



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
COMMISSION ON THE ARTS AND HUMANITIES

**REQUEST FOR APPLICATIONS**

**FY 2025 ART BANK PROGRAM**

All applications must be submitted online by 9:00 PM ET on Tuesday, May 28, 2024

**SECTION I: DESCRIPTION OF FUNDING OPPORTUNITY**

The Commission on the Arts and Humanities (CAH) requests applications from qualified artists and District nonprofit art galleries or organizations for its Fiscal Year 2025 Art Bank Program. Award amounts vary but eligible individual applicants may be awarded up to \$15,000 and nonprofit art galleries or organizational applicants may be awarded up to \$20,000.

Each year, CAH acquires fine art from metropolitan artists to grow its Art Bank Collection. Artwork in the collection is managed by the Public Art Department of CAH and loaned to District government agencies for display in public areas and the offices of government buildings. Now in its 36<sup>th</sup> year, the Art Bank Collection includes nearly 3,000 artworks in various media.

CAH seeks grant applications from qualified artists and District nonprofit art galleries or organizations representing metropolitan artists for the acquisition of original two- and three- dimensional artwork including, but not limited to:

- Ceramics
- Collage
- Drawings
- Fabric Arts
- Mixed media
- Paintings
- Photographs
- Prints
- Sculptures

For the purpose of this grant, metropolitan artist is defined as a legal resident of Washington, DC, or a legal resident of within a 50-mile radius of the Washington, DC boundaries, for at least one (1) year prior to the application deadline.

CAH will award selected applicants (“grantees”) a grant for the acquisition and to support the delivery of the artwork to CAH offices CAH grant funds must be spent within CAH’s Fiscal Year 2025 (FY 2025) (October 1, 2024, to September 30, 2025).

This grant is competitive. The total grant award will not exceed \$15,000 for individuals and \$20,000 for nonprofit art galleries or organizations. Each artwork must be priced at \$10,000 or lower. If multiple artworks are acquired the total award cannot exceed the grant limit. Pricing for this grant must match market pricing (i.e., prices offered at galleries, in studios and/or on websites).

Award amounts are subject to CAH’s availability of funds and are based upon the organization’s advisory review panel score and ranking.

**Program Goals**

- Grow the District’s collection of art to reflect the rich, diverse artistic history and communities of the District of Columbia and metropolitan region.
- Provide support, exposure, and professional benefit for visual artists residing in the District of Columbia and metropolitan region.
- Enhance the aesthetic experience for District employees and visitors that access District of Columbia government buildings and public spaces.

**A. Statutory Authority**

Under D.C. Code §§ 39-201 – 206, the DC Commission on the Arts and Humanities 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 in the District of Columbia. CAH is supported by District government funds and, in part, by the National Endowment for the Arts. As such, all applicable federal and District regulations, such as OMB Circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215 govern this grant.

**SECTION II: AWARD INFORMATION**

Please see the table below for the Art Bank award information.

Table 1. ABP Award Information	
Total Amount of Funding to be Awarded	Contingent upon funding
Anticipated Number of Awards	Contingent upon number of applicants
Expected Amount of Individual Awards	TBD
Anticipated Award Date	On or after October 1, 2024
Period of Performance	October 1, 2024 - September 30, 2025

Funding for this award is contingent on availability of funding to CAH. This RFA does not commit the Agency to make an award. The Agency reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA. The Agency reserves the right to accept or deny any or all applications if the Agency determines it is in the best interest of the Agency to do so. The Agency may suspend or terminate an outstanding RFA pursuant to its own grantmaking rule(s) or any applicable federal regulation or requirement.

