



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

**FY 2025 ART EXHIBITION (CURATORIAL) GRANT PROGRAM  
REQUEST FOR APPLICATIONS**

The DC Commission on the Arts and Humanities (CAH) requests grant applications from qualified individuals and nonprofit organizations for exhibition proposals to take place in CAH's Galleries, located in the lobby of the 200 I (Eye) Street, SE building and/or CAH's virtual gallery.

**RFA Release:** Monday | May 6, 2024  
**Submission Deadline:** Friday | July 1, 2024 | 9 pm  
**Award Notification:** On or about: Monday | October 1, 2024



Individuals and non-profit organizations (new in FY25) may request up to \$30,000, or \$35,000 if working with a co-curator or curatorial mentee.

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.

**Staff Contact:** Michelle May-Curry, Curator | [michelle.may-curry@dc.gov](mailto:michelle.may-curry@dc.gov)

**Source of Funds:** The source of funds for the grant(s) is the portion of the Agency's annual grants budget allocated for grant programs established by CAH in accordance with D.C. Official Code § 39-205(c-1)(2)(A)(iii). CAH may make multiple awards under this RFA.

**CAH's Authority to Make Grants:** CAH has grantmaking authority under the Commission on the Arts and Humanities Act of 1975, as amended (D.C. Law 1-22; D.C. Official Code § 39-204).

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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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202-724-5613 | [dcarts.dc.gov](http://dcarts.dc.gov)

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## FY 2025 ART EXHIBITION (CURATORIAL) GRANT PROGRAM

Applicants may submit one (1) Art Exhibition Grant application per fiscal year.

### OVERVIEW

The Art Exhibition (Curatorial) Grant Program (AEG) provides support for the development and public presentation of visual art exhibitions by District resident curators through grant support and use of CAH's exhibition space within their District owned building lobby and CAH's virtual platform. If for unforeseeable circumstances the gallery is unavailable, the exhibition will be displayed on the online platform only. Applicants must be individuals or non-profit organizations with prior curatorial experience.

**CAH highly encourages partnering with a co-curator or curatorial mentee.**

CAH seeks grant applications from qualified individuals curators and  non-profit organizations for exhibition proposals for CAH's Galleries, located in the lobby of the 200 I (Eye) Street, SE building and/or CAH's virtual gallery. Three (3) exhibition proposals will receive grants for curation and installation during FY25 (see schedule below). This grant is competitive.

#### Exhibition Dates

##### **Theme 1: Social Justice Themed Exhibition**

In celebration of Martin Luther King Day and Dr. King's philosophy of The Beloved Community, CAH seeks exhibitions that explicitly uplift current or historic social issues of regional, national, or global significance. Topics may include but are not limited to: discrimination based on social identities such as gender, sexuality, race, class, or religion; ongoing conflicts related to citizenship, borderlands, and immigration; mass incarceration; healthcare; housing and homelessness; etc.

**Jan 10, 2025 - March 7, 2025**

Installation: January 3 – 9, 2025

Deinstallation: March 10 – 12, 2025

##### **Theme 2: Art of Veterans' Exhibition**

In recognition of the wealth of artistic perspectives within the United States Veterans' community, CAH seeks exhibition proposals that showcase artwork by veteran artists. Curators are encouraged to see within this call an opportunity to create exhibitions that not only highlight works by veteran artists but also engage the public in social and political discussions related to being a veteran.

**April 4 – May 23, 2025**

Installation: March 31 – April 4, 2025

Deinstallation: May 27 – 29, 2025

### Theme 3: World Pride Exhibition



In recognition of the 50th Anniversary of Pride celebrations in Washington, DC as well as World Pride being held in the District of Columbia in June 2025, CAH seeks exhibition proposals that center artworks related to queer identities, broadly defined. Topics may include but are not limited to: education and schooling; transgender identity and gender nonconformity; LGBTQIA+ political movements, pioneers and activists; LGBTQIA+ rights worldwide; healthcare; parenting; religion, etc.

#### June 13 – August 1, 2025

Installation: June 9 –13, 2025

Deinstallation: August 4 – 8, 2025

### PROGRAM GOALS

- Provide the opportunity for District of Columbia resident curators and non-profit organizations with curatorial capacity to develop innovative and educational art exhibitions for presentation in a government facility. 
-  Provide the opportunity for District of Columbia resident curators to bring existing art exhibitions previously mounted and organized in other cities to D.C.
- Provide unique exhibitions and related programs for District residents.

### ELIGIBILITY REQUIREMENTS

Individuals must (at the time of application):

- Be an artist, curator, or arts-related professional over the age of 18, with prior curatorial experience; OR be an artist or curator representing a non-profit organization.
- Maintain residency in the District of Columbia throughout the grant period; and,
- Be in good standing with CAH. Applicants with incomplete or delinquent reports from any prior funding program, as of October 15, 2024 (or as otherwise determined by CAH), are ineligible to receive additional funds from CAH in FY 2025.

District Nonprofit 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. 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);
3. 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);
4. 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;
5. Obtain certification of “Citywide Clean Hands” (CCH) from the District of Columbia Office of Tax and Revenue (see page 13);
  6. Not be colleges, universities, service organizations, foreign governments or other DC Government or Federal Government agencies, including DC Public Schools; and,
  7. 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.

