



**DC COMMISSION ON
THE ARTS & HUMANITIES**

**REQUEST FOR APPLICATIONS
FY 2020
GENERAL OPERATING SUPPORT (GOS):
ARTS AND HUMANITIES
SERVICE ORGANIZATION GRANT**

Applicants may submit one (1) General Operating Support application per fiscal year cycle. Requests amount vary.

Deadline: Friday, February 15, 2019 at 4:00 PM ET

Government of the District of Columbia
Commission on the Arts and Humanities
200 I (Eye) Street, SE, Suite 1400
Washington, DC 20003

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NOTICE: Applicants must read the Request for Applications (RFA) related to this grant program completely, prior to submitting an application for this grant program. For questions or additional information, please contact the Commission on the Arts and Humanities (“CAH”).

**GENERAL OPERATING SUPPORT (GOS):
ARTS AND HUMANITIES
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Applicants may submit one (1) General Operating Support application per fiscal year cycle

FY 2020

**GENERAL OPERATING SUPPORT (GOS):
ARTS AND HUMANITIES SERVICE ORGANIZATION
GRANT**

Release Date: Wednesday, January 16, 2019
Application Deadline: Friday, February 15, 2019 at 4:00 PM ET
Award Amount: Varies. Awards are based on total organizational expenses. Specific details included in the grant description section.

General Operating Support Overview

The General Operating Support (GOS) Arts and Humanities Service Organization Grant offers general operating support to non-profit arts, humanities, and arts education service organizations whose primary mission is to provide specialized services to Washington, DC-based arts and humanities

organizations. The list of those specialized services includes, but is not necessarily limited to, professional development, technical assistance, networking opportunities, shared operational services, printed materials, and/or research.

In the context of this grant program, organizations dedicated to providing technical assistance and support services to Washington, DC (District) arts and humanities practitioners, as outlined in the definition below, are deemed to be “service organizations.”

GOS applicants must demonstrate the ways in which their ongoing programming aligns with the mission of the DC Commission on the Arts and Humanities (CAH) to encourage diverse artistic expressions and learning opportunities so that all District of Columbia residents and visitors can experience the rich culture of the city. Successful GOS applications must clearly detail their organization’s outstanding leadership and vision, history of exceptional programming and strong track record of broad and inclusive community engagement.

GOS Service applications are reviewed in a cohort with other arts and humanities service organizations. Award amounts are subject to CAH’s availability of funds and are based upon the organization’s advisory review panel score. The maximum award will not exceed thirty percent (30%) of an applicant’s Form 990 organizational expenses (see above) and no single GOS award will exceed \$200,000.

GOS Arts and Humanities Service Organizations Grants have a “one-to-one” (1:1) cash matching requirement that was designed to leverage public and private dollars and assist an organization’s fundraising. In-kind contributions of goods or services and other CAH or District of Columbia government funds may not be used to satisfy the matching requirement for awardees. CAH grant funds must be spent within CAH’s Fiscal Year 2020 (FY 2020) (that is, from October 1, 2019 to September 30, 2020). Specific projects/programs underwritten by a CAH GOS grant must be completed by August 15, 2020.

Arts and Humanities Service Organization Definition

Service organizations are those whose primary mission is to provide specialized support to people or institutions within the arts and humanities through functions like networking, professional development, communication, convening, and various technical or managerial support. Service organizations are not typically arts producers or presenters, although some organizations supporting historically disenfranchised communities may be actively engaged in delivery and creation. While some social service organizations may use the arts and humanities as a vehicle for service delivery, GOS funds are intended for organizations whose primary mission is the support of the arts and/or humanities.

Dimensions of support provided by service organizations may include:

- Validation: Building support and understanding of the value of what arts and humanities organizations and practitioners do;
- Demand/markets: Fostering society’s appetite for artists and humanities practitioners and building demand for what they do through promotion;

- Material supports: Providing access to the financial and physical resources artists need for their work including space, employment, health insurance, awards and grants, and equipment – often through contracted/group services;
- Training and professional development: Offering conventional and lifelong learning opportunities;
- Communities and networks: Building inward connections and outward connections through convening and networking; and/or,
- Information: Providing research about and for arts and humanities practitioners and organizations.

