



FY 2023 PROJECTS, EVENTS, or FESTIVALS PROJECT GRANT REQUEST FOR APPLICATIONS

The DC Commission on the Arts and Humanities (CAH) requests applications from qualified arts, humanities, and service organizations, individual artists or humanities practitioners for its Fiscal Year 2023 Projects, Events, OR Festivals (PEF) grant program.

Organizations: Request up to \$20,000

Individuals: Request up to \$10,000

RFA Application Release: Monday | May 2, 2022

Submission Deadline: Friday | June 10, 2022 | 10 pm

Incomplete or late applications or applications that do not follow the instructions and guidelines may be deemed ineligible for review and funding. Prospective applicants should read through this Request for Applications (RFA) in its entirety before submitting an application.

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Source of Funds: The source of funds for the grant(s) is the portion of the Agency’s annual grants budget allocated for grant programs established by CAH in accordance with D.C. Official Code § 29-205(c-1)(2)(C). CAH may make multiple awards under this RFA.

CAH’s Authority to Make Grants: 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).

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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PROJECTS, EVENTS, or FESTIVALS PROJECT GRANT

Applicants may submit one (1) Projects, Events, Festivals Grant application per fiscal year

OVERVIEW

The Projects, Events, or Festivals (PEF) Grant offers support to qualified Individuals and non-profit arts, humanities, arts education, and service organizations to deliver exemplary programs that promote arts and/or humanities activities to a diverse range of communities within the District of Columbia. CAH will award select applicants (“grantees”) a grant of funds to support the delivery of their proposed project. CAH grant funds must be spent within CAH’s Fiscal Year 2023 (FY 2023) (October 1, 2022, to September 30, 2023). Grant award funds cover expenses made only within this period.

Grants are competitive and applications are organized for review in cohorts based on the following qualifying project categories: (1) Organizations; or (2) Individuals.

Award amounts are subject to CAH’s availability of funds and are based upon the advisory review panel score and ranking.

All Projects Events Festivals awards no longer require a 1:1 cash match.

GRANT PROGRAM GOALS

By making its PEF grant awards, CAH endeavors to:

- Provide access to high-quality arts and humanities experiences for all District of Columbia residents.
- Improve quality of life by supporting vibrant community projects within the arts and humanities.
- Strengthen the creative economy through investments in local individuals and organizations.

SUPPORTED PROJECT CATEGORIES

CAH accepts applications for projects of all sizes that demonstrate District impact and engage District residents and visitors.

CAH encourages community-based projects that share characteristics such as geographic location, common interests, or community impact. Arts and humanities projects may include, but are not limited to: concerts; visual arts exhibitions; literary readings; or festivals that feature dance, folk art, film, music, theatre and other art forms. Applicants who are unsure if their project may qualify for this grant program are encouraged to contact a CAH grants manager.

Projects, Events, or Festivals applicants will be reviewed by cohorts based on applicant type (individuals or organizations). Cohorts will be determined by CAH based on the pool of applications received.

APPLICATION REQUIREMENTS

Applicants shall, in their respective grant applications:

- Clearly articulate the design, deliverables, and schedule of the project, including the impact of the project on the community and on the artists and/or organization involved in the execution.
- Demonstrate knowledge of the community and community members where the project is implemented and reflect this understanding of its location and participants through the design of its proposed project(s).
- Employ methods and technology, where appropriate, to ensure project accessibility and engagement for all project participants.
- Present one distinct project with a clear plan for project budgeting, marketing, and a timeline for implementation. It is not recommended that applicants include multiple projects in their applications.
- Include a certificate of general liability insurance or a price quote from an insurance provider detailing coverage for the entire period of the proposed grant award.