**Applicants restricted from applying include:**

- Non-District residents
- For-profit (commercial) entities
- Private foundations
- For-profit civic organizations
- Political organizations
- Foreign governments
- Colleges or universities (individual students or faculty representing themselves, however, may apply)
- District of Columbia Government and Federal Government agencies, including DC Public Schools

## **ALLOWABLE COSTS AND FUNDING RESTRICTIONS**

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), not necessarily limited to:**

- Curatorial fee (not to exceed 20% of budget).
- Co-curator or curatorial mentee fee (not to exceed 20% of budget).
- Artist fees/artistic personnel. To ensure fair compensation, curators can consult national standard pay schedules for artists and arts professionals. One source to consider for this information is linked [here](#).
- Equipment, technological resources, materials, supplies, and services directly related to the fabrication, installation, and de-installation of exhibited artwork. See Addendum B for list of available equipment provided by CAH.
- Methods of exhibition presentation (framing, pedestals, wall text and labeling, etc.). See Addendum B for list of available gallery equipment provided by CAH.
- Delivery and return of artwork (shipping/transportation between the CAH gallery and place of origin).
- Design and maintenance of website; photography of artwork for virtual exhibition.

- Programmatic expenses (including printing flyers, renting equipment, speaker honoraria for opening reception and exhibition-related programs).
- Insurance cost.
- Storage space rental related to the exhibition.
- Payment for consultants related to the exhibition.
- Travel directly related to exhibition project implementation.
- Documentation of the exhibition and supporting programming (video, still, printed catalog).

**Examples of Unallowable Costs:**

- Food and beverages (inclusive of receptions and programs).
- Sub-granting or re-granting of funds from CAH.
- Tuition and scholarships.
- College tuition expenses.
- Funds provided to universities, service organizations, foreign governments, or District of Columbia government agencies, including DC Public Schools.
- Costs related to fundraisers and off-site special events.
- Travel or other expenses not directly related to executing the proposed exhibition.

All expenses must be identified in the grant application budget, submitted using a provided budget template (see below). The grantee is required to submit receipts for all eligible costs after the conclusion of the exhibition. The AEG grant program manager reviews and approves all expenses before the final report is accepted. Grantees with questions regarding allowable costs should contact the CAH grant program manager. The grantee will be responsible for demonstrating the cash expenses in the final report.

## **GALLERY AND ARTWORK SPECIFICATIONS**

Application materials — including exhibition proposal, an optional or partial draft rendering, working programming outline, and budget — should take into consideration the following guidance on gallery and artwork specifications.

**Gallery Specifications**

To gain familiarity, CAH recommends visiting the gallery space in person and/or viewing gallery images and the virtual gallery as appropriate, to plan the exhibition design.


- Gallery is approximately 180 linear feet within a public building lobby.
- Artwork(s) must load in through the front entrance (site visit recommended to confirm accessibility).
- Artwork(s) greater than 100 lbs. will need CAH approval for load-bearing capacity (for walls and floor).
- Curator(s) must utilize the exhibition space in its current state. Requests for additional construction or lighting are not allowed. Installation that would require extensive wall repair is not allowed; painting of walls will require review and approval.

## Artwork

- Two- and three-dimensional works including, but not limited to:
  - prints
  - drawings
  - mixed media
  - paintings
  - photographs
  - ceramics
  - video works
  - sculptures
- Both pre-existing artworks and commissioned works for this exhibition are allowed as the curator(s) deem appropriate.
- All submitted works for the exhibition are subject to CAH approval.

## Installation and Deinstallation

The curator is responsible for coordinating the exhibition installation and deinstallation by a professional art handler, installer and/or artist(s) (preferably licensed and insured). Curator must coordinate with CAH staff for access to the gallery for these activities.

- All artwork is required to have a label on the back or bottom with the artist name, artwork title, and contact information.
- For sculptural works that require pedestals,  CAH can provide a list of available pedestals and vitrines for use during the duration of the exhibition. See Addendum B for more information. Beyond this inventory, it is the curator's responsibility to provide plain white matte pedestal(s) of appropriate size with grant funds.
- CAH is not responsible for any loss, damage, or failure resulting from curator's provided pedestals, or other apparatus used for the installation being unable to adequately support the artwork.
- Installation and de-installation must take place during office hours (Monday-Friday, 9 am- 5:30 pm).
- All installed artwork must be labeled with the artist name, artwork title, date, and medium.

