



DC COMMISSION ON THE ARTS & HUMANITIES

## FY 2022 ART EXHIBITION (CURATORIAL) GRANT PROGRAM

### REQUEST FOR APPLICATIONS

**RFA Release:** Monday | May 3, 2021  
**Submission Deadline:** Friday | July 9, 2021 | 4:00PM  
**Award Notification:** On or about: Friday | October 1, 2021

Applicants may submit one (1) Art Exhibition Grant application per fiscal year.

- Individuals may request up to \$30,000.

The grant period is from October 1, 2021, to September 30, 2022. Grant funds may not be used for activities or expenses that occur outside of the grant period.

Applicants should read through this request for applications (RFA) in its entirety prior to submitting an application.

**Staff Contact:** Sarah Gordon, Curator | [sarah.gordon2@dc.gov](mailto:sarah.gordon2@dc.gov)

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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.

CAH has grantmaking authority under the Commission on the Arts and Humanities Act of 1975, as amended (D.C. Law 1-22, D.C. Official Code § 39-204).

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](http://dcarts.dc.gov)

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# FY 2022 ART EXHIBITION (CURATORIAL) GRANT PROGRAM

## OVERVIEW

The Art Exhibition (Curatorial) Grant Program (AEG) provides support for the development and public presentation of visual art exhibitions by District resident curators through grant support and use of CAH's exhibition space within their District owned building lobby and CAH's virtual platform. If the gallery is unavailable, the exhibition will be installed on the on-line platform only. Applicants must be individuals with prior curatorial experience.

CAH seeks grant applications from qualified individuals for exhibition proposals for CAH's Galleries, located in the lobby of the 200 I (Eye) Street, SE building and/or CAH's virtual gallery. Two (2) exhibition proposals will receive grants for curation and installation during FY22 (see schedule below). This grant is competitive.

Exhibition Dates
February 7 – April 1, 2022 Installation: January 31 – February 4, 2022 Deinstallation: April 4 – 8, 2022
April 25 – June 17, 2022 Installation: April 18 – 22, 2022 Deinstallation: June 20 – 24, 2022

## PROGRAM GOALS

- Provide the opportunity for District of Columbia resident curators to develop innovative and educational art exhibitions for presentation in a government facility.
- Provide unique exhibitions and related programs for District residents.

## ELIGIBILITY REQUIREMENTS

Individuals must (at the time of application):

- Be an artists, curator, or arts-related professional over the age of 18, with prior curatorial experience;
- Provide a valid government-issued identification or tax return to demonstrate evidence of legal residency in the District of Columbia of at least one (1) year prior to the application deadline. DC post office boxes will not be accepted as a primary address;
- Maintain residency in the District of Columbia throughout the grant period; and,
- Be in good standing with CAH. Applicants with incomplete or delinquent reports from any prior funding program, as of October 15, 2021 (or as otherwise determined by CAH), are ineligible to receive additional funds from CAH in FY 2022.

Applicant restricted from applying include:

- Individuals that require “fiscal agents”
- Non-District residents
- Non-profit organizations
- For-profit (commercial) entities
- Private foundations
- Civic organizations
- Political organizations
- Foreign governments
- Colleges or universities
- District of Columbia Government and Federal Government agencies, including DC Public Schools
- Exhibitions that are produced in conjunction with another project or grant from CAH

### **ALLOWABLE COSTS AND FUNDING RESTRICTIONS**

As a District of Columbia agency, CAH must ensure that all funds are expended in a fiscally responsible manner. CAH grant-related “allowable costs” are costs that the District government (through its subordinate agency, CAH) has determined, in its sole discretion, to be valid expenditures.

