



DC COMMISSION ON THE ARTS & HUMANITIES

**FY 2020 MURALS DC
GRAFFITI AND AEROSOL MURAL ARTISTS
REQUEST FOR QUALIFICATIONS**

RFQ Release: Friday | March 13, 2020
Submission Deadline: Friday | April 17, 2020 | 4:00 pm
Finalist Notification: Friday | May 15, 2020

Applicants may submit one (1) MuralsDC application per fiscal year.
Award amounts vary \$10,000 - \$25,000.
Applicants should read through these guidelines in their entirety prior to submitting an application.

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

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
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RFQ: FY 2020 MURALS DC

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OVERVIEW

The DC Commission on the Arts and Humanities (CAH), in partnership with the DC Department of Public Works (DPW), seeks graffiti and aerosol mural artists and artist teams to design, create and install aerosol murals as part of the MuralsDC program. Selected artists will be expected to engage designated youth (ages 14-18) to help them understand the art of aerosol graffiti mural painting and provide youth with opportunities to assist in activities such as site preparation and mural outlining.

The MuralsDC program was established to replace illegal graffiti with artistic works, revitalize sites within communities in the District of Columbia, and to teach young people the art of aerosol painting. This initiative aims to positively engage the District's youth by teaching proper professional art techniques, providing supplies, and a legal means to practice and perform artistic skills in a way that promotes respect for public and private property and community awareness. There are nearly 90 MuralsDC projects across all eight wards of the District of Columbia.

PROGRAM GOALS

- Illegal graffiti abatement
- Neighborhood enhancement and beautification
- Youth engagement and artistic education

ELIGIBILITY REQUIREMENTS

This is an International Call for Graffiti and Aerosol Mural Art Artists and Artist Teams (selection preference will be given to artists that are residents of the District of Columbia).

Individual Artists must (at the time of application):

- Be eighteen (18) years of age or older;
- Be a U.S. Citizen or demonstrate the ability to legally work and enter into an agreement in the United States of America.
- Demonstrate graffiti and aerosol mural art experience;
- Be a practicing professional mural artist;
- Be in good standing with the MuralsDC program, CAH and DPW;
- Obtain a Citywide Clean Hands certification (see <https://otr.cfo.dc.gov/page/online-clean-hands-application>, Non-DC residents see Addendum A on page 12 for complete instructions);
- Demonstrate ability to engage youth (ages 14-18) of varying skill levels that are interested in graffiti art (may include youth who are or have been justice-involved for illegal graffiti or "tagging"); and
- Have the skill level, capacity and ability to function as a Lead Artist.

Artist Teams may only consist of two (2) artists, with both artists meeting all of the eligibility requirements stated above at the time of application.

Applicants restricted from applying include:

- Artist Teams with more than two (2) artists;
- Individuals that require “fiscal agents;”
- Organizational entities, including, but not limited to: non-profit or tax-exempt organizations; for profit (commercial) businesses, ventures, or joint ventures; private foundations; political organizations; colleges or universities; foreign governments; federal government entities; and other District of Columbia government agencies, including DC Public Schools and charter schools.

ALLOWABLE COSTS AND FUNDING RESTRICTIONS

As a District of Columbia agency, CAH must ensure that all funds are expended in a fiscally responsible manner. CAH grant-related “allowable costs” are costs that the District government (through its subordinate agency, CAH) has determined, in its sole discretion, to be valid expenditures.

Examples of Allowable Costs (valid expenditures) are, but not necessarily limited to:

- Artist Fees (20% of the project budget)
- Materials and supplies
- General Liability Insurance
- Shipping
- Fabrication and installation services
- Equipment Rentals and Permits
- Travel and transportation directly related to project implementation
- Copyright registration

Examples of Unallowable Costs:

- Sub-granting or re-granting of grant funds
- Tuition and scholarships
- Food or beverage expenses
- Capital expenses
- Expenses to obtain a U.S. visa
- Equipment purchases over five-hundred US dollars (\$500.00)
- Costs related to special events, fundraisers, and lobbying
- Travel other than as noted above (see, “Examples of Allowable Expenses” above)

APPLICATION PROCESS

1. Review the MuralsDC Call and ensure eligibility.
2. Visit www.dcartarts.dc.gov and navigate to the “Grants” menu and select the “[Grant Application Portal](#)” to register using the “Sign Up today” link.
3. Once registered, select My Open Applications and click on “New Application” on the right side of the screen then select “MuralsDC” Program from the program list.