## Gallery Hours for Public Viewing of Exhibition

Monday to Friday, 9 am– 6 pm

## APPLICATION PROCESS

### Exhibition Requirements and Parameters – Overall



- Curators shall not include more than two of their own artworks in the exhibition (new for FY25).
- Curators are responsible for planning, promoting, and hosting an opening reception, and at least one other exhibit-related educational program, such as artist talks and/or closing reception. These events are subject to approval by CAH and shall be planned in coordination with CAH.
  - With prior arrangement, CAH will coordinate extended gallery hours on evenings and weekends for exhibit-related educational programs or receptions.
- CAH will provide curatorial guidance and editorial support to Curator in order to achieve the intent of the exhibition.
- Curators are required to provide, at the time of application submission, co-curator/mentee's consent to participate in the proposed exhibition and written consent from all artists one month prior to exhibition installation.
- The curator shall write informational wall texts that discuss artwork by each artist featured in the exhibition. Multilingual text is highly encouraged.
- Curators shall ensure that CAH has the right to use exhibition-related images for any promotion or archival purpose that CAH may require. Although images of the artwork and installation shots of the exhibition are subject to CAH use, images will not be replicated for commercial use.

### Exhibition Requirements and Parameters – At Time of Application Submission

**\*The following application documents are mandatory for all submissions\*** These 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.

A. **Exhibition proposal** with a curatorial statement as it relates to the proposed exhibition. The theme of the exhibition should be clearly defined, with an explanation of how each artist fits into the exhibition concept. (maximum 500 words).



B. **An optional (though recommended) rendering of proposed exhibition design and layout** illustrated to scale, indicating the number of proposed artworks, placement of exhibited artworks, dimensions of each work of art, and technology required to present exhibition. (See Addendum A for gallery layout.) If the exhibition has been previously presented elsewhere, applicants should provide 1.) documentation of the show; 2.) A description of how the show would be modified for CAH's gallery; and 3.) the total number of artworks and dimensions of each work. *If not including a rendering of the exhibition in the application, please upload a document stating its absence into the required document upload section.*



- C. **Proposed timeline of exhibition** (including installation, display, and deinstallation dates) and detailed outline of all programming and events, with a description of each event, its purpose, target audience(s), and the curator’s plan for audience development and promotion. Outline should take into account the gallery’s hours of operation (Monday-Friday, 9am-6pm), any events that may fall outside these hours, and note any technology required for programming. Templates for this proposed timeline are available here:
- [Social Justice Art Exhibition Timeline Template](#)
  - [Veterans’ Art Exhibition Timeline Template](#)
  - [World Pride Exhibition Timeline Template](#)
- D. **Curator, co-curator or mentee resumes/CVs**, including past curatorial projects with project budget.
- E. **Letter of consent from co-curator/mentee** indicating agreement to participate in curating the exhibition.
- F. **Comprehensive, detailed budget outline** describing how grant funds will be utilized, including: curator fee (not to exceed 20% of budget), artist fees, co-curator/mentee fees, insurance, installation, gallery signage, events, equipment rental, marketing materials, art transport, frames and/or pedestals.
- A template is available [here](#).
- G. **Individual artist statements** (maximum 250 words each) from each artist proposed for the exhibition referenced in the curatorial statement. If the curator seeks to work with nonprofit organizations to create artwork in group or anonymous settings, providing a mission statement for the organization(s) will suffice.
- H. **Image list for proposed artwork** (including title, date, medium, dimensions, approximate weight if over 10 lbs). Note that these works can be subject to change based on curation and availability, with final image list submitted one month prior to exhibition installation.
- I. **Images of each artwork proposed for the exhibition.** If new works or site-specific installations are being commissioned, a sketch or rendering must be submitted, indicating dimensions and weight. Electronic files should not exceed 5MB each.
- Use the Media Viewer to upload images as jpegs.
  - File names must include the artist’s last name followed by the artwork title and must correspond in number with the uploaded image list. Example: “Number on Image List\_Artist Last Name\_Artwork Title”

- J. Compliance documents (forms and instructions are available at [Resources for Grant Applicants](#)).
1. **Certificate of Clean Hands** (must be dated within thirty (30) days of application). See: [mytax.dc.gov](http://mytax.dc.gov)
  2. **Statement of Certification** (signed at the time of application).
  3. **Signed IRS Form W-9** (Note: Post office boxes are prohibited. The address on the W-9 must match the address in the grants portal, the DC Government's PASS system, and the DC Vendor Portal. The October 2018 version of the form must be used and be dated at the time of application submission.)
- K. Additional Mandatory Documents For Organizations
1. IRS Letter of Determination
  2. DC Tax Certificate of Incorporation
  3. IRS Form 990 from Fiscal Year 2023 or most recently completed fiscal year.

### **Exhibition Requirements and Parameters – At Time of Award**

Curators must provide **proof of commercial general liability insurance** in their name with minimum limits of \$1,000,000 per occurrence, and property insurance with limits equal to the estimated completed value of the work, to cover any potential personal injury or loss/damage of the artwork during the installation, exhibition, and de-installation periods. Applicants should demonstrate research/awareness of insurance costs within the budget portion of the application.

### **Exhibition Requirements and Parameters – 30 Days Prior to Installation**

At least one month in advance of installation, curators are required to submit for approval the following items:

- finalized exhibition layout
- object checklist
- artwork labels
- wall text
- artist bios
- marketing and promotional materials - CAH and Curators are responsible for implementing communication strategies for the exhibit. Curators must coordinate with CAH on all public relations, promotions, and any media. See Addendum B for list of communication resources available to grantees
- final programming dates and times
- written letters of consent from each exhibited artist indicating agreement to display the works in the final exhibition
- background checks for programming participants involving youth under 18 years of age

### **Exhibition Requirements and Parameters – Upon Completion of Exhibition**

Within thirty (30) days after acceptance of the return of the galleries to original condition, or by October 13, 2025, whichever date comes first, the award recipient must submit through the grants' portal to CAH:

- a CAH Grant Budget Form, including receipts for all eligible exhibition costs
  - a Final Report
- see reporting section below for further form information

### **Application Submission**

CAH utilizes an online grant portal to receive grant applications.