GOS: Arts and Humanities Service Organization Grant Goals

By making its GOS grant awards, CAH endeavors to:

- Provide deeper, specialized support for arts, humanities, and/or arts education practitioners, organizations, and their staffs and boards to enhance their ability to meet their collective needs;
- Improve the capacity, stability, and effectiveness of individual artists and scholars, small community-based agencies, and large arts and humanities institutions;
- Increase the level of technical and managerial support available to constituencies of small or historically under-resourced organizations, artists and humanists; and,
- Strengthen cohesion and community within the District’s arts and humanities ecosystems.

Successful General Operating Support Applications

Successful GOS applicants shall, in their respective grant applications:

- Provide work samples and other support materials that best represent the work of the applicant organization and realization of its mission;
- Demonstrate the applicant’s clear commitment to inclusion, diversity, equity and access among participants, audiences, staff and board leadership;
- Provide evidence of strong levels of assessment and growth from participation, evaluation and risk;
- Articulate the depth and breadth of the program impact provided to the community; and,
- Provide detailed, accurate and feasible budget information and clear information on large variances.

Eligibility Requirements

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

- Have, as its primary mission, to provide specialized support to people or institutions within the arts and humanities through functions like networking, professional development, communication, convening, and various technical or managerial supports;
- Have received funding through a CAH competitive grant that was awarded in the District’s Fiscal Year 2018 (FY18) and/or Fiscal Year 2019 (FY19);
- 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;

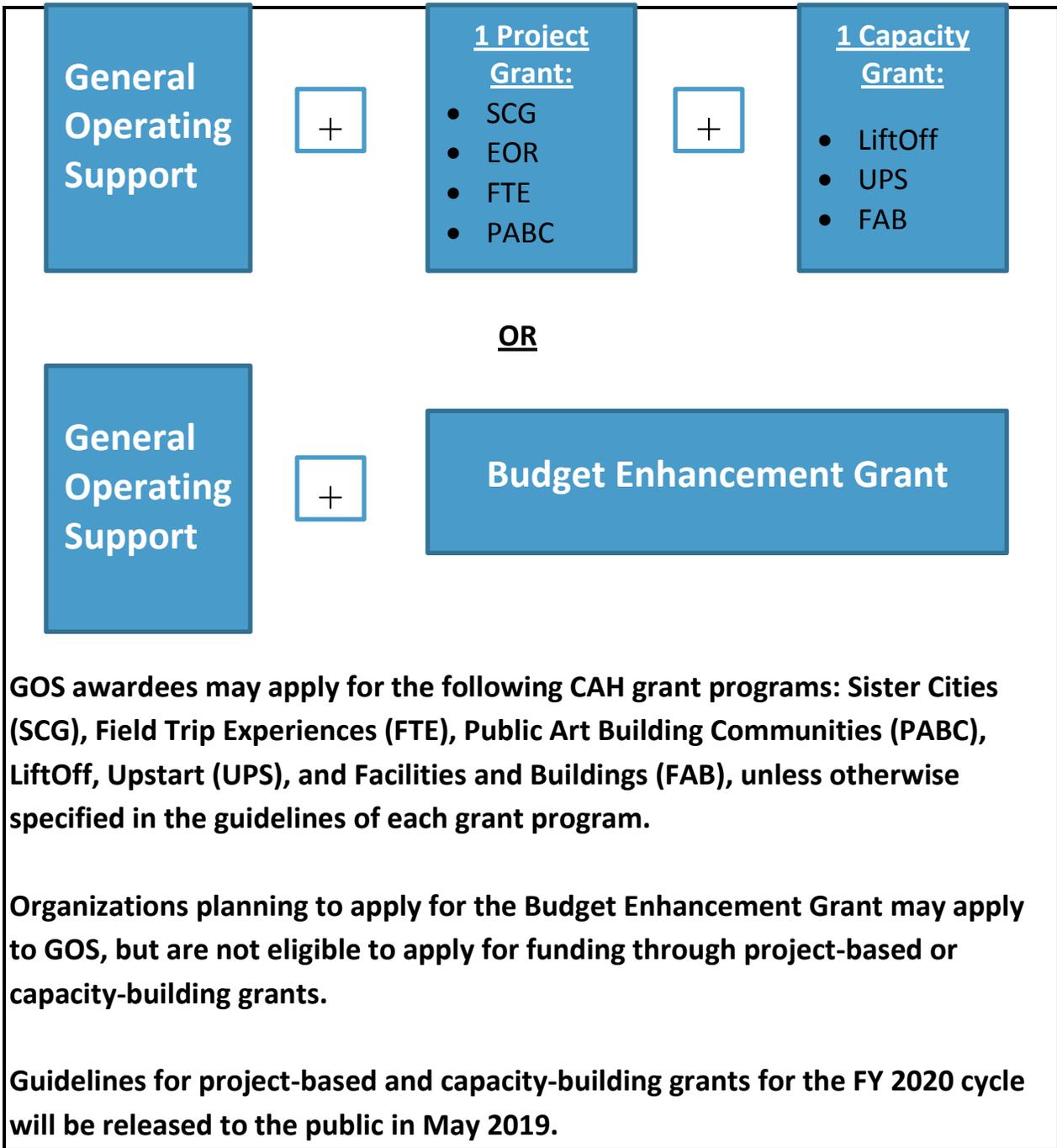
- Be registered with, and authorized to do business in, the District as either a “Domestic” entity (that is, an entity that was incorporated in the District) or a “Foreign” entity (that is, an entity that was incorporated in another state).
- Ensure that at least fifty-one percent (51%) of the organization’s activities occur within the District of Columbia;
- Ensure that one hundred percent (100%) of the grant award dollars are used to support District of Columbia personnel and programming;
- Have an active Board of Directors;
- Register and comply with the regulatory requirements of the following agencies:
 - 1.) District of Columbia Department of Consumer and Regulatory Affairs’ (DCRA) – Corporations Division (indicating an “active” business license status at the time of application, and agreeing to maintain such status throughout the grant period);
 - 2.) District of Columbia Office of the Chief Financial Officer, Office of Tax and Revenue (OTR);
 - 3.) District of Columbia Department of Employment Services (DOES); and
 - 4.) United States Internal Revenue Service (IRS);
- Obtain certification of “Citywide Clean Hands” (CCH) from the District of Columbia Office of Tax and Revenue (see page 13);
- Be in “good standing” with CAH. Note: a CAH grant applicant that has failed, as of January 16, 2019, 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 2020); and,
- Have a principal business office address that is located in the District of Columbia, subject to 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).

