



DC COMMISSION ON THE ARTS & HUMANITIES

## FY 2022 PUBLIC ART BUILDING COMMUNITIES GRANT REQUEST FOR APPLICATIONS

The DC Commission on the Arts and Humanities (CAH) is soliciting applications from qualified individual artists or organizations for its Fiscal Year 2022 Public Art Building Communities Grant Program (PABC). Multiple awards may be made under this RFA. Award amounts vary.

**RFA RELEASE:** FRIDAY, MARCH 19, 2021  
**SUBMISSION DEADLINE:** FRIDAY, JULY 16, 2021, 11:59PM

Individuals may request up to \$75,000  
Organizations may request up to \$125,000  
Business Improvement Districts (BIDs) may request up to \$150,000

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

**Staff Contact:** Alissa Maru, Public Art Program Coordinator | [alissa.maru@dc.gov](mailto:alissa.maru@dc.gov)

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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 designated arts agency for Washington, DC, CAH is supported by District government funds and in part by the National Endowment for the Arts, a federal agency.

Government of the District of Columbia  
Commission on the Arts and Humanities  
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# PUBLIC ART BUILDING COMMUNITIES GRANT PROGRAM

Applicants may submit one (1) PABC application per fiscal year cycle.

## OVERVIEW

The Public Art Building Communities (PABC) grant program supports individual artists and organizations in their effort to design, fabricate and install new temporary or permanent works of public art that connect artists (and their artwork) with communities.

For the purposes of this grant, public art is defined as artwork in a variety of media sited and installed onto locations that are accessible to the public (without cost) and in exterior (outdoor) locations free of encumbrances. Permanent public art is defined as existing for a duration of at least five (5) years (without regular maintenance), and Temporary projects must demonstrate duration of less than two (2) years with a deinstallation plan. Artwork must be sited and installed onto locations that are accessible and viewable from public space. Materials should be sustainable, low maintenance and protected by graffiti resistance coatings.

Examples of Public Art include, but are not limited to: sculptures, mosaics, artistic streetscapes, murals, paintings in outdoor plazas, mixed media, paving pattern, media/digital installations, landscape designed projects, custom benches, stained glass installations, and artistic arches, gates or railings.

Performance art-based projects, previously created works-of-art and public art projects that previously received CAH funding are ineligible for funding in this grant program.

CAH grant funds must be spent within CAH's Fiscal Year 2022 (FY 2022) (October 1, 2021 to September 30, 2022).

## GRANT PROGRAM GOALS

By making its PABC grant awards, CAH endeavors to:

- Encourage the creation and installation of original high-quality public art works within the District of Columbia.
- Develop meaningful opportunities to connect artists to communities.
- Provide exposure and participation to the community in the public art making process.
- Further learning or discovery opportunities that may be present through public art installations.
- Support the creation of public art by DC resident artists.
- Promote robust and diverse artistic expression that resonate with residents of the District of Columbia.
- Contribute to the District of Columbia's public art collection in the built environment.

## SUCCESSFUL APPLICATIONS

Successful PABC applicants shall:

- Present a visionary idea that represents a strategic approach to create a transformative impact on the current public art and cultural landscape of the District of Columbia.
- Comprehensively address each aspect of the project's design specifications, material selection, fabrication, installation, and maintenance processes (and, when appropriate, de-installation).

- Detail and clearly identify the proposed project's budget (indicating all revenue and expense categories) and demonstrate effective fiscal management through narrative or support materials.
- Articulate the project's community engagement methods and efforts.
- Describe the project's implementation schedule and detail the specific execution logistics necessary to support a successfully complete project, including fabrication and installation methods plans.
- Be complete with detailed responses to application questions, mandatory documents submitted, and materials included (uploaded) by the applications deadline.

### **Tips for PABC Applicants**

- Write in response to the criteria
- Convey your confidence and enthusiasm for the project.
- Propose ideas that resonate with community wants and/or needs/ and supports the proposed project.
- Engage the community prior to starting the writing process and keep them included/involved throughout the process.
- Do your homework; know and anticipate the issues, questions, and controversies in your area.
- Take advantage of the technical assistance sessions that CAH provides by either:
  - Requesting a meeting to discuss your ideas for the proposal before you begin the writing process or,
  - Requesting a meeting as soon as your proposal draft has been finalized.
- Carefully consider your funding request. Account for all aspects of the project (from start to finish) and ensure that your funding request supports the full scope of the project (i.e. materials, fabrication, installation, potential permit costs, equipment rental, insurance).
- Attain actual quotes for services/goods/rentals needed to complete the project.
- Investigate opportunities to collaborate with more experienced artists/contractors to fill gaps in your own expertise and resources.
- Critique your own proposal as well as have others review it.
- Prepare your application early and submit well before the deadline.
- If you are not funded the first time around, request a debriefing from the PABC Program Coordinator to obtain panelist comments. You may want to use this information to revise your concept for future consideration.

