

FY 2022 PUBLIC ART BUILDING COMMUNITIES GRANT APPLICATION QUESTIONS (ORGANIZATIONS)

RFA RELEASE: FRIDAY, MARCH 19, 2021
SUBMISSION DEADLINE: FRIDAY, JULY 16, 2021, 11:59PM
NOTIFICATION: TUESDAY, OCTOBER 1, 2021 (approx.)

Applicants may submit one (1) Public Art Building Communities (PABC) grant application per fiscal year cycle.

Funding Requests: Organizations may request up to \$125,000; DC Business Improvement Districts (BIDs) may request up to \$150,000

Staff Contact: Alissa Maru, Public Art Program Coordinator | alissa.maru@dc.gov

Work Samples & Uploads

Describe how and why the artistic content of the work sample/s best represents the applicant and/or project. Include how the work sample/s represents the applicant's body of work and originality within the discipline(s).

(Required)

Lead Artist Work Sample and Image Identification List

Upload 5 digital images of at least 5 different works and for each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images of the work sample must be numbered to correspond with the Image Identification List. If applicable

(Required)

Support Materials

Up to six items of additional material, e.g., newspaper articles, reviews, letters of support (neighborhood associations, community stakeholders, etc.), programs, brochures, etc.

(Required)

Resume(s) of Key Personnel

Include resumes for all key personnel that are involved in the project, such as artistic director and executive/managing director, apprentices, other artists, etc. - up to two pages each. Bios are not acceptable.

(Required)

Architectural Sketches

If not applicable, upload Word document with "N/A" written on the page.

Potential Contractors Bids

If not applicable, upload blank Word document with "N/A" written on the page.

Project Site Agreement

Agreement between project site owner and applicant that provides support of project, authorization to install proposed artwork onto the projected site, terms of maintenance for the duration of the installation, and maintenance intentions post-installation.

(Required)

Proposed Art

Upload 5 different perspectives to include: artwork on site from 2 different views/angles), a daytime perspective, a nighttime perspective, and artwork superimposed to scale within the proposed site location. The proposed artwork image/s must be in the form of a detailed scale renderings, drawing/sketch, model that presents a meaningful representation and illustrates the design concept as it would appear on site when installed/completed.

(Required)

Digital Images of Proposed Site

Upload 4 different perspectives to include: a site plan of the proposed site, an ariel map of the proposed site location and artwork (to scale) on site from 2 different views/angles.

(Required)

Permit Verification Letters

Written permit verification from the [DC Consumer and Regulatory Affairs](#) (DCRA), and [DC Department of Transportation](#) (DDOT) Public Space, identifying the types of permits and approvals that are needed to complete the proposed project. Page 15 of the guidelines for more details including agency contacts.

Agency Approval letters/ Documentation from [Historic Preservation Office \(HPO\)](#) or the [Department of Parks and Recreation \(DPR\)](#) (If applicable). From HPO: a screenshot from [Property Quest](#)-indicating whether or not the property is impacted by HPO designations. If impacted, a letter on HPO letterhead authorizing use of the space for the project. If on DPR property, a letter approving and authorizing the project on its property on DPR letterhead. Please submit these items under 'Permit Verification Letters'. Please see page 16 of the guidelines for more details including agency contacts.

(Required)

Flyer

Upload the flyer/online communication used to demonstrate your community outreach notifying businesses and residents of your project's presence on the upcoming [Advisory Neighborhood Committee \(ANC\)](#) Meeting agenda.

(Required)

Police Department and TB Screening Documentation

Upload a statement that, if funded, you will provide a current Metropolitan Police Department Background Check Report and copy of Tuberculosis Screening results (for applicants working directly with youth only). If not applicable, upload a blank document with "N/A"

(Required)

Project Budget Spreadsheet

Use the budget template provided

(Required)

Equipment Estimates

If renting or purchasing equipment, submit up to 3 estimates for equipment rental and/or purchases. Place the intended purchase in the budget template and upload the remaining bids to the portal.