Applicants restricted from applying include:

- Service organizations with a majority of their constituents who reside outside of the District of Columbia;
- Organizations established primarily to provide social services, even if those organizations use the arts, humanities and arts education programs as a vehicle for service delivery;
- 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; and
- Individuals; 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 or charter schools.

Allowable Costs and Funding Restrictions

Applicants receiving funding through General Operating Support (GOS) are restricted from applying to Arts/Humanities Education Projects (AHEP) and Projects Events or Festivals (PEF). Organizations residing in Wards 7 or 8 receiving funding through GOS may apply to the East of the River (EOR) Grant.



CAH must ensure that all award funds are expended in a fiscally responsible manner. Allowable costs are those that 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 Arts and Humanities Service Organization Grant:

- Salaries;
- Teaching artists/humanists, or consultants;
- Travel directly related to the cost of producing arts and humanities service opportunities in the District of Columbia; and
- Equipment, materials and supplies directly related to services offered to artists and humanists;
- Expenses related to convenings, professional development workshops, or other activities in the service organization definition outlined above; and
- Overhead, maintenance and administrative costs;
- Operational reserves up to 15% of the grant award with proof of matching reserves to the same amount/value.

Examples of “Unallowable Costs” for the Arts and Humanities Service Organization Grant:

- Food and beverages;
- Tuition and scholarships;
- Re-granting (also known as “sub-granting”);
- Costs related to fundraisers and special events;
- Expenses unrelated to the execution of the project; and
- Funding to universities, foreign governments or DC government agencies, including DCPS.

Grantees with questions regarding allowable costs may contact CAH’s grant program manager. The grantee will be responsible for demonstrating expenses, as applicable, in interim and final reports.