ELIGIBILITY REQUIREMENTS

Prior to submitting applications, applicants must meet all of the following eligibility requirements:

Organizations

Be incorporated as a nonprofit with a federally-designated tax exempt status under

- section 501(c)(3) of the United States Internal Revenue Service (IRS) code, as evidenced by an IRS determination letter that is dated at least one year prior to the application deadline date.
- Be registered with, and authorized to do business in, the District as either a “Domestic” entity (that is, an entity that was incorporated in the District) or a “Foreign” entity (that is, an entity that was incorporated in another state).
- Ensure that one hundred percent (100%) of the grant award dollars are used to support District of Columbia programming, inclusive of direct and indirect costs;
- Proposed planning and implementation fully carried out in the District of Columbia.
- Have an active Board of Directors.
- Register and comply with the regulatory requirements of pertinent government agencies including: DC Department of Consumer and Regulatory Affairs’ (DCRA), DC Office of the Chief Financial Officer (OCFO), DC Department of Employment Services (DOES); and the US Internal Revenue Service (IRS).
- Obtain certification of “Citywide Clean Hands” (CCH) from the District of Columbia Office of Tax and Revenue (see Citywide Clean Hands- Page 13).

- Be in “good standing” with CAH. (Note: A CAH grantee that has failed to comply with any CAH mandates (e.g. grant reporting), may not be in "good standing" with CAH and may be ineligible to receive additional funds.
- Have a principal business office address that is located in the District of Columbia, subject to an on-site visit. (Note: CAH will not allow post office boxes or the addresses of board members or volunteers as evidence of the principal business address).

Individuals

- Be a legal District of Columbia resident for at least one (1) year prior to the submission deadline.
- Have a permanent District of Columbia address, as listed on government issued identification or tax returns. Post office boxes may not be used as a permanent address.
- Maintain District of Columbia residency during the entire granting fiscal year.
- Propose planning and implementation fully carried out in the District of Columbia.
- Be an artist, arts professional, and/or humanities practitioner, aged 18 or older.
- Be in “good standing” with CAH. (Note: A CAH grant applicant who has failed to comply with all applicable CAH-related mandates (e.g., failed to submit to CAH required reports related to prior CAH funding), is not in “good standing” with CAH and, accordingly, is ineligible to receive additional funds from CAH in FY 2023).
- Obtain certification of “Citywide Clean Hands” (CCH) from the District of Columbia Office of Tax and Revenue (see Citywide Clean Hands- Page 13).
- If an individual has any affiliation with an arts organization (CEO, founder, employee, etc.), funded projects must not be a part of the organization's season of work.

Organizational and Individual Applicants restricted from applying include:

- Organizations awarded funds in the FY 2023 General Operating Support grant are prohibited from applying to PEF for FY 2023.
- Applicants are prohibited from submitting PEF applications for projects that feature temporary or permanent public art projects. For more information on public art projects, review the Public Art Building Communities (PABC) grant program.
- Applicants are prohibited from submitting PEF applications for projects that provide activities solely for children or youth. For more information on funding projects and activities for children or youth, review the Arts or Humanities Education Project (AHEP) or East of the River (EOR) grant program guidelines.
- Eligible projects by individuals are projects that work independently of the applicant’s affiliated organization: Individuals who are staff of a non-profit organization may not apply for funding for projects that are part of that organization's programming. Individuals who are staff or proprietors of a for-profit company cannot apply for funding for projects that are a product or service of that company.
- Arts and humanities organizations with a majority of their constituents who reside outside of the District of Columbia.

- Tax-Exempt organizations other than 501(c)(3) designated entities.
- Private clubs and organizations that prohibit membership based upon race, gender, color, religion, or any other classes identified in the District of Columbia Human Rights Act.
- Organizations that require “fiscal agents”; for-profit organizations; private foundations, political organizations; colleges; universities; foreign governments; federal government entities; and other District of Columbia government agencies, including DC Public Schools.
- Organizations submitting an application whose content is combined with the application of another organization. Proposed projects must be “stand-alone” projects.
- Individuals who reside outside of the District of Columbia.
- Individuals who use or require fiscal agents.

Applications not adhering to this policy will be automatically deemed ineligible.