Letter of Intent to Purchase Equipment

Purchases not to exceed \$500 per item.

Upload a letter detailing the specifics of the equipment's use after the project is completed (for equipment purchases that have a life spanning more than 2 years only).

Signed W-9

Revised W9 Form as of November 2017

(Required)

Data Universal Numbering System (D-U-N-S) Number (retrieve from www.dcartz.dc.gov)

D-U-N-S numbers are free to obtain; however, the process can take up to 30 days

(Required)

ARIBA Network Number

(retrieve from www.dcartz.dc.gov)

(Required)

IRS Letter of Determination

(Required)

DC Certificate of Incorporation

(Required)

Organizational chart

(Limit-one page)

(Required)

List of Current Board of Directors

Upload a list that includes officers, occupations, and term limits
(Required)

Current Annual Organizational Budget

Upload a budget that includes year-to-date income and expenses
(Required)

Previous Fiscal year Organizational Budget

Upload a budget that includes year-to-date income and expenses
(Required)

Current FY Balance Sheet

Upload a balance sheet that includes last financial quarter information
(Required)

IRS Form 990

(Fiscal Year 2017)
(Required)

Project Site Agreement

Agreement between project site owner and applicant that provides support of project, authorization to install proposed artwork onto the projected site and terms of maintenance for the duration of the installation.
(Required)

Site Owner Contact Information

Including physical address, phone number and email address
(Required)

ANC Letter

Written ANC approval/support verifying that the applicant has presented and received approval/support from the Advisory Neighborhood Committee of the proposed project site location.
(Required)

Community Support Signatures

Upload a list of signatures from residents and business owners who are in support of the proposed project. (Minimum: 25, Maximum: 75). On-line petition platforms with electronic signatures accepted.
(Required)

Artwork Relationship and Copyrights Warranty Form

(Required)

Organizational Demographic Form

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

Overview

Have you received a grant from DCCA within the past 5 years?
(Required)

Has your address changed in the past 12 months?
(Required)

Project Title:
(Required)

Amount Requested:
(Required)

Activity Begin Date:
(Required)

Activity End Date:
(Required)

Please provide a description of the grant request. Briefly detail the arts and humanities activities and goals during the grant period (October 1, 2021 – September 30, 2022).
(Required)

Request

Organizational Profile

Organization Name:
(Required)

Street Address:
(Required)

State:
(Required)

City:
(Required)

Zip:
(Required)

Ward:
(Required)

Primary Contact Name:
(Required)

Primary Contact Title:
(Required)

Primary Contact Email Address:
(Required)

Primary Contact Phone:
(Required)

Secondary Contact Name:
(Required)

Secondary Contact Title:
(Required)

Secondary Contact Email Address:
(Required)

Secondary Contact Phone:
(Required)

Website/Social Media Address(es):
(Required)

EIN:
(Required)

Data Universal Numbering System (DUNS) Number:
(Required)

ARIBA Network Number:
(Required)

Applicant Discipline:
(Required)

Institution Type:
(Required)

What is the organization's (applicant) mission statement, vision, and history? Please include the top three recent accomplishments in the past 5 years.

Request Details

Is the project temporary or permanent? (dropdown Yes/No)
(Required)

If temporary, please provide the dates of the project's lifespan. If not applicable, enter N/A:
(Required)

What is the address of the site? Please include building name if applicable.
(Required)

Ward of the project site
(Required)

What opportunity is there for the project have impact on other Wards. If others, what Wards?
(Required)

Indicate site ownership as either District/Federal/private property or Other. If "Other", explain:
(Required)

Project Description:
(Required)

Type of Activity:
Please describe the type of project
(Required)

Project Discipline:
(Required)

Provide a timeline and/or schedule of planned activities related to the grant request. If temporary, include the de-installation schedule.
(Required)

Describe how the project helps your organization realize its mission/or community goals. Describe how the work addresses the theme of the project and/or vision of the artist to the work.
(Required)