The following application documents are mandatory for all submissions:

- A. Work sample(s): Flyers and brochures are NOT considered work samples.
- a. Artists may submit ten (10) digital images of at least five (5) different works;
 - b. Artist teams submit (20) digital images.
 - ✓ Ten (10) images per artist of at least five (5) different works;

B. Annotated Image List:

- a. A PDF sheet of information with artist's name, contact information, artwork titles, mediums, date of artworks, location of artwork, dimensions, year of production, budget, and the corresponding image numbers in the same order of the submitted work samples.
- b. Each team member must clearly identify their individual mural contributions on partnership murals by detailing their specific contributions on the annotated image list.

C. Artist Biography or Résumé(s)/CVs:

Up to two (2) pages each; demonstrating artist's experience of community engagement and past experience creating large scale work and show a history of artistic merit demonstrated in a strong portfolio of past work.

D. Professional References & Letters of Support/Recommendation:

- a. Include two (2) professional references that lists names, addresses, phone number and email address;
- b. Include two (2) letters of support/recommendation. (One (1) page maximum per letter, per person)

E. Signed IRS W-9 Form:

(Request for Taxpayer Identification Number and Certificate);

F. Signed IRS W8-BEN Form:

(International Applicants Only)

G. Compliance documents (forms and instructions) are available at:

<http://dcarts.dc.gov/page/managing-grant-awards>):

- a. Certificate of Clean Hands
 - ✓ Non-DC Residents: see Addendum A (page 13) for instructions on how to obtain a Clean Hands Certificate.
- b. Arrest and Conviction Statement Form
- c. List of Insurance Carriers Form
- d. Statement of Certification

Applicants may electronically save draft (incomplete) applications and return to them for completion until the applicant submits it before the deadline. The date and time of the application

deadline is firm and CAH does not accept late applications. The deadline to apply is April 17th, 2020 at 4pm ET.

Applicants are fully responsible for the content of their application packages. Incomplete applications will not be forwarded to the MuralsDC Artist Selection Panel for consideration.

TECHNICAL ASSISTANCE

MuralsDC program staff members at CAH are available for technical application assistance, and 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. Staff members do not write applications for applicants.

To schedule an individual technical assistance meeting, please contact Alissa Maru, CAH Public Art Program Coordinator at 202-724-5613 or alissa.maru@dc.gov. Please note that CAH requests the applicant prepare and deliver (by e-mail) their full draft application proposal along with any questions in advance of scheduling a meeting for assistance.

Tips for First Time MuralsDC Applicants

- Take advantage of the technical assistance sessions that CAH provides by either:
 - Requesting a meeting to discuss your application before you begin the writing process or;
 - Requesting a meeting as soon as your application draft is finalized.
- Prepare your application early and submit well before the deadline.
- Convey your confidence and enthusiasm for the project.
- Investigate opportunities to team up with a more experienced lead artist to fill gaps in your own expertise and resources.
- Critique your own application as well as have others review it.

APPLICATION REVIEW

Artist selection will be based on artistic merit, community impact and ability to manage a large scale mural project based upon the following:

- High quality and reflection of graffiti or Hip-Hop aesthetic as demonstrated in submitted work samples;
- Ability to create a work that responds to community input of theme or content; Adaptability to the collaborative process of mural design;
- Demonstrate previous experience creating and managing large scale aerosol mural projects;
- Ability to create site-specific artwork that is responsive to the opportunities and constraints of the site;
- Availability to complete mural installation by September 21, 2020.
 - The mural painting period will run from July- September.

CRITERIA

Artistic Content 60%:

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. Applicants must adhere to the work sample requirements below in order to be eligible for consideration. Advisory panelists must review a work sample from each applicant(s).

Work Sample(s) and Image Identification List	
	Individual Artist - Submit digital images of up to ten (10) different works.
	Artist team - 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 "Annotated Image List" and the applicant's name. For each image, include the Title, Material, Dimensions, Year, Budget, Location of artwork, and how many days/hours it took to complete. Digital images must be numbered to correspond with the Image Identification List.

Previous Experience/Management + Sustainability 25%:

The panel may determine the capacity and sustainability of the proposed project by reviewing the résumés (or CVs) of each artist.