For festival requests, applicants must also meet the following eligibility requirements:

- Anticipated festival numbers must align with District-mandated guidelines for public gatherings; Artistic programming must comprise a minimum of six (6) hours of the festival.
- Festival events and programs must be publicly advertised and open to the general public.
- The festival may not be a block party, fundraiser or charity benefit.
- Funding may be used for project expenses only, which includes support for salaries and operations directly related to the festival events and programs. Funding may not be used for food, beverages, capital costs, building renovations/improvements, cash prizes, gifts, security, items for sale (for example, t-shirts and posters) or an organization’s operational costs associated with the administrative office (such as staff salaries, office rent and utilities, office equipment, office supplies, etc.).
- All festival activities must comply with District of Columbia permits, policies and safety.

ALLOWABLE COSTS

CAH must ensure that all award funds are expended in a fiscally responsible manner. Allowable costs are those that the District government and CAH have determined as valid expenditures. All awarded funds are subject to audit and Performance Monitoring (see Page 14 of these Guidelines).

Examples of “Allowable Costs” Related to the Grant:

- Salaries for arts and humanities professionals for nonprofit organizations.
- Artists/humanities practitioners, or consultants.
- Space rental and fees directly related to project implementation.
- Travel and transportation directly related to project implementation.
- Materials, supplies, and equipment purchases that are no more than 25% of the award and are directly related to the work of project implementation.

- Overhead, maintenance, and administration not exceeding 35% of the grant award.

Examples of “Unallowable Costs” Related to the Grant:

- Food and beverages.
- Tuition and scholarships.
- Expenses associated with an organization assuming the role of a fiscal agent for another organization.
- Costs related to fundraisers and special events.
- Debt reduction.
- Expenses unrelated to the execution of the scope of work.
- Operational reserve.
- Temporary or permanent public art projects.
- Activities for youth.
- Re-granting (also known as “sub-granting”).
- Funding to universities, foreign governments or DC government agencies, including DCPS.

Organizations that have applied to FY23 General Operating Support (GOS) are restricted from applying to FY 2023 Projects, Events, or Festivals (PEF) grants. All FY 2023 GOS recipients may apply to only one “Project Grant” and one “Capacity Grant” as defined below.

General Operating Support	+	<u>1 Project Grant</u> AHEP EOR FTE PABC	+	<u>1 Capacity Grant</u> LiftOff FAB
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Projects, Events, or Festivals (PEF) applicants may apply to the Arts or Humanities Education Project (AHEP) grant program. PEF applicants that are headquartered in Wards 7 and 8 may also apply to the East of the River (EOR) grant program. There must be no project scope overlap across these programs.

The grantee will be responsible for demonstrating expenses, as applicable, in Interim and/or Final Reports. Grantees with questions regarding allowable costs may contact PEF grant program managers.

This PEF grant period is from October 1, 2022 to September 30, 2023. CAH mandates that all of a grantee’s grant-funded activity expenses must be made during the District’s Fiscal Year 2023 (that is, from October 1, 2022 until the end of the day on September 30, 2023).

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 (ADA) (42 U.S.C [insert special font] 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 CAH Grants Glossary, located in the [Guide to Grants](#).

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

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.

GRANT PREPARATION AND TECHNICAL ASSISTANCE WORKSHOPS

The parameters of CAH's grant programs change from year to year, and applicants are encouraged to utilize the agency's resources in developing grant applications. CAH staff members are available to assist grant applicants through group workshops and individual technical assistance sessions. 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. Applicants should contact CAH to schedule a meeting by calling 202-724-5613. 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.

To improve the strength of the submitted application, participating in one of the three virtual workshops listed below is a requirement for all PEF applicants. All workshops are virtual, free, and open to the public. More information about the dates and times of these workshops may be found at www.dcartts.dc.gov under [Grant Writing Assistance](#), or by calling CAH at 202-724-5613.