**SECTION III: ELIGIBILITY INFORMATION**

**A. Eligible Applicants**

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

1. Be an artist or artist representative (e.g., artist estate representative), aged 18 or older;
2. Be a legal resident of Washington, DC, or a legal resident of within a 50-mile radius of the Washington, DC boundaries, for at least one (1) year prior to the application deadline;
3. Maintain primary residency during the entire funding period (October 1, 2024, to September 30, 2025);
4. Have a permanent DC, MD, or VA address, as listed on government-issued identification or tax returns. The address provided on all application materials must match exactly the address

provided on the submitted IRS W-9 form. Post office boxes are not allowable as a primary address; and,

5. Be in good standing with CAH. Applicants with incomplete or delinquent reports from any prior funding program, as of Friday, October 11, 2024 (or otherwise as determined by CAH), are ineligible to receive additional funds from CAH in FY 2025.

District Nonprofit Galleries and Arts Organizations must (at the time of application):

1. 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;
2. Be a nonprofit arts organization or gallery, representing artists living in the metropolitan area within a 50-mile radius;
3. Have a principal business office address 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);
4. 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);
5. Ensure that at least fifty-one percent (51%) of the organization’s activities occur within the District of Columbia;
  - a. Have an active Board of Directors;
6. Obtain certification of “Citywide Clean Hands” (CCH) from the District of Columbia Office of Tax and Revenue (see page 13);
7. Not be colleges, universities, service organizations, foreign governments or other DC Government or Federal Government agencies, including DC Public Schools; and,
8. Be in good standing with CAH. Applicants with incomplete or delinquent reports from any prior funding program, as of Friday, October 11, 2024, are ineligible to receive additional funds from CAH in FY 2025.

**B. Inclusion, Diversity, Equity and Access (I.D.E.A.)**

CAH embraces a commitment to the philosophy of Inclusion, Diversity, Equity and Access (I.D.E.A.) and complies with the Americans with Disabilities Act (ADA) (42 U.S.C. §§ 12101 et seq.) in its work. CAH encourages applicants and grantees to be as inclusive, diverse, equitable, and accessible in their work throughout the District of Columbia, beyond participants with disabilities. Successful applications will consider a broad definition of “accessibility” by addressing financial, geographic, demographic, cultural, and developmental access in their programming/projects. Please review *Addressing Inclusion, Diversity, Equity and Access (I.D.E.A.) in Grant Applications* in the [Guide to Grants](#) for full details.

**C. Financial Misconduct or Fraud Disclosure**

Applicants must disclose in a sworn, written statement whether the applicant has been indicted or convicted of any crime or offense involving financial misconduct or fraud within the last three (3) years of the date of submitting the application. If the response is in the affirmative, the applicant will be required to describe the circumstances.

**D. Other**

Those ineligible for ABP funding include:

1. Those employed by or on the Commission of CAH within the last three (3) years.
2. Prospective applicants debarred from procurements by the federal government, the Government of the District of Columbia or any governmental entity.
3. Individuals and nonprofit organizational entities outside the 50-mile radius of the District of Columbia.

## SECTION IV: APPLICATION AND SUBMISSION INFORMATION

### A. Address to Request Application Package

CAH utilizes an online grant portal to receive grant applications. The ABP application may be found online in the CAH [Grant Application Portal](https://jlweb.co/prod1/portal/portal.jsp?c=4193775&p=6947885&g=6947905), available at <https://jlweb.co/prod1/portal/portal.jsp?c=4193775&p=6947885&g=6947905>. Incomplete, incorrect, or late applications may be deemed ineligible for review and funding.

### B. Technical Assistance

CAH staff is available to assist grant applicants during group or individual technical assistance sessions. Applicants may also request review of draft applications during a thirty (30) minute appointment during business hours scheduled no later than seven calendar days in advance of the grant application deadline. CAH staff will not write applications for applicants. To schedule a meeting, applicants may contact the CAH staff listed in Section VII below. Applicants must prepare their full draft application in the CAH Grants Application Portal along with any questions in advance of scheduling a meeting for technical assistance.

