



# **Request for Qualifications**

## **FY 2018 MuralsDC**

### **Graffiti and Aerosol Mural Artists**



**Applicants may submit one (1) MuralsDC RFQ application per year**

**Submission Deadline: Friday, April 13, 2018, 4:00 PM EDT**

Government of the District of Columbia  
Commission on the Arts and Humanities  
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Washington, DC 20003

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**NOTICE:** Applicants must read the entire Request for Qualifications (RFQ) prior to submitting an application for this program. For questions or additional information, please contact the Commission on the Arts and Humanities (CAH). Applicants may submit one (1) RFQ application per year.

## **Request for Qualifications**

### **FY 2018 MuralsDC Graffiti and Aerosol Mural Artists**

**Release Date:** Friday, March 9, 2018  
**Submission Deadline:** **Friday, April 13, 2018 at 4:00 PM EDT**  
**Award Amount:** \$8,000 - \$16,000, variable

## **Introduction**

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The DC Commission on the Arts and Humanities (CAH), in partnership with the DC Department of Public Works (DPW), seeks graffiti and aerosol mural artists and artist teams to design, create and install aerosol murals as part of the MuralsDC program. Selected artists will be required to work with youth interested in graffiti art (ages 14-18) by introducing and refining each student's artistic skill in the discipline of graffiti style sketch work and aerosol mural painting.

The MuralsDC program was established to replace illegal graffiti with artistic works, revitalize sites within communities in the District of Columbia, and to teach young people the art of aerosol painting. This initiative aims to positively engage the District's youth by teaching proper professional art techniques, providing supplies, and a legal means to practice and perform artistic skills in a way that promotes respect for public and private property and community awareness. There are currently more than seventy (70) MuralsDC projects across all eight wards of the District of Columbia.

## **MuralsDC Goals**

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

## **Applicant Eligibility and Restrictions**

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

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

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

Artist Teams must consist of only two (2) members, with both members 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) members;
- Organizations established as 501(c)(3) and 501(c)(6) as identified by the US Internal Revenue Service code for tax extended organizations;
- Individuals and organizations that require “fiscal agents” and 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; and
- For profit (commercial) businesses, ventures or joint ventures.

**Allowable Costs and Funding Restrictions**

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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:**

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- Artist and Design Fees (no more than twenty percent [20%] of the project budget)
- Project-related materials
- General Liability Insurance
- Shipping
- Fabrication and installation services
- Equipment Rentals and Permits
- Travel, accommodations and transportation directly related to project implementation
- Copyright registration

#### **Examples of Unallowable Costs:**

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

#### **Inclusion, Diversity, Equity, and Access**

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In addition to detailed plans for the Americans with Disabilities Act (ADA) compliance, applicants should past work examples that are, or plans for a selected MuralsDC project to be, inclusive, diverse, equitable and accessible throughout DC beyond participants with disabilities. Successful applications consider the broader definition of accessibility by addressing financial, geographic, cultural and developmental access. For more information, see the Americans with Disabilities Act section on page 11, and the CAH Grants Glossary, located in the [Guide to Grants](#)

#### **Technical Assistance**

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MuralsDC program staff members at CAH are available to assist applicants through technical assistance. Staff members do not write applications for applicants. MuralsDC staff members are available to review draft applications for thirty (30) minute appointments, on government business days up to one (1) week prior to the grant application deadline. Applicants should contact CAH to schedule a meeting by calling 202-724-5613. Please note that CAH requests the

applicant prepare and deliver (by e-mail) their full **draft** application proposal along with any questions in advance of scheduling a meeting for assistance.

## **Application Process**

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Applicants may electronically save drafts (incomplete) applications and return to them for completion until the applicant submits it before the deadline. The date and time of the application deadline is firm and CAH does not accept late applications. Following are the steps for application submission:

**Step 1:** Review the *MuralsDC* Call and ensure eligibility.

**Step 2:** Visit [www.dcartarts.dc.gov](http://www.dcartarts.dc.gov) and navigate to the “Grants” menu and select the “Grant Application Portal” to register using the “Sign Up today” link. Once registered, select My Open Applications and click on “New Application” on the right side of the screen.