Day and Date	Time	Topic	Location
Friday, May 6, 2022	2- 3 pm	Open	Livechat
Thursday, May 12, 2022	1:30 - 3 pm	PEF Workshop	Virtual
Friday, May 13, 2022	2:30 - 3:30 pm	Open	CAH Town Hall
Tuesday, May 17, 2022	5:30 - 7 pm	PEF Workshop	Virtual
Friday, May 20, 2022	2 - 3 pm	Open	Livechat
Friday, May 27, 2022	2 - 3 pm	Open	Livechat
Saturday, May 28, 2022	11 am - 12:30 pm	PEF Workshop	Virtual
Tuesday, May 31, 2022	10 - 11:30 am	PEF Workshop	Virtual
Friday, Jun 3, 2022	2 - 3 pm	Open	Livechat

Livechats may be accessed by visiting <https://dcarts.dc.gov/page/live-chat-dccah-grants-specialist>, or by registering via: <https://www.eventbrite.com/o/dc-commission-on-the-arts-and-humanities-cah-1252966799>.

GRANT APPLICATION PROCESS

1. Read the [Guide to Grants](#).
2. Read the RFA guidelines (for the desired grant program) and determine eligibility.
3. Go to [Apply for Grants](#) and select [Grant Application Portal](#) to register as a user.
(Note: To reset a user password either select “Forgot your password?” or [click here](#)).
4. Upon registration, applicants select the desired grant program(s).
5. Complete the application questions, budget and budget narrative data.
6. Upload required documents, supplementary material and work samples.
7. Double-check the application for thoroughness, clarity and typographical errors.
8. Submit the application by 10:00 PM ET on the grant program’s deadline date.
9. Ensure receipt of grant submission confirmation email (auto-generated by the online portal) by the application deadline.

CAH utilizes an online grant portal to receive grant applications. **All applications must be submitted online by 10:00 PM ET on Friday, June 10, 2022.** A confirmation email is automatically generated upon submission of the application. Technical issues or failure to receive a confirmation email 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 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. Applicants may not submit an application with a co-applicant. An applicant's compliance or financial paperwork must not be commingled with that of another organization. Multiple applicants may not apply for funding for the same scope of work, whether through the same or different grant programs.

Applicants are fully responsible for the content of their application materials. An automated confirmation of an applicant’s submission does not guarantee an applicant’s eligibility, and therefore review by the advisory review panel (see below, “Review Process”). CAH staff is not permitted to make corrections to applications on behalf of applicants. CAH staff reviews applications for completeness and contacts applicants for any incomplete documents within five

(5) business days of the deadline. Applicants are then responsible for updating their application within five (5) business days of CAH's notification. Failure to do so will disqualify the application.

Application Review Process

CAH selects individuals who are arts, humanities and/or business 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](#), as amended. For more information regarding the grant review process please visit the [Guide to Grants](#). To volunteer or nominate a person to serve as an advisory review panelist for a grant program, see CAH's [Call for Panelists](#).

Notification and Award Disbursement

CAH will notify applicants of this grant program as to the results of their application by October 1, 2022, via (1) letter of intention to award, (2) letter of ineligibility, or (3) letter of denial.

For award recipients, the date(s) of CAH grant award disbursement(s) is/are subject to the availability of funds and the processing of required documentation. CAH staff will advise grant award recipients on the award disbursement process on or after October 1, 2022. More details may be found on CAH's website at [Grantee Resources](#).

CONDITIONS OF FUNDING, REPORTING REQUIREMENTS, GRANT CANCELLATIONS

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 2023 grant recipients with unmet reporting obligations regarding any CAH funding program as of close of business on Friday, October 14, 2022, are ineligible to receive additional awards from CAH.

Nonprofit Fair Compensation Act of 2020

When making grant awards or contracts to non-profit organizations, the DC Government will honor an unexpired federal Negotiated Indirect Cost Rate Agreement (NICRA) or a similar rate negotiated with another DC Government agency in the last 2 years.

