



DC COMMISSION ON THE ARTS & HUMANITIES

**FY 2021
FACILITIES AND BUILDINGS GRANT
REQUEST FOR APPLICATIONS**

The DC Commission on the Arts and Humanities (CAH) is soliciting applications from qualified organizations for its Fiscal Year 2021 Facilities and Buildings (FAB) grant. Maximum FAB awards for a new facility purchase are \$500,000. Maximum FAB awards for non-facility purchases are \$250,000. The number and amount of awards vary.

In response to the COVID-19 public health emergency, applicants may request funding for certain types of personal protective equipment (PPE) and/or public health-related plans. (See “Allowable Costs” on pages 5 - 7)

RFA Release: Friday | October 9, 2020 | 4:00 pm

Submission Deadline: Friday | November 20, 2020 | 4:00 pm

Incomplete or late applications or applications that do not follow the instructions and guidelines will automatically be deemed ineligible for review and funding.

Prospective applicants should read through this Request for Applications (RFA) in its entirety before initiating an application.

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The DC Commission on the Arts and Humanities (CAH) is an independent agency within the District of Columbia government that evaluates and initiates action on matters relating to the arts and humanities and encourages the development of programs that promote progress in the arts and humanities. As the official arts agency for Washington, DC, CAH is supported by District government funds and in part by the National Endowment for the Arts, a federal agency.

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FY2021

FACILITIES AND BUILDINGS GRANT PROGRAM

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

OVERVIEW

The Facilities and Buildings (FAB) grant supports qualified organizations that own or rent facilities, intend to own or rent facilities, or seek other permanent property or equipment designed for training, management, production, or presentation of performances or, exhibitions of the arts or humanities. Grant award funds must be spent within CAH's Fiscal Year 2021 (October 1, 2020 to September 30, 2022).

Grants are competitive and applications are reviewed in cohorts according to the number of applicants.

The number and amounts of grant awards are subject to CAH's availability of funds and are based upon the applicant's advisory review panel score and ranking.

Organizations applying for a new facility purchase may apply for up to \$500,000 in funds.

Organizations applying for other eligible projects may apply for up to \$250,000 in funds.

There is no matching requirement for FAB grants in amounts less than \$100,000. FAB grants in the amount of \$100,000 or more require a 50% project match.

Neither in-kind contributions nor other District government funds may be used to satisfy the match requirement of this grant.

PROGRAM OBJECTIVES

By making its FAB grant awards, CAH endeavors to meet the following goals:

- Provide for stable structures, systems, and infrastructures for constituents and collections;
- Increase structural and physical stability of cultural organizations;
- Ensure high quality physical places for the District's arts and humanities organizations;
- Enable access to high quality venues and equipment for arts and humanities programs;
- Reduce the risk of organizational displacement; and
- Foster and promote cultural access for all residents.

SUPPORTED FAB PROJECT TYPES

Applicants must select one of three project types defined below. Applicants should carefully consider each type, weighing eligibility requirements against the proposed project:

- **Planning Projects**
 - Most suitable for organizations seeking support for preliminary projects that increase current capacity or future growth relative to cultural facilities.
 - Typical projects include master facility plans, feasibility studies, architectural designs, and other projects requiring professional guidance related to cultural facilities.

- **Short-Term Facility Projects**
 - Applicant organizations must possess between one (1) and seven (7) years remaining on their lease at the time of application.
 - Typical projects have included the acquisition of portable equipment and projects that increase accessibility.
 - Projects under this category cannot include permanent facility alterations.

- **Long-Term Facility Projects**
 - Applicant organizations must own their facility or have greater than seven (7) years remaining on their lease at the time of application.
 - Typical projects include: the purchase of portable or fixed equipment, repairs, renovations, new construction, and facility purchases.
 - Projects under this category can include permanent facility alterations.