**Step 3:** Select *MuralsDC* Program from the program list.

**Step 4:** Answer the Eligibility Questionnaire at the bottom of the page then click “save” and continue to enter the application.

### **Step 5: Work Samples and Uploads Tab**

- Find the Media Viewer section of your application to upload ten (10) to twenty (20) images of previous artwork. (Disregard the general instructions provided by the grant application portal).
- Click on the button “Select or Upload Media Files to Attach.”
- The Media Viewer is a popup window to upload your new images to your application.
- Upload each image by using the orange “Upload New Media File” button on the popup window of the Media Viewer.
- Please fill in the “Description” section for each file when uploading. This section provides a file name for the image within the Media Viewer. If you do not designate a description for the image it will be uploaded only as “File”. It is recommended to provide a description with Title, Year, Medium.
- Once all images are uploaded to the Media Viewer, click on the “File Name” on the left next to each image within the list. Your image will be added to the main application page. If you do not see the image on the main page it has not been successfully uploaded.

**Step 6:** Upload mandatory and supplementary documents in the Document Viewer:

- a. Application Form
- b. Work Samples (ten [10] digital images for Artists / twenty [20] digital images for Teams)
- c. Annotated Image List
- d. Artist Bio and or Resume
- e. Two (2) Professional References
- f. Two (2) Letters of Support / Recommendation
- g. Signed W9 Form
  - ✓ International Artists, please upload blank “N/A” document
- h. Signed W8 BEN Form (International Artist Only)
  - ✓ USA-Resident Artists, please upload a blank “N/A” document
- i. Clean Hands Certificate
- j. Arrest and Conviction Statement Form
- k. List of Insurance Carrier(s) Form
- l. Artwork Relationship and Copyright Warranty Form

**Step 7:** Overview Tab: Enter Artist Information.

**Step 8:** Request Tab: Complete Applicant Profile.

**Step 9:** Final Review Tab: Review information for completion and click submit.

Any required documents that are missing or incomplete fields will prevent an application from being submitted. If there are documents that are not applicable to you, please upload a blank document that states “N/A” (For Example: A DC Artist would upload an “N/A” marked document to the Signed W8 BEN Form tab and an International Artist would upload a “N/A” marked document to the Signed W-9 tab).

### **Artist Selection Criteria**

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Artist selection will be based on artistic merit, community impact and managerial capability using the following evaluation criteria:

- High quality and reflection of graffiti or Hip-Hop aesthetic as demonstrated in submitted work samples;
- Adaptability to the collaborative process of mural design;
- Demonstrated knowledge of unique exterior murals;

- Ability to create a unique and engaging artwork appropriate in concept, materials and scale;
- Availability to complete work before September 30, 2018.

### **Artist Selection Process**

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

#### **Stage One:**

- The Artist Selection Panel reviews each applicant's work samples and materials in order to evaluate qualifications of the applicant.
- The panel will recommend up to 15 Semi-Finalists to be placed on the 2018 MuralsDC Artist Roster (of Qualified Artists).

#### **Stage Two:**

- MuralsDC staff will present the 2018 site owners with the 2018 MuralsDC Artist Roster.
- Site owners will review work samples from roster artists/artist team in order to select one artist/artist team that will design and install a site specific mural on their property.
- CAH will approve the site owner's selection of the preferred artist/artist team and ensure a match between artist and site owner.
- Upon CAH's approval, the artist/artist team, working with the site owner, develops a scope of work and project budget to reflect their design approach for the mural site.
- CAH will review and approve the artist/artist team's scope of work and budget.
- Selected artist/artist team will begin the community engagement and design phases of the program to arrive at a final design approved by the site owner and CAH.
- Lead artist ("Final Artist") will enter into grant agreement with the lead artist.

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.