If grantee organizations do not have a negotiated indirect cost rate, those grantees may assign 10% of all direct costs in their awards to indirect costs.

Alternatively, grantees may elect to negotiate a new indirect cost rate with the DC government - or seek out an independent DC Certified Public Accountant to calculate an indirect cost rate using the Office of Management and Budget guidelines.

Applicants may include these indirect costs in their budget calculations and identify the basis for the calculation in supporting materials.

Reporting Requirements

Each grantee is required to submit to CAH Interim and Final Reports regarding: (1) the extent to which they met their CAH grant award-related organizational and project goals; (2) the quality of the engagement and responsibility to community that its funded projects or activities have had on the District of Columbia; and (3) the growth that was made in advancing practices of equity with internal and external stakeholders.

CAH reporting requirements are determined by award size:

- All grantees must submit a Final Report (due by Friday, October 20, 2023).
- Awards greater than \$12,500 must also submit an Interim Report (due by April 21, 2023).

Grantees who do not submit Final Reports are ineligible for further CAH funding.

Grant Management and Rescindment

Grantee agrees that it will include a CAH logo and a credit line in all of its grant-related announcements and promotional materials and that they will make their best efforts to publicly credit CAH's support for the project in all related public events.

CAH has the right to withhold, reduce or rescind a grant award according to the terms and provisions of the grant agreement or if the grantee exercises any of the following:

- Fails to meet deadlines for grant reports;
- Fails to notify CAH of changes in project collaborators or other significant management; changes or changes in the project scope without advance approval;
- Refuses to provide access for monitoring;
- 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 properly publicly credit CAH's support of the applicant's scope of work.

Citywide Clean Hands (CCH)

All applicants must obtain clean hands certification, in order to receive a grant award from CAH. This certification is required before any related grant disbursement may be made. Certification may be obtained by registering with the DC Office of Tax and Revenue using the following link: [My Tax DC](#).

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).

Americans with Disabilities Act

CAH is committed to ensuring that all grant recipients comply with the Americans with Disabilities Act (ADA) of 1990. The ADA provides civil rights protection to individuals with disabilities in the areas of employment, services rendered by state and local government, places of public accommodation, transportation and telecommunication services. Organizations funded by CAH must make reasonable accommodations to ensure that people with disabilities have equal physical and communications access, as defined by federal law.

An organization applying for funding from CAH must include, in its grant application, a response to the information request set forth in the I.D.E.A. section of its grant application, by providing the following information:

1. The process for formulating plans to increase its diversity, access, inclusion, and ultimately overall equity for its staff, board, and audiences.
2. The process for formulating accessibility plans (e.g. creating an accessibility advisory committee, board and staff disability-rights training, budgeting for reasonable accommodation requests, etc.).
3. The current progress/status of an organization's physical accessibility. If the location is not barrier-free, include in the grant application a plan for project/program modification that ensures access in a barrier-free environment, when needed.
4. The current progress/status of the organization's accessibility in presenting activities – communications access (e.g. TDD, large print or Braille materials, audio description or assistive listening devices, interpreted performances, etc.) and marketing/advertising.

COVID-19 Vaccination Certification Requirement

The grantee(s) selected in response to this Request for Applications is/are required to comply with [Mayor's Order 2021-099, COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees, dated August 10, 2021](#), and all

substantially similar vaccine requirements including any modifications to this Order, unless and until they are rescinded or superseded.

Credit/Acknowledgment

Grant recipients agree to include a CAH logo or a credit line in all of its grant-related announcements and promotional materials. Also, the grant recipient will make its best efforts to publicly credit CAH support in any and every public event that is held and that is related to CAH's funding of programs and activities.