APPLICATION REQUIREMENTS

Applicants shall, in their respective grant applications:

- Provide a brief overview of the applicant organization’s programming, articulating the relationship of the proposed project to mission, programs, and needs of the community;
- Propose a project at a facility primarily used for the training, management, production, or presentation of performances, exhibitions, or other programs of the arts or humanities;
- Develop and detail a feasible project timeline not exceeding the CAH fiscal year; ;
- Demonstrate the critical nature of the project, both to the organization and the District;
- Prove how the project helps realize the mission of the organization;
- Share details of the (completed or intended) planning process, including participants and experts engaged;
- Provide complete and thorough budgets with line-item detail.
- Propose a project at a facility that is either currently Americans with Disabilities Act (ADA) compliant, or that will help bring the facility into compliance; and
- Meet eligibility requirements of a FAB Project Type as outlined in this RFA.

ELIGIBILITY REQUIREMENTS

Prior to submitting applications, applicants must meet all of the following eligibility requirements:

- 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 that is dated at least one year prior to the application deadline date;
- Be registered with, and authorized to do business in, the District as either a “Domestic” entity (that is, an entity that was incorporated in the District) or a “Foreign” entity (that is, an entity that was incorporated in another state);

- Ensure that at least fifty-one percent (51%) of the organization’s activities occur within the District of Columbia;
- Ensure that one hundred percent (100%) of the grant award dollars are used to support District of Columbia personnel and programming;
- Have an active Board of Directors;
- 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 status 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).
- Obtain certification of “Citywide Clean Hands” (CCH) from the District of Columbia Office of Tax and Revenue (see Citywide Clean Hands- Page 11).
- Be in “good standing” with CAH. (Note: A CAH grant applicant who has failed, as of June 1, 2020, to comply with all applicable CAH-related mandates (e.g., failed to submit to CAH required reports related to prior CAH funding), is not in “good standing” with CAH and, accordingly, is ineligible to receive additional funds from CAH in FY 2021); and
- Have a principal business office address that is located in the District of Columbia, subject to an on-site visit. (Note: CAH will not allow post office boxes or the addresses of board members or volunteers as evidence of the principal business address).

Applicants restricted from applying include:

- Arts and humanities organizations with a majority of their constituents who reside outside of the District of Columbia;
- Public charter schools and parent teacher organizations;
- Private clubs and organizations that prohibit membership based upon race, gender, color, religion, or any other class identified in the District of Columbia Human Rights Act;
- Individuals;
- Organizations that require “fiscal agents”; for-profit organizations; private foundations; political organizations; colleges; universities; foreign governments; federal government entities; and other District of Columbia government agencies, including DC Public Schools; and
- Applicants requesting or receiving 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.

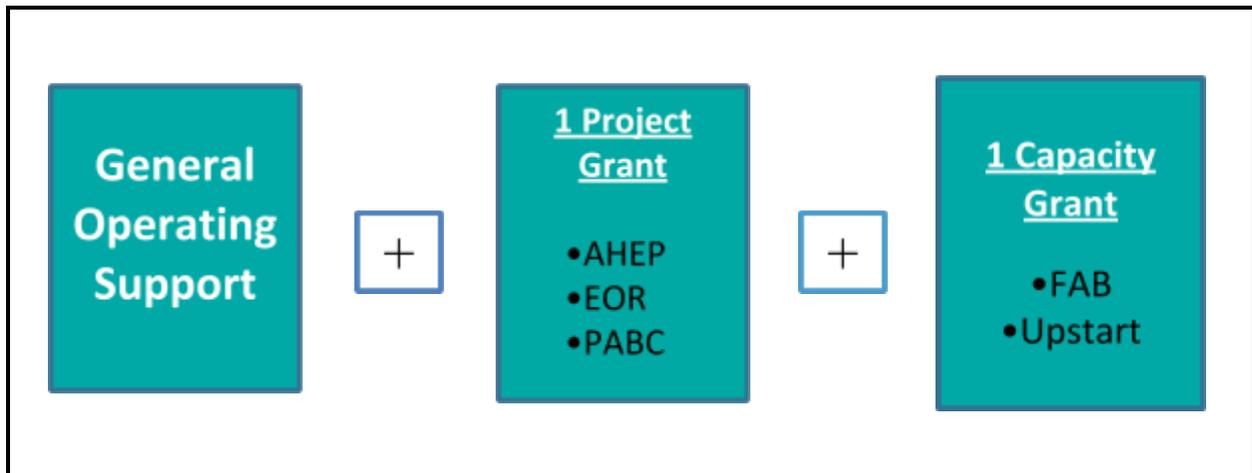
ALLOWABLE COSTS AND FUNDING RESTRICTIONS

