



DC COMMISSION ON THE ARTS & HUMANITIES  
**50th ANNIVERSARY**

REQUEST FOR APPLICATIONS  
**CURATORIAL GRANT PROGRAM**  
PROJECT-BASED GRANT | FY 2020 GUIDELINES

Application Release: Friday | MAY 3, 2019

Application Deadline: FRIDAY | JULY 26, 2019 | 4:00PM

**FY 2020 Funding**

The grant period is from October 1, 2019, to September 30, 2020. Grant funds may not be used for activities or expenses that occur outside of the grant period.

**Funding Requests**

Individuals may request up to \$25,000

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

Staff Contact: **Ron Humbertson**, Art Collections Registrar | [ron.humbertson@dc.gov](mailto:ron.humbertson@dc.gov)

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Established in 1968, the Commission on the Arts and Humanities (CAH) supports programs that promote progress in the arts and humanities through grants, professional opportunities, and other services to individuals and nonprofit organizations in all communities within the District of Columbia.

As the designated state arts agency for the District, CAH is an agency of the Planning and Economic Development Cluster of the Executive Branch of the District government, and is supported primarily through District government funds and in part by the National Endowment for the Arts.

Government of District of Columbia  
Commission on the Arts and Humanities  
200 I Street, SE, Suite 1400, Washington, DC 20003  
202-724-5613 | [dcarts.dc.gov](http://dcarts.dc.gov)

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WE ARE  
WASHINGTON  
GOVERNMENT OF THE  
DISTRICT OF COLUMBIA  
**DC MURIEL BOWSER, MAYOR**

## CURATORIAL GRANT PROGRAM (CGP) PROJECT-BASED GRANT

### Grant Program Overview and Goals | CGP

The Curatorial Grant Program (CGP) provides support for the development and public presentation of visual art exhibitions by District resident curators through grant support and use of CAH's exhibition space within their building lobby. Applicants must be individuals with prior curatorial experience.

CAH seeks grant applications from qualified individuals for exhibition proposals for CAH's 200 I Street Galleries, located in the lobby of the 200 I (eye) Street, SE District-owned government building. Two (2) exhibition proposals will receive grants for curation and installation during FY20 (see schedule below). This grant is competitive.

Applicants may submit only one (1) application and must indicate which of the two exhibition dates (below) they are available. (Applicant may indicate one or both periods.)

Winter Exhibition	Spring Exhibition
February 10 – March 20, 2020 Installation from Feb 3 – 7, 2020 De-installation from March 23 – 27, 2020	April 6 – May 15, 2020 Installation from March 30 – April 3, 2020 De-installation from May 18 – May 22, 2020

By making its CGP grant awards, CAH endeavors to:

- Provide District of Columbia residents with an exhibition space of approximately 180 linear feet within a public building lobby retrofitted into a gallery space.
- Provide the opportunity to residents to develop innovative and educational art exhibitions for presentation in a government facility.
- Provide unique exhibitions and related programs for District residents.

### Successful CGP Applications

- Present a visionary idea with a clearly defined curatorial concept that speaks to a chosen theme or focus. Proposals should communicate the curator's reasons for selecting participant artists and explain how their selected artworks relate to the theme and each other.
- Each phase of the project must have an outline within a timeline that includes all steps in the execution of the proposed exhibition, including educational

components and all programming events.

- Include artworks of a consistent quality when evaluated in comparison with other artworks proposed for the exhibit. Images of all selected artwork including sketches of prospective newly commissioned artworks are required documents.
- Include renderings of the exhibition as designed for installation in the I (EYE) Street Galleries that utilizes gallery images provided in Addendum A to illustrate the exhibition layout.
- Provide a comprehensive, detailed budget of all projected expenditures involved in the presentation of the exhibition and programming- including insurance, installation, gallery signage, gallery events, and gallery repair, etc.
- Describe the curator's public engagement plan while taking into account the specific gallery open hours, Monday-Friday (9am-6pm).
- Specify the type(s) of technology that may be required to present aspects of the exhibition and/or programming. Specifications include locations of the electrical outlets in the I Street Galleries.
- Reflect grant program goals, in response to each question. All questions must be thoroughly answered and submitted with all mandatory documents uploaded at the time of application.