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



## **Notification, Budget and Payment**

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Applicants will be notified of a roster decision via a conditional grant award email or letter of denial. Artist Roster Notifications will be sent to applicants on Wednesday, May 2, 2018.

The budget for each mural may range from \$8,000 to \$16,000.

- The mural budget must include: all artist fees and costs associated with design, fabrication, travel, transportation to the site, site preparation, insurance, permits, installation, graffiti protective coating, working with young people and documentation of the artwork.
- The overall project budget includes: design fees, artist fees, travel expenses, all materials and fabrication costs, shipping and transportation of materials to the site, mural site preparation, mural protective coating and any applicable taxes and/or insurance.
- Budget funds must be expended by 11:59 PM, September 30, 2018.

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

In collaboration with other District of Columbia government agencies, CAH processes the payment request of its grant recipients in a timely manner. CAH does not create or distribute payments through its offices or staff. To expedite its payment process, CAH advises grant recipients to register to receive direct deposit of its grant award, by completing an Automated Clearing House (ACH) Vendor Payment Enrollment Form. The ACH Form can be found on CAH's website at [Managing Grant Awards](#).

## **Conditions of Funding and Cancellations**

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

### **Cancellations**

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

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

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

## District of Columbia and Federal Compliance Requirements

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### Citywide Clean Hands

All applicants that are recommended for funding must obtain from the District of Columbia a Citywide Clean Hands Certification (CCH) in order to receive a grant award from CAH. **This certification is required before any related grant funding disbursement and CAH may request occasional updates from award recipients.** The CCH website application supports the Citywide "Clean Hands" Certification Mandate (D. C. Code § 47-2862) which stipulates that individuals and businesses are to be denied District goods or services if there is a debt owed to the District of Columbia of more than one hundred dollars (\$100.00) for fees, fines, taxes or penalties.

Applicants may visit the following sites to obtain more CCH information:

<https://ocfocleanhands.dc.gov/cch/> or <https://otr.cfo.dc.gov/page/clean-hands>.

### Legal Compliance

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

### Credit/Acknowledgment

Final Artist will enter into agreement requiring the inclusion of MuralsDC logo (or a credit line) in all of its 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

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All grant recipients are subject to risk assessments and monitoring requirements, as outlined in the District's [Citywide Grants Manual and Sourcebook](#) (which is primarily managed by the District's Office of Partnerships and Grant Services (OPGS)). CAH has established standards for grant recipients to ensure compliance with risk assessment monitoring, and those standards are discussed in greater detail in the applicants' grant agreements with CAH.

Activities funded by MuralsDC will be monitored and evaluated by its staff, to assure compliance with all applicable District of Columbia's statutes, regulations, orders and other requirements. This monitoring process may include site visits, an evaluation of allowable costs, as assessment of efforts to meet projected grant applicant benchmarks, providing proof of expenditures, etc.

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

## Site Selection

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

## 2018 MuralsDC Schedule

Date	Activity
March 9, 2018	Call for Graffiti Mural Artists Issued
April 13, 2018 (4:00 PM EDT)	Graffiti Mural Artists Deadline
Mid-April 2018	Application Review Roster /Semi-Finalist Selection Panel
May 2, 2018	Artist Roster Notifications Issued
Early – Mid May 2018	Final Artist Selections and Artist Notification
Late May – Mid June 2018	Site and Artist Assignments
June – July 2018	Mural Concept Design Discussion and Approvals
June – July 2018	Final Approval of Mural Designs
July – September 2018	Installation of Murals

### **Application Deadline**

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All materials must be received no later than **Friday, April 13, 2018 at 4:00 PM (EDT)**.

- Applications are only accepted from the online application portal.
- Incomplete or late applications will not be considered or reviewed.

### **CAH Staff Contact**

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For more information regarding the MuralsDC program, clarification about requirements, work sample submissions, the application processes or program specific questions can be referred to CAH Arts Program Coordinator Keona Pearson at [keona.pearson@dc.gov](mailto:keona.pearson@dc.gov) or 202-724-5613.