As a District of Columbia agency, CAH must ensure that all award funds are expended in a fiscally responsible manner. Allowable costs are those that the District government and CAH have determined as valid expenditures.

All awarded funds are subject to audit and Performance Monitoring (see Page 12).

Organizations not awarded a FY 2021 General Operating Support (GOS) grant are permitted to apply for a proposed FAB project assuming all other eligibility criteria are met.

Organizations awarded a FY 2021 General Operation Support (GOS) grant are permitted only one project grant application and one capacity grant application, according to the diagram below and other applicable eligibility criteria:



Examples of “Allowable Costs” Related to the Grant:

Planning/Design Projects

- Consultants’ fees and expenses to develop plans for capital projects, such as: a master facility plan, feasibility study, public health study, architect’s plans, or a business plan;
- Direct costs associated with developing or producing a plan or study, for example: focus groups, community engagement sessions, and related printing expenses;
- Project-related personal protective equipment (non-consumable) such as plexiglass dividers or hand-sanitizing stations, technology and equipment (eg. depreciable hardware, web design services, assistive listening devices), and infrastructure such as databases and ticketing software;

Short-Term Facility Projects

All allowable costs under Planning/Design Projects, and

- Professional facilities contractors such as: architects and engineers;
- Regulatory costs including permits, licenses and fees;
- Portable, non-consumable, depreciable equipment and technology over which the applicant has exclusive control, such as: sound and lighting consoles and instruments; website and database construction; large appliances; risers or modular walls;
- Improvements to bring the facility into compliance with the Americans with Disabilities Act (allowed requests up to \$20,000).

Long-Term Facility Projects

All allowable costs under Short-Term Facility Projects, and:

- Repair, purchase and/or installation of equipment that is affixed, depreciable and non-consumable, such as storage systems, HVAC, fire suppression, security systems, etc.;
- Parts and labor for capital improvements to existing facilities including walls, flooring, electrical, plumbing, mechanical, roofing, parking, etc.;
- Costs related to the construction of a new facility; and,
- Direct costs associated with the purchase (e.g. down payment, taxes, brokers' fees, etc.) of a property taking place in CAH FY 2020 or FY 2021.

Examples of “Unallowable Costs” Related to the Grant:

- Continuation of projects previously funded through a Facilities and Buildings grant;
- Consumable or disposable goods, such as light bulbs, gaff tape, gloves, etc.;
- Routine equipment or facility maintenance services
- Food and beverages;
- Tuition and scholarships;
- Expenses associated with an organization assuming the role of a fiscal agent for another organization;
- Costs related to fundraisers and special events;
- Expenses unrelated to the execution the organization’s scope of work;
- Funding to universities, foreign governments or DC government agencies, including DCPS; and,
- **Planning Projects** - equipment expenses exceeding twenty-five percent (25%) of the grant;
- **Short-Term Facilities Projects** - permanent capital improvements (except as otherwise allowed, ie ADA improvements);
- **Long-Term Facilities Projects** - purchase support for facilities with purchase agreements dated prior to October 1, 2019.

Grantees with questions regarding allowable costs may contact CAH’s FAB program managers. The grantee will be responsible for demonstrating expenses, as applicable, in Interim and Final Reports.

INCLUSION, DIVERSITY, EQUITY, AND ACCESS (I.D.E.A.)

