



DC COMMISSION ON THE ARTS & HUMANITIES

**FY 2022 MURALSDC
GRAFFITI AND AEROSOL MURAL ARTISTS
REQUEST FOR QUALIFICATIONS**

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

Award amounts vary \$10,000 - \$25,000.

Prospective applicants should read through these guidelines in their entirety prior to submitting an application.

RFQ Release: Friday | April 15, 2022
Submission Deadline: Thursday | May 26, 2022, 11:59pm
Finalist Notification: On or around June 2022

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

Staff Contact: Deirdre Darden, Public Art Coordinator, deirdre.darden@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
Commission on the Arts and Humanities
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Table of Contents

OVERVIEW	3
GRANT PROGRAM GOALS	3
TECHNICAL ASSISTANCE AND WORKSHOPS	4
GRANT APPLICATION PROCESS	5
APPLICATION REVIEW PROCESS	6
SUCCESSFUL APPLICATIONS	8
NOTIFICATION AND PAYMENT	8
CONDITIONS OF FUNDING AND GRANT RESCINDMENT	9
INCLUSION, DIVERSITY, EQUITY, AND ACCESS (I.D.E.A.)	10
I.D.E.A. DEFINITIONS	10
RISK MANAGEMENT AND PERFORMANCE MONITORING	11
CONTACT INFORMATION	122
APPLICATION CHECKLIST	13

FY22 MuralsDC GRANT PROGRAM

Applicants may submit one (1) MuralsDC application per fiscal year

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.

The MuralsDC program was established to beautify neighborhoods and communities in the District of Columbia with artistic works. This initiative also aims to:

- 1- Positively demonstrate the culture and techniques of graffiti art to District youth and others,
- 2-Promote respect for public and private property, and
- 3-Heighten community awareness.

There are over 150 MuralsDC projects across all eight wards of the District of Columbia.

FY2022 MuralsDC is the 15th Anniversary of the MuralsDC initiative. To celebrate this milestone CAH and DPW are seeking bold and new, next-level designs from artists across mediums that use traditional aerosol graffiti in their practice. Muralists must demonstrate experience executing large-scale exterior murals. Designs with content that promotes Love, Peace, Hope, Harmony, Unity, Thought, Change, and Beauty are encouraged. This application is open to local, national and international artists.

GRANT PROGRAM GOALS

- Promotion of graffiti art
- Neighborhood enhancement and beautification
- Community pride
- Educate and share culture through art
- Matching artists with available public space to showcase their work

GRANT ELIGIBILITY AND RESTRICTIONS

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](#)
- 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

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
- Housing costs for international muralists or those outside of a 50-mile radius of the District of Columbia.

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)

TECHNICAL ASSISTANCE AND WORKSHOPS

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.

Dates: Tuesday, April 26, 3pm – 4pm, Wednesday May 11 10am – 11am

To schedule an individual technical assistance meeting, please contact Deirdre Darden, Public Art Coordinator, deirdre.darden@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
 - 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.

GRANT APPLICATION PROCESS

Review the MuralsDC guidelines and ensure eligibility.

1. Go to [Apply for Grants](#) and select [Grant Application Portal](#) to register as user. (Note: For previous applicants to reset a user password, select “Forgot your password?”)
2. Upon registration, select "My Open Applications." Then click on "New Application" on the right side of the screen and choose the desired grant program from the list.
3. Complete the application's narrative questions and data sections.
4. Upload required documents, supplementary material, and work samples
5. Double-check the application for accuracy, clarity, and typographical errors
6. Submit the application by 11:59 PM ET on the grant program’s deadline date
7. 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, April 23, 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 travis.marcus@dc.gov and await request approval.

Applicants are fully responsible for the content of their application materials. An automated confirmation of an applicant's submission does not guarantee an applicant's eligibility, and therefore review by the advisory review panel (see below, "Review Process"). CAH staff is not permitted to make corrections to applications on behalf of applicants.