### **ELIGIBILITY REQUIREMENTS**

#### **Individuals must (at the time of application):**

- Be experienced artists or arts related professionals (e.g., presenters, producers, educators), over the age of 18.
- Provide a valid government-issued identification or tax return to demonstrate evidence of legal residency in the District of Columbia of at least one (1) year prior to the application deadline. DC post office boxes may not be used as a primary address.
- Maintain residency in the District of Columbia throughout the grant period.
- Be in good standing with CAH. Applicants with incomplete or delinquent reports from any prior funding program, as of October 15, 2021 (or otherwise as determined by CAH), are ineligible to receive additional funds from CAH in FY 2022.

**Organizations must (at the time of application):**

- 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; or, be a recognized District of Columbia Business Improvement District (BID);
- 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;
- Have an active Board of Directors;
- Demonstrate a partnership with a visual artist to design, fabricate and install (de-install if temporary) the proposed application work-of-art in a public space.
- Obtain certification of “Citywide Clean Hands” (CCH) from the District of Columbia Office of Tax and Revenue (see page 12);
- Be in “good standing” with CAH. Note: a CAH grant applicant that has failed, as of October 15, 2021, 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 2022); 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).

**APPLICANT RESTRICTIONS**

Individuals and organizations may submit only one PABC application per fiscal year. Artists may not apply as an individual as well as be part of an organization application as the lead or supporting artist.

Individuals and organizations that require “fiscal agents” or that are for-profit organizations; 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, may not apply.

**ALLOWABLE COSTS AND FUNDING RESTRICTIONS**

As an agency of the Government of the District of Columbia, CAH must ensure that all grant 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
- Fabrication (if by the artist(s), separate from Artist fee)
- Installation (if by the artist(s), separate from Artist fee)
- Fabrication and installation services
- Materials and supplies
- General Liability Insurance

- Engineering costs related to the project
- Space rental/ storage
- Shipping
- Permits
- Travel and transportation directly related to project implementation
- Copyright registration
- Plaque and dedication costs
- De-installation costs for temporary projects
- Photographic documentation and project implementation equipment purchases below or equal to \$500

Examples of Unallowable Costs:

- Performance art projects
- Virtual installations that require user-owned devices
- Symposia or public education lectures
- Prefabricated or pre-existing artworks
- Project sustaining and /or maintaining equipment and/ or technology purchases (projects must be self-sustaining)
- Food and beverages expenses
- Equipment purchases over five-hundred dollars (\$500)
- Capital expenditures
- Sub-granting or re-granting
- Debt reduction
- Scholarships or award ceremonies
- Fundraising activities or projects
- Tuition and scholarships
- College/University tuition or to fund universities, service organizations, foreign governments, or DC government agencies, including DC Public Schools or DC Public Charter Schools

For organizations and Business Improvement Districts (BIDs), if the total budget is higher than the maximum grant amount allowed for organizations or BIDs respectively, the organization/BID is required to show their financial commitment to fund the difference to complete the project. In-kind contributions of goods and services and other CAH or District of Columbia government funds may not be used to satisfy the matching requirement for organizational grant award recipients. CAH grant funds must be expended within CAH's Fiscal Year 2022 (FY 2022) (October 1, 2021 to September 30, 2022).

**INCLUSION, DIVERSITY, EQUITY, AND ACCESS (I.D.E.A.)**

CAH has placed increased focus on utilizing an Inclusion, Diversity, Equity and Access (I.D.E.A.) lens in its grantmaking, with the goal of creating a more equitable arts and humanities landscape in the District. In addition to detailed plans for its compliance with the Americans with Disabilities Act (ADA) (42 U.S.C. §§ 12101 et seq.), each applicant must demonstrate how its programming and services will be inclusive, diverse, equitable, and accessible throughout the District of Columbia, beyond participants with disabilities. Applicants should consider a broad definition of "accessibility" by addressing financial, geographic, demographic, cultural and developmental access. For more information, see the Americans with Disabilities Act section of these RFA guidelines (see page12). For 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.