### **Applicant Eligibility and Restrictions**

Individuals must (at the time of application):

- Be an artists or arts-related professionals (e.g., presenters, producers, and educators), over the age of 18, with prior curatorial experience;
- Provide a valid government-issued identification or tax return to demonstrate evidence of legal residency in the District of Columbia of at least one (1) year prior to the application deadline. DC post office boxes are not acceptable as a primary address;
- Must maintain residency in the District of Columbia throughout the grant period; and,
- Be in good standing with CAH. Applicants with incomplete or delinquent reports from any prior funding program, as of October 18, 2019 (or otherwise as determined by CAH), are ineligible to receive additional funds from CAH in FY 2020.
- Obtain certification of "Citywide Clean Hands" (CCH) from the District of Columbia Office of Tax and Revenue (see page 12).

### **Gallery Specifics**

CAH recommends visiting the gallery space to plan the exhibition and gain familiarity with the gallery.

- Artwork(s) must load-in through the front entrance (site visit required to obtain entrance dimensions to confirm accessibility)
- Artwork(s) greater than 100lbs will need CAH approval for load-bearing capacity

(for walls and floor).

- Curator(s) must utilize the exhibition space in its current state. Additional construction or lighting is not allowed.

#### Artwork:

- Two- and three-dimensional works including, but not limited to:
  - prints;
  - drawings;
  - mixed media;
  - paintings;
  - photographs;
  - ceramics;
  - video works; and
  - sculptures.
- Both pre-existing artworks and commissioned works for this exhibition are allowed as the curator(s) deem appropriate.
- Sketches of artworks to be commissioned are required at the time of application submission.
- Final artworks that deviate from the original sketch are subject to review and may be disapproved if the difference is deemed substantive and deviates from the proposed exhibition theme.
- All submitted works for the exhibition are subject to CAH approval.

#### Installation and De-installation:

The curator is responsible for coordinating the exhibition installation by an insured professional art handler, installer and/or artist(s). A security clearance obtained from CAH is required for access to the gallery.

- All artwork is required to have a label on the back or bottom with the artist name, artwork title, and contact information.
- If sculpture requires a pedestal, it is the curator's responsibility to provide plain white matte pedestal(s) of appropriate size with grant funds.
- CAH is not responsible for any failures of curator's provided pedestals to adequately support the artwork or any apparatus used for the installation.
- Installation and de-installation must take place during gallery hours (Monday to Friday, 9:00 am – 5:30 pm).
- All artwork installed must be labeled with the artist name, artwork title, and date for the exhibition.

#### Gallery Hours for Public Viewing of Exhibition:

Monday to Friday, 9:00 am – 6:00 pm

### Exhibition Requirements and Parameters:

- Curators shall not include their own artwork in the exhibition.
- Curators must provide proof of insurance of at least \$2 million in general liability coverage and/or exhibition insurance riders, to cover any potential personal injury or loss/damage of the artwork during the installation, exhibition, and de-installation periods. Applicants must provide an insurance quote obtained at the time of application.
- Curators are responsible for planning, promoting and hosting an opening reception and other exhibit-related educational programs, such as artist talks or closing reception in coordination with CAH as necessary for success.
  - Plans must be clearly outlined in the proposal.
  - All activities and plans in the gallery during the exhibition are subject to approval by CAH.
  - Proposals must indicate a preferred time for the reception(s) or exhibit-related program(s).
  - CAH will consider extended gallery hours for exhibit-related educational programs or receptions.
- CAH will provide technical support to Curator making sure the exhibitions intent will be met successfully.
- Curators are required to provide documentation of artists' consent to participate in the proposed exhibition at the time of application submission.
- Each artist in the exhibition shall have a full informational statement regarding thier work.
- Content, photographs, permissions, and writing of the accompanying exhibition catalog must be submitted for CAH review prior to distribution.
- CAH and Curators are responsible for implementing communication strategies for the exhibit. Curators must coordinate with CAH on all public relations, promotions and any media interviews in advance and throughout the exhibition.
- CAH will review and approve all promotional materials prior to any public distribution.
- Curators shall ensure that CAH has the right to use exhibition-related images for any promotion or archival purpose that it may require. Although images of the artwork and installation shots of the exhibition are subject to CAH use, images will not be replicated for commercial use.