**Examples of Allowable Costs (valid expenditures), not necessarily limited to:**

- Curatorial fee (not to exceed 20% of budget).
- Artist fees/artistic personnel. To ensure fair compensation, curators can consult national standard pay schedules for artists and arts professionals. One source to consider for this information is linked [here](#).
- Equipment, technological resources, materials, supplies, and services directly related to the fabrication, installation, and de-installation of exhibited artwork.
- Methods of exhibition presentation (framing, pedestals, wall text and labeling, etc.).
- Delivery and return of artwork (shipping/transportation between the CAH gallery and place of origin).
- Design and maintenance of website; photography of artwork for virtual exhibition.
- Programmatic expenses (including printing flyers, renting chairs, speaker honoraria for opening reception and exhibition-related programs).
- Insurance cost.
- Storage space rental related to the exhibition.
- Payment for consultants related to the exhibition.
- Travel directly related to exhibition project implementation.
- Documentation of the exhibition and supporting programming (video, still, printed catalog).

**Examples of Unallowable Costs:**

- Food and beverages (inclusive of receptions and programs).
- Sub-granting or re-granting of funds from CAH.
- Tuition and scholarships.
- College tuition expenses.
- Funds provided to universities, service organizations, foreign governments or District of

- Columbia government agencies, including DC Public Schools.
- Costs related to fundraisers and off-site special events.
- Travel or other expenses not directly related to executing the proposed exhibition.

All expenses must be identified in the grant application budget. The grantee is required to submit receipts for all eligible costs after the conclusion of the exhibition. The AEG grant program manager reviews and approves all expenses before the final report is accepted. Grantees with questions regarding allowable costs should contact the CAH grant program manager. The grantee will be responsible for demonstrating the cash expenses in the final report.

## **APPLICATION PROCESS**

Application materials – including exhibition proposal, rendering, programming outline, and budget – should take into consideration the following guidance.

### **Gallery Specifications**

To gain familiarity, CAH recommends visiting the gallery space in person and/or viewing gallery images and the virtual gallery as appropriate, to plan the exhibition design.

- Gallery is approximately 180 linear feet within a public building lobby.
- Artwork(s) must load in through the front entrance (site visit recommended to confirm accessibility).
- Artwork(s) greater than 100 lbs. will need CAH approval for load-bearing capacity (for walls and floor).
- Curator(s) must utilize the exhibition space in its current state. Requests for additional construction or lighting are not allowed.

### **Artwork**

- Two- and three-dimensional works including, but not limited to:
  - prints
  - drawings
  - mixed media
  - paintings
  - photographs
  - ceramics
  - video works
  - sculptures
- Both pre-existing artworks and commissioned works for this exhibition are allowed as the curator(s) deem appropriate.
- Sketches of artworks to be commissioned are required at the time of application submission.
- Final artworks that deviate from the original sketch are subject to review and approval if the difference is deemed substantive and deviates from the proposed exhibition theme.
- All submitted works for the exhibition are subject to CAH approval.

### **Installation and Deinstallation**

The curator is responsible for coordinating the exhibition installation, deinstallation, and gallery

repair by an insured, and preferably licensed, professional art handler, installer and/or artist(s). A security clearance obtained from CAH is required for access to the gallery for these activities.

- All artwork is required to have a label on the back or bottom with the artist name, artwork title, and contact information.
- For sculptural works that require pedestals, it is the curator's responsibility to provide plain white matte pedestal(s) of appropriate size with grant funds.
- CAH is not responsible for any failures of curator's provided pedestals to adequately support the artwork or any apparatus used for the installation.
- Installation and de-installation must take place during office hours (Monday-Friday, 9:00 am-5:30 pm).
- All installed artwork must be labeled with the artist name, artwork title, date, and medium.

