DC COMMISSION ON THE ARTS & HUMANITIES

FY 2021
Facilities and Buildings Projects (Organization)
Capacity Building Grant

Applicants may submit one (1) grant application to this program per fiscal year cycle

RFA Release: Friday | October 9, 2020 | 4:00 pm
Submission Deadline: Friday | November 20, 2020 | 4:00 pm

Application

Overview

Project Title:
(Required)

Amount Requested:
(Required)

Type of Support:
(Required)
> This is asking for your FAB request type. If you are unsure, please revisit the guidelines to select the appropriate request type, based upon your organization and project parameters.

Project Start Date:
(Required)
> Must be on or after October 1, 2020

Project End Date:
 (Required)
> Must be on or before September 30, 2021

Provide a brief summary of the project.
(200 words, maximum)
(Required)
> Think of this as your elevator speech to the panel, providing context for the details to follow.

Have you received a grant from CAH within the past 5 years?
(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)

> If so, in order to receive an award installment, update your address in the portal and ensure a new W-9 and Master Supplier Form has been provided to the DC Procurement Center for Excellence.

Organizational Profile

Applicant doing business as
(Required)

> This is how the organization should appear in public documents. (e.g. if your legal name is ABC, Inc. but the public knows your organization as the Washington Association of Scholars & Humanists, then please provide that.)

In which ward is the applicant's headquarters?
(Required)

Legal Status:
(Required)

Applicant Discipline:
(Required)

Institution Type:
(Required)

Organization Founding Date:
(Required)

What is the organization's mission and vision?
(100 words, maximum)
(Required)

Describe the organization's top three accomplishments in the past two years.
(200 words, maximum)
(Required)

Request

Project Content & Execution

Project Descriptors:
(Required)

Project Discipline:
(Required)

Type of Activity:

(Required)

Specifically describe the scope of work for the proposed project.
(200 words, maximum)
(Required)
> This is the primary narrative overview of the project your organization is undertaking.

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

How is the project in response to a critical need of the organization and helping achieve its mission?
(100 words, maximum)
(Required)

In what ways is this project and/or its components of high quality?
(200 words, maximum)
(Required)

What has been the design/planning process that led to this project? Who are the stakeholders? How have all relevant stakeholders been engaged in the process?
(300 words, maximum)
(Required)

Where is the project located? Why is this site appropriate? In what ways is the project tailored to the unique aspects of this place?
(200 words, maximum)
(Required)

District Impact & Engagement
How does the project address a critical need in the District? Does it meet any of the CAH priority areas listed in the criteria? If so, which one(s), and how?
(200 words, maximum)
(Required)

Define the DC target population for this project. In what ways will this project impact the District and meet the unique demands of the targeted population?
(400 words, maximum)
(Required)

Which ward(s) will the activities impact through audience attendance and/or participation?
(Required)

Who are the organization's partners for this project? What are the roles of the partners? (Please indicate whether secured or pending.) How have they been engaged in the design/planning process?
(200 words, maximum)
(Required)

How does the applicant work to promote inclusion, diversity, equity, and 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 historically 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 and DC Human Rights Act of 1977.)
(200 words, maximum)
(Required)

How will this project increase access along the lines of geography, ethnicity, ability and/or discipline?
(200 words, maximum)
(Required)

Organizational Management, Financial Capacity, and Sustainability:
Total cash expenses for most-recently completed fiscal year, as reported on IRS Form 990:
(Required)

Total project budget:
(Required)
> This should be the budget for the portion of the project that is being funded by this request. For example, if your organization is renovating the foyer, stage, and classrooms–but the request is for the foyer only, then the "total project budget" should only reflect costs for the foyer.

Has the applicant received multiple quotes? If not, how does the applicant know that costs are reasonable?
(200 words, maximum)
(Required)

Provide a budget narrative for expenses and income. Explain all items and provide additional clarifying information. Include the sources of required matching funds, if applicable, and whether the funding is secured or pending.
(400 words, maximum)
(Required)

Describe the process and outcomes of projecting the financial impact this project will have on the organization's long-term finances.
(100 words, maximum)
(Required)

Feasibility

Who owns the site? If not owned by the applicant, has permission been obtained for the proposed project, and how will you ensure control of the site for the duration of the project's lifespan? [For purchase support, enter "N/A"]
(200 words, maximum)
(Required)

> Projects in spaces not owned by the applicant fare best when a letter of support or memorandum of understanding is provided showing support from the property owner, and indicating applicant has exclusive control of the space.