This GOS grant period is from October 1, 2019 to September 30, 2020. CAH mandates that all of a grantee’s grant-funded activity expenses must be made during the District’s Fiscal Year 2020 (that is, from October 1, 2019 until the end of the day on September 30, 2020). Specific projects/programs underwritten by the grant must be completed by August 15, 2020.

Inclusion, Diversity, Equity, and Access

In addition to detailed plans for its compliance with the Americans with Disabilities Act (ADA) (42 U.S.C. §§ 12101 et seq.), each application must demonstrate how the project will be inclusive, diverse, equitable and accessible throughout the District of Columbia, beyond participants with disabilities. Successful applications will consider a broader definition of “accessibility” by addressing financial, geographic, cultural and developmental access. For more information, see the Americans with Disabilities Act section of these RFA guidelines (page 13, below) and the CAH Grants Glossary, located in the [Guide to Grants](#). For your 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.

Technical Assistance and Workshops

CAH staff members are available to assist grant applicants 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. Applicants should contact CAH to schedule a meeting by calling 202-724-5613. Please note that CAH requests the applicant prepare and deliver (by email) 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. **Workshop dates, times and locations listed below are subject to change.** All workshops are free and open to the public; however, participants are strongly encouraged to RSVP. Photo identification is required to enter DC government offices. More information about the dates and times of these workshops may be found at www.dcart.sdc.gov under [Grant Writing Assistance](#), or by calling CAH at 202-724-5613.

Day and Date	Time	Topic	Location
Friday, January 18, 2019	2:30 pm – 3:30 pm	GOS	Livechat
Thursday, January 24, 2019	2:00 pm – 3:30 pm	GOS	Lamond-Riggs Library
Friday, January 25, 2019	2:30 pm – 3:30 pm	GOS	Livechat
Thursday, January 31, 2019	10:00 am – 11:30 am	GOS	Tenley-Friendship Library
Thursday, January 31, 2019	5:30 pm – 7:00 pm	GOS	CAH
Friday, February 1, 2019	2:30 pm – 3:30 pm	GOS	Livechat
Thursday, February 7, 2019	10:30 am – 12:00 pm	GOS	DMGEO
Friday, February 8, 2019	2:30 pm – 3:30 pm	GOS	Livechat

Livechats may be accessed by visiting <https://dcarts.dc.gov/livechat>

<p>FY 2020 General Operating Support Workshops are held at:</p> <p>Lamond-Riggs Neighborhood Library 5401 South Dakota Avenue NE, Washington, DC 20011</p> <p>Tenley-Friendship Neighborhood Library 4450 Wisconsin Ave NW, Washington, DC 20016</p> <p>DC Commission on the Arts and Humanities 200 I (Eye) Street SE, Suite 1400 Washington, DC 20003</p>

Deputy Mayor for Greater Economic Opportunity (DMGEO)
2235 Shannon Place SE,
Washington DC 20020

DataArts

The DataArts report is a required document for organizations that had more than \$250,000 in IRS Form 990 total expenses in their most-recently completed fiscal year, as documented on IRS Form 990. Applicants interested in participating in online DataArts workshops, should visit www.culturaldata.org. Additional information is also provided in Addendum B.

Grant Application Process

1. Read the [FY 2020 Guide to Grants](#)
2. Read the RFA guidelines for the desired grant program thoroughly and determine eligibility
3. Go to [Apply for Grants](#) and select [Grant Application Portal](#) to register
(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 4:00 PM ET on the grant program’s deadline date**
9. Ensure receipt of grant submission confirmation e-mail (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 4:00 PM ET on Friday, February 15, 2019. 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 Kali Wasenko at 202-724-5613 or kali.wasenko@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 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.

- ✓ **REMINDER:** The grant period is from October 1, 2019 to September 30, 2020. Grant funds may not be used for activities that occur outside of this grant period. Specific projects/programs underwritten by the grant must be completed by August 15, 2020.

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 in 1990. 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 [FY 2020 Call for Panelists](#).

Notification and Payment

CAH will notify applicants as to the results of their application with a letter of intent in spring 2019 (date to be announced) via (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 on or after October 1, 2019. 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. To expedite grant award payments, CAH advises grantees to register to receive a direct deposit for the

grant award, by completing an Automated Clearing House (ACH) Vendor Payment Enrollment Form. The ACH Form may be found on CAH's website at [Managing Grant Awards](#).