1. Read the RFA guidelines (for the desired program) and determine eligibility.
2. 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.
3. Once registered, select My Open Applications, and click on “New Application” on the right side of the screen, then select “Art Exhibition Grant” Program from the program list.
4. Complete the application questions, budget, and other uploads.
5. Upload all required documents, supplementary material, and work samples.

**All applications must be submitted online by 9:00 PM ET on Friday, July 1, 2024. A confirmation email generates automatically upon submission of the application. 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 a 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. The same project cannot receive multiple grants from CAH. Applicants may submit only one application per year for this grant program.

Applicants are fully responsible for the content of their application packages. CAH staff is not permitted to make corrections to applications on behalf of applicants. An automated confirmation of an application’s submission does not guarantee an applicant’s eligibility or recommendation for funding by the advisory review panel.

The grant period is from October 1, 2024, to September 30, 2025. Grant funds may not be used for activities that occur outside of this grant period.

### **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.

## **TECHNICAL ASSISTANCE**

CAH staff members are available to assist grant applicants with preparing the application through group or individual technical assistance. 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.

To schedule an individual technical assistance meeting, please contact Michelle May-Curry, CAH Curator at 202-215-9486 or [michelle.may-curry@dc.gov](mailto:michelle.may-curry@dc.gov). 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.

## **APPLICATION WORKSHOPS**

CAH conducts free workshops for participants to learn useful information about the agency's funding opportunities and how to submit a grant application. All workshops are free and open to the public; however, participants are strongly encouraged to RSVP. Current workshops are scheduled virtually and for the following dates:

- **Thursday, May 16, 2024; 10 - 11:30 am**
- **Wednesday, May 29, 2024; 4 - 5:30 pm**
- **Tuesday, June 11, 2024; 4 - 5:30 pm**

More information about the workshops and registration may be found at [dcarts.dc.gov](https://dcarts.dc.gov) under [Grant Application Assistance](#), or by calling CAH at 202-724-5613.

## **APPLICATION REVIEW**

All applications are scored according to four categories: Unique and Compelling Concept and Programming; Merit of Artistic Content and Clarity of Layout; Opportunity and Equity; and Budget and Feasibility. The evaluation criteria are specific to each grant program and listed in each grant program's guidelines.

The application process is competitive, and awards are subject to the availability of funds.

### **Review Criteria**

#### **Unique, Compelling Concept, and Programming 30%**

- Selection of artwork is clear and finalized; curatorial premise demonstrates creative and original theories, ideas, or perceptions (10 points).
- Concept is fully developed and presents challenging ideas and/or has the potential to stir thought-provoking discussion (10 points).

- Exhibit-related programs included in the proposed timeline are thoughtful, creative, and innovative in format (10 points).

**Merit of Artistic Content and Clarity of Layout 30%**

- Selected artwork demonstrates artistic excellence and high aesthetic quality (10 points).
- Curatorial statement clearly explains the thematic premise of the exhibition and the ways in which each artist’s work relates to the exhibition theme or focus (10 points).
- Curator has considered the unique architecture of the gallery space and has responded accordingly with selections of artworks that occupy or activate the space well, visually relating to each other cohesively. The rendering should clearly define the look of the exhibition (10 points).

**Opportunity and Equity 30%**

- The applicant shows evidence of intentionality in the planning and implementation of the exhibition and programming to promote a welcoming and inclusive environment (10 points).
- The exhibition offers emerging and underrepresented artists, specifically those without gallery representation, consistent group exhibition participation, and/or solo exhibitions within the last five years, the opportunity for exposure and ensures physical, geographic, cultural, and financial access for its artists, contractors, audiences, and participants. Where applicable, the applicant shows thoughtful engagement of co-curator/mentee (10 points).
- The applicant shows evidence of intentionality in the planning and implementation of the exhibition and programming to engage a diverse audience based on culture, age, physical ability, and languages spoken (10 points).

**Budget and Feasibility 10%**

- Budget itemization and breakdown for exhibition and associated programming are reasonable and achievable (5 points).
- Successful production of exhibition is feasible within time allotted in the exhibition schedule (5 points).

**SELECTION PROCESS**

CAH selects individuals who are arts and/or humanities professionals, 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, according to their cohort, 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 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.

## NOTIFICATION AND PAYMENT

CAH will notify applicants of this grant program as to the results of their application on or about Tuesday, October 1, 2024, via email with an attached (1) letter of intention to award, (2) letter of ineligibility or (3) 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. CAH does not disburse grant award payments through its office. However, in collaboration with other District of Columbia government agencies, CAH processes the grant award payment requests for grantees in a timely manner.