### **Gallery Hours for Public Viewing of Exhibition**

Monday to Friday, 9:00 am– 6:00 pm

### **Exhibition Requirements and Parameters**

- Curators shall not include their own artwork in the exhibition.
- Curators must provide proof of commercial general liability insurance with minimum limits of \$2,000,000 per occurrence, and property insurance with limits equal to the estimated completed value of the work, to cover any potential personal injury or loss/damage of the artwork during the installation, exhibition, and de-installation periods. Applicants should demonstrate research/awareness of insurance costs within the budget portion of the application.
- Curators are responsible for planning, promoting, and hosting an opening reception and other exhibit-related educational programs, such as artist talks and/or closing reception, in coordination with CAH as necessary for success.
  - Plans must be clearly outlined in the proposal.
  - All activities and plans in the gallery or hosted virtually during the exhibition are subject to approval by CAH.
  - Proposals must indicate a preferred time for the reception(s) or exhibit-related program(s).
  - With prior arrangement, CAH will consider extended gallery hours for exhibit-related educational programs or receptions.
  - Programs should account for the possibility of limited gathering size, based on District protocols on public health.
- CAH will provide curatorial guidance and editorial support to Curator in order to achieve intent of exhibition.
- Curators are required to provide, at the time of application submission, documentation of artists' consent to participate in the proposed exhibition.
- The curator shall write informational wall texts that discuss artwork by each artist featured in the exhibition.
- Exhibition layout, object checklist, artwork labels, wall and catalogue text, marketing and promotional materials, and program dates and times must be submitted for CAH's review.
- CAH and Curators are responsible for implementing communication strategies for the exhibit. Curators must coordinate with CAH on all public relations, promotions, and any media interviews in advance and throughout the exhibition.
- Curators shall ensure that CAH has the right to use exhibition-related images for any

promotion or archival purpose that it may require. Although images of the artwork and installation shots of the exhibition are subject to CAH use, images will not be replicated for commercial use.

### **Application Submission**

CAH utilizes an online grant portal to receive grant applications.

1. Read the RFA guidelines (for the desired program) and determine eligibility.
2. Visit the [Grant Application Portal](#) to login or register using the “Sign Up today” link.
3. Once registered, select My Open Applications and click on “New Application” on the right side of the screen then select “Art Exhibition Grant” Program from the program list.
4. Complete the application questions, budget, and other uploads.
5. Upload all required documents, supplementary material, and work samples.

### **The following application documents are mandatory for all submissions:**

These are 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

- A. Exhibition proposal with a curatorial statement as it relates to the proposed exhibition. The theme of the exhibition should be clearly defined, with an explanation of how each artist fits into the exhibition concept. Artwork should be of consistent, high quality (maximum 500 words).
- B. Rendering of proposed exhibition design and layout illustrated to scale, indicating the number of proposed artworks, placement of exhibited artworks, dimensions of each work of art, and technology required to present exhibition. (See Addendum A for gallery layout.)
- C. Proposed timeline of exhibition (including installation, display, and deinstallation dates) and detailed outline of all programming and events, with a description of each event, its purpose, target audience(s), and the curator’s plan for audience development and promotion. If special transportation services are required to provide greater accessibility for audiences, the curator must indicate the logistical plans and demonstrate steps taken to coordinate such efforts with the necessary service providers. Outline should take into account the gallery’s hours of operation (Monday-Friday, 9am-6pm) and note any technology required for programming. Programs should also account for the possibility of limited gathering size, based on the District’s protocols on public health.
- D. Curator and artist resumes/CVs, including past curatorial projects (accompanied by clear demonstration of fiscal management of prior projects).
- E. Written letter of consent from each artist listed within the exhibition proposal, indicating agreement to display the works referenced in the proposal.
- F. Comprehensive, detailed budget outline describing how grant funds will be utilized,

including: curator fee (not to exceed 20% of budget), artist fees, insurance, installation, gallery signage, events, chair rental, marketing materials, art transport, frames and/or pedestals, and gallery repair. A template is available [here](#).

