve or nominate a person to serve as an advisory review panelist for a grant program, see CAH's FY 2019 Call for Panelists.

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.

Panelists discuss and score each applicant according to the criteria set forth in the grant program guidelines. Applications are then ranked in order of their scores. The advisory review panel also discusses policy recommendations to improve the application and review process. CAH's executive director presents the ranking, scores and funding options from each panel to the Commission's Grants and Panels Committee for funding recommendations. The Committee presents final funding recommendations to the Board of Commissioners.

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

DC COMMISSION ON
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PANELIST NOMINATIONS

Panelists are integral to CAH's grants process because they rank and score applications, and provide comments on applicants and program recommendations.

All residents of the District of Columbia metropolitan area are encouraged to nominate panelists. 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.). CAH supports panel diversity in all forms: age, race, gender, disability, sexual orientation, identity and expression, arts and humanities discipline, ward, etc.

Panelists are provided three to six weeks for the review of up to 35 applications. Prior to the panel meeting, panelists spend approximately 40 hours reviewing applications online. All advisory panel meetings take place at CAH 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 CAH's advisory review panels, see CAH's Call for Panelists.

Conflicts of Interest

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, an organization that employs or is about to employ has a financial or personal interest in the applicants or projects being vetted during the panel proceedings. The officers, employees or agents of CAH and panelists 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 Senior Grants Director, Heran Sereke-Brhan, at (202) 724-5613 or by email at heran.sereke-brhan2@dc.gov.

NOTIFICATION AND PAYMENT

Applicants will be notified of a grant application decision via a conditional grant award email, letter of intention to fund, letter of ineligibility or letter of denial by Monday, October 1, 2018 – depending upon the program.

The date of CAH grant award payment disbursement is subject to availability of funds and processing of required documentation and materials. CAH staff will advise grant award recipients on this process following a conditional grant award email on or after October 1, 2018.

In collaboration with other District of Columbia government agencies, CAH processes the payment request of its grant recipients in a timely manner. CAH does not create or distribute grant award payments through its offices or staff. To expedite its grant award payment process, CAH advises grant recipients to register to receive direct deposit of its grant award, by completing an Automated Clearing House (ACH) Vendor Payment Enrollment Form. The ACH Form can be found on CAH's website at Managing Grant Award.

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 Monday, October 15, 2018 are ineligible to receive additional awards from CAH.

Interim and Final Reporting to CAH

Grant recipients will be required to submit to CAH an Interim Report and a Final Report regarding: (1) the extent to which they met their CAH grant award-related organizational and project goals; and (2) the impact that its funded projects or activities have had on the District of Columbia. The applicants' respective Interim and Final Reports to CAH must also include: (1) a financial report regarding the funded activity that clearly shows how the subject grant funds were used; (2) proof of expenditures and related locations date; (3) the numbers of people and communities served; (4) the number of schools served (if applicable); and (5) the numbers of local artists and youth engaged. Grant recipients who do not submit Final Reports are ineligible for further CAH funding.

All FY 2019 grant recipients must submit to CAH their respective grant-related Interim Reports by Monday, April 15, 2019, and their grant-related Final Reports by Tuesday, October 15, 2019. All of the above-referenced reports must be completed and submitted to CAH through its online portal. Grant recipients may access the Interim and Final Report forms through the Managing Grant Awards page on CAH's website.

Grant Cancellations

CAH has the right to withhold, reduce or cancel a grant award if the involved grant recipient does any of the following:

- Misses deadlines for grant reports;
- Fails to notify CAH of changes in project collaborators or other significant management changes or changes in the project scope;
- Fails to comply with the terms of the grant award contract requirements;
- Demonstrates inadequate financial management and oversight; and/or,
- Does not properly credit CAH's support.

PERFORMANCE MONITORING

All grant recipients 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 grant recipients 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, an evaluation of allowable costs, as assessment of efforts to meet projected grant applicant benchmarks, providing proof of expenditures, etc.

All grant recipients 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.

DC COMMISSION ON
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GRANTEE COMPLIANCE

During the grant period, Grantee must remain in full compliance with all applicable District laws and regulations and with all provisions of the applicable CAH "Grant Guidelines." A Grantee may be determined by CAH to be non-compliant with applicable laws, regulations and/or guidelines ("Non-Compliant") if they have committed a substantive and unresolved breach of their Grant Agreement, such as:

- Failure to provide to CAH a required Interim or Final report by no later than ten (10) business days after an extension has been granted by CAH.
- Failure to execute the funded project within the grant period/fiscal year.
- Grantee's refusal to provide to CAH access for monitoring Grantee's grant-related work.
- A substantial change made by Grantee in the core purpose or scope of the grant project, without receiving CAH's prior approval.
- Grantee's misuse of grant funds (*e.g.*, Grantee's use of grant funds to buy food for a scholarship fundraiser).
- Other serious actions that are prohibited by CAH's Grant Guidelines, Grant Agreement, or "Guide to Grants".