### **I.D.E.A. DEFINITIONS**

Below are definitions used by CAH of each component of I.D.E.A. CAH encourages applicants to develop short- and long-term plans to ensure each of these components is realized in their processes and programs. CAH's goal for the arts and humanities community is to have a comprehensive and actionable plan in place by FY 2024. **Organizations in receipt of funding from CAH will be required to demonstrate their progress in all future interim and final reports beginning in FY 2022.**

#### **INCLUSION**

Inclusion authentically welcomes, and intentionally brings, traditionally excluded individuals and/or groups into processes, activities, and decision/policymaking in a way that shares power.

#### **DIVERSITY**

Diversity refers to the various backgrounds and races that comprise a community, nation, or other grouping. In many instances, the term diversity does not only acknowledge the existence of diversity of background, race, gender, religion, sexual orientation etc., but applies a recognition of the value of these differences. Diversity enriches policies and practices by bringing people of diverse backgrounds and experiences together to inform, shape, and enrich these policies and practices.

#### **EQUITY**

Equity is giving everyone what they need to be successful. Equity is different from treating everyone the same. Equity operates from the understanding that people and groups enter given situations from very different starting points. These starting points are often determined by certain social hierarchies such as race, class, gender, age, sexual identity etc. An equitable framework centers awareness of these hierarchies and creates systems that are actively anti-racist, anti-classist, anti-sexist, and anti-homophobic.

#### **ACCESS**

Access is defined in the broadest definition of the term as a means of ensuring individuals and/or groups are given financial, geographic, demographic, cultural, and developmental access to programming, services, and other opportunities.

### **TECHNICAL ASSISTANCE AND WORKSHOPS**

CAH public art staff is available to assist grant applicants through group or individual technical assistance. CAH staff will not write applications for applicants. CAH public art staff 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 emailing Alissa Maru: [Alissa.maru@dc.gov](mailto:Alissa.maru@dc.gov). Please note that CAH requests the applicant prepare and deliver (by e-mail or via the online grants portal) their full draft application proposal along with any questions in advance of scheduling a meeting for agency staff assistance.

CAH conducts free workshops for participants to learn useful information about the agency's funding opportunities and how to submit a grant application. All workshops are delivered virtually. Participants are strongly encouraged to attend. More information about the dates and times of these workshops may be found at [www.dcartz.dc.gov](http://www.dcartz.dc.gov) under [Grant Writing Assistance](#).

To schedule an individual technical assistance meeting to prepare your application, please contact Alissa Maru, Public Art Program Coordinator at CAH by Emailing [Aliss.Maru@dc.gov](mailto:Aliss.Maru@dc.gov)

### SUBMISSION PROCESS

1. Read the RFA guidelines (for the desired grant program) and determine eligibility
2. Visit CAH's [grant application portal](#) to sign up for an account or login to an existing account (also accessible at [dcarts.dc.gov/service/cah-grants](http://dcarts.dc.gov/service/cah-grants)).
3. Upon registration, applicants select the desired grant program(s)
4. Complete the application questions, budget, and budget narrative data
5. Upload required documents, supplementary material, and work samples
6. Double-check the application for thoroughness, clarity, and typographical errors
7. Submit the application by 11:59 PM ET on the grant program's deadline date
8. Ensure receipt of grant submission confirmation email (auto generated by the online portal) by the application deadline

CAH utilizes an online grant portal to receive grant applications. **All applications must be submitted online by 11:59 PM ET on Friday, July 16, 2021. A confirmation email generates automatically upon submission of the application. Technical issues or failure to receive a confirmation email should be immediately brought to the attention of CAH staff. Incomplete or late applications or applications that do not follow the instructions and guidelines are deemed ineligible for review and funding.** CAH does not accept mailed, emailed or hand-delivered copies of grant applications and/or the required attachments. CAH will accept reasonable accommodation requests from applicants with disabilities in advance of the application due date to assist them in submitting grant applications via mail, email, or hand-delivery. To request a reasonable accommodation, contact Travis Marcus at 202-724-5613 or [travis.marcus@dc.gov](mailto:travis.marcus@dc.gov) and await request approval.

#### **CAH's grant application process is competitive and subject to the availability of funds.**

Applicants may not request or receive funding for the same activities through more than one CAH program or grant category. 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 email confirming receipt of an applicant's submission does not guarantee an applicant's eligibility, and therefore review by the advisory review panel (see below, "Review Process"), or funding. CAH staff is not permitted to make corrections to applications on behalf of applicants. CAH staff reviews applications for completeness and contacts applicants for any incomplete documents within five (5) business days of the deadline. Applicants are then responsible for updating their application within five (5) business days of CAH's notification. Failure to do so will disqualify the application.

