



DC COMMISSION ON THE ARTS & HUMANITIES

**FY 2021 SPECIAL ARTS INITIATIVE:
CELEBRATE THE CREATIVE SPARK!**

**REQUEST FOR PROPOSALS (RFP)
PROJECT-BASED CONTRACT**

The DC Commission on the Arts and Humanities (CAH) is soliciting proposals from qualified teaching artists for its Fiscal Year 2021 Celebrate the Creative Spark! program. Contract amounts vary.

Application Release: Monday | March 29, 2021

Application Deadline: Friday | April 9, 2021 | 11:59pm

Award recipients must implement programming between Tuesday, June 1, 2021 and Friday, August 6, 2021. Incomplete or late proposals or proposals 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 Proposals (RFP) in its entirety before submitting an application.

Staff Contact: Alorie Clark, Arts Learning Coordinator | alorie.clark@dc.gov

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
200 I Street, SE, Suite 1400, Washington, DC 20003
202-724-5613 | dcarts.dc.gov

Table of Contents

Special Arts Initiative (SAI): Celebrate the Creative Spark! Description	3
Celebrate the Creative Spark! Goals	3
Successful Applications	4
Eligibility Requirements	4
Funding Restrictions and Allowable Costs	5
Inclusion, Diversity, Equity and Access (I.D.E.A.)	5
Technical Assistance and Workshops	6
Application Process	7
Application Review Process	8
Notification and Payment	8
Conditions of Funding, Reporting Requirements, and Contract Cancellations	9
Risk Management and Performance Monitoring	10
Contact Information	10
Review Criteria	11
Application Checklist	12
Addendum A: Work Samples and Support Materials	14

PROJECT-BASED CONTRACT

Applicants may submit one (1) Special Arts Initiative application per fiscal year cycle.

PROGRAM DESCRIPTION

Now in its sixth year, Celebrate the Creative Spark! is designed to meet the DC Commission on the Arts and Humanities (CAH) goal of developing the creative capacity of children and youth in the city.

CAH solicits applications from qualified teaching artists through a competitive process. Each applicant submits a two-lesson residency (Unit Plan) targeting a specific age/grade grouping in their discipline. Applicants are asked to use the following central tenets of creativity as a guide when crafting their residency plans (as determined by pioneer educational psychologist, Dr. E. Paul Torrance):

- **Originality:** The statistical rarity of a student's response to a prompt or idea;
- **Elaboration:** The amount of detail in a student's response to a prompt or idea; and
- **Fluency:** The total number of interpretable, meaningful, and relevant ideas generated by a student in response to a stimulus.

The Unit Plan Template (see Addendum A of RFA) should be used and submitted as an attachment to the application in the portal. CAH will pair successful applicants with classrooms across all eight wards to engage students in process-driven arts activities to build their creative skills.

Program activities should be scheduled for implementation between June 1, 2021 and August 6, 2021. Once paired, it is the responsibility of the teaching artists to work with schools to set up dates and times for implementation.

Each award is by contract. Individuals are not required to provide matching funds. Funds must be spent from the date of award notification through August 6, 2021. Awardees are required to submit a final report, including evidence of implementation of assessment, no later than sixty (60) calendar days following the final session of the residency.

PROGRAM GOALS

By making its Celebrate the Creative Spark! awards, CAH endeavors to:

- Ensure that District children and youth are engaged in a diverse array of accessible arts and humanities education programming;
- Reinforce the importance of including creative thinking as a critical component of an excellent education;
- Develop the creative capacity of children and youth in the city; and

- Provide participating teaching artists with the opportunity to build new relationships with public schools across all eight wards of the city.

SUCCESSFUL APPLICATIONS

Successful applicants to Celebrate the Creative Spark! should: :

- Give a brief overview of general goals and specific objectives of their unit plan/residency;
- Connect their activities to three of the four tenets of creativity, as defined by E. Paul Torrance (i.e. Originality, Elaboration, and Fluency);
- Demonstrate expertise in offering developmentally appropriate arts and humanities programming for a targeted population of children and youth;
- Articulate an understanding of curriculum design through the provision of a two-lesson unit plan; and
- Craft programming that provides an immersive, virtual experience for participants.