- G. Artist bios (maximum 250 words each).
- H. Individual artist statements from each participating artist proposed for the exhibition (maximum 250 words describing their process and the relationship between their work and the theme of the exhibition).
- I. Image list for proposed artwork (including title, date, medium, dimensions, approximate weight if over 10 lbs.).
- J. Images of each artwork proposed for the exhibition. If new works or site-specific installations are being commissioned, a sketch or rendering must be submitted, indicating dimensions and weight. Electronic files should not exceed 5MB each.
  - 1. Use the Media Viewer to upload images as jpegs.
  - 2. File names must include the artist's last name followed by the artwork title and must correspond in number with the uploaded image list. Example: "Number on Image List Artist Last Name\_Artwork Title"
- K. Background Checks (for programming participants involving youth under 18 years of age).
- L. Compliance documents (forms and instructions are available at <https://dcarts.dc.gov/page/grantee-resources-0>).
  - 1. Certificate of Clean Hands (must be dated within thirty 30 days of application). See: <https://mytax.dc.gov/>
  - 2. Statement of Certification (signed at the time of application).
  - 3. Signed IRS Form W-9 (Note: Post office boxes are prohibited. The address on the W-9 must match the address in the grants portal, 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.)
- M. All applicants are encouraged to complete the Demographic Overview Form.

**All applications must be submitted online by 4:00 PM ET on Friday, July 9, 2021. A confirmation email generates automatically upon submission of the application. Technical issues or failure to receive a confirmation e-mail 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 [travis.marcus@dc.gov](mailto:travis.marcus@dc.gov) and await request approval.



**CAH’s grant 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 project, whether through the same or different grant programs. The same project cannot receive multiple grants from CAH. Applicants may submit only one application per year for this grant program.

Applicants are fully responsible for the content of their application packages. CAH staff is not permitted to make corrections to applications on behalf of applicants. An automated confirmation of an application’s submission does not guarantee an applicant’s eligibility or recommendation for funding by the advisory review panel.

The grant period is from October 1, 2021, to September 30, 2022. Grant funds may not be used for activities that occur outside of this grant period.

**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). 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 develop short- and long-term plans to ensure each of these components is realized in their processes and programs. CAH’s goal for the arts and humanities community is to have a comprehensive and actionable plan in place by FY 2024. Organizations in receipt of funding from CAH will be required to demonstrate their progress in all future interim and final reports beginning in FY 2022.

**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 a 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, disability, etc. An equitable framework centers awareness of these hierarchies and creates systems that are actively anti-racist, anti-classist, anti-sexist, anti-homophobic, and anti-ableist.

## **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**

CAH staff members are available to assist grant applicants with preparing the application 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.

To schedule an individual technical assistance meeting, please contact Sarah Gordon, CAH Curator at 202-549-9486 or [sarah.gordon2@dc.gov](mailto:sarah.gordon2@dc.gov). 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 are free and open to the public; however, participants are strongly encouraged to RSVP. Current workshops are scheduled virtually and for the following dates:

- Thursday, May 13, 10-11:30
- Thursday, May 27, 4-5:30
- Thursday, June 17, 4-5:30

More information about the workshops and registration may be found at [www.dcartts.dc.gov](http://www.dcartts.dc.gov) under [Grant Writing Assistance](#), or by calling CAH at 202-724-5613.

## **APPLICATION REVIEW**

All applications are scored according to four categories: Unique and Compelling Concept and Programming; Merit of Artistic Content and Clarity of Layout; Opportunity and Equity; and Budget and Feasibility. The evaluation criteria are specific to each grant program and listed in each grant program's guidelines.

The application process is competitive, and awards are subject to the availability of funds.

## REVIEW CRITERIA

### Unique, Compelling Concept and Programming 30%

- Selection of artwork is clear and finalized; curatorial premise demonstrates creative and original theories, ideas, or perceptions (10 points).
- Concept is fully developed and presents challenging ideas and/or has the potential to stir thought-provoking discussion (10 points).
- Exhibit-related programs included in the proposed timeline are thoughtful, creative, and innovative in format (10 points).

### Merit of Artistic Content, Clarity of Layout 30%

- Selected artwork demonstrates artistic excellence and high aesthetic quality (10 points).
- The curatorial statement clearly explains the thematic premise of the exhibition and the ways in which each artist's work relates to the exhibition theme or focus (10 points).
- Curator has considered the unique architecture of the gallery space and has responded accordingly with selections of artworks that occupy or activate the space well, visually relating to each other cohesively. The rendering should clearly define the look of the exhibition (10 points).

