DC COMMISSION ON THE **ARTS & HUMANITIES**

FY 2021
PROJECTS, EVENTS, or FESTIVALS PROJECT GRANT
REQUEST FOR APPLICATIONS

The DC Commission on the Arts and Humanities (CAH) invites applications from qualified arts, humanities, arts education, service organizations, and individual artists or humanities practitioners for its Fiscal Year 2021 Projects, Events, OR Festivals (PEF) grant program. Award amounts vary.

RFA Release: Wednesday | June 10, 2020
Submission Deadline: Friday | July 24, 2020 | 4:00pm

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

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

Government of the District of Columbia
Commission on the Arts and Humanities
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Table of Contents

PROJECTS, EVENTS, or FESTIVALS PROJECT GRANT

**Applicants may submit one (1) Projects, Events, Festivals Grant application
per fiscal year cycle**

OVERVIEW

The Projects, Events, or Festivals (PEF) grant program supports individuals and organizations who execute projects that promote arts and humanities activities to a diverse range of communities within the District of Columbia.

CAH seeks grant applications from qualified organizations and individual program providers who present exemplary projects in the arts and humanities. CAH will award select applicants ("grantees") funds to support the delivery of their proposed program. Grants funds are applicable only to CAH's Fiscal Year 2021 ("FY 2021"), which occurs from October 1, 2020 to September 30, 2021, and which is referred to as the "grant period" in this document. Grant award funds cover expenses made only within CAH's Grant Period.

There is no matching requirement for PEF grants.

PROGRAM OBJECTIVES

By making its PEF grant awards, CAH endeavors to meet the following goals:
- Provide access to high-quality arts and humanities experiences for all District of Columbia residents;
- Improve quality of life by supporting vibrant community projects within the arts and humanities; and
- Strengthen the creative economy through investments in local individuals and organizations.

SUPPORTED PROJECT CATEGORIES

CAH accepts applications for projects of all sizes that demonstrate District impact and engage District residents and visitors.

CAH encourages community-based projects that share characteristics such as geographic location, common interests, or community impact. Arts and humanities projects may include, but are not limited to: concerts; visual arts exhibitions; literary readings; or festivals that feature dance, folk art, film, music, theatre and other art forms. Applicants who are unsure if their project may qualify for this grant program are encouraged to contact a CAH grants manager.

Projects, Events, or Festivals applicants will be reviewed by cohorts based on applicant type (individuals or organizations). Organizational applicants will be reviewed by cohorts based on their FY 2020 cash expenses. Cohorts will be determined by CAH based on the pool of applications received.

APPLICATION REQUIREMENTS

Applicants shall, in their respective grant applications:

- Clearly articulate the design, deliverables, and schedule of the project, including the impact of the project on the community and on the artists and/or organization involved in the execution;
- Demonstrate knowledge of the community and community members where the project is sited and reflect this understanding of its location and participants through the design of its proposed project(s);
- Employ methods and technology, where appropriate, to ensure project accessibility and engagement for all project participants;
- Present one distinct project with a clear plan for project budgeting, marketing, and a timeline for implementation. It is not recommended that applicants include multiple projects in their applications; and
- Include a certificate of liability insurance or a price quote from an insurance company for insurance coverage for the period of the proposed grant award.

ELIGIBILITY REQUIREMENTS

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

Organizations

- 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 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).

Individuals
- Be a legal District of Columbia resident for at least one (1) year prior to the submission deadline; Have a permanent District of Columbia address, as listed on government issued identification or tax returns. Post office boxes may not be used as a permanent address;
- Maintain District of Columbia residency during the entire granting fiscal year;
- Be an artist, arts professional, and/or humanities practitioner, aged 18 or older;
- 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
- Obtain certification of "Citywide Clean Hands" (CCH) from the District of Columbia Office of Tax and Revenue (see Citywide Clean Hands- Page 11).