Applicants must ensure that all compliance materials are uploaded, and that all organizational data is current in the online portal before submitting an invoice.

## CONDITIONS OF FUNDING AND CANCELATIONS

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 2024 grant recipients with unmet reporting obligations regarding any CAH funding program as of close of business on Friday, October 11, 2024, are ineligible to receive additional awards from CAH.

### Cancelations

CAH has the right to withhold, reduce or rescind a grant award (or future grant awards) if the involved grant recipient does any of the following:

- Fails to make a deadline for a grant report or fails to produce a grant report.
- Fails to notify CAH of changes in project collaborators or other significant management changes or changes in the project scope.
- 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 credit CAH's support publicly in any of the project's promotional or information materials.

## REPORTING REQUIREMENTS

At the end of the de-installation period, grant recipients will receive a final evaluation of the return of the galleries to their original condition. Within thirty (30) days after acceptance of the return of the galleries to original condition, or by October 13, 2025, whichever date comes first, the award recipient

must submit a CAH Grant Budget Form and a Final Report through the grants' portal to CAH. The CAH Grant Budget Form can be retrieved from [dcarts.dc.gov](https://dcarts.dc.gov) (click on the "Grants" tab and selecting "Resources for Grant Recipients"). All grant awardees are responsible for demonstrating and documenting expenditures for the full (100%) grant amount.

Grant recipients who do not complete the CAH Grant Budget Form and Final Report by Monday, October 13, 2025, are ineligible for further CAH funding.

### **DISTRICT OF COLUMBIA AND FEDERAL COMPLIANCE REQUIREMENTS**

All applicants must obtain from the District of Columbia a Citywide Clean Hands Certification (CCH) and submit this document as part of the application. Please request or update CCH to include with your application. Applications without the certificate will be deemed ineligible. This certification is required before any grant-related funding is disbursed, and grantees must remain in compliance throughout the term of the grant.

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 who are District residents may visit the following site to obtain more CCH information: [mytax.dc.gov](https://mytax.dc.gov) CAH recommends applicants who have never applied for a Clean Hands to begin the process immediately, as it may take up to 10 business days to complete.

### **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 (P.L. 88-352) (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. §§ 1681-1686) (which prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794); the DC Human Rights Act of 1977 (D.C. Code §§ 2-1401 – 1404.04); and the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12101 - 12213) (which prohibits discrimination on the basis of disabilities).

### **Credit/Acknowledgment**

Grant recipient will enter into an agreement requiring the inclusion of CAH's 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 CAH support in any public event that is held and that is related to CAH's 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](#). 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 CAH will be monitored and evaluated by its staff, to assure compliance with all applicable District of Columbia statutes, regulations, orders and other requirements. This monitoring process may include site visits, an evaluation of allowable costs, an assessment of efforts to meet projected grant applicant benchmarks, requesting proof of expenditures, etc.

### **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.

### **CALENDAR OF KEY DATES**

Request for Applications Released	Monday, May 6, 2024
Submission Deadline	Monday, July 1, 2024, at 9 pm ET
Review Panel	On or about Friday, August 12, 2024
Notifications to Applicants	On or about Monday, October 1, 2024

### **RESERVATIONS**

CAH reserves the right to issue addenda and/or amendments after 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.