To schedule an individual technical assistance meeting, please contact Michelle May-Curry, Curator, at 202-215-9486 or [michelle.may-curry@dc.gov](mailto:michelle.may-curry@dc.gov); or Ron Humbertson, Art Collections Registrar, via email at [ron.humbertson@dc.gov](mailto:ron.humbertson@dc.gov). Please note that CAH requests that applicants prepare and deliver (by e-mail) a draft of their full application along with any questions in advance of scheduling a meeting for agency staff assistance.

### C. Workshops

To improve the strength of applications, CAH strongly recommends participating in one of the following virtual workshops listed below. All workshops are virtual, free, and open to the public. More information about workshops may be found at [dcarts.dc.gov](https://dcarts.dc.gov) under Grant Writing Assistance, or by calling the CAH Point of Contact listed in Section VII. Workshops and Live Chats 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 at <https://www.eventbrite.com/cc/art-bank-program-workshops-2154729>

Workshop	Time
Wednesday, April 17	10 – 11:30 AM EST
Monday, April 29	12 – 1:30 PM EST
Friday, May 10	10 – 11:30 AM EST

### D. Application Forms and Content

CAH utilizes an online portal to receive grant applications. Each application shall:

1. 1. Answer narrative questions in the application portal.
2. 2. Include an Artist Statement:
  - a. Please briefly describe (250 words or less) the art-making process and how it relates to the artwork(s) presented in the application.
  - b. District nonprofit art galleries and arts organizations that are submitting more than one artist must include a statement for each artist with all the statements in one document.
3. Include an Impact Statement:
  - a. Please briefly describe (250 words or less) how the artist represents and commits to the growth of the arts in Washington, DC, and how the artwork will support the artist's practice and the DC arts community if included in the Art Bank Collection.
  - b. District nonprofit art galleries and arts organizations that are submitting more than one impact statement must include the statements in one document.
4. Submit Images of artwork for consideration:
  - a. Individual applicants (metropolitan area artists) include up to five (5) artworks.
  - b. District nonprofit art galleries or arts organizations include up to ten (10) artworks from any combination of two (2) or more metropolitan area artists.
  - c. Please submit one image per artwork showing the full artwork. No details shots will be accepted.
  - d. All applicants are allowed to submit multi-part artwork(s), including diptychs or triptychs, and artworks that are a part of a series. A series is a collection of artworks that are meant to be acquired together and not sold separately. These artworks will count as one artwork within the allowable maximum for portfolio submission from individual artists (five) and nonprofit organizations (ten).
5. Submitted artworks must follow the below eligibility requirements for acquisition:
  - a. Artwork must be a recent body of artwork within 10 years of submission and/or significant to the history of visual art in the District;
  - b. Artwork must be in excellent condition, with no damage or conservation requirements;
  - c. Artwork must be composed of archival materials and considered sustainable for a permanent collection (Archival means any material that falls into the industry standard and production of art materials for the creation of a long-term and durable permanent work of art);
  - d. Artworks must not be part of a site-specific installation or require ceiling hanging for display;
  - e. Artwork must not exceed seventy-two (72) inches in any direction with sculptures not to exceed 36" in height or 24" in width or depth;
  - f. The overall weight of any single wall-mounted artwork must not exceed 60 lbs.; the overall weight of any sculpture that stands on a pedestal must not exceed 100 lbs. Any sculpture must be displayable on the wall or a pedestal, covered with plexiglass. Wall sculpture may only extend six inches from the wall;
  - g. All artwork submitted must be available for acquisition at the time of submission; applicants may not substitute works not included in the original application;
  - h. Artwork submitted for consideration by nonprofit District art galleries or art

organizations must be from artists who meet all individual eligibility requirements below; and,

- i. Each artwork must be priced at \$10,000 or lower. Pricing for this grant must match market pricing (i.e., prices offered at galleries, in studios and/or on websites). The total grant awarded to a single applicant will not exceed \$15,000 (individuals) or \$20,000 (nonprofit art galleries or organizations).