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, Reporting Requirements and 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 2020 grant recipients with unmet reporting obligations regarding any CAH funding program as of close of business on Friday, October 18, 2019 are ineligible to receive additional awards from CAH.

Reporting Requirements

Each grantee will be 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; and (2) the quality of the engagement and responsibility to community that its funded projects or activities have had on the District of Columbia.

Each grantee's respective report must also include:

- Financial reporting regarding the funded activities that clearly shows how the subject grant funds were used;
- Proof of expenditures and related locations data;
- Numbers of people and communities served;
- Number of schools served (if applicable); and
- Numbers of local artists and youth engaged.

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

Grantees awarded \$10,000 or less must submit a Final Report by Friday, October 16, 2020. Grantees awarded between \$10,000 and \$200,000 must submit an Interim Report by Friday, April 17, 2020 and a Final Report by Friday, October 16, 2020. Grantees with delinquent reports will not be eligible to receive subsequent payments or awards in current or future grant cycles.

All of the above-referenced reports must be completed and submitted to CAH through its online portal. Grantees may access the Interim and Final Report forms through the [Managing Grant Awards](#) page on CAH's website.

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 it will make its 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 organization's scope of work.

Citywide Clean Hands (CCH)

All applicants that are recommended for funding must obtain from the District of Columbia a "Citywide Clean Hands Certification", in order to receive a grant award from CAH. This certification is required before any related grant disbursement may be made. The CCH website application supports the "Clean Hands" 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 may visit the following site to obtain more information: <https://ocfocleanhands.dc.gov/cch/>.

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 organizations applying for funding from CAH must include, in its grant application, a response to the information request set forth in the "Accessibility" section of its grant application, by providing the following information:

1. 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.).
2. 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.
3. 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.

Credit/Acknowledgment

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

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](#) (which is primarily managed by the District's Office of Partnerships and Grant Services (OPGS)). 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, as 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.

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 General Operating Support Arts and Humanities Service Organization Grant can be referred to CAH employee Benjamin Douglas at benjamin.douglas@dc.gov.

FY 2020 GENERAL OPERATING SUPPORT (GOS): ARTS AND HUMANITIES SERVICE ORGANIZATION GRANT

Review Criteria

Quality of Services Provided 40%

- Services provided are of high quality and aligned with its mission based upon the applicant's materials (brochures, articles, letters of support, etc.);
- Organization has proven success in increasing the capacity, stability, and effectiveness of individual artists and scholars, small community-based agencies, and/or large arts and humanities institutions;
- Applicant uses personnel with demonstrated expertise (such as arts and humanities administrators, professionals, educators, scholars, mentors); and,
- Applicant notes services that promote inclusion, diversity, equity and access while demonstrating commitment to under-resourced organizations and communities.

District Impact and Engagement 30%

- The applicant's services create appropriate quantity and quality of impact on constituents based upon the organization's mission and capacity (*i.e.* deep and narrow, or broad and shallow);
- The applicant specifies strategies employed to determine program recipient impact through evaluation, and details changes implemented to ensure continued and future growth;
- The applicant demonstrates a commitment to hiring DC-based arts and humanists, where applicable, to deliver services (such as administrators, professionals, educators, scholars, mentors);
- The applicant demonstrates an understanding of the unique nature of the District of Columbia and the needs of DC arts and humanities organizations and practitioners.

Organizational Capacity and Management 30%

- The applicant demonstrates proper oversight, financial controls, and governance;
- The applicant is sufficiently stable, in terms of expertise, organizational capacity, and financial status to implement the proposed request;
- The applicant's financial information is detailed, accurate, and feasible;
- Applicant demonstrates the proper oversight and financial controls to administer the grant; and
- The applicant demonstrates the ability to attract the financial support necessary to sustain the activities.

FY 2019

General Operating Support (GOS): Arts and Humanities Service Organization Grant

Application Checklist

The following is a checklist for all mandatory and supplementary documents required to submit the General Operating Support 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 the OPGS Compliance Documents.

MANDATORY DOCUMENTS

The following is a checklist for all mandatory and supplementary documents required to submit the General Operating Support 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 the OPGS Compliance Documents.