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## FY 2018 MuralsDC

### Application Checklist / Submission Requirements

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The following is a checklist for all mandatory and supplementary documents required to submit the MuralsDC application, which are in addition to the required narrative questions within the online application. Documents must be uploaded as PDFs through CAH's online grant portal prior to the application deadline. Visit [www.dcartz.dc.gov](http://www.dcartz.dc.gov), click on the grants tab, select "Managing Grant Award" to obtain the OPGS Compliance Documents.

#### Mandatory Documents:

1. **Application Form**
2. **Work sample(s):**
  - a. Artists may submit ten (10) digital images of at least five (5) different works;
  - b. Artist teams submit (20) digital images. Ten (10) images per artist of at least five (5) different works;

***Flyers and brochures are NOT considered work samples.***
3. **Annotated Image List:**
  - a. A printed sheet of information with artist's name, contact information, artwork titles, mediums, date of artworks, sizes and the corresponding image numbers in same order of the submitted work samples.
  - b. Each team member must clearly identify their individual mural contributions on partnership murals by detailing their specific contributions on the annotated image list.
4. **Artist Biography or Résumé(s)/CVs:** Up to two (2) pages each; demonstrating artist's experience of instructing and engaging youth;
5. **Professional References:** Include two (2) professional references that lists names, addresses, phone number and email address;
6. **Letters of Support/Recommendation:** Include two (2) letters of support/recommendation. (One (1) page maximum per letter, per person);
7. **Signed IRS W-9 Form** (Request for Taxpayer Identification Number and Certificate);
8. **Signed IRS W8-BEN Form** (International Applicants Only)
9. **DC Office of Partnerships and Grants (OPGS) compliance documents** (templates and instructions are available at: <http://dcarts.dc.gov/page/managing-grant-awards>):
  - a. **Certificate of Clean Hands (Internationally-based Artists, please contact CAH for more information and upload a document noting "International Applicant")**
  - b. **Arrest and Conviction Statement Form**
  - c. **List of Insurance Carriers Form**
  - d. **Artwork Relationship and Copyrights Warranty Form**

## **ADDENDUM A: Work Samples and Supplementary Materials**

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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. Arts and humanities content and/or merit is primarily demonstrated to the review panel through the applicant's:

- 1. Section 1 - Work sample(s)**
- 2. Section 2 - Support material(s)**
- 3. Section 3 - Résumé(s) of key personnel**
- 4. Section 4 - General Suggestions from CAH staff (see below)**

Of these, the work sample carries significant weight because it must contain the clearest depiction of the applicant's best work(s) of graffiti and aerosol mural art. All applicants must submit mural arts work samples.

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

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

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

Applicants must adhere to the work sample requirements below in order to be eligible for consideration.

Work Sample(s) and Image Identification List	
	Artist - Submit digital images of up to ten (10) different works.
	Artist team – Submit up to twenty (20) digital images of different works.
	Applicants must create an image identification list of the images uploaded and should arrange the list in the order of viewing preference. Title the page with the words “Image Identification List” and the applicant’s name. For each image, include the artist’s name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.

## **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.** However, they do reinforce the quality of the applicant’s artistic ability.

Examples of support material include:

- Letters of recommendation/support
- Certificates or award

## **Section 3 - Artist Bio/Résumés/CVs**

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

## **Section 4 - General Suggestions to support your application**

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

- Test the functionality of viewing (or playing, in the case of video) 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 to the application as possible.
- 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, videos, etc.) tend to make the greatest impact and create a strong artistic impression.
- Advisory review panelists must review a work sample from 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.
- Including samples of similar projects completed, help to illustrate the applicant's ability to execute a mural.
- Application materials should demonstrate the skill level of the involved artist(s).

**For video submission:**

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

**For online materials and website:**

- A website is not a sufficient work sample. Only submit a website that is an essential part of show casing the 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, 2018 (program term). An inoperative link to a website containing your work sample will negatively affect the application. CAH is not responsible for any material outside of the online grants portal.

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