### **CAH ART EXHIBITION GRANT STAFF CONTACT**

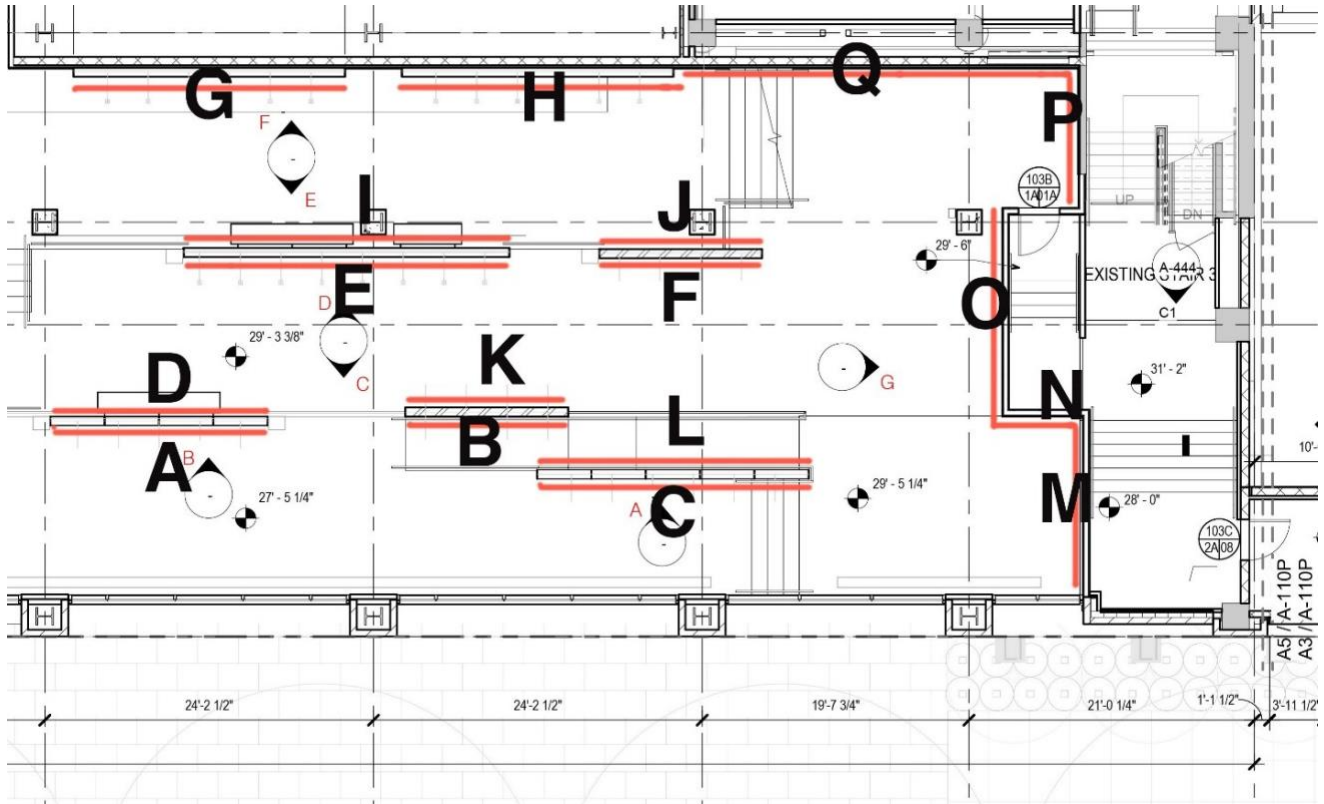
Questions about the AEG grant may be referred to Michelle May-Curry, Curator, at [michelle.may-curry@dc.gov](mailto:michelle.may-curry@dc.gov) or 202-215-9486.



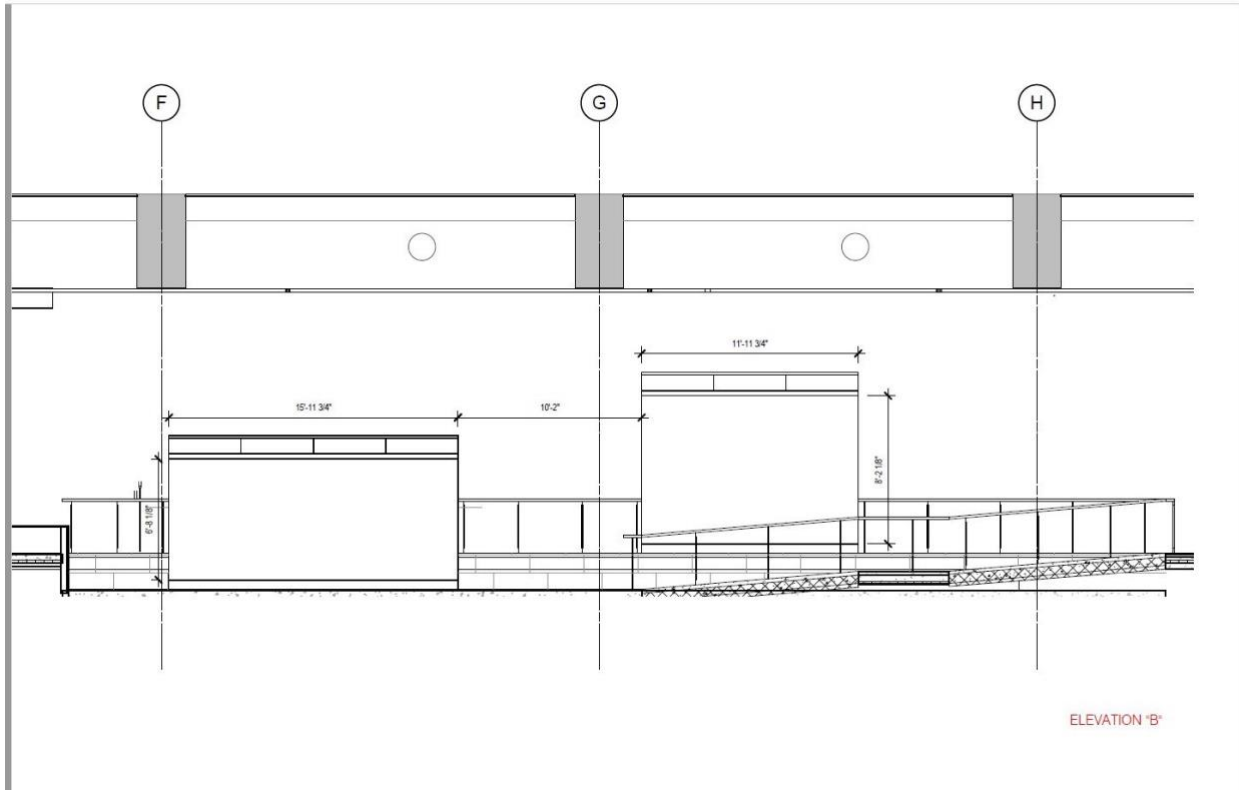
## ADDENDUM A: GALLERY WALLS, ELEVATIONS AND DIMENSIONS

Please contact grant manager for jpegs of below images to facilitate gallery layout.