Describe previous project/s and/or programming that is similar to this public art project. Responses can include examples of previous public art projects that involved the organization as well as public art/large scale projects that involved the lead artist/artist group fabricating, installing, managing, producing and/or presenting similar projects.
(Required)

What artistic personnel or other contractors will the applicant use to implement the project? Of these personnel, how many reside in DC?
(Required)

Capacity, Budget, and Sustainability

Budget Narrative

Total Project Budget:
Provide just the numerical amount here. Please upload the project budget template for the full detail.
(Required)

Is the budget based on actual or estimated costs? Ensure details are included in the uploaded budget.
(Required)

Has the applicant received individual bids for equipment, rentals, or services? Please upload the selected bid in the proposed budget template. Any remaining bids can be uploaded under the 'Potential Contractor Bids'. (Up to 3 bids)
(Required)

Project Income:
Please list any other sources of funding that will be used to complement with CAH funds to cover the total project costs of the proposed project and include an approximate detail for each funding source. For Example: \$10k foundation grant or \$5k nonprofit organization support; in-kind donation of services. Name entity and amount.
If not applicable, upload a blank document with "N/A"
(Required)

If the project cost exceeds the grant maximum, describe the applicant's revenue strategy to sustain the project over the course of FY22. Please detail how the cash difference of grant funds will be met.

Project Expense:

Provide a description of the budget components. Explain and justify all items and amounts listed in the budget with relevant detail and additional information. Example: Artistic Personnel = \$9,000 (5 artists @ \$300 stipend x 6 days). Include the sources of required matching funds, if applicable, and whether the funding is secured or pending.

(Required)

Describe how the applicant uses appropriate electronic financial monitoring systems to track expenditures related to the grant request.

If there any other details in the uploaded budget from that aren't answered in the questions above, detail them here

Community Engagement and Impact

Ward Impact:

(Required)

Expected number of individuals served by this request during the grant period:

(Required)

Describe the intended impact for the community served. Please explain how health and safety requirements will be designed and implemented in both a COVID and non-COVID environment.

(Required)

Define the DC target audience and/or participants as related to the activities and/or programs and the grant request. In what ways do the applicant's distinct activities and/or programs meet the needs of the targeted DC population?

(Required)

Describe methods of community outreach and implementation of the project that will respond with sensitivity to the cultural, ethnic, and economic background of the neighborhood where the project will be installed.

(Required)

If partnerships are involved in any of the activities or efforts, note them with relevant details such as financial, resource sharing and/or as in-kind. If not, explain why.

(Required)

Opportunity and Equity

Please share past public art experience where there was intentionality in the planning and implementation of artwork that engaged a diverse audience based on culture, age, physical ability, or languages spoken.

(Required question)

How does the applicant work to ensure that all modes of engagement are accessible to District residents and visitors of all abilities and backgrounds?

(Required)

Fabrication and Installation:

Describe the physical location of the artwork. (IE alley, sidewalk, garden)

(Required)

What methods of fabrication and installation will be used to execute the project? Specifically describe the scope of work proposed, including information on materials used for fabrication, and dimensions.

(Required)

Please detail the installation process, transportation needed (if any), and number of days it will take to fabricate and install the artwork.

(Required)

Please detail the maintenance needs for this project including anticipated timeline and materials needed.

(Required)

Describe preparations required to begin the project. (i.e. white-wash a wall for painting, install new lighting, install a concrete slab)

(Required)

Please detail what permits or other approvals will be needed specifically for the project installation and attach written confirmation from the DC Consumer and Regulatory Affairs (DCRA), the DC Department of Transportation (DDOT) - Public Space, the Historic Preservation (HPO), and/or the Department of Park and Recreation (DPR) to support your answer.

(Required)

Has a contractor been engaged for fabrication or installation? Will Local, Small, and Disadvantaged Business Enterprise (LSDBE) contractors/vendors be used for the project?

(Required)

Does the project require use of licensed machinery and/or hazardous materials? If yes, please describe. If no, enter N/A

(Required)