CAH embraces a commitment to the philosophy of I.D.E.A. and complies with the Americans with Disabilities Act (ADA) (42 U.S.C. §§ 12101 et seq.) in its work. CAH encourages applicants and grantees to be as inclusive, diverse, equitable, and accessible in their work throughout the District of Columbia, beyond participants with disabilities. Successful applications will consider a broad definition of “accessibility” by addressing financial, geographic, demographic, cultural, and developmental access in their programming/projects. For more information, see the Americans with Disabilities Act section of these RFA guidelines (see Legal Compliance- page 11). For reference, applicants may use this link to access the text of the ADA: <https://www.law.cornell.edu/uscode/text/42/12101>). Notwithstanding the fact that it has shared hyperlinks attached immediately above and later below, the District government does not represent that shared text of the ADA (or any other text) is the latest version of the subject law.

TECHNICAL ASSISTANCE AND WORKSHOPS

CAH staff members are available to assist grant applicants through group or individual technical assistance sessions. 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 emailing benjamin.douglas@dc.gov or kevin.hasser@dc.gov. Please note that CAH requests the applicant prepare and deliver (via the online grants portal) their full draft application proposal along with any questions in advance of scheduling a meeting for agency staff assistance.

CAH conducts free workshops for participants to learn useful information about the agency's funding opportunities and how to submit a grant application. All workshops for the FY 2021 FAB grant cycle will be virtual. Workshop dates and times listed below are subject to change. All workshops are free and open to the public; however, participants are strongly encouraged to RSVP. More information about the dates and times of these workshops may be found at www.dcartarts.dc.gov under [Grant Writing Assistance](#), or by emailing benjamin.douglas@dc.gov or kevin.hasser@dc.gov.

Day and Date	Time	Topic
Monday, October 19, 2020	5:30 - 7:00 pm	FY21 FAB applicant workshop*
Friday, October 23, 2020	2:00 - 3:30 pm	Livechat virtual assistance
Friday, November 6, 2020	2:00 - 3:30 pm	Livechat virtual assistance

* The FAB workshop will be recorded and posted on the DCArts website for applicant review.

Attendance at a FAB workshop or Livechat is mandatory for applicants that have not received funding through a Facilities and Buildings Grant in FY19 or FY20.

Livechats and workshops may be accessed by visiting <https://dcarts.dc.gov/livechat>. No RSVP is necessary for participation.

SUBMISSION GUIDELINES

CAH utilizes an online grant portal to receive grant applications. **All applications must be submitted online by 4:00 PM ET on Friday November 20, 2020.** An automatic confirmation email is generated once an application is submitted. Technical issues or failure to receive a confirmation email should be immediately brought to the attention of CAH staff. Incomplete or late applications or applications that do not follow the instructions and guidelines are deemed ineligible for review and funding. CAH does not accept mailed, emailed or hand-delivered copies

of grant applications and/or the required attachments. CAH will accept reasonable accommodation requests from applicants with disabilities in advance of the application due date to assist them in submitting grant applications via mail, email or hand-delivery. To request a reasonable accommodation, contact Travis Marcus at 202-805-4909 or travis.marcus@dc.gov and await request approval.

Submitting a grant application

1. Read the Request for Application (RFA) guidelines for the desired grant program and determine eligibility.
2. Go to [Apply for Grants](#) and select [Grant Application Portal](#) to register as a user. (Note: To reset a user password either select “Forgot your password?” or click [here](#)).
3. Upon registration, applicants select the desired grant program(s).
4. Complete the application questions, budget and budget narrative data.
5. Upload required documents, supplementary material and work samples.
6. Double-check the application for thoroughness, clarity and typographical errors.
7. Submit the application by 4:00 PM ET on the grant program’s deadline date.
8. Ensure receipt of grant submission confirmation email (auto-generated by the online portal) by the application deadline.

Applicants are fully responsible for the content of their application materials. An automated confirmation of an applicant’s submission does not guarantee an applicant’s eligibility, and therefore review by the advisory review panel (see below, “Application Review”). CAH staff is not permitted to make corrections to applications on behalf of applicants. CAH staff reviews applications for completeness and contacts 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.