Awards made under this RFA may be comprised, in whole or in part, of Federal funds from the National Endowment for the Arts (NEA) and/or funds that are used to meet CAH's minimum required cost share/match for its NEA State Partnership Federal award. As such, grant recipients are required to comply with all applicable Federal mandates. Grant recipients must ensure that the funded project is implemented in full accordance with the U.S. Constitution, Federal Law, and public policy requirements: including, but not limited to, those protecting free speech, religious liberty, public welfare, the environment, and prohibiting discrimination ([2 CFR 200.300](#)).

Grant recipients must acknowledge both CAH's support and the NEA's support of the grant-related project in all materials and announcements related to the project.

- i. For print and online project materials, a basic requirement is a phrase acknowledging support from both agencies using the following language: "This project is supported in part by the DC Commission on the Arts and Humanities, which receives support from the National Endowment for the Arts."
- ii. For radio or television broadcast, the following language is required: "This project is supported in part by an award from the National Endowment for the Arts." For television broadcast, display of the current NEA logo and web address, www.arts.gov, is required.
- iii. Acknowledgment of NEA support must be limited to the project funded by this specific CAH grant award only; do not imply the NEA's support of any other activity. All references and credits to the NEA must be removed from all materials at the end of the grant period.

Grant recipients will be notified if their award is comprised of Federal funds or funds used to meet CAH's minimum required cost share/match for its NEA State Partnership Federal award, and if so notified, will be required to comply with these Federal mandates in addition to all District and CAH requirements contained within the grant agreement.

RISK MANAGEMENT AND PERFORMANCE MONITORING

All grant recipients are subject to risk assessments and monitoring requirements. Those practices are discussed in greater detail in the applicants' grant agreements with CAH.

Activities funded by CAH will be monitored 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, evaluation of allowable costs, assessment of efforts to meet projected grant applicant benchmarks, providing proof of expenditures, etc.

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.

RESERVATIONS

CAH reserves the right to issue addenda and/or amendments subsequent to the issuance of the Notice of Funding Availability (NOFA) or Request for Applications (RFA), or to rescind the NOFA or RFA. CAH will post addenda or amendments online. Applicants are responsible to review and adhere to any RFA addenda or amendments. Funding for this award is contingent on the availability of funds. Publication of the NOFA or RFA does not commit CAH to make an award.

CONTACT INFORMATION

More information regarding CAH's grant programs, and clarification about related accessibility requirements, work sample submissions and grant making processes can be found in CAH's [Guide to Grants](#). Specific questions about the PEF grant can be referred to CAH staff members Robert Nunez (robert.nunez@dc.gov) and Travis Marcus (travis.marcus@dc.gov).

FY 2023 PROJECTS, EVENTS, or FESTIVALS GRANT PROGRAM

APPLICATION REVIEW CRITERIA

Arts, Humanities and Content and/or Merit (40%)

- The applicants work samples and support materials (brochures, articles, letters of support, etc.) demonstrates their knowledge of, and skills in, their content area. (20%)
- The applicant demonstrates the use of personnel with subject matter expertise (such as arts administrators, humanities professionals, teaching artists, educators, professional artists) to plan and implement project content. (20%)

I.D.E.A. (15%)

CAH prioritizes applicants who intentionally and authentically incorporate I.D.E.A strategies in the development and implementations to their work. CAH also prefers the use of asset-based language (i.e. unique, passionate, capable, thriving) as opposed to deficit-based language (i.e. at-risk, lacking, marginalized, underserved) when describing the target population.

- The project demonstrates an experience that is inclusive and diverse, either through project content or the personnel involved in delivering the project. (5%)
- The project design demonstrates a commitment to engage all participants by ensuring equity and access (considering factors such as cultural, socio-economic, geographical, physical, and intellectual ability, etc). (5%)
- The applicant outlines a plan for current and/or future adjustments to the project, based on the evolving needs of the community; and/or how this project supports the applicant's evolving goals. (5%)

District Impact and Evaluation (15%)