APPLICATION REVIEW PROCESS

CAH selects individuals who are arts, humanities and/or business professionals, with subject matter expertise and 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, 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 considers 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 of 1965, as amended (P.L; 89-209, 20 U.S.C. 951 *et seq*). For more information regarding the grant review process, please contact Deirdre Darden, Public Art Coordinator, deirdre.darden@dc.gov.

APPLICATION REVIEW AND SELECTION CRITERIA

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 sample.
- 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 13, 2022.
- The mural painting period will run from June- September 2022.

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.

QUALIFICATIONS REVIEW CRITERIA

Artistic Content – 50 %

Work samples are critical to each application and are carefully considered during application review. Work Sample(s) and Image Identification List are important for evaluation. Individual Artist - Submit digital images of up to five (5) and Artist teams up to ten (10) different digital images of different works.

- The applicant's work samples, and support materials demonstrate high standards of artistic excellence as an exterior, large scale muralists demonstrating high quality, innovation, and creativity (15 points).
- Applicant has experience with site-specific, large-scale exterior murals to plan and implement artistic content. The Artist's portfolio of work is feasible for this project (15 points).
- Artist(s) demonstrate the ability to translate artistic discipline to project goals (20 points).

Previous Experience/Management + Sustainability 30%:

[The panel may determine the capacity and sustainability of the proposed project by reviewing the résumé/s of the applicant and support materials (if a team, each artist part of that team).]

- The described project, goals and schedule of planned activities are feasible. The applicant is equipped with art making expertise or managing a visual arts project and demonstrates a capacity to successfully manage the workflow of the project from implementation to completion. (10 Points)
- The applicant demonstrates the capacity to manage funds for the project and has appropriate financial monitoring systems in place (throughout the funding period). (10 Points)
- The applicant has prior experience in producing or managing similar public art projects. (10 Points)

Community Engagement and Impact – 10%

- Applicant demonstrates sensitivity to the cultural, ethnic, and economic, background of the participants and the residents of the District of Columbia through substantive experience working with community representatives and stakeholders (5 points).
- Applicant demonstrates in previous projects 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 – 10%

- The applicant previous works demonstrates 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 applicant demonstrates from previous work evidence of intentionality engaging a diverse audience based on culture, age, physical ability, or languages spoken in planning and implementation (5 points).

AWARD PROCESS

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.
- Finalists and other applicants will be notified of decisions.

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.

SUCCESSFUL APPLICATIONS

- Submit all required documents.
- Previous work samples illustrate artistic excellence in large-scale exterior mural, youth engagement, and community-based projects.
- Consider how the applicant's qualifications connect to the project goals.

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 on or about Friday, May 21, 2022.

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 13, 2022.

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.

CONDITIONS OF FUNDING AND GRANT RESCINDMENT

CAH reserves the right to rescind any and all grant awards for non-compliance with CAH's RFQ guidelines, policies, or regulations, at any time. Fiscal Year 2022 grantees with unmet reporting obligations regarding previous CAH funding programs as of close of business on Friday, October 15, 2021, are ineligible to receive additional awards from CAH.

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 material 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 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 to 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 funded project.

Citywide Clean Hands (CCH)

All grant award recipients must obtain a "Citywide Clean Hands Certification," from the District of Columbia's Office of Tax and Revenue at the time of application and prior to any grant award disbursement throughout the grant period. The CCH website application supports the "Clean Hands" Mandate (D. C. Code § 47-2862), which stipulates those individuals and businesses are to be denied District goods or services if there is a debt owed to the District of Columbia of more than one hundred dollars (\$100.00) for fees, fines, taxes, or penalties. Applicants may visit the following site to obtain more information: <https://ocfocleanhands.dc.gov/cch/>.

Legal Compliance

Federal and District of Columbia law requires all grant applicants to comply with all applicable laws and regulations that regard non-discrimination. The list of those laws and regulations include:

- Title VI of the Civil Rights Act of 1964 (which provides that grantees 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 based on 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 based on 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 grantees 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.