### Opportunity and Equity 30%

- The applicant shows evidence of intentionality in the planning and implementation of the exhibition and programming to promote a welcoming and inclusive environment (10 points).
- The exhibition offers emerging and underrepresented artists, specifically those without gallery representation, consistent group exhibition participation, and/or solo exhibitions within the last five years, the opportunity for exposure and ensures physical, geographic, cultural, and financial access for its artists, contractors, audiences, and participants (10 points).
- The applicant shows evidence of intentionality in the planning and implementation of the exhibition and programming to engage a diverse audience based on culture, age, physical ability, and languages spoken (10 points).

### Budget and Feasibility 10%

- Budget itemization and breakdown for exhibition and associated programming are reasonable and achievable (5 points).
- Successful production of exhibition is feasible within time allotted in the exhibition schedule (5 points).

## SELECTION PROCESS

CAH selects individuals who are arts and/or humanities 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 are to 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 of 1965, as amended](#).

### **NOTIFICATION AND PAYMENT**

CAH will notify applicants of this grant program as to the results of their application on or about Friday, October 1, 2021, via email with an attached (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. 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.

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

### **CONDITIONS OF FUNDING AND CANCELATIONS**

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 15, 2021 are ineligible to receive additional awards from CAH.

#### **Cancelations**

CAH has the right to withhold, reduce or rescind a grant award (or future grant awards) if the involved grant recipient does any of the following:

- Fails to make a deadline for a grant report or fails to produce a grant report
- 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 grant award contract requirements
- Fails to demonstrate adequate financial management and oversight of the project; and/or
- Fails to credit CAH's support publicly in any of the project's promotional or information materials

## REPORTING REQUIREMENTS

At the end of the de-installation period, grant recipients will receive a final evaluation of the return of the galleries to their original condition. Within thirty (30) days after acceptance of the return of the galleries to original condition, or by October 15, 2022, whichever date comes first, the award recipient must submit a CAH Grant Budget Form and a Final Report through the grants portal to CAH. The CAH Grant Budget Form can be retrieved from [www.dcartts.dc.gov](http://www.dcartts.dc.gov) (click on the “Grants” tab and selecting “Managing Grant Award”). All grant awardees are responsible for demonstrating and documenting expenditures for the full (100%) grant amount.

Grant recipients who do not complete the CAH Grant Budget Form and Final Report by Friday, October 16, 2022, are ineligible for further CAH funding.

## DISTRICT OF COLUMBIA AND FEDERAL COMPLIANCE REQUIREMENTS

All applicants must obtain from the District of Columbia a Citywide Clean Hands Certification (CCH) and submit this document as part of the application. Please request or update CCH to include with your application. Applications without the certificate will be deemed ineligible. This certification is required before any grant-related funding is disbursed, and grantees must remain in compliance throughout the term of the grant.

The CCH website application supports the Citywide “Clean Hands” Certification 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 who are District residents may visit the following site to obtain more CCH information: <https://mytax.dc.gov/#1>

Non-DC Resident Applicants are still required to obtain a Clean Hands certificate. CAH recommends applicants who have never applied for a Clean Hands to begin the process immediately, as it may take up to 10 business days to complete.

### 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 will enter into an agreement requiring the inclusion of CAH’s logo (or a credit line) in all of its grant-related announcements and promotional (or informational) materials and will agree to make best efforts to publicly credit CAH support in any public event that is held and that

is related to CAH's funding of the project.

### **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, and those standards are discussed 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, an assessment of efforts to meet projected grant applicant benchmarks, requesting proof of expenditures, etc.

#### **Federal and Local Tax Reporting**

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.

#### **Certificate of Liability Insurance**

Grant recipients must provide proof of commercial general liability insurance with minimum limits of \$2,000,000 per occurrence, and property insurance with limits equal to the estimated completed value of the work, to cover any potential personal injury or loss/damage of the artwork during the installation, exhibition, and de-installation periods. The period of insurance coverage must begin at least thirty (30) calendar days prior to the beginning of the exhibit installation period and run through the end of the exhibit de-installation period.