- The project demonstrates the ability to reach a reasonable number of District residents and/or visitors. (5%)
- The applicant demonstrates a commitment to hiring DC-based artists and humanities professionals, where applicable, to deliver arts and/or humanities content (such as arts administrators, humanities professionals, teaching artists, educators, professional artists). (5%)
- The applicant presents effective evaluation methods that will measure both project impact and effectiveness, and participant engagement. (5%)

Organizational/Project Management (30%)

- The applicant demonstrates the appropriate oversight, financial controls, and governance to deliver its services and programming. (15%)
- The applicant has the necessary expertise and personnel in place to deliver its services and programming. (15%)

FY 2023 PROJECT, EVENTS, or FESTIVALS GRANT PROGRAM APPLICATION CHECKLIST

The following is a checklist for all mandatory and supplementary documents required to submit the Projects, Events, or Festivals application, 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. Visit www.dcartz.dc.gov, click on the grants tab, select "Managing Grant Award" to obtain compliance documents.

In order to submit an application:

- Ensure your organization meets all eligibility requirements listed in this request for applications.
- Complete all required questions in the online application.
- The **Arrest and Conviction Statement** is no longer required for CAH applications.
- Attach the following mandatory documents to the online application:
(available at <https://dcarts.dc.gov/page/grantee-resources-0>)

Individuals:

- **Budget Form**
- **Certificate of Clean Hands** (dated no more than 30 days prior to the deadline).
- **Certificate of Liability Insurance** (general coverage).
- **Individual Demographics Overview Form.**
- **Résumés of Key Personnel**
Examples include: artistic/managing/executive directors; teaching artists; etc.
Provide roles, areas of responsibility, and ward or state of residence.
- **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 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.
- **Statement of Certification** (signed at the time of application).
- **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. reviews, commendations, testimonials, letters of support, etc.).
- **Work Samples**
CAH recommends reviewing the Work Sample Addendum in the [Guide to Grants](#) to determine materials that might best support the application.

Organizations:

- **Balance Sheet** (from most recently completed fiscal year).
- **Budget Form**
- **Certificate of Clean Hands** (dated no more than 30 days prior to the deadline).
- **Certificate of Liability Insurance** (general coverage).
- **Current Organizational Budget** (approved by the organization's Board of Directors).
- **IRS 501(c)(3) Letter of Determination.**
- **IRS Form 990** (most-recently filed).
- **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 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.
- **Letter of Project Site Agreement** (Only required for Festivals. Optional but recommended for all other PEF applicants).
- **List of current Board of Directors**
Provide board roles (e.g. president, treasurer, etc.), responsibilities and home addresses/wards.
- **Profit and Loss Statement** (from most recently completed fiscal quarter).
- **Résumés of Key Personnel**
Examples include: artistic/managing/executive directors; teaching artists; etc. Provide roles, areas of responsibility, and ward or state of residence.
- **Statement of Certification** (signed at the time of application).
- **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. reviews, commendations, testimonials, letters of support, etc.).
- **Work Samples**
CAH recommends reviewing the Work Sample Addendum in the [Guide to Grants](#) to determine materials that might best support the application.

Incomplete or late applications or applications that do not follow the instructions and guidelines may be deemed ineligible for review and funding.

An automated confirmation of an applicant's submission does not guarantee an applicant's eligibility or funding. Technical issues or failure to receive a confirmation email must be brought to the attention of CAH staff prior to the application deadline.

ADDENDUM A: WORK SAMPLES AND SUPPLEMENTARY MATERIALS

The DC Commission on the Arts and Humanities (CAH) values and emphasizes excellence in all grant programs within all disciplines. ([organizations] are encouraged to define excellence as it relates to the goals and desired outcomes of their programmatic activities. Support materials and work samples should be selected for inclusion in the application with this in mind. This section contains detailed information on the CAH's requirements and suggestions regarding content.

Arts and humanities content and/or merit are one of several criteria on which an application is reviewed. Arts and humanities content and/or merit is demonstrated to the advisory review panelists through the applicant's:

Section 1 - Work Samples

Section 2 - Support Materials

Section 3 - Résumés of Key Personnel

Of these, the work sample carries the most weight because it must contain the clearest depiction of the applicant's best work(s) of art and/or humanities. All applicants must submit arts and/or humanities work samples.