## APPLICATION REVIEW PROCESS

CAH selects individuals who are arts, humanities, subject matter experts, 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 the grant program, 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 contact PABC Grant Manager, Alissa Maru, at [Alissa.Maru@dc.gov](mailto:Alissa.Maru@dc.gov). To volunteer or nominate a person to serve as an advisory review panelist for a grant program, see CAH's [Call for Panelists](#).

## NOTIFICATION AND PAYMENT

CAH will notify applicants of this grant program as to the results of their application on or about October 1, 2021 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, 2021. 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.

**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, 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 2022 grant recipients with unmet reporting obligations regarding any CAH funding program as of close of business on Friday, October 15, 2021 are ineligible to receive additional awards from CAH.

Applicants will be notified of a decision via email on or about Friday, October 1, 2021.

Grant award amounts (i.e. budget) for each project may range from up to \$75,000 for individuals and to no more than \$125,000 for Organizations or \$150,000 for BIDs per the applicant category.

- The budget must include: all artist fees and costs associated with design, fabrication, installation, de-installation for temporary projects (including equipment rental and

storage space rental related to the project), insurance, permits, travel, transportation to the site, site preparation, documentation of the artwork, and applicable taxes.)

- All work must be completed by September 30, 2022.

Payments are made directly to the grant recipient. Principals and fiscal agents of any kind are prohibited. 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. Grant award payment disbursement(s) is subject to the availability of funds and the processing of required documentation.

### **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.

### **Interim Reports**

PABC Grant recipients will be required to submit the following interim reports:

- Dedication/exhibition event schedule and plaque layout and text (“Report #1”).
- Work progress photos at 50% fabrication (“Report #2”).
- Work photos at 100% installation, (“Report #3”).

### **Final Reports**

At the end of the grant period, the award recipient must submit a CAH Budget Form. All grant awardees are responsible for demonstrating and documenting expenditures for the full (100%) grant amount.

If the grant requires a cash match, award recipients must also demonstrate and document expenditures for 100% of the matched amount. Awardees who submitted proposals as individuals are not required to demonstrate matching funds. **Grant recipients who do not submit complete Final Reports are ineligible for further CAH funding.** [The Commission on Arts and Humanities Budget Form](#) can be retrieved from [www.dcartarts.dc.gov](http://www.dcartarts.dc.gov), click on the Grants tab and selecting “Managing Grant Award.”

### **Maintenance Report**

At the end of the grant period, the award recipient must submit a maintenance report that includes written instructions regarding the proper maintenance of the artwork and a complete list of all materials used.

### **De-Installation Reports (For temporary projects)**

As part of the installation plan, grant recipients of temporary projects must submit a de-installation timeline. As part of the final report, there must be a timeline for the de-installation. If the de-installation occurs during the grant period, the final report should include side by side photos of the site with and without the artwork as well as the de-installation dates for each installation. For de-installation that occurs beyond the grant period, a similar report is required to remain in good standing with CAH.

If the work is a temporary work on private property (including murals), the grantee must provide a written and signed letter/document from the site owner stipulating that the site owner will assume responsibility for removal or ongoing maintenance of the work.

Temporary projects must be removed at the conclusion of its lifespan at the cost grantee.

### **Submission of Reports**

Interim reports completed with supporting documentation must be submitted to the grants manager Alissa Maru at [Alissa.Maru@dc.gov](mailto:Alissa.Maru@dc.gov)

Final reports completed with supporting documentation must be submitted to the Grant Application Portal. Where applicable, grant recipients may access Report Forms and instructions through the [Managing Grant Awards](#) page on CAH's website.

**FY 2022 Grant recipients will be required to submit Final, Maintenance and De-installation Reports to CAH within 30 (thirty) days of the project completion or by close of business on Friday, October 15, 2022, whichever comes first.**

### **Project Modifications**

In general, grant recipients may make minor modifications to the fabrication or installation approach, materials, or other minor aspects of the project's objectives. However, the grant recipient must notify CAH in writing to obtain a written approval for those changes prior to the execution of their grant agreement. Modifications made after the execution of the grant agreement require review and approval prior to execution of proposed modifications.

CAH prohibits project scope changes to applications that have been approved by the Board of Commissioners. Project scope changes are defined as changes to a project's requirements, milestones, deliverables, documents and/or reports that alter the direction and purpose from the originally proposed scope.