### **CALENDAR OF KEY DATES**

Request for Applications Released	Monday, May 3, 2021
Submission Deadline	Friday, July 9, 2021, at 4:00 pm ET
Review Panel	On or about Friday, August 20, 2021
Notifications to Applicants	On or about Friday, October 1, 2021

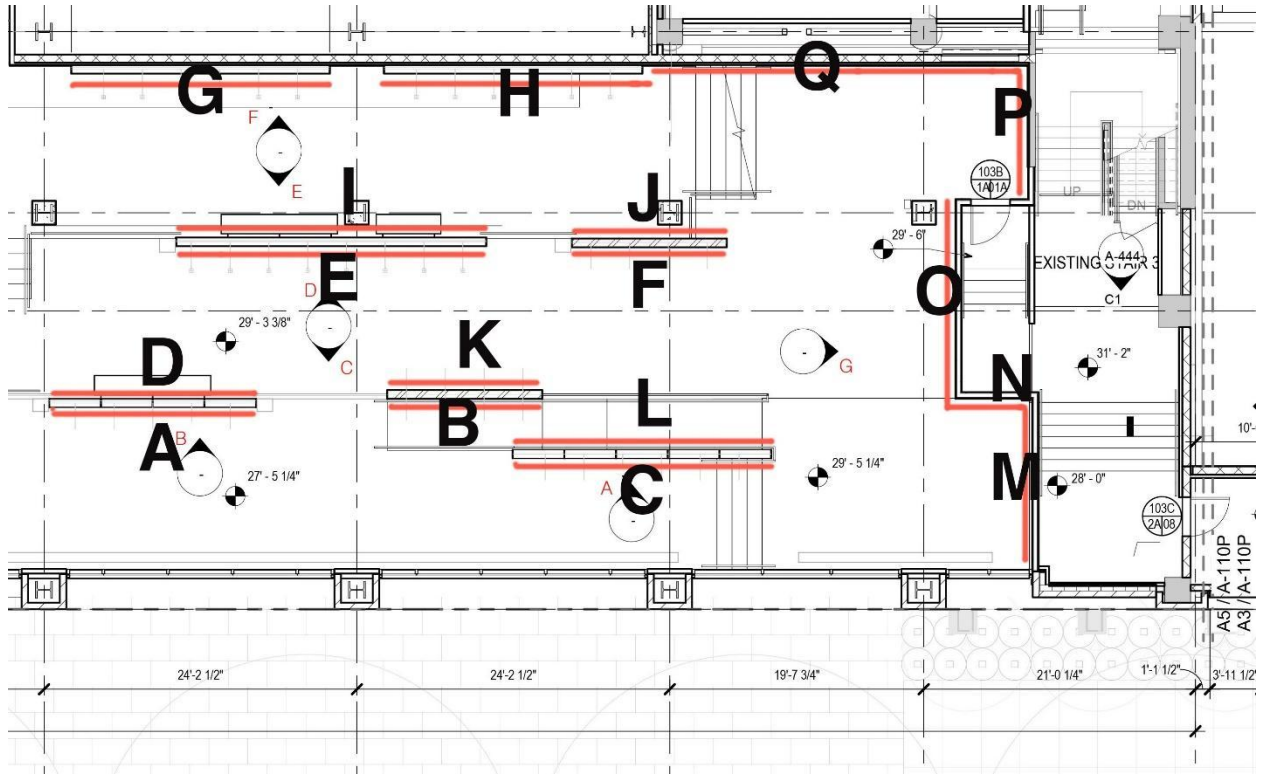
### **CONTACT**

Questions about the AEG grant may be referred to Sarah Gordon, Curator, at [sarah.gordon2@dc.gov](mailto:sarah.gordon2@dc.gov) or 202-549-9486.



