DC COMMISSION ON THE ARTS & HUMANITIES

FY 2025 ART BANK PROGRAM GRANT
**Applicants may submit one (1) Art Bank Program (ABP) grant application
per grant cycle.**

RFA RELEASE: **Monday, April 15, 2024**
SUBMISSION DEADLINE: **Tuesday, May 28, 2024, 9:00 PM**
FUNDING REQUESTS: **Organizations may apply for up to $20,000**

APPLICATION QUESTIONS and UPLOADS (ORGANIZATIONS)
Please use this document to preview the application questions in the grant portal. It is recommended that you type your answers out in a separate word document before applying in the portal. For assistance contact Michelle May-Curry, Curator | Michelle.may-curry@dc.gov or Ron Humbertson, Art Collections Registrar | ron.humbertson@dc.gov.

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OVERVIEW

Applicant Name: *(Name of applicant as it appears on the applicant's official tax documents.)*
(Required)

Eligibility Request Questions

Have you read the guidelines for this grant program thoroughly and understood the process and conditions for applying to CAH?
(Required)

Is your business registered in the District of Columbia and incorporated as a nonprofit?
(Required)

Do you have an EIN number?
(Required)

Organization Request Questions

Applicant Doing Business As: *(Organization Name)*
(Required)

Applicant First Name:
(Required)

Applicant Middle Name:

(If applicable)

Applicant Last Name:
(Required)

Applicant Suffix
(If applicable)

Applicant Street Address:
(Required)

Applicant City:
(Required)

Applicant State:
(Required)

Applicant Zip code:
(Required)

Address Change: (*Has your address changed in the past 12 months?*)
(Required) *(note: If address has changed since your last awarded grant, you must update this information in the grants portal)*

Ward: *(Select the ward your organization is in Washington, DC.)*
(Required)

Applicant Phone:
(Required)

Applicant Email Address:
(Required)

Applicant Website: *(Applicant Website/Social Media Addresses)*
(If applicable)

Type of Activity: Select 01-Acquisition
(Required)

First Time Applicant: Yes or No?
(Required)

EIN: Must use the same number across all documents requesting EIN
(Required)

Organization Request Documents

Artwork: Upload up to 10 digital images of two artists or more. Digital images of the work sample must be numbered to correspond with the Image Identification List. Applicants must use the Media Viewer to upload each image file of prospective artwork for consideration. Example of File Labeling: 1_ Artwork Title; 2_ Artwork Title; etc.
(Required)

Artistic Statement: Please provide (250 words or less) a statement for each artist submitted in your application explaining their art-making process and how it relates to the artwork(s) presented in your application. Discuss the approach of the artist and meaning behind the artwork submitted in your application. Discuss any technical or material processes that go into creating this artwork. Consider the full evaluation criteria listed in the RFA in your response. Upload in one document.
(Required – 250 words max)

Artist Impact Statement: Please provide (250 words or less) an impact statement for each artist submitted in your application explaining how they represent and commit to the growth of the arts in Washington, DC, and how the artwork will support their practice and the DC arts community if included in the Art Bank Collection. Describe how their practice through education, exhibition, partnerships, or career has been part of the DC community. How would having their work in the Art Bank Collection support their goals as an artist? Upload in one document.
(Required – 250 words max)

Artist Resume: Provide a current list of exhibitions; publications; commissions; collections; and education. For organizations, a permanent address must be on each resume identifying the legal residence of each artist. Upload in one document.
(Required)

Image Identification List: Submit a document listing the details of each uploaded artwork. The list should include the Artist Name; Title, Year; Medium; Dimensions; Single Artwork total cost or Artwork series total cost (If applicable). If a series, indicate how many pieces are in the application.
(Required)

Statement of Certification: Date must match that of the ABP application submission. Template found at: dcarts.dc.gov/page/resources-grant-applicants
(Required)

Certificate of Clean Hands: Issued within 30 days of the application deadline. Applicants may visit the following site to obtain more information: https://mytax.dc.gov/
(Required)

Signed W-9 of the Applicant: Revised W9 Form October 2018 version. Post office boxes are prohibited. The applicant's address MUST match the address in the grants portal, the address on file in the DC Government's PASS system, and the address registered in the DC Vendor Portal. Only the October 2018 version of the W9 form may be used and the form must be dated at the time of application submission: dcarts.dc.gov/page/resources-grant-applicants
(Required)

Artwork Relationship and Copyrights Form: Indicates applicant's right to submit the artwork for consideration for acquisition into the Art Bank Collection**.** Must be completed, signed and dated. Template found at: dcarts.dc.gov/page/resources-grant-applicants
(Required)

Artist Letter of Consent: Written letter of consent from each artist included in the application, indicating agreement for their work to be offered to the Art Bank Collection. Upload in one document.
(Required)

IRS Letter of Determination:
(Required)

DC Certificate of Incorporation:
(Required)

IRS Form 990: Fiscal Year 2022 or most recently completed fiscal year.
(Required)

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