



DC COMMISSION ON THE ARTS & HUMANITIES

FY 2022 RELIEF AND RECOVERY FUND (CAH-RRFi) GRANT PROGRAM: INDIVIDUALS

REQUEST FOR APPLICATIONS

The DC Commission on the Arts and Humanities (CAH) is soliciting applications from qualified individual artists and humanities practitioners for its Fiscal Year 2022 Relief and Recovery Fund (CAH-RRFi) grant program.

RFA Release: Monday | May 16, 2022 | 4:00pm

Submission Deadline: Friday June 17, 2022 | 10:00 pm

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

Prospective applicants should read through this Request for Applications (RFA) in its entirety before submitting an application.

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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 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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REQUEST FOR APPLICATIONS

The DC Commission on the Arts and Humanities (CAH) is soliciting applications from qualified individual artists and humanities practitioners for its Fiscal Year 2022 Relief and Recovery Fund (CAH-RRF) grant program.

Applicants may submit one (1) CAH-RRF grant application per fiscal year cycle.

OVERVIEW

DC Commission on the Arts and Humanities (CAH) is committed to supporting individual artists and humanities practitioners living in the District of Columbia and realizes that the path to financial recovery from the COVID 19 pandemic is a gradual one. CAH releases its CAH-RRF opportunity in recognition of the ongoing support that is needed to help the community rebound and thrive again.

Award amounts to eligible individuals are dependent on the total number of eligible applications received by the published deadline.

GRANT PROGRAM GOAL

These funds will be disbursed through one-time grants with the intention of helping sustain individual artists and humanities practitioners whose projects and livelihoods have been adversely impacted by COVID-19.

ELIGIBILITY REQUIREMENTS

Eligible applicants must be individual artists or humanities practitioners who are DC residents and whose core work must contribute to the arts and/or humanities landscape of the city. Applicants must be able to demonstrate that their work has been significantly impacted by COVID-19, and as a result, they have lost income used to sustain themselves and their work. Artists and humanities practitioners who have begun to recover from the impacts of the pandemic and who are beginning to generate artistic/humanities content, are also encouraged to apply.

Prior to submitting applications, individual applicants must meet all of the following eligibility requirements:

- Be legal District of Columbia residents for at least one (1) year prior to the application deadline and must maintain residency during the entire grant period (proof of residency is required).
- Be artists, arts professionals and/or humanities practitioners (e.g., presenters, producers and educators), aged 18 or older.

- Have a permanent District of Columbia address, as listed on government issued identification or tax returns. Post office boxes may not be used as a primary address.
- If an applicant is a current or previous grantee, they must be in “good standing” with CAH. Note: an applicant who is a current or previous grantee who has failed 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).
- Must not use fiscal agents.

Grants are competitive. The number of awards is subject to CAH’s availability of funds. Grant funds must be spent within CAH’s Fiscal Year 2022 (FY 2022); October 1, 2021 to September 30, 2022.

ALLOWABLE COSTS

CAH-RRF grant funds may be used as general operating support to sustain the artist or humanities practitioner, or their practice.

SUCCESSFUL APPLICATIONS

Successful individual applicants shall, in their respective grant applications:

1. Provide a brief overview of the adverse impact COVID-19 has had, and/or continues to have, on their programs/projects and associated income streams.
2. Demonstrate ways in which they have begun to rebound and begun to generate artistic/humanities content once again (where applicable).
3. Provide documentation that supports the adverse impact COVID-19 has had, or they anticipate having, on their programs/projects and associated income streams between October 2021 and September 2022.

GRANT PREPARATION AND TECHNICAL ASSISTANCE WORKSHOPS

The parameters of CAH’s grant programs change from year to year, and applicants are encouraged to utilize the agency’s resources in developing grant applications. **To improve the strength of the submitted application, participating in one of the virtual workshops listed below is strongly recommended for new and previously unsuccessful applicants.**

CAH staff members are available to assist grant applicants through group workshops and individual technical assistance sessions. CAH staff members will not write applications for applicants. CAH 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 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.

All workshops for the FY22 RRF grant program will be virtual. Workshop dates and times listed below are subject to change. All workshops are free and open to the public; however, participants are strongly encouraged to RSVP. More information about the dates and times of these workshops may be found at www.dcartz.dc.gov under [Application Assistance](#), or by calling CAH at 202-724-5613.