APPLICATION REVIEW

CAH’s grant application process is competitive and subject to the availability of funds. CAH selects individuals who are arts, humanities and/or business professionals, independent of CAH, 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 to the established grant program review criteria. Panelists participate in a group review of CAH grant applications, according to their cohort, to discuss and comment on the merits and deficiencies of applications and finalize their application-related scores in the presence of CAH staff and Commissioner Conveners.

CAH staff, Commissioner Conveners and panelists remain impartial in their review of CAH grant applications. CAH ensures that all involved recuse themselves from review of any application that presents a personal or professional conflict of interest (or the appearance of a conflict of interest).

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. To volunteer or nominate a person to serve as an advisory review panelist for a grant program, see CAH’s [Call for Panelists](#).

NOTIFICATION AND AWARD DISBURSEMENT

CAH will notify applicants regarding the results of their application and the applicable award disbursement process on or about January 29, 2021 via (1) letter of intention to award, (2) letter of ineligibility, or (3) letter of denial. These notifications will be sent via the applicant's email as it appears in the grants portal.

For award recipients, the date(s) of CAH grant award disbursement(s) is/are subject to the availability of funds and the processing of required documentation. CAH does not disburse grant awards through its office. However, in collaboration with other District of Columbia government agencies, CAH processes grant award installment requests in a timely manner. To expedite award processing, CAH advises that grantees register to receive direct deposit by completing an Automated Clearing House Vendor Payment Enrollment Form (ACH). CAH no longer requires grantees to upload an ACH form with their award agreements. More details may be found in grantees' Grant Agreement letter, or on CAH's website at [Managing Grant Awards](#).

Applicants must ensure that all compliance materials are uploaded and that all data is current in the online portal before submitting an invoice.

- ✓ REMINDER: The grant period is from October 1, 2020 to September 30, 2021. Grant funds may not be used for activities that occur outside of this grant period.

CONDITIONS OF FUNDING, REPORTING REQUIREMENTS, AND GRANT CANCELLATIONS

CAH reserves the right to rescind any and all grant awards for non-compliance with CAH policies, regulations, and RFA guidelines at any time. FY 2021 grant recipients with unmet reporting obligations regarding any CAH funding program as of close of business on Friday, January 22, 2021 are ineligible to receive additional awards from CAH.

Reporting Requirements

Each grantee will be required to submit to CAH Interim and Final Reports regarding: (1) the extent to which they met their CAH grant award-related organizational and project goals; and (2) the quality of the engagement and responsibility to community that its funded projects or activities have had on the District of Columbia.

Each grantee's respective reports must also include:

- Financial reporting regarding the funded activities that clearly shows how the subject grant funds were used;
- Proof of expenditures and related locations data;
- Numbers of people and communities served;
- Number of schools served (if applicable); and,
- Numbers of local artists and youth engaged.

CAH reporting requirements are determined by award size:

- Awards \$10,000 and less submit only a Final Report
- Awards \$10,001 and more submit an Interim and Final Report

All FY 2021 grant recipients must submit to CAH their respective grant-related Interim Reports by Friday, April 16, 2021, and their grant-related Final Reports by Friday, October 15, 2021. 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.

Grantees who do not submit Final Reports are ineligible for further CAH funding.

Grant Management and Rescindment

CAH has the right to withhold, reduce or rescind a grant award according to the terms and provisions of the grant agreement or if the grantee exercises any of the following:

- Fails to meet deadlines for grant reporting;
- Fails to notify CAH of changes in project collaborators or other significant management changes or changes in the project scope without advance approval;
- Refuses to provide access for monitoring;
- Fails to comply with the terms of the Grant Award Agreement requirements;
- Fails to demonstrate adequate financial management and oversight; and/or
- Fails to properly publicly credit CAH's support.

Citywide Clean Hands (CCH)

All applicants that are recommended for funding must obtain from the District of Columbia a "Citywide Clean Hands Certification" in order to receive a grant award from CAH. This certification is required before any related grant disbursement may be made. The CCH website application supports the "Clean Hands" 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 site to obtain more information: <https://mytax.dc.gov/>.

