



**FY 2022
Project-Based Grant:
Projects, Events, or Festivals
(Organizations)**

Questions

Applicants may submit one (1) Projects, Events and Festivals application per grant cycle

**FY 2022
Projects, Events and Festivals (Organization)**

Projects by Organizations

RFA Release: Monday | May 3, 2021

Submission Deadline: Friday, June 18, 2021

Grant Period: October 1, 2021 to September 30, 2022

Award Amount: Organizations may apply for up to \$15,000

**Projects, Events, or Festivals (Organizations) Project Grant
Application Questions**

Overview

Project Title:

(10 Words)

(Required)

Amount Requested:

(Required)

Type of Support:

(Required- Project Support)

Project Begin Date:

(Required - Tip: Must be on or after October 1, 2021)

Project End Date:

(Required - Tip: Must be on or before September 30, 2022)

Provide a brief summary of the project.

(200 Words)

(Required)

Have you received a grant from CAH within the past 5 years?

(Required)

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

(Required)

Has your address changed in the past 12 months?

(Required)

Request

Organization Profile

In which ward is the applicant headquartered?

(Required)

Legal Status:

(Required)

Applicant Discipline:

(Required)

Institution Type:

(Required)

Organization Founding Date:

(Required)

What is the organization's mission and vision?

(200 words)

(Required)

List the organization's top three accomplishments from the past two years.

(200 words)

(Required)

Request Details

Applicant doing business as (how applicant would like name to appear in public documents):
(Required)

Artist or Humanities Practitioner Type
(Required)

Arts or Humanities Education Population, if applicable:
(Required)

Project Descriptors:
(Required)

Project Discipline:
(Required)

Type of Activity:
(Required)

Is this a project, event or festival? (If “Festival”, then the applicant MUST provide a “Letter of Project Site Agreement” in the Work Sample and Uploads tab.)
(Required)

Provide a timeline and/or schedule of planned activities related to the grant request.
(300 Words)
(Required - Trip: Include dates)

Expected number of arts and/or humanities professionals paid by this grant request (in whole or in part):
(Required - Tip: Numeric answers only)

Provide past examples executing activities similar to this request. Responses can include examples of the applicant fabricating, installing, managing, producing and/or presenting similar projects.
(300 Words)
(Required)

What personnel does the applicant use to implement the project? Of these, how many are DC residents?
(200 Words)
(Required)

I.D.E.A.

Explain how the applicant prioritizes working with District residents who have been historically excluded and who demonstrates authentic responsiveness to their identified needs.

(600 words)

District Impact & Evaluation

Which ward(s) will the activities impact?

(Required)

Expected number of individuals directly impacted by this request during the grant period.

(Required)

Define the DC target population for this project. In what ways does this project impact the District, and meet the unique demands of the targeted population?

(400 Words)

(Required)

How will the applicant market its activities to specified populations in DC? What are the direct efforts to engage these populations? How does the applicant evaluate this engagement?

(300 Words)

(Required)

What modes of programmatic evaluation has the applicant used in the past? Provide examples of changes as a result of the evaluation(s). If none, explain why. What are the anticipated modes of evaluation the applicant will employ?

(300 Words)

(Required)

If partnerships are involved in any of the activities discussed above, provide relevant details and documentation.

(300 Words)

(Required)

How does the applicant ensure all activities and modes of engagement are accessible to District residents and visitors with disabilities and of all backgrounds? Discuss the applicant's strategies to include people with disabilities as well as other underserved populations, which include those whose access to professional arts and humanities experiences is limited by geography, ethnicity, and/or economics. (For more information, review the Americans with Disabilities Act, the FY18 Guide to Grants and DC Human Rights Act of 1977.)

(200 Words)

(Required)

Budget Narrative, Capacity & Sustainability

Organizational Cash Expenses for most recently completed fiscal year.

(Required)

Total Project Budget:

(Required)

Provide a budget narrative. Include relevant and any additional clarifying information that may help understanding. Include the sources of required matching funds and whether the funding is secured or pending.

(400 Words)

(Required)

Is there anything specific that the panel should know about the applicant's finances?

(100 Words)

(Required)

Describe the applicant's approach to obtaining insurance to cover project activities.

(200 Words)

(Required)

Budget

(Budget Tab, Required)

Please enter the Project Income and Project Expense line items. Use the "Description" field below to denote which expenses will be charged to the CAH award and the amount of those expenses. (Required)

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 represents the applicant and/ or the work supported by the request. (400 Words)

(Required upload)

Balance Sheet:

(Required upload– Most recently completed fiscal year)

Business License Certificate:

(Required upload- upload as a Support document and name as "DC Business License")

Certificate of Clean Hands:

(Required upload– For instructions on how to generate a certificate of clean hands, please visit: <https://www.mytax.dc.gov/>. Clean Hands certificate is required to be dated within 30 days of application)

Certificate of Insurance:

(Required upload– Organization's General Liability Insurance)

Current Board of Directors:

(Required upload– Listing roles, organizational affiliations, and wards of residency)

IRS Letter of Determination:

(Required upload)

IRS Form 990:

(Required upload– Most recently completed year)

Organizational Budget (Current):

(Required upload)

Organizational Demographics Overview Form:

(Required upload)

Profit and Loss Statement:

(Required upload– Most recently completed fiscal quarter)

Resume(s) of Key Personnel:

(Required upload)

Statement of Certification:

(Required upload– Template may be found at: <http://dcarts.dc.gov/page/managing-grant-awards>)

Support Materials:

(Required upload– Include syllabi, lesson plans, brochures, marketing materials, and letters of recommendation and testimony)

Signed IRS Form W-9:

(Required upload– Post office boxes are prohibited. The applicant's address MUST match the address in the grant portal, the address on file in the DC Government's PASS system, and the 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: <http://dcarts.dc.gov/page/managing-grant-awards>)

Work Sample:

Please use the Media Viewer to upload images (JPG, PNG, GIF), videos (MP4, YouTube, Vimeo), and/or audio (MP3) work samples. If your work sample(s) are not photo, video, or audio files, or if you need to include an image identification list, please use the Work Sample field below. If your work sample (s) are exclusively photo, video and/or audio files, please upload a placeholder file to the Work Sample field below.

(Required upload: Tip: Make sure you can see/play work samples before submitting)

Letter of Project Site Agreement:

(Required upload for Festivals. Optional but recommended for all other PEF applicants.)