



DC COMMISSION ON THE ARTS & HUMANITIES

# FY 2023 PUBLIC ART BUILDING COMMUNITIES GRANT

Applicants may submit one (1) Public Art Building Communities (PABC) grant application per grant cycle.

**RFA RELEASE:** FRIDAY, April 15, 2022  
**SUBMISSION DEADLINE:** FRIDAY, JULY 15, 2022, 11:59PM  
**FUNDING REQUESTS:** Organizations may request up to \$125,000  
Business Improvement Districts (BIDs) may request up to \$150,000

## APPLICATION QUESTIONS and UPLOADS (ORGANIZATIONS)

Please use this document to preview the application questions in the grant portal. It is recommended that you type your answers out in a separate word document before applying in the portal. For assistance contact Kerry Kennedy, Public Art Program Coordinator | [kerry.kennedy@dc.gov](mailto:kerry.kennedy@dc.gov)

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### OVERVIEW

Applicant Name:

(Required – Name of applicant as it appears on the applicant’s **official tax documents**)

Amount Requested:

Organizations may request up to \$125,000; DC Business Improvement Districts (BIDs) may request up to \$150,000

Type of Support:

(Select “Project Support”)

Project Begin Date:

(10/1/2022 – this is the start of FY23)

Project End Date:

(9/30/2023 – this is the end of FY23)

Briefly detail the arts and humanities activities and goals during the grant period:

(Required)

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

(Required)

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

(Required)

Has your address changed in the past 12 months?

(Required – If address has changed, it must be updated in the grants portal)

## **Organizational Profile**

### **Applicant Profile**

**Applicant Name:** Organization Name

(Required)

**Primary Contact First Name:**

(Required)

**Primary Contact Last Name:**

(Required)

**Primary Contact Title:**

(Required)

**Primary Contact Email Address:**

(Required)

**Primary Contact Phone:**

(Required)

**Secondary Contact Email Address:**

(Required)

**Secondary Contact Phone:**

(Required)

**Applicant Street Address:**

**(Required)**

**Applicant City:**

**(Required)**

**Applicant State:**

**(Required)**

**Applicant Zip:**

**(Required)**

**Ward:** In which Ward is the organization located

**(Required)**

**Applicant Website: Website/Social Media Address(es):**

**(Required)**

**EIN:**

**(Required)**

**Text 1:** Data Universal Numbering System (DUNS) Number

**(Required)**

**Text 2:** ARIBA Network Number

**(Required)**

**Applicant Discipline:** Indicate the artistic discipline of the project from the drop-down menu.

**(Required)**

**Artistic Statement:** Please describe your experience and/or that of the Lead Artist with exterior public art design, fabrication, and installation as well as your vision for public art in the District of Columbia. Incorporate Application Review and Selection Criteria factors in your response

**(Required – 250 words max.)**

**Methods Description:** What are the organization's (applicant) mission and vision statements, and history? Please include the top three recent accomplishments in the past 5 years.

**(Required – 200 words max.)**

## **Request Details**

**Work Sample Narrative:** Describe how and why the artistic content of the work sample/s best represents the applicant and/or project. Include how the work sample/s represents the applicant's body of work and originality within the discipline(s).

**(Required – 200 words max)**

**Project Lifespan:** Is the project temporary or permanent? Temporary Projects are defined as up to two years and must include a deinstallation plan.  
(drop down Yes/No)

(Required)

**Project Descriptor:** If temporary, please provide the dates of the project's lifespan and include a deinstallation plan. If not applicable, enter N/A.

(Required)

**Project Description:** Discuss the design concept providing detailed explanation of how the design correlates to the project goals as defined in the Guidelines. Discuss how the design concept fits within the space dimensions of the site as presented in the RFA. In the Proposed Art Upload section, please upload a PDF or JPG file/s illustrating the proposed design.

(Required – 500 words max.)

**Ward:** Ward of the project site.

(Required)

**Ward Impact:** Is there an opportunity for the project to have an impact on other Wards? If yes, which Ward/s? Explain how it would impact other wards and why that impact is significant and/or important.

(Required)

**Site Address/Building Name:** What is the address of the site? Please include the building name if applicable.

(Required)

**Site Ownership Explanation:** Indicate site ownership as either District/Federal/private property or Other. If "Other". Explain.