ELIGIBILITY REQUIREMENTS

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

- Be arts and humanities professionals (e.g., presenters, producers, actors, visual artists, dancers, and educators), aged 18 or older;
- Be legal residents of the District of Columbia (District) for at least one (1) year prior to the application deadline and maintain residency in the District during the entire award period (proof of residency is required);
- Provide proof of District residency as listed on proper identification or tax returns. PO boxes may not be used as a primary address;
- Be in good standing with CAH and the District of Columbia Government. Applicants with incomplete or delinquent reports, in any funding program, as of Friday, April 9, 2021, are ineligible to receive an additional award from CAH in FY 2021;
- Abstain from any use of a secondary party that acts on an individual’s behalf (“fiscal agent”) in the performance and execution of financial duties;
- Register and comply with the regulatory requirements of the following agencies:
 1. Procurement Center of Excellence (to be registered as a vendor in the PASS system with District Government; and
 2. District of Columbia Office of the Chief Financial Officer, Office of Tax and Revenue (OTR) (to obtain a clean hands certificate).
- Obtain certification of “Citywide Clean Hands” (CCH) from the District of Columbia Office of Tax and Revenue (see page 9);

Applicants restricted from applying include:

- Organizations; and
- Individuals legally resident in jurisdictions outside of the District of Columbia.

ALLOWABLE COSTS

CAH must ensure that all award funds are expended in a fiscally responsible manner. Allowable costs are those that District government and CAH have determined as valid expenditures, all awarded funds are subject to Risk Management and Performance Monitoring (see page 10).

Examples of allowable costs for Celebrate the Creative Spark!:

- Artistic and administrative personnel salaries or wages;
- Materials/supplies used for project planning and implementation;
- Space rental and fees; and
- Technical equipment and personnel associated with the project scope and delivery.

Examples of unallowable costs for Celebrate the Creative Spark!:

- Overhead, maintenance and administration exceeding 35% of the award;
- Food and beverages;
- Tuition, awards, and scholarships;
- Re-granting;
- Debt reduction;
- Expenses not directly related to the execution of the project; and
- Temporary or permanent public art projects.

The awardee must document all project expenses within the award agreement. The award agreement will not be processed for payment until expenses are reviewed and approved by the program manager. Should an awardee have a question regarding the issue of whether, in this context, a prospective award-related expense is an “allowable” expense, awardee should first ask CAH for related and specific guidance before awardee incurs financial obligation.

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

CAH has placed increased focus on utilizing an Inclusion, Diversity, Equity and Access (I.D.E.A.) lens in its grantmaking, with the goal of creating a more equitable arts and humanities landscape in the District. In addition to detailed plans for its compliance with the Americans with Disabilities Act (ADA) (42 U.S.C. §§ 12101 et seq.), each applicant must demonstrate how its programming and services will be inclusive, diverse, equitable, and accessible throughout the District of Columbia, beyond participants with disabilities. Applicants should consider a broad definition of “accessibility” by addressing financial, geographic, demographic, cultural and developmental access. For more information, see the Americans with Disabilities Act section of these RFA guidelines (see page 12) 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.

I.D.E.A. DEFINITIONS

Below are definitions used by CAH of each component of I.D.E.A. CAH encourages applicants to embed these concepts into the planning and implementation of their residencies.

INCLUSION

Inclusion authentically welcomes, and intentionally brings, traditionally excluded individuals and/or groups into processes, activities, and decision/policymaking in a way that shares power.

DIVERSITY

Diversity refers to the various backgrounds and races that comprise a community, nation, or other grouping. In many instances, the term diversity does not only acknowledge the existence of diversity of background, race, gender, religion, sexual orientation etc., but applies recognition of the value of these differences. Diversity enriches policies and practices by bringing people of diverse backgrounds and experiences together to inform, shape, and enrich these policies and practices.