### **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 must obtain a clean hands certification, in order to receive a grant award from CAH. This certification is required before any related grant disbursement may be made.**

Certification may be obtained by registering with the DC Office of Tax and Revenue using the following link: [My Tax DC](#).

### **Legal Compliance**

Federal and District of Columbia law requires all grant applicants to comply with all applicable laws and regulations that regard non-discrimination. The list of those laws and regulations include: Title VI of the Civil Rights Act of 1964 (which provides that grant recipients must take adequate steps to ensure that people with limited English proficiency receive the language assistance necessary to afford them meaningful access to grant-related programs, activities and services); Title VII of the Civil Rights Act of 1964 (P.L. 88-352) (which prohibits discrimination on the basis of race, color, or national origin); Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1686) (which prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794); the DC Human Rights Act of 1977; and the Americans with Disabilities Act of 1990 (42 U.S.C. §§12101 - 12213) (which prohibits discrimination on the basis of disabilities).

### **Americans with Disabilities Act**

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

### **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 CAH's funding of programs 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 Grants Management Division within the Office of the City Administrator). 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 by its staff, to assure compliance with all applicable District of Columbia's statutes, regulations, orders, and other requirements. This monitoring process may include site visits, evaluation of allowable costs, assessment of efforts to meet projected grant applicant benchmarks, providing proof of expenditures, etc.

All grant recipients are responsible for reporting their respective grant award(s) as income on federal and local tax returns (in accordance with applicable law) and are strongly encouraged to consult with a tax professional and the United States Internal Revenue Service.

## ANC APPROVAL AND COMMUNITY SUPPORT

**Prior to application submission:** All applicants must submit a letter of support from the local [Advisory Neighborhood Commission](#) (ANC) in which the proposed project will be installed. Specifically, applicants are required to:

- Obtain an ANC letter of support by requesting a hearing before the ANC to present and discuss the final designs of the proposed project to neighborhood stakeholders. Please note that due to COVID-related restrictions, monthly meetings are being held virtually.
- Promote public awareness to community members with the goal of inviting members of the public to attend the ANC meeting and soliciting input on the applicant's project. Applicant will distribute (electronic) flyers announcing the ANC meeting presentation date. Applicants are advised to communicate that funding for the proposed project is subject to a CAH grant award. Applicants can use their existing communication networks (newsletter distribution lists, community list serves, and social media) to inform the community about the project on the ANC agenda.

Following this presentation and upon ANC approval of the project, applicants are required to obtain a letter of support from the ANC. Applicants must submit a copy of that approval letter with their PABC grant application by the deadline. Applicants are advised to plan early and contact the ANC for their meeting schedule and procedures.

All applicants must also obtain and submit a list of signatures from residents and business owners in the community in which the proposed project will be installed, attesting to their support of the project. CAH will accept signatures received through on-line polling and petition platforms. You can search on the internet for various on-line polling and petition platforms, some of which are free. A minimum of 25 community support signatures (75 signatures maximum) must be submitted with the applicant's PABC application.

## DISTRICT OF COLUMBIA PUBLIC SPACE AND PERMIT VERIFICATION

Public Space is defined as publicly owned property between the property lines on a street and includes, but is not limited to, the roadway, tree spaces, sidewalks, and alleys.

### Agency Project Review and Permit Verification

Applicants are required to obtain written permit verification to identify whether or not permits and approvals are needed to complete the proposed project from the following DC agencies and offices: DC Consumer and Regulatory Affairs (DCRA) regarding building and occupancy permits; DC Department of Transportation (DDOT), Public Space regarding public space permits.

Agency project review is needed to complete the proposed project from the following DC agencies and offices: DC Office of Planning (DCOP), Historical Preservation Office (HPO) for projects that might impact historic property or designated areas., and, DC Department of Recreation (DPR) for projects on DC Park and Recreation property.

All written permit verification and agency project review must be provided directly from the agencies mentioned above in a letter on agency letterhead addressed to CAH. If a permit is not required by the agencies listed above, a letter from the agency needs to state as such. The letter must be submitted with your grant application.

Applicants are encouraged to visit PropertyQuest DC to obtain information about the location of your project. This website identifies whether the address of your project is located within a historic district, affects a landmark, or owned by the District of Columbia and/or in public space. Visit <https://propertyquest.dc.gov/>. Enter the address to determine whether the address of your project will be impacted by these further approvals. However, you still must reach out to all of these entities to determine whether permits are necessary and other construction/installation requirements and permits.