**E. Selected List of Prohibited Materials:**

1. Bound books;
2. Living plant materials, including soil;
3. Preserved or live insects and animals,
4. Raw food items, including but not limited to fruits, vegetables, nuts, seeds, dried beans, herbs, spices, and grains;
5. Liquids, including but not limited to water, in unsealed or sealed containers;
6. Requires electricity, batteries, or has lighting components;
7. Materials that produce vapor, smoke, mists, and/or odors;
8. Flammable, toxic, volatile, and/or explosive materials;
9. Weapons or firearms.


For consultation on whether materials used in your artwork fall under these categories please contact the grant manager for clarification.

**F. Mandatory Documents**

In addition to the required narrative questions within the online application, applicants must submit additional documents with the ABP application. Documents must be uploaded in PDF form through the CAH Grants Application Portal prior to the application deadline. Templates and instructions for compliance documents are available in [Resources for Grant Applicants](#).

<b>Mandatory Documents For All Individuals and Organizations</b>		
<b>1</b>	<b>Artist Resume(s)</b>	<p>Provide a current list of exhibitions; publications; commissions; collections; and education.</p> <ul style="list-style-type: none"> <li>• For organizations, a permanent address must be on each resume identifying the legal residence of each artist.</li> </ul> <p>District nonprofit art galleries and arts organizations that are submitting more than one artist resume must include the resumes in one document.</p>

<p>2</p>	<p><b>Image Identification List:</b></p>	<p>Submit a document listing the details of each uploaded artwork. The list should include the Artist Name, Title, Year, Medium, Dimensions, and Retail Price.</p> <p>Please indicate whether the cost for each artwork is for a single artwork or part of a series total cost submitted within your application.</p> <p><i>Example Identification Image List:</i></p> <ol style="list-style-type: none"> <li>1.     Artist Name                  Title, Year                  Medium                  Dimensions                  Single Artwork total cost:                  Artwork series total cost: (If applicable)                  If a series, indicate how many pieces: (If applicable)</li>   <li>2.     Artist Name                  Title, Year                  Medium                  Dimensions                  Single Artwork total cost:                  Artwork series total cost: (If applicable)                  If a series, indicate how many pieces: (If applicable)</li> </ol>
<p>3</p>	<p><b>Artwork Files</b></p>	<p>High-quality JPEG files. Files should not exceed 5MB each.</p> <p>Uploading – Applicants must use the Media Viewer to upload each image file of prospective artwork for consideration.</p> <ul style="list-style-type: none"> <li>• For each image uploaded, please complete all required media file fields: Title, Media Type, Media Sub-type, Date, Edition number (optional), Retail price, Dimensions and Description (up to 200 words). The Description will be reviewed by the panel and, if the artwork is acquired, may be used for wall text and/or the</li> </ul>

		<p>eMuseum.</p> <ul style="list-style-type: none"> <li>• After uploading images to the media viewer, the applicant must individually attach the file to their Art Bank application.</li> <li>• Individual artists are allowed to submit up to five artworks.</li> <li>•  only one image may be submitted of each artwork.</li> <li>• District nonprofit galleries or arts organizations are allowed to submit up to ten artworks.</li> </ul> <p>Artwork File Labeling – Identify image files by the Identification Image List number, artist’s last name followed by the artwork title.</p> <p>Example of File Labeling:  1_ Artwork Title;  2_ Artwork Title;  3_ Artwork Title; and so on.</p>
4	<b>Certificate of Clean Hands</b>	Issued within 30 days of the application deadline. Applicants may visit the following site to obtain more information: <a href="https://mytax.dc.gov/">https://mytax.dc.gov/</a>
5	<b>Statement of Certification</b>	Date must match that of the ABP application submission
6	<b>Signed IRS Form W-9</b>	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 vendor registration system (PASS), and in the DC Vendor Portal. The October 2018 version of the form must be used and have the same date as the ABP application submission.
7	<b>Artwork Relationship and Copyright Warranty Form</b>	Indicates applicant’s right to submit the artwork for consideration for acquisition into the Art Bank Collection.
8	<b>Proof of Residency</b>	The applicant must submit a copy of a government issued identification or tax return address page as proof of residence within a 50-mile radius of the District of Columbia.
<b>Additional Mandatory Documents For Organizations</b>		
1	<b>Written letter of consent</b>	A signed letter from each artist included in the application, indicating agreement for their work to