(Required)

**Project Discipline:** Please indicate the medium for the work – Sculpture and type, Mural, etc.

(Required)

**Project Timeline:** Provide a detailed fabrication and installation timeline expressed in terms of the number of days, weeks or months needed to fabricate and install the proposed project. For projects with multiple sites and different artist provide a timeline for each unique project site. If temporary, include, the deinstallation schedule.

(Required – 250 words max.)

**Project Activities and Goals:** Describe how the project helps you to realize the artistic goals and/or community goals and addresses the theme of the project and/or vision of the artist.

(Required – 250 words max)

**Past Examples:** Describe previous project/s and/or programming that is similar to this public art project. Responses can include examples of the applicant fabricating, installing, managing, producing and/or presenting similar projects.

(Required – 250 words max)

**Personnel:** Identify the artist/s who will design, fabricate, and install the project, along with any other artistic personnel or contractors who will assist the applicant in implementing the project. Clearly explain their roles and upload resume/s, signed, and dated letter of understanding as well as a signed CAH Artwork Relationship and Copyrights Warranty Form in the uploads section.

(Required – 250 words max)

## Community Engagement and Impact

**Work Impact/Ward Impact:** Explain how the project will benefit the ward where the project is located. Is there an opportunity for the project to have an impact on other Wards? If yes, which Wards and how? Explain the significance and the importance of this project to the community where it is proposed to be installed.

(Required – 250 words max.)

**Individuals Served:** Expected number of individuals served by this request during the grant period.

(Required)

**Target Audience:** Describe the intended impact for the community served, including the DC target audience and/or participants as related to the activities and/or programs and the grant request. In what ways do the applicant's distinct activities and/or programs meet the needs of the targeted DC population?

(Required – 250 words max.)

**Resource Leveraging:** If partnerships are involved in any of the activities or efforts, note them with relevant details such as financial, resource sharing and/or as in-kind. If not, type N/A.

(Required - 300 words max)

**Status Reason:** Describe methods of community outreach and implementation of the project that will respond with sensitivity to the cultural, ethnic, and economic background of the neighborhood where the project will be installed.

(Required-250 words max. )

## Capacity, Budget, and Sustainability

**Total Project Budget:** Provide total project budget numerical value

**(Required )**

**Budget Narrative:** Provide a brief narrative and upload the template for project budget costs in the “Budget” upload section. Provide total project budget numerical value and detailed budget description that is inclusive of all design, artwork fabrication and installation costs associated with the design, fabrication, and installation of the proposed work. Include costs for transportation, shipping, equipment rentals related to the fabrication and installation, insurance, engineered drawings (stamped by a DC licensed engineer), permit costs, artwork-related electrical work (if applicable), photographic documentation of the installed artwork, and a contingency. Artist design fees may not be more than twenty percent (20%) of the project budget. Projects with more than one unique site with different artists and designs, must provide a budget narrative and upload for each unique sites required. Explain whether the budget is based on actual or estimated costs. Explain any bids, and list any equipment purchases under \$500. Please refer to Allowable Costs and Funding Restrictions in the RFP. Cost out personnel. For example: Artistic Personnel = \$9,000 (5 artists @ \$300 stipend x 6 days).

**(Required – 300 words)**

**Financing Notes:** Please list any other sources of funding that will be used to complement CAH funds to cover the total project costs of the proposed project. Provide detail for each funding source. Include the source/s of funding to match and/or close a discrepancy between the total cost for the project and the amount requested for the grant. For Example, A \$10k foundation grant, a matched organizational support, or an in-kind donation of services. Name the source/entity, and amount. If not applicable, state “N/A”

**(Required – 250 words)**

**Tracking Expenditures:** Describe what appropriate electronic financial monitoring systems will be used to track expenditures related to the project.

**(Required)**

**Alignment:** If there are any other details in the uploaded budget form that aren’t answered in the questions above, detail them here

**(Required)**

## Opportunity and Equity

**Accessibility:** How does the applicant work to ensure that all modes of engagement are accessible to District residents and visitors of all abilities and backgrounds?