### Applicant Restrictions (non-eligibility):

- Individuals that require "fiscal agents;"
- Non-District residents;
- Non-profit organizations;
- For-profit (commercial) entities;
- Private foundations;

- Civic organizations;
- Political organizations;
- Foreign governments;
- Colleges or universities;
- District of Columbia Government and Federal Government agencies, including DC Public Schools; and,
- Proposed exhibitions must be “stand-alone” and cannot be in conjunction with another project or grant from CAH.

### **Allowable Costs and Funding Restrictions**

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

Each curatorial grantee will be awarded a grant up to \$25,000 to execute their specific proposal.

### **Examples of “Allowable Costs” Related to the CGP Grant:**

- Curatorial fee (not to exceed 20% of budget);
- Artist fees/artistic personnel (for work specifically commissioned for the exhibition, including site-specific works). To ensure fair compensation, curators can consult national standard pay schedules for artists and arts professionals. A source to consider for this information is linked [here](#);
- Equipment, technological resources, materials, supplies, and services directly related to the fabrication, installation and de-installation of exhibited artwork;
- Methods of exhibition presentation (framing, pedestals, wall text and labeling, staging, etc.);
- Delivery and return of artwork (shipping/transportation between the CAH gallery and place of origin);
- Programmatic expenses (opening reception and other activities, such as invitations for artist talks and/or closing reception to be held at the CAH gallery, tables chairs, printing, etc.);
- Insurance cost;
- Space rental for storage related to the exhibition;
- Consultants related to the exhibition;
- Travel directly related to exhibition project implementation; and,
- Documentation of the exhibition and supporting programming (video, still, printed catalog).

#### Examples of “Unallowable Costs” Related to the CGP Grant:

- Food and beverages (inclusive of receptions and programs);
- Sub-granting or re-granting of funds from CAH;
- Tuition and scholarships;
- College tuition expenses;
- Funds provided to universities, service organizations, foreign governments or District of Columbia government agencies, including DC Public Schools;
- Costs related to fundraisers and off-site special events; and
- Travel or other expenses not directly related to executing the proposed exhibition.

All expenses must be identified in the grant application budget. The grantee is required to submit receipts for all eligible costs after the conclusion of the exhibition. The CGP grant program manager reviews and approves all expenses before the grant agreement is processed for payment. Grantees with questions regarding allowable costs should contact CAH’s grant program manager. The grantee will be responsible for demonstrating the cash expenses in the final report.

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

#### Technical Assistance and Workshops

CAH staff members are available to assist grant applicants through group or individual technical assistance. CAH staff members will not write applications for applicants. However, CAH staff members are available by appointment (up to thirty (30) minutes) to review application drafts on government business days from application release date through one (1) week prior to the grant application deadline. Applicants may contact CAH at (202) 724-5613 to schedule an application review meeting.

CAH conducts free workshops for participants to learn useful information about the agency’s funding opportunities and how to submit a grant application. Workshop dates, times and locations listed below are subject to change. All workshops are free and open to the public; however, participants are strongly encouraged to register to attend the workshop. Valid photographic identification is required to enter DC government offices. Additional information about CAH workshops may be found at [www.dcarts.dc.gov](http://www.dcarts.dc.gov), by clicking this link: [Grant Writing Assistance](#), or by calling CAH at 202-724-5613.

Day and Date	Time	Topic	Location
Friday, May 10	2:30 – 3:30 pm	All Open Grants	<a href="#">Livechat</a>
Friday, May 17	2:30 – 3:30 pm	All Open Grants	<a href="#">Livechat</a>
Saturday, May 18	2:30 – 3:30 pm	CGP- Open House	200 I Street Galleries
Thursday, May 23	6:00 – 7:30 pm	CGP- Open House	200 I Street Galleries
Friday, May 24	2:30 – 3:30 pm	All Open Grants	<a href="#">Livechat</a>
Saturday, June 8	10:00 – 11:30 am	CGP- Open House	200 I Street Galleries
Tuesday, June 25	6:00 – 7:30 pm	CGP- Open House	200 I Street Galleries
Friday, June 28	2:30 – 3:30 pm	All Open Grants	<a href="#">Livechat</a>
Friday, July 12	2:30 – 3:30 pm	All Open Grants	<a href="#">Livechat</a>

On Fridays during the application window, grants staff will be available for online Livechats, may be accessed by visiting <https://dcarts.dc.gov/livechat>.