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

What evidence is there that the organization has the capability to successfully execute the project? For example, what similar activities has the organization, its staff, or consultants executed?
(300 words, maximum)
(Required)

Describe the project's plans to ensure a financially sustainable future, considering long-term costs such as maintenance, balloon payments, or other often overlooked hidden financial impacts. (If your application is for purchase support, include a five-year pro-forma to support this answer.)
(200 words, maximum)
(Required)

What preparations are required to begin the project or purchase? What has been accomplished to date? Are permits or other approvals needed for the project? If so, please specify, and indicate whether they have been obtained.
(300 words, maximum)
(Required)

Has a contractor been engaged? Will LSDBE contractors/vendors be used for the project? [For purchase support, enter "N/A"]
(100 words, maximum)
(Required)

Budget

Please enter the Project Income and Project Expense line items for a presumed CAH award and applicable matching funds. Use the "Description" field to denote which expenses will be charged to the CAH award and the amount of those expenses. For support of purchase, enter placeholder items to successfully complete the application and submit.
(Required)

Work Samples & Uploads

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

Media Viewer

> Applicants should upload work samples of Photos (JPG, PNG, GIF), Video (MP4), or Audio (MP3) by clicking the "Attach Media From Library" button. Please see Work Sample addendum in the grant program guidelines to find out which work sample format is appropriate for your application. If your work sample(s) are not photo, video, or audio files, please upload it into the Required Documents section below. If your work sample(s) are exclusively photo, video and/or audio files, please upload a placeholder file to the Required Documents section below.

Work Sample:
(Required)

> Attach video and/or audio excerpts that represent your organization's output.

Support Material:
(Required)

> Attach internal and external support items, such as: press clippings, brochures, marketing materials, evaluations and outcomes, and letters of recommendation.

Resume(s) of Key Personnel:
(Required)

> Provide resumes of the people responsible for the organization's arts and humanities output, as well as those managing the project, and overseeing . (Likely the executive director, artistic director, project manager, contractor, etc.)

W-9 Form:
(Required)

> Must be the version revised October, 2018 (see top left corner), have an actual signature (as opposed to a typed one), and be signed in the current year.

IRS Letter of Determination:
(Required)

Statement of Certification:
(Required)

> Read this document carefully before signing. It must be dated the same date you submit the application.

Board of Directors List:
(Required)

> Must include names of members, officers, start and end dates of term, term limits, and professional affiliations (or other brief background information). This provides insight into

governance, strengths, and resources available to the organization to ensure the project's success.

Organizational Budget:
(Required)
>This is your current year's budget, as approved by the board of directors.

Profit and Loss statement from most-recently completed quarter:
(Required)

Balance sheet from most recently completed fiscal year:
(Required)

Most-Recent IRS Form 990:
(Required)
- Ideally, this should be from 2019. However, if your organization has an audit, or other circumstances preventing availability of the 2019 document, please attach the most-recent year available, along with a cover sheet providing a brief explanation, so the panelists understand why 2019 data is not available. In that case, you should also provide supplementary financial material to provide panelists a sense of your organization's current financial ability to execute the project.
- Please double-check to ensure that the "most-recent year's cash expenses" field in the application is consistent with the amount reported in this document.

Most-Recent Audit:
(Required for organizations with previous year's cash expenses above $1,250,000. Otherwise, upload a blank sheet indicating "not applicable.")
>Ideally, this should be from 2019. However, if your audit is not ready, or other circumstances prevent availability of the 2019 audit, please attach the most-recent year that is available, along with a cover sheet providing a brief explanation of why it is not available.

Copy of signed lease agreement or deed:
(Required)
- If a lease or deed is not available, provide an MOU. This document must demonstrate that the applicant has exclusive control over the site.
- The expiration date of a lease is a defining factor that determines the type of support to which you can apply. (ie Short-Term Facility Projects vs. Long-Term Facility Projects)
- For purchase support, include the purchase agreement.

Renderings, architectural drawings and/or sketches of proposed project:
(Required)
>Helping the panelists visualize your proposed project is key to garnering their buy-in.

Three quotes from potential contractors for the project:
(Required)
>For project support only. For planning support, provide consultant proposals as relevant. For purchase support, upload a document with "N/A."

Certificate of Clean Hands:
(Required)
        Click here for instructions on how to generate a Certificate of Clean Hands. This document must be dated no more than sixty (30) days before the grant deadline.

Certificate of Insurance:
(Required)
        Provide the most-relevant type of insurance. e.g. For planning and purchase, provide organizational general liability. For construction/renovation, provide general liability and builders' risk insurance if the contractor has already been engaged.