		be offered to the Art Bank Collection
2	<b>IRS Letter of Determination</b>	
3	<b>DC Tax Certificate of Incorporation</b>	
4	<b>IRS Form 990</b>	Fiscal Year 2023 or most recently completed fiscal year.

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. 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.

**F. Grant Application Process**

1. Read the [Guide to Grants](#).
2. Read the RFA guidelines and determine eligibility.
3. Visit [dcarts.dc.gov](https://dcarts.dc.gov) and navigate to the “Grants” menu and select the “[Grant Application Portal](#)” to register using the “Sign Up today” link.
4. Once registered, select “My Open Applications” and click on “New Application” on the right side of the screen then select “Art Bank Program” from the program list.
5. Complete the application questions.
6. Upload all required documents, supplementary material, and artwork.

**G. Submission Dates and Times**

**All applications must be submitted online by 9:00 PM ET on Friday, May 28, 2024. A confirmation email generates automatically upon submission of the applications. Technical issues or failure to receive a confirmation e-mail should be brought to the immediate 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 reasonable accommodation, contact Travis Marcus at [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 project, whether through the same or different grant programs. **Applicants can participate in only one application per year for this grant program.**

**H. Funding Restrictions**

As a District of Columbia agency, CAH must ensure that all award funds are expended in a fiscally responsible manner; all awarded funds are subject to audit and Performance Monitoring. Allowable costs are those that the District government and CAH have determined as valid expenditures.

**I. Other Submission Requirements**

The Agency shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant’s sole responsibility.

**SECTION V: APPLICATION AND REVIEW INFORMATION**

CAH selects individuals who are professionals in the arts and humanities, 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. 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 visit the [Guide to Grants](#).


**A. Criteria, Review and Selection Process**

The Agency reserves the right to accept or deny any or all applications if the Agency determines it is in the best interest of the Agency to do so. The Agency shall notify the applicant if it rejects that applicant’s proposal. The Agency may suspend or terminate an outstanding RFA pursuant to its own grantmaking rule(s) or any applicable federal regulation or requirement. If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control, and it shall be the responsibility of the applicant to ensure compliance.

Each application shall be reviewed as detailed below.

Category	Criteria	Weight
<b>Aesthetic and Conceptual Strength</b>	1. Artwork has exceptional visual impact and technical skill, is conceptually inventive or intellectually stimulating (25 points). 2. Artwork and/or artist represents the artistic diversity within Washington, DC and has outstanding individual expressions of unique creativity (25 points).	<b>50%</b>
<b>Artistic Contribution</b>	1. Artist has extensive exhibition history in and beyond the District and/or inclusion in high profile collections, and/or artist’s contributions to the District’s artistic communities are significant and influential (20 points). <b>OR</b> 2. Artist is a highly promising emerging artist who would benefit greatly from first acquisition into this collection, and the acquisition of their artwork(s) will add to the richness and	<b>20%</b>

	diversity of the collection (20 points).	
<b>Value as Cultural Asset</b>	<p>1. The artist is a current resident of the District of Columbia, or the artist's impact statement provides a significant connection to DC through their artistic career. (10 points)</p> <p>2. Artist work, exhibition history and CV, demonstrates commitment to or engages with the diverse communities in Washington, DC (10 points)</p> <p>3. Artwork would be a fitting addition to a municipal collection displayed in District government buildings (5 points).</p> <p>4. If an artist's work has been acquired for the Art Bank Collection in the past, this artwork makes a new contribution to the collection in subject, style, or significance (5 points).</p>	<b>30%</b>

 To ensure the District's collection of art reflects the rich, diverse artistic history and communities of the District of Columbia and metropolitan region, CAH will require that 25% of Art Bank acquisitions for FY25 be from artists new to the collection. In doing so, CAH hopes to increase support, exposure, and professional benefit for visual artists.