Grantees who are deemed Non-Compliant shall be ineligible to apply for any CAH grants while they remain in Non-Compliant status.

Any grants that Grantee has already been awarded during the current fiscal year shall be determined to be "high risk" and shall receive heightened monitoring. Any payments for grants that the Grantee has already been awarded during the current fiscal year but that have not yet been processed may be put on hold.

Grantee shall be notified of their Non-Compliance status via a hard-copy Notice Letter. Such letter shall include notification of what the subject "Non-Compliance" status means and the process used to remedy non-compliance.

Once the issue that initiated the Non-Compliant status has been remedied (in CAH's sole discretion) (*e.g.,* an untimely Final Report has been submitted to and approved by CAH), CAH will notify Grantee the status of their Non-Compliant status (whether the Non-Compliant status designation is to remain in place for a set period of time (*e.g.*, for the remainder of the current fiscal year and/or the following fiscal year) or if the Grantee is to then be considered "Compliant."

DC COMMISSION ON
THE ARTS & HUMANITIES

APPEALS POLICY

Applicants who have been denied funding through a CAH grant program are encouraged to schedule debriefings with grants program staff to get comprehensive feedback on their application(s). After meeting with program staff, if an applicant believes they meet one of the three grounds for appeal listed below, a formal written appeal may be submitted to CAH's Executive Director. The written appeal should 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 applicant is eligible for an appeal based upon the following grounds:

- The application questions did not adhere to the criteria in the published guidelines;
- The final decision was unduly influenced by a panelist with undisclosed conflicts of interest; or,
- 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 CAH's Executive 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. CAH's Executive Director will meet with the appropriate staff member(s) and the commissioner convener of the advisory panel to review the application, the minutes of the panel's meeting and the published evaluation criteria.

Step 4: If CAH's Executive 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. If the Executive 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.

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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 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:

1. **Section 1 - Work sample**
2. **Section 2 - Support materials**
3. **Section 3 - Résumé(s) of key personnel**
4. **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 4 (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 two (2) 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.
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)**	
	This cycle is open to District of Columbia resident artists only.
	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 arts and humanities disciplines(s).

Some examples of support materials are:

- Theater/exhibition reviews;
- Letters of recommendation;
- Certificates;
- Sample lesson plans;
- Assessments and evaluations; and
- 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 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 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.

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 see and play all work samples in the application before submitting. If a sample cannot be played, then panelists will not be able to see or play it.
- Select recent, high quality samples that relate as directly to the application as possible.

- Uploaded pictures should be JPGs with the resolution of at least 72 dpi 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) tend to make the biggest impact and create the strongest artistic impression.ill not be able to see or play i
- 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.
- Panelists must be able to assess the skill level of the artist(s) involved in the work that will be created, exhibited or taught.

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.
- If your video work sample is longer than five minutes, please note where you would like panelists to begin viewing (e.g. 5:35:00).

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 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. CAH is not responsible for any material outside of the online grants portal.

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ADDENDUM B:
DATAARTS FUNDER'S REPORT

DataArts 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 DataArts provides the arts and humanities community with comprehensive data on arts and humanities in DC, and enable organizations to view trends in their data, benchmark themselves against peer organizations and enhance their financial management capacity.

CAH requires organizations to complete the DataArts Funder Report, reflecting three years of data, to apply to the General Operating Support Grant (for organizations with operating budgets over $250,000), Facilities and Buildings and UPSTART grant programs.

The information entered into the Data Profiles will be used when a funders report is created for CAH and other funders.

Complete instructions for getting started with DataArts or take part in a free orientation webinar, visit: http://www. culturaldata.org/.

Please direct questions concerning the DataArts Funder Report to:

DataArts Help Desk:
Toll Free: 877-707-DATA (877-707-3282)
Email: help@DCculturaldata.org
The Help Desk is available Monday – Friday from 9:00 AM – 8:00 PM ET.

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ADDENDUM C: CLASSIFICATION LIST

CLASSIFICATION LIST		
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.**		
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 Theatre	
03A	Opera	
03B	Musical Theatre	
04	Theatre	
04A	Theatre (general/classical/ contemporary/experimental)	
04B	Mime	
04D	Puppetry	
04E	Theatre 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	Theatre (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	

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