### Application Process

1. Review the [FY 2020 Guide to Grants](#) and the grant guidelines thoroughly and determine eligibility.
2. Read the grant guidelines (for the desired grant program) and determine eligibility.
3. Go to [Apply for Grants](#) and select [Grant Application Portal](#) to register.
  - a. To reset the password either select "Forgot your password?" or click [here](#)
4. Once fully registered, applicants must select the desired grant program(s).
5. Complete the application questions, budget and budget narrative data.
6. Upload all required documents, supplementary material and work samples.
7. Double-check the application for thoroughness, clarity and typographical errors.
8. Submit the application by 4:00 pm ET on the grant program's deadline date.
9. Ensure receipt of grant submission confirmation e-mail (auto-generated by the online portal) by the application deadline.



**NOTE: CAH encourages early application submission; the portal closes for entries PROMPTLY at the 4:00 PM deadline.**

CAH's Grant program guidelines are available at [www.dcart.dc.gov](http://www.dcart.dc.gov). CAH utilizes an online grant portal to receive grant applications.

CAH does not accept mailed, emailed or hand-delivered copies of grant applications and/or their required attachments. 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 David Markey at 202-724-5613 or [david.markey@dc.gov](mailto:david.markey@dc.gov) and await request approval.

CAH's grant application process is competitive and subject to the availability of funds. Applicants may not request or receive funding for the same activities through more than one CAH program or grant category. Multiple applicants may not apply for funding for the same project, whether through the same or different grant programs. The same project cannot receive multiple grants from CAH. Applicants can participate in only one application per year for this grant program.

Applicants are fully responsible for the content of their application packages. An automated confirmation of an application's submission does not guarantee an applicant'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.

Incomplete or late applications, or applications which do not follow the instructions, will be ineligible for panel review and funding consideration.

**REMINDER: The grant period is from October 1, 2019, to September 30, 2020. Grant funds may not be used for activities that occur outside of this grant period.**

### **Inclusion, Diversity, Equity, and Access**

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 to all residents throughout the District of Columbia, including those 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.

### **Americans with Disabilities Act**

CAH is committed to ensuring that all grantees comply with the Americans with Disabilities Act (ADA) of 1990. The ADA provides civil rights protection to individuals with disabilities in the areas of employment, services rendered by state and local government, places of public accommodation, transportation, and telecommunication services. Organizations funded by CAH must make reasonable accommodations to ensure that people with disabilities have equal physical and communications access, as defined by federal law.

Applicants applying for funding from CAH should include a response to the accessibility section of their applications by detailing the following items:

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 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.

### **Review Process**

All applications are scored according to four categories: Unique and Compelling Concept, Merit of Artistic Content, Opportunity, and Budget. The evaluation criteria are specific to each grant program and listed in each grant program's guidelines. The application process is competitive, and awards are subject to the availability of funds.

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 grant 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 a 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.

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 2020 Call for Panelists](#).

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

### **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.

Applicants will be notified on Tuesday, October 1, 2019.

The date of payment disbursement is subject to change depending on the availability of funds and procession of required documentation and materials.

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 grant award payments, 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 Awards](#).

### **Conditions of Funding, Reporting Requirements and Grant Cancellations**

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 2020 grant recipients with unmet reporting obligations regarding any CAH funding program as of close of business on Friday, October 18, 2019 are ineligible to receive additional awards from CAH.

### **Final Reports**

At the end of the grant period, the award recipient must submit a Public Art: Final Financial Report (Form 805) to CAH. All grant awardees are responsible for demonstrating and documenting expenditures for the full (100%) grant amount.

Grant recipients who do not submit complete Final Reports are ineligible for further CAH funding. The Public Art: Final Report (Form 805) can be retrieved from [www.dcarts.dc.gov](http://www.dcarts.dc.gov), click on the Grants tab and selecting "Managing Grant Award."

### Submission of Reports

All of the above-referenced reports completed with supporting documentation must be submitted to the Grant Application Portal. Where applicable, grant recipients may access Report Forms and instructions through the [Managing Grant Awards](#) page on CAH's website.

FY2020 Grant recipients will be required to submit Final, Maintenance and De-installation Reports to CAH by close of business on Friday, October 16, 2020.