Day and Date	Time	Topic	Location
Thursday, May 19, 2022	9:30am - 10:30am	CAH-RRFi Workshop	Webex
Friday, May 20, 2022	2:30pm-3:30pm	Grants Livechat	Livechat
Monday, May 23, 2022	12:30pm-1:30pm	CAH-RRFi Workshop	Webex
Friday, May 27, 2022	2:30pm-3:30pm	Grants Livechat	Livechat
Tuesday, May 31, 2022	5:30pm-6:30pm	CAH-RRFi Workshop	Webex
Friday, June 3, 2022	2:30pm-3:30pm	Grants Livechat	Livechat
Saturday, June 4, 2022	1:00pm - 2:00pm	CAH-RRFi/o Workshop	Webex

Livechats may be accessed by visiting <https://dcarts.dc.gov/page/live-chat-dccah-grants-specialist>. Interested artists and humanities practitioners may register for workshops via Eventbrite: <https://www.eventbrite.com/o/dc-commission-on-the-arts-and-humanities-cah-1252966799>

Contact any of the following grant managers/program specialists:

Krystle Seit | krystle.seit@dc.gov
 Jeanne Hisle | jeanne.hisle@dc.gov
 Marcia Howard | marcia.howard@dc.gov

GRANT APPLICATION PROCESS

1. Read the RFA guidelines and determine eligibility.
2. Go to [Grant Application Portal](#) to register as a user.
3. Upon registration, select the desired grant program(s).
4. Complete the application questions.
5. Upload required documents and supplementary materials.
6. Double-check the application for thoroughness, clarity and typographical errors.
7. Submit the application by 10:00 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 10:00 PM ET on Friday, June 17, 2022.** 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 and await request approval.

CAH's grant application process is competitive and subject to the availability of funds. 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 or confirmation of funding.

NOTIFICATION AND PAYMENT

CAH will notify applicants on the results of their application on or about Friday, July 8, 2022 via (1) letter of intention to award, (2) letter of ineligibility, or (3) letter of denial.

CAH strongly recommends applicants begin the process to secure the required documents in the steps below as soon as they have submitted their grant application:

1. Certification of "Citywide Clean Hands" (CCH) from the DC Office of Tax and Revenue. Applicants may visit [My Tax DC](#) for more information and obtain their CCH certificate;
2. Registration with the [Procurement Center of Excellence](#) (if a new applicant to CAH); and
3. Registration with the [Invoicing Vendor Portal](#) (if a new applicant to CAH).

The date of award disbursements is subject to the availability of funds and the processing of required documentation. CAH does not disburse grant award installment directly through its office. To expedite grant award fund delivery, CAH advises grantees to register to receive a direct deposit for the grant award, by completing an Automated Clearing House (ACH) Vendor Payment Enrollment Form available from the [Procurement Center of Excellence](#).

CONDITIONS OF FUNDING, REPORTING REQUIREMENTS, AND GRANT 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 are ineligible to receive additional awards from CAH. Each grantee will be required to submit to CAH a brief Final Report through its online portal by October 21, 2022.

Grant Management and Rescindment

Grantee agrees that it will include CAH logos 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.
- Refuses to provide access for monitoring.
- Fails to comply with the terms of the grant award contract requirements.

Reservations

CAH reserves the right to issue addenda and/or amendments subsequent to the issuance of the Notice of Funding Availability (NOFA) or Request for Applications (RFA), or to rescind the NOFA or RFA. CAH will post addenda or amendments online. Applicants are responsible to review and adhere to any RFA addenda or amendments. Funding for this award is contingent on the availability of funds. Publication of the NOFA or RFA does not commit CAH to make an award.

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).

RISK MANAGEMENT

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.

CONTACT INFORMATION

More information regarding CAH's grant programs, and clarification about related accessibility requirements, work sample submissions and grant making processes can be found in CAH's [Guide to Grants](#). Specific questions about the CAH-RRFi grant can be referred to CAH staff member, Krystle Seit | krystle.seit@dc.gov.

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APPLICATION CHECKLIST

The following is a checklist for all mandatory and supplementary documents required to submit the CAH-RRF application, 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, click on the programs tab, select "Grants", scroll down and click on "Grantee Resources" to obtain the compliance documents.

Mandatory Documents for Individuals

- **Certificate of Clean Hands** (Note: Dated no more than 60 days prior to application deadline) [My Tax DC](#).
- **Driver's License** (Must be current. If driver's license or DC residency ID are unavailable, please submit two (2) other proofs of residency).
- **Individual Demographics Overview (IDO) Form** (The inclusion of this form is not required at the time of application, but may be required of each applicant prior to award notification.)
- **IRS Form W-9** (Note: Post office boxes are prohibited. The individual'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.
- **Resume** (Individuals): This may be substituted for a list of projects completed by the applicant within the last three (3) years.
- **Statement of Certification** (<https://dcarts.dc.gov/page/grantee-resources-0>).
- **Support Documents:** Provide at least two (2) documents that speak to any of the following circumstances:
 - Cancellation of a proposed or executed contract for work as an artist or humanities practitioner between October 2021 and September 2022 e.g. performance, installation of a work, or teaching contract.
 - Cancellation of a proposed or executed contract for purchase of an artistic product that was created by the applicant between October 2021 and September 2022 e.g. commission of a work of visual art, publication etc.
 - Evidence of applicant's current work as an artist or humanities practitioner e.g. current contract for performance, residency, or purchase of an artistic product.

Note: Work Samples are not required for this application.