MANDATORY DOCUMENTS

- o **Work Samples**

CAH recommends reviewing the Work Sample Addendum to determine what would be best for your organization.

- o **Support Materials**, such as 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.)

- o **Résumé of Key Personnel** (e.g. artistic/managing/executive directors, arts educators, etc. with roles, responsibilities and home addresses clearly indicated);

- o **List of current Board of Directors** with roles (e.g. president, treasurer, etc.), responsibilities and home addresses indicated;

- o **Current organizational budget** as approved by the organization's Board of Directors;

- o **Profit and loss statement** from most recently completed fiscal quarter;

- o **Balance sheet** from most recently completed fiscal year;

- o Most recent **IRS Form 990**;
- o Organizations with total organization expenses over \$250,000 must submit a complete **DataArts profile** reflecting three years of data;
- o Organizations with total organization expenses under \$250,000 are not required to complete a DataArts profile but, instead, must submit:
 - o **Profit and loss statement** from most recently completed fiscal quarter;
 - o **IRS Form 990** (for organizations under \$50K – bank statements from the past 12 months);
 - o **Most current annual report** (if you don't have one – insert N/A);
 - o **Participants directly affected and other participants served** (insert number for each);
 - o **List of programs**; and
 - o **Top three fundraising methods** (please explain).
- o **DC Office of Partnerships and Grants (OPGS) compliance documents** (Templates and instructions available at: <http://dcarts.dc.gov/page/managing-grant-awards>)
 - o Arrest and Conviction Statement (dated at the time of application submission)
 - o Certificate of Clean Hands (dated no more than 30 days prior to the deadline)
 - o Articles of Incorporation
 - o Certificate of Liability Insurance – general coverage
 - o IRS 501(c)(3) Letter of Determination
 - o Statement of Certification (dated at the time of application submission)
 - o Signed IRS Form W-9 (Note: Post office boxes are prohibited. Address must match address in grants portal. The form must be dated at the time of application submission)



Addendum A: Work Samples and Supplementary Materials

CAH values and emphasizes excellence in all grant programs within all disciplines. This section contains detailed information on the CAH's requirements and suggestions regarding content.

Content of services provided and merit is one of several criteria on which an application is reviewed. This is demonstrated to the advisory review panel through the applicant's:

- **Section 1 - Work samples;**
- **Section 2 - Support materials;**
- **Section 3 - Résumé of key personnel**
- **Section 4 – General suggestions from CAH staff**

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 or demonstration of content of services provided to artists and humanities practitioners.

To further assist the applicant in submitting strong artistic content with an application, general suggestions are provided in Section 4 (below).

Section 1 - Work Samples

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

The guidelines on what to submit within a work sample submission depend on the applicant's arts and humanities discipline and the nature of the grant request. Applicants must adhere to the work sample requirements below in order to be eligible for consideration.

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

Arts Education (multigenerational or adults)	
	Includes video and audio excerpts, writing samples and student art work. Syllabi and lesson plans should be included in support materials, unless created by teaching artists and teachers in professional development projects.
	Educational materials are also acceptable alongside the artistic work sample.
Crafts	
	Individuals - Submit digital images of up to ten (10) different works
	Organizations - Submit up to twenty (20) digital images of different works
	Applicants must create an image identification list of the images uploaded and should arrange the list in the order of viewing preference. Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.
Dance	
	Submit up to two (2) video recordings of performances
	Submit an ensemble selection unless the applicant is a soloist or the project involves a solo.
Design Arts	
	Individuals - Submit digital images of up to ten (10) different works.
	Organizations - Submit up to twenty (20) digital images of different works.
	Applicants must create an image identification list of the images uploaded and should arrange the list in the order of viewing preference; Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the image identification list.
Humanities (e.g. archaeology, comparative religion, ethics, history museums and historic homes, jurisprudence, language and linguistics, philosophy, historical geography, fiction and non-fiction writing etc.)	