Organizational and Individual Applicants restricted from applying include:
- Organizations awarded funds in the FY 2021 General Operating Support grant are prohibited from applying to PEF for FY 2021;
- Applicants are prohibited from submitting PEF applications for projects that feature temporary or permanent public art projects.
    - For public art projects, review the Public Art Building Communities (PABC) grant program for more information;
- Applicants are prohibited from submitting PEF applications for projects that provide activities for children or youth;
    - For projects to provide activities for children or youth, review the Arts/ Humanities Education Project (AHEP) or East of the River (EOR) grant program guidelines for more information.
- Eligible projects by individuals are projects that work independently of the applicant's affiliated organization;
- Individuals who are staff of a non-profit organization may not apply for funding for projects that are part of that organization's programming; and
- Individuals who are staff or proprietors of a for-profit company cannot apply for funding for projects that are a product or service of that company.
- Arts and humanities organizations with a majority of their constituents who reside outside of the District of Columbia;
- Tax-Exempt organizations other than 501(c)(3) designated entities;
- Private clubs and organizations that prohibit membership based upon race, gender, color, religion, or any other classes identified in the District of Columbia Human Rights Act;

- 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;
- Organizations submitting an application whose content is combined with the application of another organization. Proposed projects must be "stand-alone" projects;
- Individuals who reside outside of the District of Columbia; and
- Individuals who use or require fiscal agents.

Applications not adhering to this policy will be automatically deemed ineligible.

For festival requests, applicants must also meet the following eligibility requirements:
- Anticipated festival numbers must align with District-mandated guidelines for public gatherings; Artistic programming must comprise a minimum of six (6) hours of the festival;
- Festival events and programs must be publicly advertised and open to the general public;
- The festival may not be a block party, fundraiser or charity benefit;
- Funding may be used for project expenses only, which includes support for salaries and operations directly related to the festival events and programs. Funding may not be used for food, beverages, capital costs, building renovations/improvements, cash prizes, gifts, security, items for sale (for example, t-shirts and posters) or an organization's operational costs associated with the administrative office (such as staff salaries, office rent and utilities, office equipment, office supplies, etc.); and,
- All festival activities must comply with District of Columbia permits, policies and safety.

ALLOWABLE COSTS AND FUNDING RESTRICTIONS

Organizations that have applied to FY 2021 General Operating Support (GOS) are restricted from applying to FY 2021 Projects, Events, or Festivals (PEF) grants. PEF applicants may also apply to the Arts/Humanities Education Project (AHEP) grant program. PEF applicants that are headquartered in Wards 7 and 8 may also apply to the East of the River (EOR) grant program. There must be no project scope overlap across these programs.

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 13 of these Guidelines).

Examples of "Allowable Costs" Related to the Grant:
- Salaries for arts and humanities professionals for nonprofit organizations;
- Artists/humanities practitioners, or consultants;
- Space rental and fees directly related to project implementation;
- Travel and transportation directly related to project implementation;

- Materials, supplies, and equipment purchases that are no more than 25% of the award and are directly related to the work of project implementation; and
- Overhead, maintenance, and administration not exceeding 35% of the grant award.

Examples of "Unallowable Costs" Related to the Grant:
- 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;
- Debt reduction;
- Expenses unrelated to the execution of the scope of work
- Operational reserve;
- Temporary or permanent public art projects;
- Activities for youth;
- Re-granting (also known as "sub-granting"); and
- Funding to universities, foreign governments or DC government agencies, including DCPS.

Grantees with questions regarding allowable costs may contact CAH's grant program manager. The grantee will be responsible for demonstrating expenses, as applicable, in Interim and/or 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 page 13, below) and the CAH Grants Glossary, located in the Guide to Grants. 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. 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 202-724-5613. Please note that CAH requests the applicant prepare and deliver (by e-mail or 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 PEF 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.dcarts.dc.gov under Grant Writing Assistance, or by calling CAH at 202-724-5613.

