



DC COMMISSION ON THE ARTS & HUMANITIES
50th ANNIVERSARY

FY 2020 PROJECT-BASED GRANT: ARTS/HUMANITIES EDUCATION PROJECT (AHEP) QUESTIONS

Applicants may submit one (1) Arts/Humanities Education Project application per grant cycle

In-School Projects
Out-of-School-Time Projects
Professional Development Projects

Organizations may request up to \$20,000
Deadline: Friday, May 31, 2019 at 4:00PM EDT

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



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PROJECT-BASED GRANT

Applicants may submit one (1) Arts/Humanities Education Project applications per grant cycle

FY 2020

Arts/Humanities Education Project (Organization)

Release Date: Friday, May 3, 2019
Application Deadline: Friday, May 31, 2019 at 4:00 pm ET
Grant Period: October 1, 2019 to September 30, 2020
Award Amount: Organizations may apply for up to \$20,000
(Maximum Award)
Cash-Match Requirement: 1:1

In-School Projects
Out-of-School-Time Projects
Professional Development Projects

Questions

Overview

Project Title:
(10 words)
(Required)

Amount Requested:
(Required)

Type of Support:
(Required)

Project Start Date:
(Required)

Project End Date:
(Required)

Provide a brief summary of the arts and humanities project:

(200 Words)

(Required)

Have you applied for a grant from CAH within the past 5 years?

(Required)

Has your address changed in the past 12 months?

(Required)

Request

Organizational Profile

In which ward is the applicant headquartered?

(Required)

Legal Status:

(Required)

Applicant Discipline:

(Required)

Institution Type:

(Required)

Organization Founding Date

(Required)

What is the organization's mission and vision?

(100 words)

Provide a list of the organization's top three accomplishments from the past two years.

(200 words)

Request Details

Arts Education Project Type:

(Required)

Arts Education Population:

(Required)

Project Descriptors:

(Required)

Project Discipline:

(Required)

Type of Activity:

(Required)

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

What is the expected number of arts and humanities personnel paid by this grant request (in whole or in part.) Numeric answers only.
(Required)

Provide past examples of delivery of activities similar to this request. Responses may include examples of the applicant fabricating, installing, managing, producing and/or presenting similar projects.
(300 Words)
(Required)

What personnel does the applicant use to implement the project? Of these, how many are DC-residents?
(200 Words)
(Required)

District Impact & Engagement

Which ward(s) will the activities impact?
(Required)

What is the expected number of individuals directly impacted by this request:
(Required)

Select the names of the DC schools benefiting from the project. Type the names of any other schools benefiting in the space below.

Define the DC target population for this project. In what ways does this project meet the needs of the targeted DC population?
(400 Words)
(Required)

How will the applicant market its activities to specified target populations in DC? What are the direct efforts to engage these populations? How does the applicant evaluate this engagement?
(300 Words)
(Required)

What modes of programmatic evaluation has the applicant used in the past? Provide examples of changes as a result of the evaluation(s). If none, explain why. What are the anticipated modes of evaluation the applicant will employ?
(300 Words)
(Required)

If partnerships are involved in any of the activities discussed above, provide relevant details such and documentation e.g. financial, resource sharing or in-kind contributions.
(300 Words)
(Required)

How does the applicant ensure all activities and modes of engagement are accessible to District residents and visitors of all abilities and backgrounds? Discuss the applicant's strategies to include people of all abilities as well as other underserved populations, which include those whose access to professional arts and humanities experiences is limited by geography, ethnicity, and/or economics. (For more information, review the Americans with Disabilities Act, the FY17 Guide to Grants and DC Human Rights Act of 1977.)

(200 Words)

(Required)

Budget Narrative, Capacity and Sustainability

Total cash expenses for most recently completed fiscal year:

(Required)

Total Project Budget:

(Required)

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

(200 Words)

(Required)

Is there anything specific the panel should know about the applicant's finances?

(100 Words)

Budget

(Budget Tab, Required)

Enter the Project Income and Project Expense line items. Use the "Description" field below to denote which expenses will be charged to the DCCAH award and the amount of those expenses. For support of purchase, enter placeholder items to successfully complete the application and submit.

(Required)

Project Income:

(Required)

Project Expenses:

(Required)

Work Samples & Uploads

Provide a statement describing how the content of the work sample best represents the applicant and/or the work supported by the request. (400 Words)

(Required)

IRS Letter of Determination:

(Required)

W-9 (Dated within 30 days of grant deadline):
(Required)

Support Materials: Include syllabi, lesson plans, brochures, marketing materials, and letters of recommendation and testimony.
(Required)

Work Samples: Include video and audio excerpts, writing samples, and student art work along with materials created by teaching artists and teachers in professional development projects (Note: Please use the Media Viewer and ensure all links are working.)
(Required)

Resume(s) of Key Personnel:
(Required)

List current board members and their roles:
(Required)

FY18 IRS Form 990:
(Required)

Arrest and Conviction Statement:
(Required)

Clean Hands Certificate (Dated within 30 days of grant deadline):
(Required)

Statement of Certification (Dated at time of grant submission):
(Required)

Certificate of Insurance:
(Required)