Community Impact and Engagement /Support Materials 15%:

Support materials are documents that strengthen the application and provide additional information that directly relate to the grant request. Support materials do not replace a work sample. However, they do reinforce the quality of the applicant's artistic ability, and past community inclusion. Examples of support material include:

- News articles and/or Media coverage
- Videos
- Exhibition reviews
- Letters of recommendation/support
- Certificates or awards

General Suggestions:

- Test the functionality of viewing work sample(s) in the application portal prior to final submission of their application. If the applicant cannot view a work sample, it is unlikely that panelists will be able to view it.
 - For technical assistance, request assistance within the grant portal- with ample time to address the issue prior to the application deadline.
- Select recent, high quality samples that showcase aerosol mural art work.
- Upload pictures as JPG files (less than 20MB, minimum resolution of 72 dpi).

- Exceeding the recommended number of work samples in an application may weaken the application.
- Carefully chosen work samples (pictures, videos, etc.) tend to make the greatest impact and create a strong artistic impression.
- Label each work sample or document so that panelists can easily identify it.
- Including samples of similar projects completed, help to illustrate the applicant’s ability to execute a mural.
- Application materials should demonstrate the skill level of the involved artist(s).

For video submission:

- Do not send promotional work samples (e.g., highly-edited booking tapes).
- Do not send low light video work samples or samples of low-resolution quality.
- In video work samples longer than five (5) minutes, indicate the time where you would like panelists to begin viewing (e.g. “View beginning at time 10:30 from video start”).

For online materials and websites:

- A website will only be considered a work sample only if it is an essential part of showcasing your ability and execution of a mural project.
- Provide all passwords or include any necessary information required to view your work sample, such as plug-ins or navigation paths (hyperlinks).
- Ensure that the website links or online materials are functional and accessible through, at minimum, September 30, 2020 (program term). An inoperative link to a website containing your work sample will negatively affect the application. CAH is not responsible for any material outside of the online grants portal.

SELECTION PROCESS

The selection process consists of two stages. CAH will convene a MuralsDC Artist Selection Panel, representing diverse arts-related backgrounds and expertise to review the qualified applications.

Stage One:

- The Artist Selection Panel will review and evaluate each application based on artist selection criteria/work samples and will recommend a roster of Finalists to the MuralsDC staff to be considered for a site-specific project.

Stage Two:

- MuralsDC Staff will approve the roster of finalists and will work to create appropriate matches between artist/artist teams and site owners.
- Upon selection of the final artist/artist team for a site, the artist and site owner will develop a scope of work and project budget to reflect their design approach for the mural site.
- MuralsDC Staff will review and approve the final artist/artist team’s scope of work and budget.

- The selected artist/artist teams will begin community engagement and design phases of the program, to develop a final design concept that will need to be approved by the site owner and MuralsDC Staff.
- The selected artist/artist teams will enter into grant agreement with CAH to fabricate and install the approved final design concept onto the site owner's property.

The MuralsDC application roster 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.

NOTIFICATION AND PAYMENT

Applicants will be notified of a decision via email with a letter of finalist roster selection, letter of ineligibility, or letter of denial by Friday, May 15, 2020.

Grant award amounts (i.e. budget) for each mural may range from \$10,000 to \$25,000.

- The mural budget must include: all artist fees and costs associated with design, fabrication, mural site preparation, mural protective coating and any applicable taxes and/or insurance, permits, travel, transportation to the site, site preparation, insurance, permits, installation, graffiti protective coating, and documentation of the artwork, .
- All murals must be completed by September 21, 2020.

Payments are made directly to the grant recipient. Principals and fiscal agents of any kind are prohibited. The date of payment disbursement is subject to the agency's availability of funds and processing of the required documentation and materials.

In collaboration with other District of Columbia government agencies, CAH processes the payment request of its grant recipients in a timely manner. CAH does not create or distribute payments through its offices or staff. To expedite its payment process, CAH advises grant recipients to register to receive direct deposit of its grant award, by completing an [Automated Clearing House \(ACH\) Vendor Payment Enrollment Form](#). If selected be prepared to submit this form upon final award notification. For advanced awareness and preparation, you can find the form on CAH's website at [Managing Grant Awards](#).

CONDITIONS OF FUNDING AND CANCELATIONS

CAH reserves the right to rescind any and all grant awards for non-compliance with CAH grant guidelines, policies or regulations, at any time.

Cancelations

CAH retains the right to withhold or cancel a grant award (or future grant awards) if the involved grant recipient does any of the following:

- Fails to notify MuralsDC or CAH staff of changes in the project scope;
- Fails to comply with the terms of the grant award contract requirements;

- Demonstrates inadequate financial management and oversight of the project throughout its duration; and
- Fails to credit MuralsDC and CAH's support (as per the grant agreement) publicly in any of the project's promotional or information materials.