Section 1 - Work Samples

Work samples are critical to each application and are carefully considered during application review. CAH strongly recommends that applicants pay close attention to the content of work sample submissions.

The guidelines on work sample submissions depend on the grant program. Applicants are encouraged to adhere to the suggested work samples or risk ineligibility for consideration of a grant award.

**Work samples must be no more than three (3) years old from the date of submission.
Submitting older work samples may render the application ineligible for funding consideration.**

Section 2 - Support Materials

Support materials are documents that strengthen the application and provide additional information that directly relates to the grant request. Support materials do not take the place of a work sample. They do, however, reinforce the quality of the applicant's arts and humanities disciplines(s).

Some examples of supporting materials include:

- Theater/exhibition reviews.
- Letters of recommendation.
- Certificates of achievement or recognition.
- Sample lesson plans.

- Assessments and evaluations.
- Awards.

Assessment and Evaluation

Purpose:

- To determine the efficacy of a program, as articulated in the program goals and as required for grant reporting.
- To provide evidence to support changes in order to improve the program and its delivery

Types:

- Qualitative assessment is often subjective in approach and narrative in nature.
- Quantitative assessment provides empirical data that demonstrates growth in the knowledge, skills, and understandings of the participants.

Assessment and Evaluation Design

There are many ways to assess and evaluate programming including: needs assessments; pre- and post-testing; and formative, observational, and summative assessments that utilize mixed-method approaches such as portfolio/process-folio assessments.

Section 3 - Résumés of Key Personnel

Another way panelists determine the artistic content of each application is to review the résumés of the key artists, administrators and facilitators involved in the grant activities. Those professionals involved in the organization determine the capacity of the organization and ability for the applicant to effectively create an excellent arts and humanities product and/or experience. Their backgrounds as artists and administrators should be relevant to the organization and clearly demonstrated through their professional résumés.

Additional Suggestions from CAH Staff

When creating and preparing work samples, supporting materials and résumés, CAH recommends considering the following:

- Applicants should be able to view and/or play all work samples in the application before submitting. If a sample cannot be played, then panelists will experience the same.
- Select recent, high quality samples that relate as directly to the application as possible.
- Select work samples that illustrate and unite the applicant's narrative content.
- Photograph uploads should be in JPEG (or JPG) format with a 72 dpi minimum resolution and should not exceed 8MB in size (each).
- Adding more than the recommended number of work samples to an application will often weaken it.
- Carefully chosen work samples (pictures, videos, excerpts, etc.) tend to make the biggest impact and create the strongest artistic impression.

- Advisory review panelists are required to review each applicant's work samples; however, they are not guaranteed to review multiple work samples within the same application.
- Each work sample and document must give the specific name and title, so that panelists can identify what they are reviewing.
- For project-based grants, include samples of similar projects completed to illustrate an ability to execute the proposed project.
- Panelists must be able to assess the skill level of the artist(s) involved in the project work to be created, exhibited or taught.

For video submissions:

- Do not include highly edited commercial/promotional videos as a work sample.
- Do not include poor quality video samples or samples with dim lighting, unstable video, bright backlighting, or blurred images.
- If the video work sample is longer than five (5) minutes, indicate the embedded timecode of the video where panelists should begin viewing the work sample (e.g. 5:05:00).

For audio submissions:

- Panelists are unable to scan, rewind, or skip through a sample. Edit the audio clip to feature exactly the desired content.
- For audio submissions with visual components, consider submitting as a video clip instead.

For online materials and websites:

- Panelists review only within the "four corners" of the application. They are not expected to go to outside links or content, so a linked website may not be viewed.
- Websites can be screen-shot and attached as an image, but it is often an insufficient work sample. Submit a website only if it is an essential part of the project.

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