When emailing these entities provide the address; plans/illustrations/narrative descriptions that explain exactly what is being proposed; a timeline to explain how long the artwork is going to remain in place; and detailed information about any ground disturbance that may be necessary (e.g. digging foundations for sculptural elements, paving or resurfacing treatments, etc.); or scaffolding and work done in public space to install the project.

Applicants are encouraged to plan early and contact the agencies below regarding their process and to obtain written verification. Applications without written permit verification will be deemed incomplete and considered ineligible.

#### **DC Consumer and Regulatory Affairs Contact**

To inquire about building and occupancy permits, please contact Jill Byrd at the DC Department of Consumer and Regulatory Affairs at [Jill.Byrd@dc.gov](mailto:Jill.Byrd@dc.gov) with a copy to [Alissa.Maru@dc.gov](mailto:Alissa.Maru@dc.gov) . Please submit your request thirty (30) days prior to the grant application deadline.

#### **Department of Transportation, Public Space Contact**

Sites that are deemed public space require a presentation before the Public Space Committee by the applicant regarding their proposal. Applicants must obtain approval from the Public Space Committee. Sites that are not deemed public space must have a letter from DDOT stating a permit would not be required. For more information on public space and public space committee meetings please visit [www.ddot.dc.gov](http://www.ddot.dc.gov).

To inquire about the public space status of your potential site, please contact Stephen Varga at the DC Department of Transportation at [Stephen.Varga@dc.gov](mailto:Stephen.Varga@dc.gov) with a copy to [Alissa.Maru@dc.gov](mailto:Alissa.Maru@dc.gov) . Please submit your request at least two (2) weeks prior to the grant application deadline.

#### **Office of Planning Historical Preservation Contact**

To inquire about the historic preservation status of your potential site, please contact Andrew Lewis at the DC Historic Preservation Office at [Andrew.Lewis@dc.gov](mailto:Andrew.Lewis@dc.gov) with a copy to [Alissa.Maru@dc.gov](mailto:Alissa.Maru@dc.gov) . The timeframe for review is generally 30 (thirty) days from the date of receipt. Applicants are encouraged to submit review requests up to 45 (forty-five) days prior to the grant application deadline.

#### **Department of Park and Recreation**

If the anticipated project is on Department of Recreation (DPR) property, please contact [Tanya.Myers@dc.gov](mailto:Tanya.Myers@dc.gov) with a copy to [Alissa.Maru@dc.gov](mailto:Alissa.Maru@dc.gov) . Please submit your request and supporting information noted above at least thirty (30) days prior to the grant application deadline. ANC awareness and/or approval is necessary before DPR can review the proposal.

### CAH STAFF CONTACT

For more information regarding CAH's grant programs, or clarification about accessibility requirements, work sample submissions and grant making processes, or to request a group workshop, schedule individual technical assistance or ask specific Public Art Building Communities grant related questions please contact PABC Grant Manager, Alissa Maru, at [Alissa.Maru@dc.gov](mailto:Alissa.Maru@dc.gov).

## APPLICATION REVIEW CRITERIA

All PABC applications are scored according to the following four categories:

### **Artistic Content and Capability 40%**

- The proposed artwork exhibits high quality workmanship, innovation, and creativity supported by the written concept. (10 points)
- The applicant's work samples demonstrate high standards of artistic excellence, high quality workmanship, innovation, and creativity within the chosen discipline(s) (10 points)
- Proposed artwork takes into consideration the dynamics of the site and provides aesthetic quality through innovation and thoughtful design as demonstrated through a scale-model depiction of the proposed artwork at the site. (10 points)
- Applicant has experience with site-specific public art projects and uses personnel with demonstrated arts expertise (such as arts administrators, professional installation artists) to plan and implement artistic content. (10 points)

### **Capacity, Budget, and Sustainability 30%**

- The proposed project goals, production/installation schedule are feasible. The applicant is equipped with art making expertise and/or managing a visual arts installation project and demonstrates a capacity to successfully manage the workflow and funds with financial monitoring systems in place throughout the funding period of the project. (10 points)
- The applicant's budget information is detailed, credible, feasible, directly relates to the grant request, and is reasonable to support the project's overall scope and implementation. Organizations who apply must demonstrate both the ability to financially support and contribute to the project's completion and a commitment by its board of directors to support the proposed project.] (10 points).
- The project materials and installation techniques are of industry standard and uses materials that are sustainable and require minimal maintenance. (10 points)

### **Community Engagement and Impact 15%**

Keeping current social distancing restrictions in mind, pieces or projects that require interaction should include explanations on how health and safety requirements will be designed and implemented in both a COVID and non-COVID environment.