Day and Date	Time	Topic	Location
Thursday, June 11, 2020	3:30 pm – 5:00 pm	Grants	WebEx
Friday, June 12, 2020	2:00 pm – 3:30 pm	Grants	Livechat
Friday, June 19, 2020	2:00 pm – 3:30 pm	Grants	Livechat
Tuesday, June 23, 2020	11:00 am – 12:30 pm	Grants	WebEx
Friday, June 26, 2020	2:00 pm – 3:30 pm	Grants	Livechat

Livechats 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, July 24, 2020. 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 David Markey at 202-671-1354 or david.markey@dc.gov and await request approval.

Submitting a grant application
1. Read the FY21 Guide to Grants.
2. Read the RFA guidelines for the desired grant program and determine eligibility.
3. 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).

4. Upon registration, applicants select the desired grant program(s).
5. Complete the application questions, budget and budget narrative data.
6. Upload 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 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.

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 scope of work, whether through the same or different grant programs.

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. For more information regarding the grant review process please visit the FY21 Guide to Grants. 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 PAYMENT

CAH will notify applicants of this grant program as to the results of their application by November 5, 2020 via (1) letter of intention to award, (2) letter of ineligibility, or (3) letter of denial.

For award recipients, the date of CAH grant award payment disbursement(s) is subject to the availability of funds and the processing of required documentation. CAH staff will advise grant award recipients on the payment disbursement process on or after November 5, 2020. CAH does not disburse grant award payments through its office. However, in collaboration with other District of Columbia government agencies, CAH processes the grant award payment requests for grantees in a timely manner. To expedite grant award payments, CAH advises grantees to register to receive a direct deposit for the grant award, by completing an Automated Clearing House (ACH) Vendor Payment Enrollment Form with the Procurement Center of Excellence. CAH no longer requires applicants or grantees to upload an ACH form with their applications or award agreements. More details may be found on CAH's website at Managing Grant Awards.

Applicants must ensure that all compliance materials are uploaded and that all organizational 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 grant guidelines, policies or regulations, at any time. FY 2021 grant recipients with unmet reporting obligations regarding any CAH funding program as of close of business on Friday, October 16, 2020 are ineligible to receive additional awards from CAH.

Reporting Requirements
Grantees 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 report 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.

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

Grantees awarded $10,000 or less must submit a Final Report by Friday, October 15, 2021. Grantees awarded between $10,000 and $200,000 must submit an Interim Report by Friday, April 16, 2021 and a Final Report by Friday, October 15, 2021. Grantees with delinquent reports will not be eligible to receive subsequent payments or awards in current or future grant cycles. All of the above-referenced reports must be completed and submitted to CAH through its online portal. Grantees may access the Interim and Final Report forms through the Managing Grant Awards page on CAH's website.

Grant Management and Rescindment
Grantee agrees that it will include a CAH logo and a credit line in all of its grant-related announcements and promotional materials and that it will make its best efforts to publicly credit CAH's support for the project in all related public events.

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 reports;
- 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 contract requirements;
- Fails to demonstrate adequate financial management and oversight of the project; and/or
- Fails to properly publicly credit CAH's support of the organization's scope of work.

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).

Americans with Disabilities Act
CAH is committed to ensuring that all grant recipients 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.

An organizations applying for funding from CAH must include, in its grant application, a response to the information request set forth in the "Accessibility" section of its grant application, by providing the following information:

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 in the grant application 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.

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'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.

CONTACT INFORMATION

More information regarding CAH's grant programs, and clarification about related accessibility requirements, work sample submissions and grant making processes can be found in CAH's FY 2021 Guide to Grants. Specific questions about the PEF grant can be referred to CAH staff members Robert Nunez (robert.nunez@dc.gov) and Travis Marcus (travis.marcus@dc.gov).

FY 2021 PROJECTS, EVENTS, or FESTIVALS GRANT PROGRAM
REVIEW CRITERIA

Arts, Humanities and Content and/or Merit 40%
- The project is of high quality, based upon the applicant's work sample and support materials (brochures, articles, letters of support, etc.), and demonstrates high standards pertaining to the indicated disciplines; and,
- The applicant demonstrates the use of personnel with subject matter expertise (such as arts administrators, humanities professionals, teaching artists, educators, professional artists) to plan and implement project content.