**Phase One:**

- The Review Panel will review and evaluate each application and piece within the application. Based on the selection criteria, the Review Panel will recommend a roster of finalists to the staff.
- Finalists and other applicants will be notified of decisions.

**Phase Two:**

- Finalists will be required to bring in the selected artwork for an in-person review by the Review Committee.
- The Review Panel will review each finalist artwork based on the selection criteria and consider the overall condition of the work using archival materials.
- The Review Panel will make recommendations to CAH for funding.
- Upon CAH Commission approval, the selected artist will enter into grant agreement with CAH for the acquisition of their artwork into the Art Bank Collection.

**SECTION VI: AWARD ADMINISTRATION INFORMATION**

**A. Award Notices, Anticipated Announcement and Award Dates**

CAH will notify ABP applicants as to the results of their application on or about Tuesday, October 1, 2024, via email with one of the following: (1) letter of intention to award, (2) conditional letter of intention to award, (3) letter of ineligibility, or (4) 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, 2024. More details may be found on CAH's website at [Resources for Grant Recipients](#). CAH reserves the right to rescind any grant award for non-compliance with CAH policies, regulations, and RFA guidelines at any time. Grant recipients with unmet reporting obligations regarding any CAH funding program are ineligible to receive additional awards from CAH.

### **B. Programmatic, Administrative and National Policy Requirements**

Grant award funds must be spent within CAH's Fiscal Year 2025, October 1, 2024, to September 30, 2025. Federal and District of Columbia law require 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). If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

All grant recipients are subject to risk assessments and monitoring requirements. Those practices are discussed in greater detail in the applicants' grant agreements with CAH. Activities funded by CAH 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. Additionally, grantees agree to include a CAH logo and a credit line in all grant-related announcements and promotional materials and that it will make its best efforts to publicly credit CAH's support in all related public events.

### **C. Reporting**

The Art Bank Program grant does not require an interim or final report.

### **D. Payment**

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 (1) fails to meet deadlines for grant reports, (2) refuses to provide access for monitoring; and/or, (3) fails to comply with the terms of the grant award contract requirements. Once the grantee has submitted the required post-award paperwork, a purchase order will be created. At that time, the grantee's grant manager will notify the grantee and solicit an invoice from them for payment. Grantees may elect to either receive a paper check mailed to their address on file or to enroll in a direct deposit option (ACH) by registering through the District's Integrated Financial System (DIFS).

### **E. Calendar of Key Dates**

Call to Artists Released	Monday, April 15, 2024
Submission Deadline	Tuesday, May 28, 2024, at 9:00 pm ET
First Round Panel to Select Finalist	On or about Monday, July 22, 2024
Notifications Made to Applicants of Finalist Selections	On or about Monday, Aug 5, 2024
Finalist Round Panel to Select FY24 Acquisitions	On or about Monday, Sept 9, 2024
Notifications of Final Selections Made to Artists	On or about Friday, November 1, 2024

## SECTION VII: CAH CONTACTS

Specific questions about ABP grants can be referred to CAH staff members as detailed below:

<b>Name</b>	<b>Michelle May-Curry</b>	<b>Ron Humbertson</b>
<b>Email</b>	<a href="mailto:Michelle.may-curry@dc.gov">Michelle.may-curry@dc.gov</a>	<a href="mailto:ron.humbertson@dc.gov">ron.humbertson@dc.gov</a>
<b>Phone</b>	202-215-9486	202-538-1204
<b>Address</b>	Commission on the Arts and Humanities 200 I Street, SE, Suite 1400, Washington, DC 20003	

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 FY2025 Guide to Grants.