Describe methods of community outreach and implementation of the project that will respond with sensitivity to the cultural, ethnic, and economic background of the neighborhood where the project will be installed. How does the applicant work to ensure that all modes of engagement are accessible to District residents and visitors of all abilities and backgrounds?

**(Required 250 words max)**

**Capacity Examples:** Describe methods of community outreach and implementation of the project that will respond with sensitivity to the cultural, ethnic, and economic background of the neighborhood where the project will be installed. How does the applicant work to ensure that all modes of engagement are accessible to District residents and visitors of all abilities and backgrounds?

**(Required 250 words max)**

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## Fabrication and Installation

**Project Descriptor:** Describe the physical location of the artwork. (IE alley, sidewalk, garden)

**(Required)**

**Scope of Work:** Describe the scope of work including information on materials used for fabrication, installation, and the dimensions of the completed project.

**(Required)**

**Fabrication and Installation Methods:** Describe the methods and processes of fabrication and installation that will be used to execute the project, including transportation needed (if any) and the number of days/weeks/months it will take to fabricate and install the artwork.

**(Required)**

**Maintenance:** Please detail the maintenance needs for this project including the anticipated timeline and materials needed.

**(Required)**

**Preparations:** Describe preparations required to begin the project. (i.e., white-wash a wall for painting, install new lighting, install a concrete slab).

**(Required)**

**Permits:** Please list what permits or other approvals will be needed specifically for the project installation including written confirmation letters from the DC Consumer and Regulatory Affairs (DCRA), the DC Department of Transportation (DDOT), the Historic Preservation Office(HPO), and/or the Department of Park and Recreation (if on DPR property).

**(Required)**

**Contractor LSDBE Explanation:** Has a contractor been engaged for fabrication or installation? Will Local, Small, and Disadvantaged Business Enterprise (LSDBE) contractors/vendors be used for the project? Explain your response.

**(Required)**

**Hazardous Materials:** Does the project require the use of licensed machinery and/or hazardous materials? If yes, please describe. If no, enter N/A.

**(Required)**

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## Work Samples & Uploads:

**Work Sample Narrative:** Describe how and why the artistic content of the work sample/s best represents the applicant and/or project. Include how the work sample/s represents the applicant's body of work and originality within the discipline(s).

**(Required – 200 words max)**

**Work Samples:** Upload 10 digital images of at least 5 different works). Submit applicant and lead artist work samples (if applicable) Digital images of the work sample must be numbered to correspond with the Image Identification List.

**(Required)**

**Image Identification List:** Include -- Artist Name, Title, Date, Medium, Size, Dimensions, Location, Project Budget, Role on project for each image. If an Artist Team, please differentiate to clearly define each artist/s' work samples and team member's/artist's role in that project. The Image Identification List must be numbered to correspond with the digital image numbers of the work sample/s.

**(Required)**

**Support Materials:** Up to six items of additional material, e.g., newspaper articles, reviews, letters of support (neighborhood associations, community stakeholders, etc.), programs, brochures, etc.

**(Required - Up to six items)**



**Resume(s) of Key Personnel:** Must include resume of lead artist as well as resumes for all key personnel that are involved in the project, such as artistic director and executive/managing director, apprentices, other artists, etc. - up to two pages each. Bios are not acceptable.

(Required)

**Architectural Sketches:** Relating to the project design associated with this application. If not applicable, upload Word document with “N/A” written on the page.

(Required)

**Project Site Agreement:** Agreement between project site owner and applicant that provides support of project, authorization to install proposed artwork onto the projected site, terms of maintenance for the duration of the installation, and maintenance intentions post-installation. Must be submitted on property owners letterhead.

(Required)

**Proposed Art:** Upload 5 different perspectives to include: artwork on site from 2 different views/angles), a daytime perspective, a nighttime perspective, and artwork superimposed to scale within the proposed site location. The proposed artwork image/s must be in the form of a detailed scale renderings, drawing/sketch, model that presents a meaningful representation and illustrates the design concept as it would appear on site when installed/completed.

(Required)

**Digital Images of Proposed Site:** Upload 4 different perspectives to include: a site plan of the proposed site, an ariel map of the proposed site location and artwork (to scale) on site from 2 different views/ angles.

