DC Commission on the Arts & Humanities

Grants

FY21 Facilities & Buildings Grant Applicant Workshop

Facilities & Buildings Program Goals

The Facilities and Buildings grant provides capital support to help ensure high quality physical places for the arts and humanities facilities that sustain the cultural fabric of the District by:

- Providing support for stable structures, systems, and infrastructures for constituents and collections
- Ensure high quality physical places for the District's arts and humanities organizations;
- Reduce the risk of organizational displacement; and
- Foster and promote cultural access for all residents.

DC COMMISSION ON THE ARTS & HUMANITIES

New for FY21!

Cash Match

FAB grants < $100,000 do not require a match
FAB grants ≥ $100,000 require a 1:1 match

Personal Protective Equipment

Non-consumable PPE (e.g. plexiglass dividers, hand-sanitizing stations, etc.) are eligible expenses for all FAB requests

Technology / Equipment

Technology and equipment (eg. depreciable hardware, web design services, assistive listening devices), and infrastructure such as databases and ticketing software are eligible under all FAB request types

Facilities & Buildings (FAB) Request Types

	Planning/Design Projects	Short-Term Facilities Projects	Long-Term Facilities Projects
Who?	Orgs seeking support for development of arts & humanities facilities projects	Orgs with 1-to-7 years remaining on the lease of an arts & humanities facility	Orgs that own, have a lease with greater-than 7 years remaining, or seeking support for purchase or construction of an arts & humanities facility
What?	• Consultants' fees and expenses for master facility plan, feasibility study, architect's plans, etc. • Non-consumable PPE • Technology and equipment	Eligible expenses for Planning/Design, plus: • Equipment that is non-consumable, portable, depreciable and not made-to-order • Capital projects that increase physical access	Eligible expenses for Short-Term Facilities Projects, plus: • Parts and labor for capital improvements • Fixed non-consumable depreciable equipment • Construction of a new facility, or expansion of an existing facility • Direct costs of acquisition of a facility or land
How much?	$250,000 maximum 1:1 cash match for awards ≥$100k	$250,000 maximum 1:1 cash match for awards ≥ $100k	$500,000 maximum for purchase $250,000 maximum otherwise 1:1 cash match for awards ≥$100k

General Eligibility Criteria

Organizations may apply if they meet all of the following eligibility requirements, in addition to the specific eligibility criteria of their given request type:

- 501(c)3 for 1 year
- 51% of org's activities occur in DC; majority of constituents reside in DC
- Project deliverables in DC
- In good standing with CAH, DCRA, OTR, DOES, IRS
- Obtain Clean Hands Certification
- Principle business office in DC
- No private clubs, college/university, foreign government, charter schools, other DC government agencies, including DC Public Schools

FAQs

- Is mortgage and rent an eligible expense for FAB?
- What if we want to apply for a project with planning elements and a small renovation?
- Can we use a mortgage for the match?

- Must every dollar received through FAB be spent in FY21?

- Could we enter into a purchase agreement with a contingency of receiving the grant?

Creating an Application

Application Process

- CAH uses an online grant application portal, which is accessible from the CAH website: dcarts.dc.gov

- All applicants must submit applications online by 4:00 PM Eastern on Friday, November 20, 2020

- CAH will not accept mailed, emailed or hand-delivered copies of grant applications or components of an application such as a W-9, work sample or emailed PDF of support material

Required Uploads

Required for all FAB applications:
- Work samples
- Support material
- Résumés of key personnel
- List of current board of directors, including roles, responsibilities, and home address or ward location
- Copy of deed, lease, or MOU demonstrating exclusive control
- Renderings, architectural drawings, sketches, and/or photographs depicting proposed project
- Three quotes from potential contractors/vendors
- Current organizational budget
- P&L from most recently completed quarter
- Most recent audit (for orgs >$1.25M)
- Balance sheet from most recently completed fiscal year
- Compliance documents, including:
  Certificate of Clean Hands, Certificate of Insurance, IRS Letter of Determination, Statement of Certification, IRS forms W-9, and 990.

Work Samples

- Must clearly depict the applicant's strongest arts and humanities output
- Panelists must be able to assess the skill level of the artists/scholars involved
- Must not be older than three (3) years

Review Addendum A in the FY21 FAB RFA for more ideas

Support Materials

- Strengthen the application and provide additional information related to the grant request
- Do not take the place of a work sample or other uploads

Some examples of support materials are:
- Performance/exhibition reviews
- Assessments and evaluations
- Annotated images of your site
- Before/after renderings
- Evaluation, master facility plan, or strategic plan that supports this proposed project
- Photographs of a 3D model
- Detailed work plan / scope of work
- Estimates

Résumés of Key Personnel

The key personnel résumés are an opportunity to show:
- Your organization produces excellent programming
- You have the capacity to execute the project
- The project will be high quality.