# ADDENDUM A: GALLERY WALLS AND DIMENSIONS

## Gallery Layout





## First Tier Gallery Layout



- First Tier Gallery Wall A
- Dimensions: 15 ft and 11 ¾ inches (height) x 6 ft and 8 1/8 inches (width)

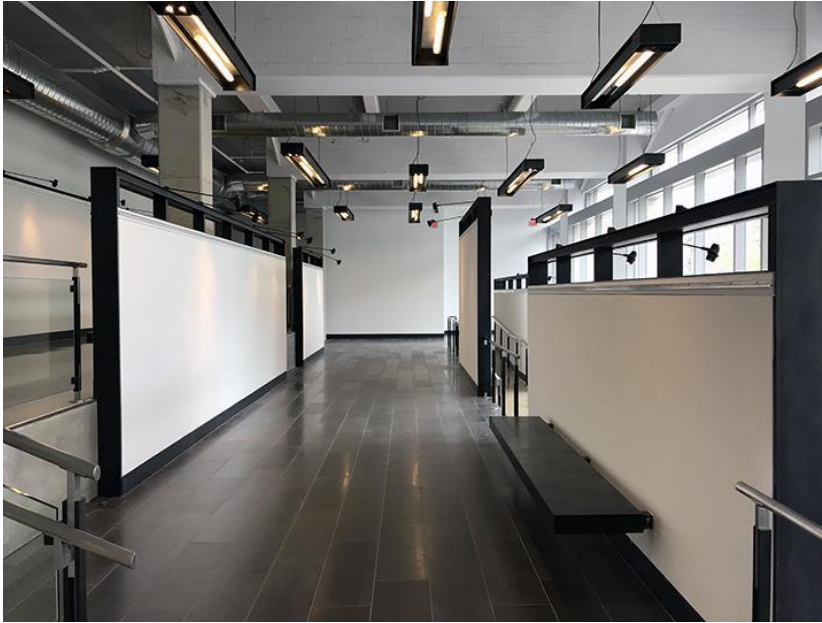


- First Tier Gallery Wall B
- Dimensions: 6 ft and 9 in (height) x 11 ft and 11 ¼ in (width)



- First Tier Gallery Wall C
- Dimensions: 6 ft and 9 in (height) x 11 ft and 11 ¼ in (width)

## Second Tier Gallery Layout



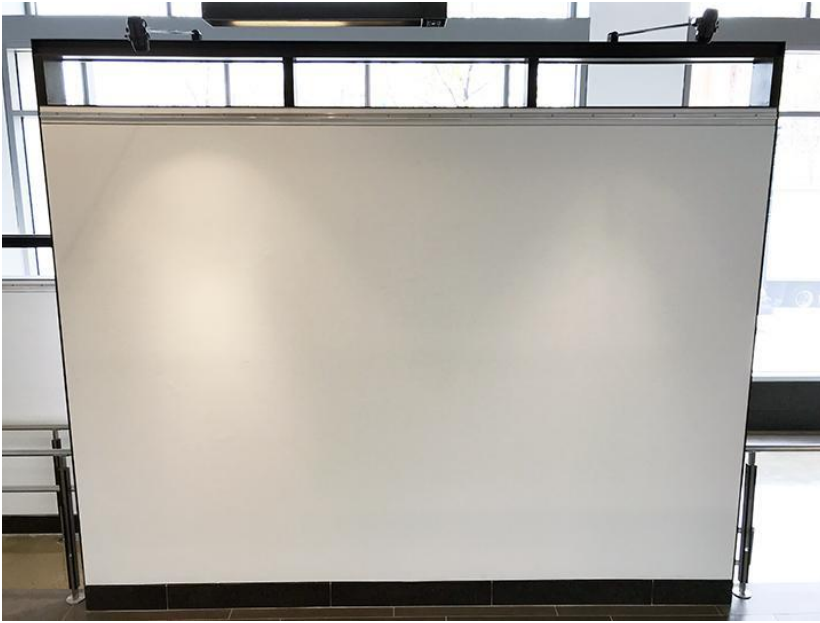
- Second Tier Left Side Wall E
- Dimensions: 6 ft and 9 in (height) x 23 ft and 11 ¾ in (width)