EQUITY

Equity is giving everyone what they need to be successful. Equity is different from treating everyone the same. Equity operates from the understanding that people and groups enter given situations from very different starting points. These starting points are often determined by certain social hierarchies such as race, class, gender, age, sexual identity etc. An equitable framework centers awareness of these hierarchies and creates systems that are actively anti-racist, anti-classist, anti-sexist, and anti-homophobic.

ACCESS

Access is defined in the broadest definition of the term as a means of ensuring individuals and/or groups are given financial, geographic, demographic, cultural, and developmental access to programming, services, and other opportunities.

TECHNICAL ASSISTANCE AND WORKSHOPS

CAH staff members are available to assist 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 application deadline. Applicants should contact CAH to schedule a meeting by calling 202-724-5613 or via email to the grant managers. 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 an application. All workshops are delivered virtually and dates and

times listed below are subject to change. Participants are strongly encouraged to attend. More information about the dates and times of these workshops may be found at www.dcartts.dc.gov under [Grant Writing Assistance](#), or by calling CAH at 202-724-5613.

Day and Date	Time	Topic	Location
Wednesday, March 31, 2021	1:00 pm – 2:15 pm	GOS	Virtual Workshop
Friday, April 2, 2021	4:00 pm – 5:15 pm	GOS	Virtual Workshop
Monday, April 5, 2021	2:00 pm – 3:15 pm	GOS	Virtual Workshop

APPLICATION PROCESS

Applications must be submitted via CAH’s online portal by 11:59 pm EST on the deadline date. Incomplete or late applications, or applications which do not follow the instructions, will be ineligible for review and funding. Submitting applications by other means, such as email, is not permitted. However, CAH will accept reasonable accommodation requests in advance of the application deadline due date from applicants with disabilities to submit applications via mail, email or hand-delivery. To request a reasonable accommodation, contact Alorie Clark at 202-671-2304 or alorie.clark@dc.gov and await request approval.

The award period for this program opportunity is from the award notification date to August 6, 2021. CAH prohibits the use of award funds for activities that occur outside of this period of time.

1. Review the FY 2021 Program Guidelines for Special Arts Initiative: Celebrate the Creative Spark! programs thoroughly and determine eligibility of the applicant, project and project activities.
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 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 11:59 pm ET on the program’s deadline date.
8. Ensure receipt of submission confirmation email (auto-generated by the online portal) by the application deadline.

CAH’s application process is competitive and subject to the availability of funds. Applicants may not request or receive funding for the same activities through more than one CAH program or grant category. Multiple applicants may not apply for funding for the same scope of work.

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, “Review Process”). 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 PROCESS

CAH selects individuals who are arts, humanities and/or business professionals, to serve as advisory review panelists for the program. The role of a panelist is to review and score an eligible application's content to the established program review criteria. Panelists participate in a group review of CAH grant applications to discuss and comment on the merits and deficiencies of applications and finalize their application-related scores. All applications to the Celebrate the Creative Spark! program are scored according to two categories: (1) Arts and Humanities Content; and (2) District Impact and Engagement.

CAH's 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 review process please visit the [Guide to Grants](#). To volunteer or nominate a person to serve as an advisory review panelist for a program, see CAH's [FY 2021 Call for Panelists](#).

NOTIFICATION AND PAYMENT

CAH will notify applicants of this program as to the results of their application by May 3, 2021 via: (1) letter of conditional award; (2) letter of ineligibility; or (3) letter of denial.

For award recipients, the date of CAH award payment disbursement(s) is subject to the availability of funds and the processing of required documentation.

CAH staff will advise award recipients on the payment disbursement process on or after May 3, 2021. CAH does not disburse award payments through its office. However, in collaboration with other District of Columbia government agencies, CAH processes the award payment requests in a timely manner.