District Engagement and Responsibility to Community 30%
- The applicant demonstrates a commitment to hiring DC-based artists and humanities professionals, where applicable, to deliver arts and/or humanities content (such as arts administrators, humanities professionals, teaching artists, educators, professional artists);
- The project activities reasonably accommodate persons with disabilities;
- The applicant presents effective evaluation methods specific to the project with the desired outcomes of measuring impact and improving future activities and services;
- The applicant directly targets and services District of Columbia residents via varied and appropriate marketing methods;
- The applicant partners with similar or complementary partners to leverage resources for the described activities; and,
- The applicant articulates how services or the project's deliverables will promote inclusion, diversity, equity and access for participants, staff, board, and the broader community.

Organizational Management, Capacity and Sustainability 30%
- The applicant demonstrates skillful project management, organization and deliverability;
- The applicant demonstrates the necessary individual/organizational ability, capacity, and expertise to implement the proposed project;
- The applicant has identified any required permits and permissions necessary to produce the event and accounted for the associated costs of the same;
- The applicant demonstrates appropriate financial monitoring systems to track expenditures;
- The applicant's budget information is detailed, accurate, feasible and directly related to the activities of the grant request; and
- The applicant demonstrates the ability to attract any additional financial support necessary to complete the activities of the project.

FY 2021 PROJECT, EVENTS, or FESTIVALS GRANT PROGRAM
APPLICATION CHECKLIST

The following is a checklist for all mandatory and supplementary documents required to submit the Projects, Events, Festivals 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. Visit www.dcarts.dc.gov, click on the grants tab, select "Managing Grant Award" to obtain the OPGS Compliance Documents.

Mandatory Documents:

Individuals:

- **Work Samples**
  CAH recommends reviewing the Work Sample Addendum to determine materials that would best support the application;
- **Support Materials**
  Up to six (6) additional items (e.g. letters of support, awards, programs, publicity, etc);
- **Applicant's Résumé**
  With content primarily addressing the applicant's artistry or humanities practices;
- **Certificate of Liability Insurance** (or an estimate for general liability coverage for the grant award period);
- **Letter of Project Site Agreement** (Required for Festivals. Optional but recommended for all other PEF applicants);

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)
- **Statement of Certification** (dated at the time of application submission)
- **Signed IRS Form W-9** (Note: Post office boxes are prohibited. The applicant's address must match the address in the grants portal, the address on file in the DC Government's PASS system, and in the DC Vendor Portal. The October 2018 version of the form must be used and be dated at the time of application submission).

The following is a checklist for all mandatory and supplementary documents required to submit the Arts/Humanities Education Project 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. Visit www.dcarts.dc.gov, click on the grants tab, select "Managing Grant Award" to obtain the OPGS Compliance Documents.

Organizations:

- **Work Samples**
  CAH recommends reviewing the Work Sample Addendum to determine materials that would best support the application;

- **Support Materials**
  Up to six (6) additional items (e.g. strategic plans, marketing materials, 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 (e.g. president, treasurer, etc.), responsibilities and home addresses or ward locations;
- **Letter of Project Site Agreement**
  (Required for Festivals. Optional, but recommended for all other PEF applicants)
- **Current organizational budget**
  Approved by the organization's Board of Directors;

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 in 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

The DC Commission on the Arts and Humanities (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 application. 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 image, include the artist's name, artwork title, medium, size and the year the work was completed. 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 - Résumés of Key Personnel

Another way for the advisory review panelists to determine the artistic content of each application is to review the résumés of the key artists, administrators and facilitators involved in the grant activities. Those professionals involved in the organization determine the capacity of the organization and ability for the applicant to effectively create an excellent arts and

humanities product and/or experience. Their backgrounds as artists and administrators should be relevant to the organization and clearly demonstrated through their professional résumés.

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;
- Select recent, high quality samples that relate as directly to the application as possible; 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;
- For project-based grants, include samples of similar projects completed to illustrate an ability to execute the proposed project; and/or
- Panelists must be able to assess the skill level of the artist(s) involved in the project work to be created, exhibited or taught.

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 content, 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.

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