- The applicant shows evidence of intentionality in engaging the community where the project will be sited for a work that reflects the community and enhances the aesthetic quality of the proposed site (5 points)
- Applicant demonstrates sensitivity to the cultural, ethnic, and economic background of the neighborhood where the project will be installed. (5 points)
- Applicant demonstrates how the meaning, content, and themes of the artwork impacts the intended audience with consideration of culture, age, physical ability, languages spoken, or environment. (5 points)

### **Opportunity and Equity 15%**

- The project provides shared learning opportunities that facilitate a greater participation in public art, represents the community and aims to promote a welcoming and inclusive environment. (5 points)

- The work and/or its ancillary programming shows evidence of intentionality in the planning and implementation that engages a diverse audience based on culture, age, physical ability, or languages spoken (5 points)
- Project location(s) and/or presentation(s) are accessible (5 points)

## APPLICATION CHECKLIST

In order to submit an application:

- Ensure that you or your organization meets all eligibility requirements listed in this RFA.
- Complete all required questions in the online application; and
- Attach the following mandatory documents to the online application:  
(forms available at <https://dcarts.dc.gov/page/managing-grant-awards>)

### Mandatory Documents

- **Renderings.** The proposed art in the form of detailed scale renderings, drawings/sketches, models and/or other documents in order to present a meaningful representation of the proposed artwork including five (5) different perspectives: day perspective, night perspective, and artwork superimposed (to scale) within the proposed site location from two (2) different views/angles.
- **Digital images of the proposed project site** including four (4) different perspectives: site plan of the proposed site, aerial or site map of the immediate proposed site area and from two (2) different views/angles.
- **Résumé(s) of key personnel involved in the project**, including the artistic director and/or executive director (for organizations and BIDs), up to two pages each. Bios are unacceptable.
- **Work sample(s)** Submit ten (10) digital images of at least five (5) different works
  - See Addendum A for more information on Work Sample Requirements. Flyers and brochures are NOT considered work samples
  - If the applicant is not the artist for the proposed project, then applicant must provide lead artist work samples (and Image Identification List)
- **Support Materials:** up to six (6) items of additional material, e.g., newspaper articles, reviews, letters of support from community stakeholders, related activities or programs, brochures, etc.
- **Image Identification List** of applicant and lead artist work samples (if applicable).
- **Site owner contact** information (including physical address, phone number and email address) that provides support of project, authorization to install proposed artwork onto the projected site and terms of maintenance for the duration of the installation.
- **Permit verification** from the DC Consumer and Regulatory Affairs, Department of Transportation, Public Space and the Office of Planning Historical Preservation, Department of Recreation (if applicable) identifying the types of permits and approvals needed to complete the proposed project. All agency letters must be on letterhead of the agency- emails are not eligible.
- **Community outreach** flyer(s) demonstrating notification of businesses and residents of your project's presence on the upcoming Advisory Neighborhood Committee (ANC) Meeting agenda.
- **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.
- **Community Support Signatures**
  - Upload a list of signatures from residents and business owners who are in support of the proposed project. (Minimum: 25, Maximum: 75)
- **Potential contractor bids.** If not applicable, upload a blank document with "N/A"

- **Equipment estimates.** Submit up to three (3) estimates for equipment purchases (not to exceed \$500 per item); and/or rentals (the not to exceed \$500 per item does not apply to equipment rentals); If not applicable, upload a blank document with “N/A”
  - All sculptural works are required to submit fabrication and installation contractor bids as well as for equipment estimates relating to fabrication and installations.
- **Letter of intent to purchase equipment.** Upload a letter detailing the specifics of the equipment’s use after the project is completed (for equipment purchases that have a life spanning more than two years only)
- **Architectural sketches.** If not applicable, upload a blank document with “N/A”
- **Artwork Relationship and Copyrights Warranty Form**
- **DC Office of the City Administrator (OCA) Compliance Documents** (templates and instructions are available at: <http://dcarts.dc.gov/page/managing-grant-awards>):
  - **Statement of Certification** (signed at the time of application);
  - **List of Insurance Carriers Form**
  - **Certificate of Clean Hands** (dated no more than 30 days prior to the deadline).
  - **IRS Form W-9** Note: 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 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.