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

CONDITIONS OF FUNDING, REPORTING REQUIREMENTS, AND AWARD CANCELLATIONS

CAH reserves the right to rescind any and all awards for non-compliance with CAH grant guidelines, policies or regulations, at any time. FY 2021 award recipients with unmet reporting obligations regarding any CAH funding program as of close of business on Friday, April 9, 2021 are ineligible to receive additional awards from CAH.

All eligible applications are reviewed through a competitive process. Evaluation criteria are based on: 1)

Arts and Humanities Education Content; and 2) Assessed District Impact and Engagement. Awardees will be required to submit to CAH a final report regarding: (a) the extent to which they met their project goals; and (b) the community impact of the funded projects or activities (Final Report).

Final Reports must also include;

- (a) A revised unit plan with process, procedural outcomes and reflections completed;
- (b) A completed assessment tool for each student participating in the residency; and
- (c) A financial report that: (1) regards the funded activity; (2) clearly shows how the award funds were used; and (3) provides proof of project-related expenditures and locations, residency dates and numbers of artists and youth engaged.

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

CAH has the right to withhold, reduce or cancel awards if an awardee does any of the following:

- Misses deadlines for reports;
- Fails to notify CAH of changes in project collaborators or other significant management changes or changes in the project scope;
- Fails to comply with the terms of the award contract requirements;
- Demonstrates inadequate financial management and oversight; and/or
- Does not properly credit CAH's support.

Citywide Clean Hands (CCH)

All applicants must obtain a clean hands certification, in order to receive a grant award from CAH. This certification is required before any related grant disbursement may be made. Certification may be obtained by registering with the DC Office of Tax and Revenue using the following link: [My Tax DC](#).

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 award 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. Individuals 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 individual applying for funding from CAH must include, in its application, a plan for ensuring children and youth with disabilities are both welcomed and accommodated in their residency plans.

RISK MANAGEMENT AND PERFORMANCE MONITORING

All award 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 award recipients to ensure compliance with risk assessment monitoring, and those standards are discussed in greater detail in the applicants' grant agreements with CAH.

Activities funded by CAH will be monitored 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, evaluation of allowable costs, assessment of efforts to meet projected award applicant benchmarks, providing proof of expenditures, etc.

All award recipients are responsible for reporting their respective 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 programs and clarification about related accessibility requirements, work sample submissions and award-making processes can be found in CAH's [Guide to Grants](#).

Specific questions about the Celebrate the Creative Spark! program should be directed to Alorie Clark at 202-671-2304 or via email: alorie.clark@dc.gov.

FY 2021 Special Arts Initiative: Celebrate the Creative Spark!

Review Criteria

Artistic and/or Humanities and Educational Content (50%)

- The applicant's work samples and educational materials (syllabi, lesson plans, rubrics, etc.) demonstrate their knowledge of their content and the ability to adapt it to be developmentally appropriate for the targeted age/grade grouping;
- The applicant has demonstrated an ability to successfully deliver a virtual program, including synchronous and/or asynchronous engagement;
- The applicant has made authentic connections in the unit plan between the content and the guiding creativity framework;
- The described activities advance student learning through the arts; and
- The related goals and schedule of planned virtual activities are feasible.

District Impact and Engagement (50%)

- The described arts activities are enriching experiences that meet the unique needs of the children and youth of the District of Columbia;
- The proposed virtual activities and services are available to, and inclusive of, people with disabilities; and
- The applicant presents effective evaluation methods specific to the project with the desired outcome of improving future activities and services.

FY 2021 Special Arts Initiative: **Celebrate the Creative Spark!**

Application Checklist

The following is in addition to the required narrative questions within the online application. This checklist includes all mandatory and supplementary documents required to submit the Special Arts Initiative application. Documents must be uploaded prior to the application deadline.