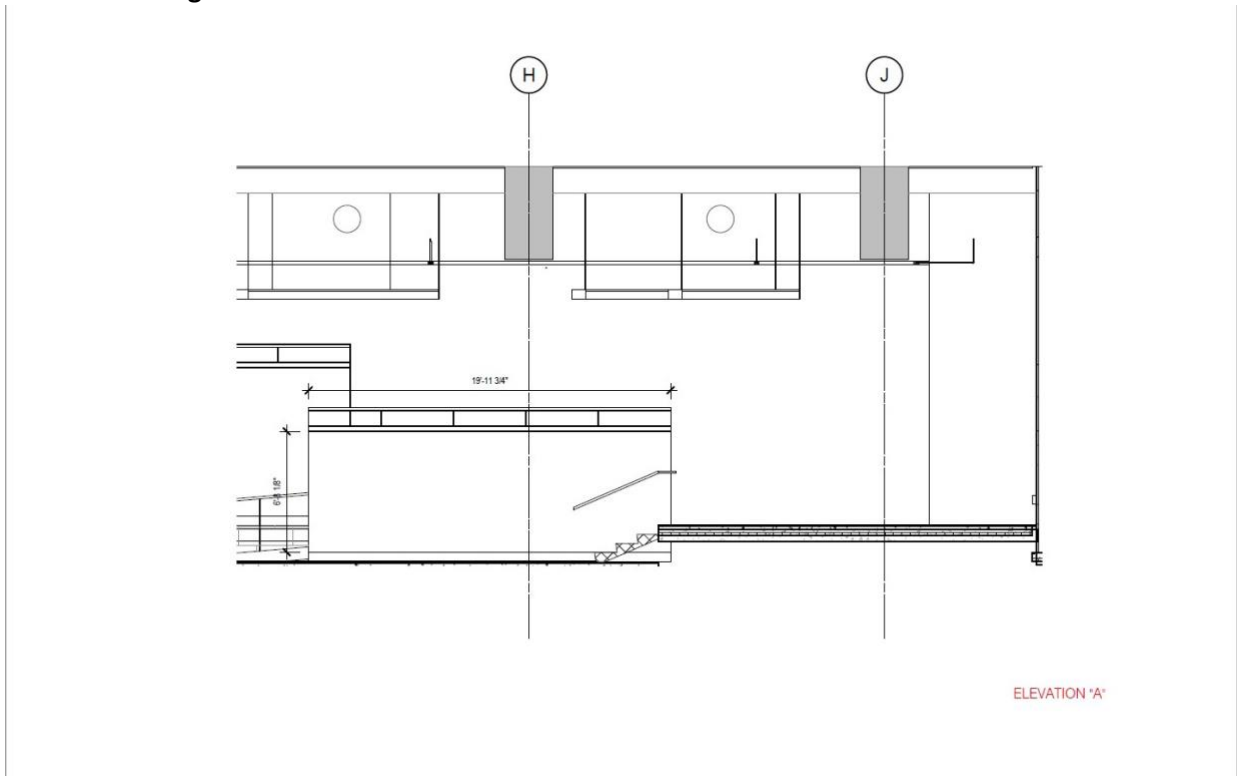
### Gallery Layout



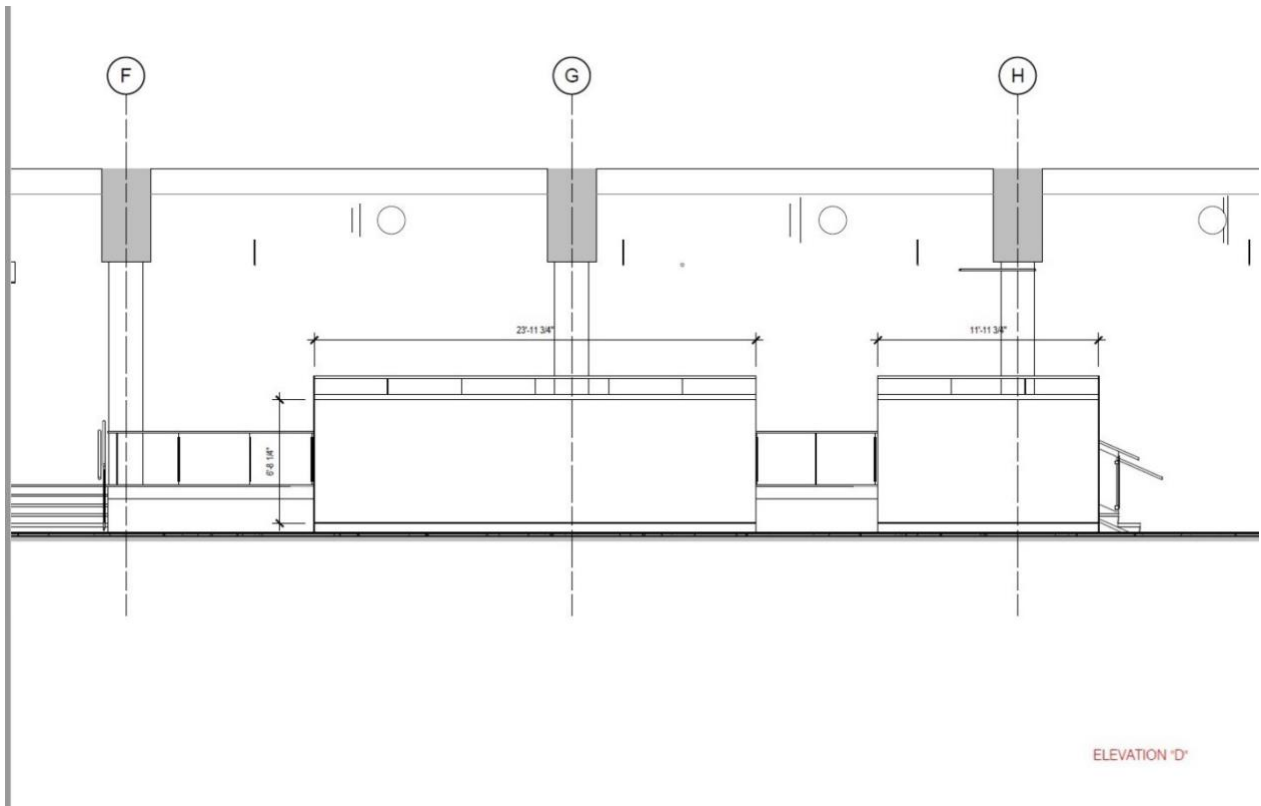