### **Grant Cancellations**

CAH has the right to withhold or cancel a grant award (or future grant awards) if the involved grant recipient does any of the following:

- Fails to make a deadline for a grant report or fails to produce a grant report
- 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 of the project throughout its duration
- Fails to credit CAH's support (as per the grant agreement) publicly in any of the project's promotional or information materials

### **District of Columbia and Federal Compliance Requirements**

#### Citywide Clean Hands

All applicants who are recommended for funding must obtain from the District of Columbia a Citywide Clean Hands Certification (CCH) in order to receive a grant award from CAH. This certification is required at the time of application and before any related grant funding disbursement. CAH may request occasional updates from award recipients.

Additionally, grant recipients must maintain this certification throughout the duration of the grant. The CCH website application supports the Citywide "Clean Hands" Certification Mandate (D. C. Code § 47-2862) which stipulates that individuals and businesses are to be denied District goods or services if there is a debt owed to the District of Columbia of more than one hundred dollars (\$100.00) for fees, fines, taxes or penalties. Applicants may visit the following sites to obtain more information: <https://ocfocleanhands.dc.gov/cch/> or <https://otr.cfo.dc.gov/page/clean-hands>. Applicants are encouraged to plan early to allot for processing time.

### 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).

#### Credit/Acknowledgment

Grant recipient will enter into an agreement requiring the inclusion of CAH's logo (or a credit line) in all of its grant-related announcements and promotional (or informational) materials and will agree to make best efforts to publicly credit CAH support in any and any public event that is held and that is related to CAH's funding of the project.

#### **Risk Management and 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)). 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.

#### Certificate of Insurance

Grant recipients are also required to procure and maintain general liability insurance. The certificate of liability insurance must be provided to CAH before the recommended applicant begins performing work. The District of Columbia must be named as the certificate holder with a special coverage request to list CAH as an additional insured.

Specific questions about the CGP grant may be referred to CCP Grant Manager, Ron Humbertson at [ron.humbertson@dc.gov](mailto:ron.humbertson@dc.gov) or 202-724-5613.

# FY 2020 CURATORIAL GRANT PROGRAM (CGP)

## APPLICATION REVIEW CRITERIA

### Unique and Compelling Concept 30%

Curatorial premise and/or prospective artwork demonstrate creative and original theories, ideas or perceptions.

- Does the concept present challenging ideas or have the potential to stir thought-provoking discussion?
- Is there interactivity or interaction encouraged between viewer and artwork?
- Is there an educational quality that can engage diverse audiences (cultural, age, physical ability, languages spoken)?
- Exhibit-related programs included in the proposed timeline are thoughtful, creative, innovative in format?

### Merit of Artistic Content 30%

Selected artworks are demonstrative of artistic excellence and are unmistakably related to the exhibition theme or focus. Curators have also considered the unique architecture of the gallery space and have responded accordingly with selections of artworks that occupy or activate the space well.

- What is the overall aesthetic quality of the selected artworks?
- Do selected artworks visually relate to each other cohesively?
- Is there a clear explanation in the curatorial statement of the thematic premise and how each artist fits into the exhibited group?
- Does rendering clearly define the look of the exhibition? Does artwork placement utilize the gallery space well?

### Opportunity 30%

The exhibition offers emerging and underrepresented artists the opportunity for exposure (typically without gallery representation, consistent group exhibition participation, and/or solo exhibitions within the last five years.)

### Budget 10%

A clear itemized breakdown of the budgetary allocations of each aspect of the exhibition and programming.

## FY2020 CURATORIAL GRANT PROGRAM (CGP) APPLICATION CHECKLIST

The following is a checklist for all mandatory and supplementary documents required to submit the PABC application, which are in addition to the required narrative questions within the online application. Documents must be uploaded as PDFs through CAH's online grant portal prior to the application deadline. Visit [www.dcartarts.dc.gov](http://www.dcartarts.dc.gov), click on the grants tab, select "Managing Grant Award" to obtain the OPGS Compliance Documents.