Consider, and provide:
- Who is responsible for your organizations' arts and humanities output? (e.g. Artistic director, conductor, curator, lead scholar)
- Who is responsible for managing the proposed project? (e.g. Executive director, facilities manager, chief operating officer, etc.)
- Who is executing the project? (e.g. general contractor, consultant, architect, etc.)

Grant Portal

Grant Portal

Grant Portal: Work Sample

Request | Work Sample & Uploads

| My Fake Organization | Update Org | Arts Education Projects (Organization) |

| View Application | Work Sample & Uploads | Overview | Request | Budget | Final Review |

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

> Let me tell you about how my work samples speak to the proposed project..... |

Words remaining: 386

Media Viewer

Please upload your media files here

Attach Media From Library

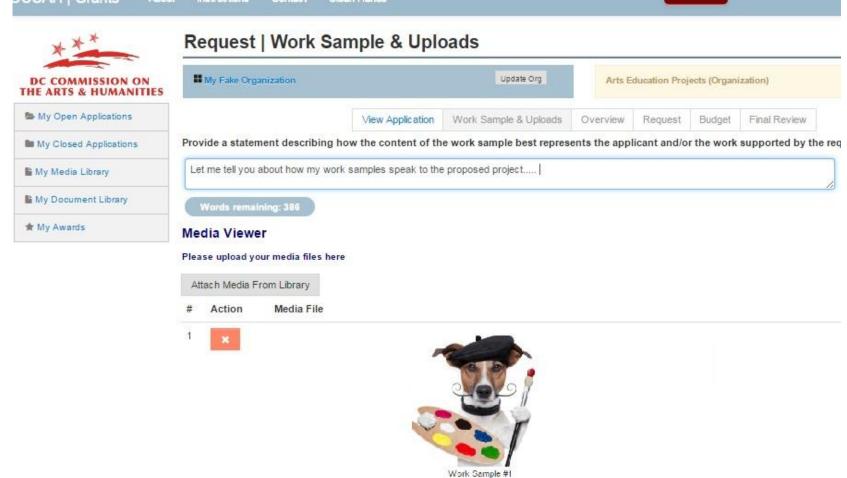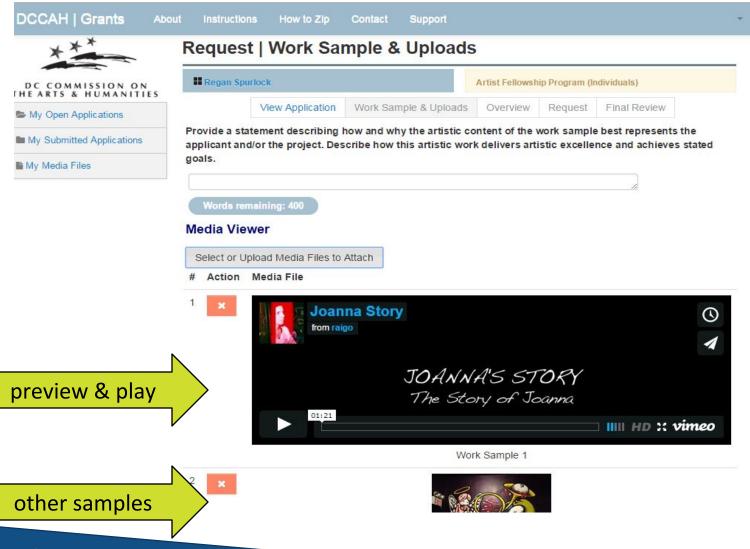| # | Action | Media File |

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Work Sample #1

Required Documents

Please upload one document for each of the available options for "Source", as these are required documents. If you uploaded a documen

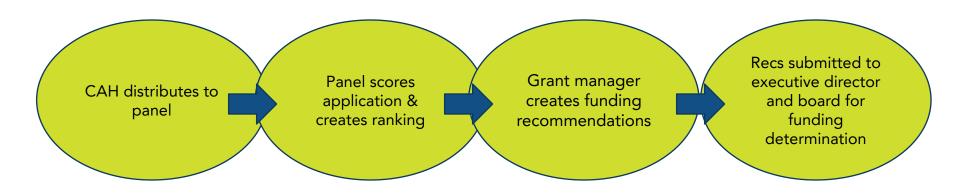# Media Viewer

Successful Applications

- Are for one discrete project (no laundry list applications)
- Help panelists understand why the project is critical
- Provide a clear overview of the project, planning process, timeline, and experts engaged
- Differentiate between the project budget and organization's budget
- Provide explanations for any significant changes in Data Arts report
- Leave the panelists with no questions
- What, why, where, when, who, how much