COVID-19 Compliance

The grantee(s) selected in response to this Request for Applications is/are required to comply with [Mayor's Order 2021-099, COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees](#), dated August 10, 2021, and all substantially similar vaccine requirements including any modifications to this Order, unless and until they are rescinded or superseded.

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 page 11). 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.

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](#) managed by the Office of the City Administrator, Grants Management Division. 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 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 grantees 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.

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.

Federal and Local Tax Reporting

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.

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.](#)

Application Deadline

All materials must be received by Monday, May 26, 2022, at 11:59 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. To request a reasonable accommodation, contact CAH and await request approval.
- Incomplete or late applications will not be considered or reviewed.

CONTACT INFORMATION

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 Deirdre Darden, Public Art Coordinator, deirdre.darden@dc.gov .

2022 MURALS DC SCHEDULE

April 15, 2022	Call for Graffiti Mural Artists Issued
May 26, 2022 (11:59 PM EDT)	Graffiti Mural Artists Deadline
June 9, 2022	Application Review Roster /Semi-Finalist Selection Panel
On or by June 30, 2022	Final Artist Selections and Notifications
July 2022	Site and Artist Assignments
July 2022	Mural Concept Design Discussion and Approvals
July 15, 2022	Final Approval of Mural Designs

July 18 – September 2022	Painting and Installation of Murals
September 1-13, 2022	Mural Completion Inspections

APPLICATION CHECKLIST

The following application documents are mandatory for all submissions:

Note: 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.

1. Current Résumé(s)/CVs:

- Up to two (2) pages demonstrating artist’s experience of community engagement, previous experience creating large scale work, and showing a history of artistic merit demonstrated in a strong portfolio of past work.

2. **Artist Statement** that describes your (or Artist Team’s) understanding of the project, experience with large-scale exterior mural work (maximum of 500 words). Include discussion about one (1) – two (2) completed projects that demonstrate relevant experience.

3. **Five (5) images of previous relevant mural artwork** for individual artists, **Artist Teams 10** Images of previous relevant mural artwork submitted as high-quality JPG files. Image files are uploaded to the Media Viewer on the application portal.

- Do not use gifs, tiffs, or other image formats.
- If an Artist Team, samples of artist teams’ work must be submitted identifying their samples.
- Please do not embed images into PowerPoint or PDF documents.

4. **Image Identification List** of previous public artwork corresponding to the submitted images within application.

- If an Artist Team, please differentiate to clearly define artist/s’ work samples.
- Please provide project budget for work samples

1. Identification List Example:

- Artist Name
- Title, Date
- Medium
- Size - Dimensions
- Location
- Project Budget
- Role on project

- Each team member must clearly identify their individual mural contributions on partnership murals by detailing their specific contributions on the annotated image list.

5. Support materials include:

[Support materials strengthen the application and provide additional information that directly relate to the grant request. Support materials cri. However, they do reinforce the quality of the applicant's artistic ability, and past community inclusion]

- News articles and/or Media coverage
- Videos
- Exhibition reviews
- Letters of recommendation/support
- Certificates or award
- Online materials and websites

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, 2022 (program term). A non-working 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.

6. Professional References & Letters of Support/Recommendation:

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

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

- <https://dcarts.dc.gov/node/408702>
- **Certificate of Clean Hands** dated within 30 days of application Non-DC Residents are required to obtain a Clean Hands Certificate. Create an account at My Tax DC to fulfil the request
- **IRS Form W-9 (version Oct-2018)** for the applicant dated and signed within 30 days of application
- **Signed IRS W8-BEN Form** (International Applicants Only)
- **Statement of Certification** signed and dated at the time of application
- **List of Insurance Carriers Form**
- **Individual Demographic Overview 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.

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

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.
- Use the Help/Support button in the grants portal for technical issues with the site with ample time to address the issue prior to the application deadline.
- Select recent, high-quality samples that showcase aerosol mural artwork.
- 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).

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