DC Office of Partnerships and Grants (OPGS) compliance documents. (Templates and instructions available at: <http://dcarts.dc.gov/page/managing-grant-awards>)

In order to submit an application:

- Ensure the applicant is a current DC resident;
- Complete all required questions in the online application; and
- Attach the following mandatory documents to the online application: (forms available at <https://dcarts.dc.gov/page/managing-grant-awards>)
 - **Certificate of Clean Hands** (visit www.mytax.dc.gov for instructions on how to generate a certificate of clean hands). Tip: Dated within 30 days of the deadline.
 - **Certificate of Insurance** (Required only if the applicant anticipates engaging in in-person residencies. All others should upload a single page statement declaring their intent to conduct programming virtually).
 - **Resume of Lead Artist**
 - **Statement of Certification** (<http://dcarts.dc.gov/page/managing-grant-awards>): Tip: Dated at time of submission.
 - **Support Materials:** Tip: Include sample curriculum, testimonies etc.
 - **W-9:** 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 address registered in the DC Vendor Portal. Only the October 2018 version of the W9 form may be used and the form must be dated at the time of application submission;
 - **Work Sample:** (Unit Plan)
The residency Unit Plan carries the most weight because it must contain the clearest depiction of what the applicant plans to do in the classroom as part of the project. Applicants should align their content activities to the three tenets of creativity as defined by Dr. E. Paul Torrance (page 3).

Please note that the **Arrest and Conviction Statement** is no longer required for CAH applications.

Documents must be uploaded as PDFs through CAH’s online grant portal prior to the application deadline. Incomplete or late applications or applications that do not follow the instructions and guidelines may be deemed ineligible for review and funding.

An automated confirmation of an applicant’s submission does not guarantee an applicant’s eligibility or funding. Technical issues or failure to receive a confirmation email must be brought to the attention of CAH staff prior to the application deadline.

Addendum A: Unit Plan

The unit plan consists of two individual and virtual lessons for the same class/group of students. Lessons can consist of one pre-recorded (asynchronous) lesson and one live virtual lesson or two live virtual lessons. It should represent an arc moving from process through product, building on students’ ideas and building their creative capacities in the unit activities. When crafting the unit plan, applicants are asked to align their activities to the following framework that speaks to the central tenets of creativity and creative thinking:

Originality
Elaboration
Fluency

Teaching Artist: _____
Targeted Grade(s): _____
Discipline: _____
of Pre-recorded Lessons (Either “0” or “1”) _____
of Live Virtual Lessons (Either “1” or “2”) _____

Number of two-lesson residencies you might accommodate:

Unit Description:

Provide a brief (one paragraph) description of the two-lesson unit and identify 2-3 overarching goals for the students i.e. what they will learn and be able to do by the end of the unit.

Goal #1 _____

Goal #2 _____

Goal #3 _____

Lesson 1

Please indicate if this lesson is pre-recorded or live:

<p>Lesson Objectives: (List the overarching goals and specific objectives of the workshop i.e. what students should know and be able do to by the end of the workshop)</p>	
<p>Procedure: (List the sequential process of virtual activities from warm ups through cool downs and reflection/assessment with students)</p>	
<p>Materials: (List materials needed for the lesson and those that might need advance prep. Keep in mind these materials should be simple and accessible items that students will already have in their homes)</p>	
<p>Process Outcomes & Reflections: To be completed post-workshop (List what worked and what needed adjustment in the process of the activities e.g. factors of time, appropriateness of virtual activities. Also list specific reflections on student participation and engagement)</p>	

Lesson 2

<p>Lesson Objectives: (List the overarching goals and specific objectives of the workshop i.e. what students should know and be able do to by the end of the workshop)</p>	
<p>Procedure: (List the sequential process of virtual activities from warm ups through cool downs and reflection/assessment with students)</p>	
<p>Materials: (List materials needed for the lesson and those that might need advance prep. Keep in mind these materials should be simple and accessible items that students will already have in their homes)</p>	
<p>Process Outcomes & Reflections: To be completed post-workshop (List what worked and what needed adjustment in the process of the activities e.g. factors of time, appropriateness of virtual activities. Also list specific reflections on student participation and engagement)</p>	