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 agrees that it will include a CAH logo and/or a credit line provided by CAH in all of its grant-related announcements and promotional materials and that it will make its best efforts to publicly credit CAH support in any and every public event that is held and that is related to CAH's funding of programs and activities.

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](#). CAH has established standards for grant recipients to ensure compliance with risk assessment monitoring, which are included 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 statutes, regulations, orders and other requirements. This monitoring process may include site visits, an evaluation of allowable costs, an 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.

CONTACT INFORMATION

Specific questions about the FAB grant can be referred to CAH staff members, Benjamin Douglas (benjamin.douglas@dc.gov) and/or Kevin Hasser (kevin.hasser@dc.gov).

FY 2021 FACILITIES AND BUILDINGS GRANT

REVIEW CRITERIA

Project Content and Execution 25%

- The applicant proposes a high-quality project;
- The applicant's project is aligned with the organization's mission;
- The applicant's design process includes all relevant stakeholders; and
- The applicant's costs are itemized, thorough, reasonable, prioritized and informed by professional third party quotes.

District Engagement, Impact, and Responsibility to Community 30%

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

Organizational Management, Capacity and Financial Stability 25%

- The applicant demonstrates healthy functions of management, including personnel, policies, marketing, operations, and financial controls;
- The organization has the necessary capacities in governance, management, implementation, and advisory roles to successfully complete the project;
- The 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; and,
- The applicant demonstrates an understanding of the impact the project will have on the organization's future finances and operations.

CAH Priority Areas 20%

- Projects that increase access along the lines of geography, ethnicity, ability and/or discipline;
- Organizations with most-recently-completed fiscal year expenses under \$1,250,000;
- Traditional facilities infrastructure and renovation projects with critical project need;
- Projects that increase arts and humanities residential and/or studio spaces.

FY 2021 FACILITIES AND BUILDINGS GRANT APPLICATION CHECKLIST

The following is a checklist for all mandatory and supplementary documents required to submit the Facilities and Buildings grant application, 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.

Mandatory Documents:

- **Work Samples**
CAH recommends reviewing the Work Sample Addendum to determine materials that would best support the application;
- **Support Materials**
Up to three (3) internally-produced items (e.g. curricula, strategic plans, marketing materials, etc.) and up to three (3) externally-produced items (e.g. reviews, commendations, testimonials, letters of support, etc.);
- **Résumés of Key Personnel**
Examples include: artistic/managing/executive directors; arts educators; etc. Provide roles, areas of responsibility, and home addresses;
- **List of current Board of Directors**
Provide board roles, responsibilities, and home addresses or ward locations;
- **Copy of deed, signed lease agreement, legally-binding MOU, or purchase agreement**
Demonstrating exclusive control over site
 - Applications for building purchase should upload the project purchase agreement;
- **Renderings, architectural drawings, or sketches of proposed project;**
- **Three quotes from potential contractors for the project;**
- **Current organizational budget**
Approved by the organization's Board of Directors;
- **Profit and loss statement from most recently completed fiscal quarter;**
- **Most Recent Audit** (not applicable for applicants with annual budget less than \$1,250,000)
- **Balance sheet from most recently completed fiscal year;** and
- **Most recent IRS Form 990.**

DC Office of the City Administrator (OCA) Compliance Documents

(Templates and instructions available at: <http://dcarts.dc.gov/page/managing-grant-awards>)

- **Certificate of Clean Hands** (dated no more than 30 days prior to the deadline)
- **Certificate of Liability Insurance** – general coverage
- **IRS 501(c)(3) Letter of Determination**
- **Statement of Certification** (dated at the time of application submission)
- **Signed IRS Form W-9** (Note: Post office boxes are prohibited. The organization's address must match the address in the grants portal, the address on file in the DC Government's PASS system, and the DC Vendor Portal. [The October 2018](#) version of the form must be used and be dated at the time of application submission.