REPORTING REQUIREMENTS

At the end of the grant period, the award recipient must submit a written Final Report through the grants portal. All grant awardees are responsible for demonstrating and documenting expenditures for the full (100%) grant amount. Grant recipients who do not submit complete Final Reports are ineligible for further CAH funding. The report template will be available in the grant portal if selected.

DISTRICT OF COLUMBIA AND FEDERAL COMPLIANCE REQUIREMENTS

Citywide Clean Hands

All applicants must obtain from the District of Columbia a Citywide Clean Hands Certification (CCH) and submit this document as part of the application. Please request or update CCH to include with your application. CCH should be dated after February 13, 2020. Applications without the certificate will be deemed ineligible. This certification is required before any grant-related funding is disbursed and Grantees must remain in compliance throughout the term of the grant. If selected, grantee will need to remain in compliance through the duration of the grant.

The CCH website application supports the Citywide "Clean Hands" Certification 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 who are District residents may visit the following sites to obtain more CCH information: <https://otr.cfo.dc.gov/page/clean-hands>.

Non-DC Resident Applicants are still required to obtain a clean hands certificate. CAH recommends applicants who have never applied for a Clean Hands to begin the process immediately, as it may take up to 10 business days to complete.

See Addendum A: Process for Non-DC Residents to obtain a Clean Hands Certificate for complete instructions.

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).

Credit/Acknowledgment

Selected Artists/Artists Teams will enter into agreement requiring the inclusion of the MuralsDC logo (or a credit line) grant-related announcements and promotional (or informational) materials and will agree to make best efforts to publicly credit MuralsDC, CAH, and DPW support in any and any public event that is held and that is related to the funding of the project.

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. 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 MuralsDC 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.

Federal and Local Tax Reporting

All Final Artists 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.

Certificate of Liability Insurance

Grant recipients are required to procure and maintain general liability insurance. The certificate of liability insurance must be provided to CAH before the recommended applicant begins performing work. The District of Columbia must be named as the certificate holder and a special coverage request made to list CAH as an additional insured.

Site Selection

Site selections are based, largely but not solely, on areas of the District with high incidence of illegal graffiti as identified by DPW, Mayor's Office of Community Relations and Services (MOCRS), other agencies, and site owners.

[Click here to view past MuralsDC projects and locations.](#)

2020 MURALSDC SCHEDULE

March 13, 2020	Call for Graffiti Mural Artists Issued
April 17, 2020 (4:00 PM EDT)	Graffiti Mural Artists Deadline
May 2020	Application Review Roster /Semi-Finalist Selection Panel
May 15, 2020	Final Artist Selections and Notifications
May/June 2020	Site and Artist Assignments
May - July	Mural Concept Design Discussion and Approvals
July 20, 2020	Final Approval of Mural Designs
July - September 2020	Installation of Murals
September 16 -23, 2020	Mural Completion Inspections

Application Deadline

All materials must be received by Friday, April 17, 2020 at 4 pm (EDT).

- Applications are only accepted from the online application portal.
- CAH does not accept mailed, emailed or hand-delivered copies of 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 CAH and await request approval.
- Incomplete or late applications will not be considered or reviewed.

CAH MuralsDC Staff Contact

For more information regarding the MuralsDC program, clarification about eligibility requirements, work sample submissions, the application processes or program specific questions can be referred to CAH Public Art Program Coordinator Alissa Maru at alissa.maru@dc.gov or 202-724-5613.

ADDENDUM A: Process for Non-DC Residents to obtain a Clean Hands Certificate

Non-DC Resident Applicants are still required to obtain a clean hands certificate.

The Citywide “Clean Hands” Certification Mandate 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.

Non-DC Resident Applicants are encouraged to start this process to obtain a Clean Hands Certificate immediately as the process could take up to 10 business days to complete.

Here are the steps to obtain CCH as a non-resident:

1. Send an email to cleanhands@dc.gov to request a Certificate of Clean Hands.
2. State in your email that you are not a DC resident and you are applying for a grant from the DC Commission on the Arts and Humanities.
3. Provide the last four digits of your Tax ID Number (i.e. SSN)
4. Communicate your timeline for submission to CAH. CAH suggests setting your deadline a week before the grant submission is due.
5. Attach to your email a copy of your out of state driver’s license or identification card.
6. Ask for a “manual” Clean Hands Certificate.