**Optional Documents for Individuals to Upload:**

- **Individual Demographic Overview Form**

**Additional Mandatory Documents to Upload (Organizations and BIDs only):**

- **Lead artist work samples and Image Identification List.** Five (5) digital images of at least five (5) different works and for each image include the artist’s name, artwork title, medium, size and the year the work was completed. Digital images of the work sample must be numbered to correspond with the Image Identification List.
- **Artwork Relationship and Copyrights Warranty Form**  
Organizations/BIDs are required to upload a statement from the Artist providing approval for use of their design in the Organization/BID’s application.
- **IRS Letter of Determination**
- **DC Tax Certificate of Incorporation**
- **Organizational chart** (Limit-one-page)
- **Federal and DC Funding Form** (required of organizations applying to PABC: NCAC)
- **Organizational Demographics Overview Form**
- **List of current Board of Directors** with officers, occupations, and term limits
- **Letter from the Board of Directors** with support of the project
- **Current Annual Organizational Budget** with YTD income and expenses
- **Previous Fiscal Year Organizational Budget** with income and expenses
- **Current FY Balance Sheet.** Upload a balance sheet with most recent financial quarter information
- **IRS Form 990** (Fiscal Year 2020 or most recently completed fiscal year)
- **Equal Employment Opportunity (EEO) Policy Statement** (if applicable, for projects that have total project budget exceeding \$100,000)
- **Data Universal Numbering System (DUNS):** Numbers are free to obtain; however, the process can take up to thirty (30) days

- **ARIBA Network Number**

**Optional Documents for Organizations to Upload:**

- **Organization Demographic Overview Form**

All forms can be found at the Managing Grant Awards page found [here](#).

Documents must be uploaded as PDFs through CAH's online grant portal prior to the application deadline. Incomplete or late applications or applications that do not follow the instructions and guidelines may be deemed ineligible for review and funding.

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

## ADDENDUM A: WORK SAMPLES AND SUPPORT MATERIALS

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

Arts and humanities content and/or merit is one of several criteria on which an application is reviewed. Other criteria include: District Impact and Engagement, Financial Capacity, Management and Sustainability, and others as dictated within the program guidelines and review criteria.

The arts content and merit are primarily demonstrated to the advisory review panel through the applicant's:

**Section 1 - Work sample(s)**

**Section 2 - Support material(s)**

**Section 3 - Résumé(s) of key personnel**

**Section 4 - General Suggestions from CAH staff (see below)**

The work sample carries significant weight because it must contain the clearest depiction of the applicant's best work(s) of art. All applicants must submit work samples of public or demonstration of content of services provided from public artists.

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

### **Section 1 - Work Samples**

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

The guidelines on what to submit within a work sample submission depend on the grant application. Applicants must adhere to the work sample requirements below in order to be eligible for consideration.

Work samples must be no more than four (4) years old from the date of submission. Submitting older work samples will render the application ineligible for funding consideration.

### **Section 2 - Support Materials**

Support materials are documents that strengthen the application and provide additional information that directly relate to the grant request. Support materials do not replace a work sample. It does, however, reinforce the quality of the applicant's arts and humanities disciplines.

Examples of support material include:

- Exhibition reviews
- Letters of recommendation
- Certificates, commendations, or awards
- Assessments or work evaluation

### **Section 3 - Resumes of Key Personnel**

Advisory review panelists may determine the capacity and sustainability of the proposed project by reviewing the résumés of the key artists, administrators, and facilitators involved in the grant activity.

### **Section 4 - General Work Sample Suggestions from CAH Staff**

When creating and preparing work samples, support materials and résumés, CAH recommends that applicants consider the following:

- Applicant should test the functionality of viewing their 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, contact CAH with ample time to address the issue prior to the application deadline.
- Select recent, high quality samples that relate as directly as possible to the application.
- Upload pictures as JPG files (less than 20MB) with a minimum resolution of 72 dpi.
- Exceeding the recommended number of work samples in an application may weaken the application.
- Carefully chosen work samples (pictures, renderings, etc.) tend to make the greatest impact and create a strong artistic impression.
- Advisory review panelists must review a work sample from all applicants. However, a review of all work samples of the same application is not compulsory for panelists.
- Label each work sample or document so that panelists can easily identify it.
- For project-based grants, such as PABC, including samples of similar completed projects help to illustrate the applicant's ability to execute the proposed project.
- Application materials should demonstrate the skill level of the artist(s) involved in the creation of artwork.

#### **For online materials and website:**

- A website is not a sufficient work sample. Only submit a website link 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 (hyperlinks).
- Ensure that the website links or online materials are functional and accessible through, at minimum, September 30, 2022 (the grant funding period). 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.

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