	Up to three videos of programs that are up to five minutes each; Up to three PDFs of program materials (e.g. self-guided tour materials, live program transcript, lesson plan or script for a docent-led tour); Up to ten images of key objects from the collection, with an image identification list; Up to five screenshots of digital humanities offerings; or up to three PDFs of original scholarship (published or forthcoming works).
Interdisciplinary	
	Individuals and organizations must submit up to ten (10) digital images or up to two (2) audio/video recordings demonstrating the integration of disciplines in the work.
Literature (e.g. poetry, fiction, creative writing, screenwriting, spoken word, etc.)	
Fiction and Creative Nonfiction Writing	Applicants must submit between ten (10) to twenty (20) pages from no more than three (3) short works, or a portion from no more than two (2) larger works up to twenty (20) pages.
	Applicants must label the work(s) as fiction or nonfiction.
	If the work is an excerpt, applicant should include a one-page statement in the manuscript about where it fits into the whole to orient the reviewers.
Poetry	Submit ten (10) to fifteen (15) pages of poetry from no fewer than five (5) poems, not to exceed ten (10) poems.
	Shorter poems should be printed one (1) to a page.
Spoken Word	In addition to the Poetry requirements above, submit video recordings of three (3) contrasting pieces.
Media Arts	
Film, Video, Radio	Applicants must submit up to two (2) audio/video recordings of completed work or work-in-progress.
Multi-disciplinary	
	Provide the required work samples (as described herein) for two (2) (minimum) or three (3) (maximum) of the artistic disciplines that are relevant to the grant request.
Music	
	Applicants must submit up to three (3) audio/video recordings.
	Selections must not exceed five (5) minutes.

	Upload each selection in a separate file.
Photography	
	Individuals - Submit digital images of ten (10) different works.
	Organizations - Submit twenty (20) digital images of different works.
	Applicants must create an image identification list of the images uploaded and should arrange the list in the order of viewing preference. Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the image identification list.
Theatre	
Actors	Submit video recordings of two (2) contrasting monologues.
	Still images of productions are prohibited.
Costume, Lighting, or Set Designers	Submit up to three (3) videos of up to five minutes, and/or (3) still images that best showcase the designer's work.
Directors	Submit a copy of a one to three (1-3) page concept statement of a recently directed play.
Organizations	Submit up to two (2) video recordings of performances.
	Digital images of productions are prohibited.
	Playbills and programs are prohibited as work samples. However, they may be included as support material.
Playwrights	See LITERATURE, above.
Sound Designers	Submit up to three (3) audio recordings.
Visual Arts	
	Individuals - Submit digital images of up to ten (10) different works.
	Organizations – Submit up to twenty (20) digital images of different works.
	Applicants must create an image identification list of the images uploaded and should arrange the list in the order of viewing preference. Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.

Art Bank: The Washingtonia Collection
(Fine Art Acquisitions)

	This cycle is open to District of Columbia resident artists only.
	Individuals – Submit digital images of up to five (5) works of art available for acquisition by CAH
	District galleries and organizations – Submit images of up to ten (10) works of art by DC resident artists

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 support materials are:

- Theater/exhibition reviews
- Letters of recommendation
- Certificates
- Sample lesson plans
- Assessments and evaluations
- Awards

Assessment and Evaluations

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 assessment.

Section 3 - Résumés of Key Personnel

Another way for the advisory review panel to determine the artistic content of each application is to review the résumés of the key artists, administrators, and facilitators involved in the grant activities. The 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.

Section 4 - General Suggestions from CAH Staff

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

- Applicant should be able to see and play all work samples in the application before submitting. If a sample cannot be played, then panelists will not be able to see or play it.
- Select recent, high quality samples that relate as directly to the application as possible.
- Uploaded pictures should be JPGs with the resolution of at least 72 dpi and should not exceed 20MB in size.
- 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 be labeled clearly 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 work that will be created, exhibited or taught.

For video submission

- Do not send promotional work samples (e.g., highly-edited booking tapes).
- Do not send dark work samples or samples with poor visibility.
- If your video work sample is longer than five minutes, please note where you would like panelists to begin viewing (e.g. 5:35:00).

For online materials and website:

- A website is not a sufficient work sample. Only submit a website that is an essential part of the project.
- Provide all passwords or include any necessary information required to view your work sample, such as plug-ins or navigation paths.
- Be sure that the links to websites or online materials are fully functioning and maintained throughout the year. An inoperative link to a website containing your work sample will negatively affect your application. CAH is not responsible for any material outside of the online grants portal.

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