### MANDATORY DOCUMENTS (submit in PDF format)

- Exhibition Proposal with a Curatorial Statement as it relates to the proposed exhibition. The theme of the exhibition should be clearly explained and include an explanation of how each artist fits into the exhibition concept. (Maximum 500 words.)
- Rendering of Proposed Exhibition Design & Layout illustrated to scale, indicating the number of proposed artworks, placement of exhibited artworks and dimensions of each work of art. (See Addendum A for Gallery Layout)
- A detailed outline of all programming and events describing each event, its purpose, target audience(s), and the curator's plan for audience development and promotion. If special transportation services are required to provide greater accessibility for audiences, the curator must indicate the logistical plans and demonstrate steps taken to coordinate such efforts with the necessary service providers.
- Curator & Artist Resumes/CVs
- Written Letter of Consent documenting the consent of each artist listed within the exhibition proposal to participate in the exhibition with the artworks also indicated in the curatorial proposal.
- Past Curatorial Projects (Must be accompanied by clear demonstration of fiscal management of prior projects)
- Detailed Budget Outline (How would you utilize the grant funds?)
- Proposed Timeline of Exhibition (including installation, display, and de-installation dates in addition to exhibition programming)
- Artist Bios (Maximum 250 words each)
- Individual Artist Statements from each participating artist proposed for the exhibition (Maximum 250 words describing the process and inspiration behind each submitted work)
- Image List for Proposed Artwork (Including title, year created, medium, dimensions, approximate weight if over 10lbs)

- JPG Images of each artwork proposed for in the exhibition. If new works or site-specific installations are being commissioned, a sketch or rendering must be submitted, indicating dimensions and weight. Files should not exceed 5MB each
  - Uploading – Use the Media Viewer to upload images of prospective artwork that is being considered for your proposed exhibition.
  - File Labeling –Uploaded File names must include the artist’s last name followed by the artwork title and must correspond in number with the uploaded image list.
  - Example: Number on Image List\_Artist Last Name\_Artwork Title
- Background Checks (for programming participants involving youth under 18 years of age)
- DC Office of Partnerships and Grants (OPGS) compliance documents. (Forms and instructions available at <http://dcarts.dc.gov/page/managing-grant-awards>)
  1. Arrest and Conviction Statement dated within 30 days of application.
  2. Certificate of Clean Hands dated within thirty (30) days prior to the application deadline
  3. Statement of Certification must be signed at the time of application submission.
  4. Signed IRS Form W-9 (Note: Post office boxes are prohibited). The address must match exactly the address in CAH’s grant application portal.
  5. ACH Form signed by a bank representative.



## ADDENDUM A

### GALLERY WALLS AND DIMENSIONS

#### First Tier Gallery Layout



- First Tier Gallery Wall A
- Dimensions: 15 ft and 11 ¾ inches (height) x 6 ft and 8 1/8 inches (width)



- First Tier Gallery Wall B
- Dimensions: 6 ft and 9 in (height) x 11 ft and 11 ¾ in (width)



- First Tier Gallery Wall C
- Dimensions: 6 ft and 9 in (height) x 11 ft and 11 ¾ in (width)



## Second Tier Gallery Layout



- Second Tier Left Side Wall A
- Dimensions: 6 ft and 9 in (height) x 23 ft and 11 ¾ in (width)



- Second Tier Left Side Wall B
- Dimensions: 6 ft and 9 in (height) x 11 ft and 11 ¾ in (width)



- Second Tier Right Side Wall A
- Dimensions: 3 ft and 9 in (height) x 15 ft and 11 ¾ in (width)





- Second Tier Right Side Wall B
- Dimensions: 8 ft (height) x 11 ft and 11 ¾ in (width)



### Third Tier Gallery Layout



- Third Tier Left Side Wall A
- Dimensions: 8 ft (height) x 19 ft and 11 ¾ in (width)



- Third Tier Left Side Wall B
- Dimensions: 8 ft (height) x 19 ft and 11 ¾ in (width)



- Third Tier Right Side Wall A
- Dimensions: 3 ft (height) x 13 ft (width)



- Third Tier Right Side Wall B
- Dimensions: 3 ft (height) x 9 ft (width)



- Third Tier Right Side Wall C
- Dimensions: 4 ft (height) x 6 ft (width)





### Back Gallery Wall

- Dimensions: Left Wall: 14 ft (width) | Right Wall: 13 ft (width)



### Back Gallery Side Wall

- Dimensions from banister: 12 feet (width)