- Second Tier Left Side Wall F
- Dimensions: 6 ft and 9 in (height) x 11 ft and 11 ¾ in (width)



- Second Tier Right Side Wall D
- Dimensions: 3 ft and 9 in (height) x 15 ft and 11 ¾ in (width)



- Second Tier Right Side Wall K
- Dimensions: 8 ft (height) x 11 ft and 11 ¾ in (width)

### Third Tier Gallery Layout

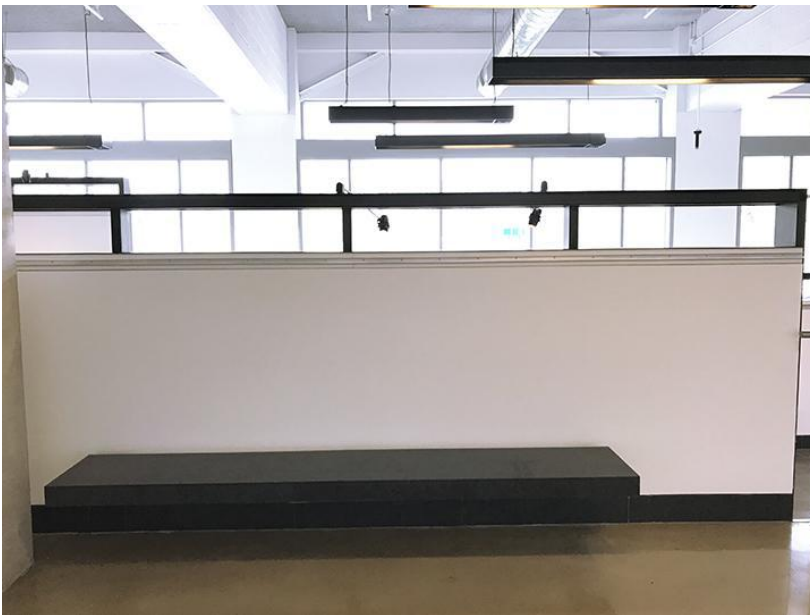


- Third Tier Left Side Wall G
- Dimensions: 8 ft (height) x 19 ft and 11 ¾ in (width)





- Third Tier Left Side Wall H
- Dimensions: 8 ft (height) x 19 ft and 11 ¾ in (width)



- Third Tier Right Side Wall I
- Dimensions: 3 ft (height) x 13 ft (width)



- Third Tier Right Side Wall I
- Dimensions: 3 ft (height) x 9 ft (width)

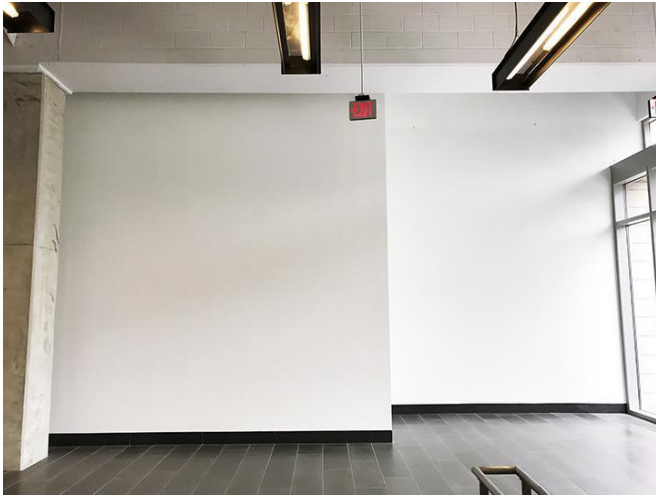


- Third Tier Right Side Wall J
- Dimensions: 4 ft (height) x 6 ft (width)



**Back Gallery Wall O, M**

- Dimensions: Left Wall: 14 ft (width) | Right Wall: 13 ft (width)



**Back Gallery Side Wall Q**

- Dimensions from banister: 12 feet (width)