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 are one of several criteria on which an application is reviewed. Other criteria include: District Engagement and Responsibility to Community, Financial Capacity, Management and Sustainability, and others as dictated within the RFA guidelines. Arts and humanities content and/or merit is demonstrated to the advisory review panelists through the applicant's:

Section 1 - Work Samples

Section 2 - Support Materials

Section 3 - Résumés of Key Personnel

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 program. Applicants must adhere to the work sample requirements below in order to be eligible for consideration of a grant award.

Work samples must be no more than three (3) 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 JPEG 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 JPEG image, include the artist's name, artwork title, medium, size and the year the work was completed. JPEG digital images must be numbered to correspond with the image identification list.
DANCE	
	Submit up to two (2) three-to-five-minute video recordings of performances or identify a performance piece on which the panelists should focus.
	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 JPEG 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 JPEG image, include the artist's name, artwork title, medium, size and the year the work was completed. JPEG digital images must be numbered to correspond with the image identification list.
HUMANITIES (e.g. archaeology, comparative religion, ethics, history museums and historic homes, jurisprudence, language and linguistics, philosophy, historical geography, fiction and non-fiction writing etc.)	
	Up to three videos of programs that are up to five minutes each; Up to three PDFs of program materials (e.g. self-guided tour materials, live program transcript, lesson plan or script for a docent-led tour); Up to ten images of key objects from the collection, with an image identification list; Up to five screenshots of digital humanities offerings; or up to three PDFs of original scholarship (published or forthcoming works).

INTERDISCIPLINARY	
	Individuals and organizations: 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	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, the 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 on separate pages.
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	
	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 JPEG 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 JPEG image, include the artist's name, artwork title, medium, size and the year the work was completed. JPEG 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 JPEG 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 JPEG image, include the artist's name, artwork title, medium, size and the year the work was completed. JPEG digital images must be numbered to correspond with the image identification list.
ART BANK (Fine Art Acquisitions)	
	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 supporting materials include:

- Theater/exhibition reviews;

- Letters of recommendation;
- Certificates of achievement or recognition;
- Sample lesson plans;
- Assessments and evaluations; and/or
- Awards.

Assessment and Evaluations

Purpose:

- To determine the efficacy of a program, as articulated in the program goals and as required for grant reporting; and
- 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; and
- 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/process-folio assessments.

Section 3 - Artist Resumé/CV

Another way for the advisory review panelists to determine the artistic and humanities content of each application is to review the resumé of the artist or humanities practitioner. The content therein, should detail the breadth of work of the applicant along with the applicant's formal/informal training in their discipline of choice.

Section 4 - General Suggestions from CAH Staff

When creating and preparing work samples, supporting materials and résumés, CAH recommends considering the following:

- Applicants should be able to view and/or play all work samples in the application before submitting. If a sample cannot be played, then panelists will experience the same;
- Select recent, high quality samples that relate as directly to the application as possible;
- Select work samples that illustrate and unite the applicant's narrative content;
- Photograph uploads should be in JPEG (or JPG) format with a 72 dpi minimum resolution 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's work samples; however, they are not guaranteed to review multiple work samples within the same application;

- Each work sample and document must give the specific name and title, so that panelists can identify what they are reviewing; and
- For project-based grants, include samples of similar projects completed to illustrate an ability to execute the proposed project.

For video submission:

- Do not include highly edited commercial/promotional videos as a work samples;
- Do not include poor quality video samples or samples with dim lighting, unstable video, bright backlighting, or blurred images; and
- If the video work sample is longer than five (5) minutes, indicate the embedded timecode of the video where panelists should begin viewing the work sample (e.g. 5:05:00).

For online materials and websites:

- A website is often an insufficient work sample. Submit a website only if it is an essential part of the project;
- Provide all passwords or include any necessary information required to view the work sample, such as plug-ins or navigation paths; and
- Ensure links to online materials or websites are fully functional and up-to-date. An inoperative link to a website containing a work sample will negatively affect the application. CAH is not responsible for any material obtained outside of its online grants portal.