(Required)

**Budget Spreadsheet:** Use the budget template provided. For projects with multiple sites and different artists, upload budgets for each unique site. If applicable, include individual bids for equipment, rentals, or services as a separate upload document/s. For Equipment Estimates submit up to 3 estimates for equipment rental and/or purchases. Include the intended purchase in the budget template and upload the remaining bids to the portal. Upload a Letter of Intent to Purchase Equipment for purchases not to exceed \$500 per item, detailing the specifics of the equipment’s use after the project is completed (for equipment purchases that have a life spanning more than 2 years only).

(Required)

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**Permit Verification Letters:** Written permit verification from the DC Consumer and Regulatory Affairs (DCRA) DC Department of Transportation (DDOT) Public Space, identifying the types of

permits and approvals that are needed to complete the proposed project. Page 13 of the guidelines for more details including agency contacts.

(Required)

**Agency Approval letters/ Documentation:** from Historic Preservation Office (HPO) or the Department of Parks and Recreation (DPR) (If applicable). From HPO: a screenshot from Property Quest-indicating whether or not the property is impacted by HPO designations. If impacted, a letter on HPO letterhead authorizing use of the space for the project. If on DPR property, a letter approving and authorizing the project on its property on DPR letterhead. Please submit these items under 'Permit Verification Letters'.

Please see page 14 of the guidelines for more details including agency contacts.

(Required)

**Flyer:** Upload the flyer/online communication used to demonstrate your community outreach notifying businesses and residents of your project's presence on the upcoming Advisory Neighborhood Committee (ANC) Meeting agenda.

(Required)

**Police Department and TB Screening Documentation:** Upload a statement that, if funded, you will provide a current Metropolitan Police Department Background Check Report and copy of Tuberculosis Screening results (for applicants working directly with youth only). If not applicable, upload a blank document with "N/A"

(Required)

**ANC Letter:** Written ANC approval/support verifying that the applicant has presented and received approval/support from the Advisory Neighborhood Committee of the proposed project site location.

(Required)

**Community Support Signatures:** Upload a list of signatures from residents and business owners who are in support of the proposed project. On-line petition platforms with electronic signatures accepted.

(Required - Minimum: 25 signatures, Maximum: 75 signatures)

**Artwork Relationship and Copyrights Warranty Form:** Must be completed, signed, and dated.

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

(Required)

**Signed W-9:** Revised W9 Form October 2018 version. Post office boxes are prohibited. The applicant's address MUST match the address in the grants portal, the address on file in the DC Government's PASS system, and the address registered in the DC Vendor Portal. Only the October 2018 version of the W9 form may be used and the form must be dated at the time of application submission:

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(Required)

**Certificate of Clean Hands:** For instructions on how to generate a certificate of clean hands, please visit: My Tax DC. Clean hands certificate is required to be dated within 30 days of application submission

**(Required)**

**Statement of Certification:** Template found at: <http://dcarts.dc.gov/page/managing-grant-awards>)

**List of Insurance Carries and Policies:** Upload form listing General liability or project-specific insurance, template found at: <http://dcarts.dc.gov/page/managing-grant-awards>

**(Required)**

**Organizational chart (Limit-one page)**

**(Required)**

**List of Current Board of Directors:** Upload a list that includes officers, occupations, and term limits

**(Required)**

**Current Fiscal Year Budget:** Upload current organizational budget that includes year-to-date income and expenses

**(Required)**

**Previous Year's Budget:** Upload a budget that includes year-to-date income and expenses

**(Required)**

**Balance Sheet:** Upload a current FY balance sheet that includes last financial quarter information

**(Required)**

**Equal Employment Opportunity (EEO) Policy Statement:** Upload EEOE statement for projects that have total project budget exceeding \$100,000.

**(Required – projects exceeding \$100,000)**

**IRS Form 990:** Upload Fiscal Year 2020 or most recently completed fiscal year)

**(Required)**

**IRS Letter of Determination**

**(Required)**

**DC Tax Certificate of Incorporation**  
**(Required)**

**Organizational Demographic Form:** For artist and each artist team member. Completion and submission of this form will have no impact on funding decisions. Responses are used for statistical and diversity inclusion purposes only and will not be seen by the grant review panel.  
**(Required – form found on grant application landing page)**

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(Required)

**Site Owner Contact Information:** Including physical address, phone number and email address

(Required)

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