



DC COMMISSION ON
THE ARTS & HUMANITIES

FY 2022 PROJECT-BASED GRANTS LIFTOFF (LFT)

Applicants may submit one (1) LiftOff application per grant cycle

FY 2022

LiftOff (Organization)

RFA Release: Monday | May 3, 2021 | 4:00pm

Submission Deadline: Friday | June 25, 2021 | 4:00pm

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

Award Amount: Organizations may request up to \$25,000. FY 2022 awards are renewable for one (1) additional year, contingent upon reporting and funding availability.

LiftOff (LFT) Grant Program Questions

Overview

Group Name/Organization:

(10 words, maximum)

(Required)

Amount requested:

(Required)

Type of Support:

(Required - Select "Project Support")

Project Begin Date

(Required - October 1, 2021 or after)

Project End Date

(Required - September 30, 2022 or before)

Briefly detail the arts and humanities activities and goals during the grant period:
(100 words, maximum)
(Required)

Have you received a grant from CAH within the past 5 years?
Yes/No
(Required)

Have you applied for a grant from CAH in the past 5 years?
Yes/No
(Required)

Has your address changed in the past 12 months?
Yes/No
(Required)

Request

Organizational Profile

In which ward is the applicant headquartered?
(Existing list)
(Required)

Legal Status:
(Required)

Institution Type:
(Required)

Organization Founding Date
(Required)

Organization Fiscal Year
(Required)

Organization's cash expenses from the most-recently completed fiscal year. This amount should be the total of all expenditures from the previous fiscal year, not including in-kind or volunteer costs.
(Required)

What is the organization's mission and vision?
(100 words, maximum)
(Required)

List the organization's key milestones from the past three years. Briefly describe some recent organizational highlights e.g. organizational growth, milestones, awards, etc.
(200 words, maximum)
(Required)

Request Details

Project Descriptors (To select multiple project descriptors, press control and click each item to select multiples):

(Required)

Programming. Briefly describe the organization's core arts and humanities programming, including specific audiences and/or communities being served, numbers reached, programming locations, and current partnerships.

(200 words, maximum)

(Required)

Engagement. What capacity building activity does the organization plan to implement? How will this build capacity for the organization? Describe the plan to build capacity for the chosen category.

Vision & Impact. Describe the vision for the organization in three years. Is this vision aligned with the chosen capacity building activity and if so, how? What resources does the organization need to get there?

Self-Assessment. [Click here to complete the Self-Assessment.](#)

(When the Self-Assessment is completed, please upload the pdf in the Work Sample & Uploads section of this application under Support Material.)

Click links below to review how to complete a Self-Assessment:

[Overview of Self-Assessment](#)

[Instructions to Complete Self-Assessment](#)

Please rank technical assistance needs for fundraising, communications/marketing, strategic planning, financial management, governance, culture, and/or technology/equipment.

(150 words, maximum)

Work Samples & Uploads

Provide a statement describing how the content of the work sample best represents the applicant and/or the work supported by the request.

(400 Words)

(Required)

Balance Sheet:

(Required – Most recently completed fiscal year)

Certificate of Clean Hands:

(Required – For instructions on how to generate a certificate of clean hands, please visit: [My Tax DC](#).
Clean hands certificate is required to be dated within 30 days of application submission)

Certificate of Insurance:

(Required – Organization’s General Liability Insurance)

Current Board of Directors:

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

FY19 or FY20 IRS Form 990:

(Required)

IRS Letter of Determination:

(Required)

IRS Form W-9:

(Required - 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 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>)

Organizational Budget:

(Required)

Organizational Demographics Overview:

(Required)

Profit and Loss Statement (from most recently completed fiscal quarter)

(Required)

Resume(s) of Key Personnel:

(Required)

Statement of Certification:

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

Support Material(s):

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

Work Sample(s):

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