Reviews, Awards & Monitoring

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Review Process

CAH distributes to panel → Panel scores application & creates ranking → Grant manager creates funding recommendations → Recs submitted to executive director and board for funding determination

Applicants will be notified about their application status appx. January 29, 2021

Review Criteria
Project Content & Execution 25%

- Proposed project is of high quality
- Proposed project is aligned with the organization's mission
- Project design process includes all relevant stakeholders
- Project costs are itemized, thorough, reasonable, prioritized, and informed by professional third party quotes

Review Criteria
District Engagement, Impact & Responsibility to Community 30%

- Project addresses a critical need in the District
- Applicant has secured strong partnerships and thoughtfully engaged relevant stakeholders in the process
- Organization has a proven commitment to inclusion, diversity, equity and access for constituents, staff, board, and broader community
- Strategy is tailored to unique aspects, features, and assets of place
- Applicant provides meaningful arts and humanities programming with a strong impact on the District's residents and visitors

Review Criteria
Organizational Management, Capacity & Financial Sustainability (25%)

- Applicant demonstrates healthy functions of management, including personnel, policies, marketing, operations, and financial controls
- Organization has the necessary capacities in governance, management, implementation, and advisory roles to successfully complete the project
- Organization is sufficiently financially stable to execute the proposed project, with the matching funds committed or a demonstrated ability to raise the match during the grant period
- Applicant demonstrates an understanding of the impact the project will have on the organization's future finances and operations

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Review Criteria
CAH Priority Areas (20%)

- Projects that increase access along the lines of geography, ethnicity, ability and/or discipline
- Organizations with budgets under $1,250,000
- Traditional facilities infrastructure and renovation projects with critical project need
- Projects that increase arts & humanities residential and/or studio space

Comments from Top-Scoring Applications

- A panelist commended the applicant for covering all of the aspects of the project in such a way that they could implement the project theirself
- A panelist was glad to see that the applicant is using DC-based consultants
- A panelist felt that the organization has strong oversight
- A panelist appreciated that stakeholders had been involved early in the process
- A panelist thought that the applicant had taken a very thoughtful approach to the project; applauded the shift to more efficient systems; and liked that the organization was considering the impact on the neighborhood
- A panelist applauded the organization's strong, neighborhood-based programs
- A panelist appreciated that the bids were so close; they felt it shows that the budget is feasible and accurate
- A panelist was grateful for the detailed timeline; they said it demonstrated an understanding of the complexity of the project and its impact on the organization's operations

Comments from Low-Scoring Applications

- A panelist was concerned that the project was borderline ineligible
- A panelist said that the work samples were too few and insufficient for them to be able to judge the quality of the work the organization is producing
- A panelist questioned whether matching funds had been secured
- A panelist felt that the project's scope of work wasn't clearly defined
- A panelist recommended that the applicant find strong partners to shore up their weaknesses
- A panelist was curious whether the organization had enlisted an engineer to ensure structural stability
- A panelist was frustrated by inconsistent line items in the budget, and the applicant's use of "ballpark estimates."

Preparing for Your Award

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Notifications and Payments

- Applicants will be notified via email appx. January 29, 2021

- The original copy of the grant agreement and all associated documents must be completed and returned to CAH via application portal

- Please set up direct deposit now to expedite payment

- All payments happen through www.vendorportal.dc.gov.

- For cashflow projections, assume funds will not be received before March 31

Performance Monitoring

- All grant recipients are subject to monitoring requirements in the <u>City-Wide Grants Manual and Sourcebook</u>.

- All activities funded by CAH will be monitored by staff through:
    - Interim reports for awards ≥ $10,000 due by April 16, 2021
    - Site visits (including performances and presentations)
    - Email correspondence and phone calls.

- All grantees must complete a final report by October 15, 2021

Other Reporting

- If awarded more than $100,000, organizations are required to submit an Equal Employment Opportunity report

- If awarded more than $300,000, organizations are required to:
    - Submit a First Source Agreement, which requires 51% of new hires for the funded project(s) to be DC residents; and
    - Comply with quarterly reporting

This can be very time consuming and delay the payment process, so plan ahead now.

Questions?

Kevin Hasser, kevin.hasser@dc.gov
Benjamen Douglas, benjamen.douglas@dc.gov

200 I (Eye) Street SE, Suite 1400
Washington, DC 20003
dcarts.dc.gov
Phone: (202) 724-5613