



DC COMMISSION ON THE ARTS & HUMANITIES

FY 2021 GENERAL OPERATING SUPPORT GRANT PROGRAM REQUEST FOR APPLICATIONS

Application Release: Wednesday | January 22, 2020

Application Deadline: Friday | February 21, 2020 | 4:00pm

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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GENERAL OPERATING SUPPORT GRANT PROGRAM

Application Questions

OVERVIEW

Group Name/Organization

(Up to 10 words)

(Required question)

Type of support:

(Indicate one of the following categories of General Operating Support)

1. GOS: Generalists
2. GOS: Service Organizations
3. GOS: National Capital Arts Cohort (NCAC)

Have you applied for a grant from CAH in the past 5 years?

Has the organization's address changed in the past 12 months? If the address has changed the following entities must be notified: (a) Grant Manager at CAH; (b) Procurement Center of Excellence; and (c) DC Vendor Portal.

(Yes or No)

REQUEST

Organization Profile

In which ward is the applicant located?

(Required question)

Applicant discipline:

(Required question)

Applicant secondary discipline (if applicable):

Organization founding date:

(Required question)

Organization fiscal year (e.g. July 1 – June 30):

(Required question)

Institution type:

(Required question)

What is the organization's mission and vision?

(Up to 200 words)

(Required question)

Please list the organization's top three accomplishments from the past two years:

(Up to 200 words)

(Required question)

REQUEST DETAILS

Projects & Programs

List up to five (5) core programs, projects, or initiatives that will take place during the upcoming fiscal year. Please group activities into categories and provide enough detail to show the breadth of organizational scope.

(At least 1 project description required)

Example:

Program type: Arts Education

Program cost: \$15,000

of audience/youth served: 5000

Brief description (100 words)

District Impact & Engagement

Please describe how the organization works with intentionality in the planning and implementation of its programming and services to promote inclusion, diversity, equity and access for audiences, participants, staff and board.

(Up to 400 words)

(Required question)

Specify strategies employed to determine organizational impact through evaluation. Describe changes implemented as a result of internal evaluation processes and external trends to ensure continued and future growth.

(Up to 400 words)

(Required question)

Provide examples of programs and/or initiatives that demonstrate an understanding of the unique cultural nature of DC.

(Up to 400 words)

(Required question)

Budget Narrative, Capacity & Sustainability

Total FY 2019 organizational cash expenses (do not include in-kind expenses):

(Required question)

Provide a budget narrative. Describe how the amounts allocated to the budget line items advance organizational mission; provide relevant details and any additional clarifying information. Include the sources of required matching funds and whether the funding is secured or pending.

(Up to 400 words)
(Required question)

Please explain any large variance(s) reported on the DataArts profile (which should reflect 3 complete fiscal years of data.)

(Up to 400 words)
(Required question)

How many full-time employees are DC residents?

(Required question)

How many full-time employees are non-DC residents?

(Required question)

How many part-time employees are DC residents?

(Required question)

How many part-time employees are non-DC residents?

(Required question)

WORK SAMPLES & UPLOADS

Provide a statement describing how and why the arts, humanities and/or arts education content or scope of services in the materials uploaded best represent the applicant.

(Up to 400 words)
(Required question)

Work samples:

CAH recommends reviewing the Work Sample Addendum to determine materials that would best support the application.

(Required upload)

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., publicity, external letters of support, reviews, commendations, etc.)

(Required upload)

Résumé of key personnel

Examples include: artistic/managing/executive directors; arts educators; etc. Provide roles, areas of responsibility, and home addresses;

(Required upload)

Current board of directors

Provide board roles (e.g. president, treasurer, etc.), responsibilities and home addresses;
(Required upload)

Current organizational budget:

(Required upload)

Profit & Loss statement from most recently completed fiscal quarter:

(Required upload)

Balance sheet from most recently completed fiscal year:

(Required upload)

Most recent IRS Form 990 i.e. 2019 or the most recently available year. (Please note, applicants to the GOS: NCAC cohort must provide IRS Form 990s from the three most recent years);

(Required upload)

Federal and DC Funding Form

(Required upload for organizations applying to the NCAC cohort)

DataArts Funders Report with three (3) complete fiscal years:

(Required upload for organizations with budgets over \$250,000)

DC OFFICE OF PARTNERSHIPS AND GRANTS (OPGS) COMPLIANCE DOCUMENTS

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

- o Arrest and Conviction Statement (dated at the time of application submission)
- o Certificate of Clean Hands (dated no more than 30 days prior to the deadline)
- o Certificate of Liability Insurance – general coverage
- o IRS 501(c)(3) Letter of Determination
- o Statement of Certification (dated at the time of application submission)
- o 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.)