## Gallery Wall Elevations



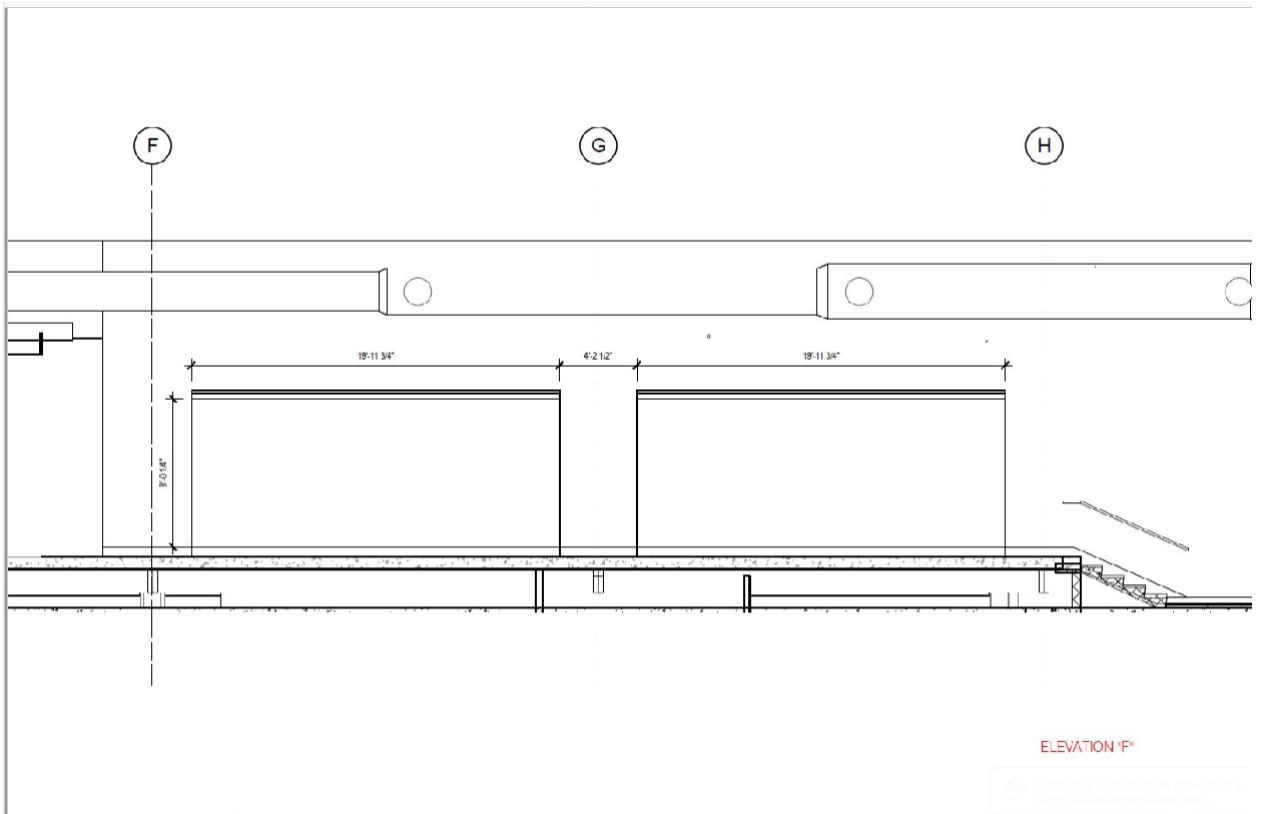
Left: Wall A - Right: Wall B



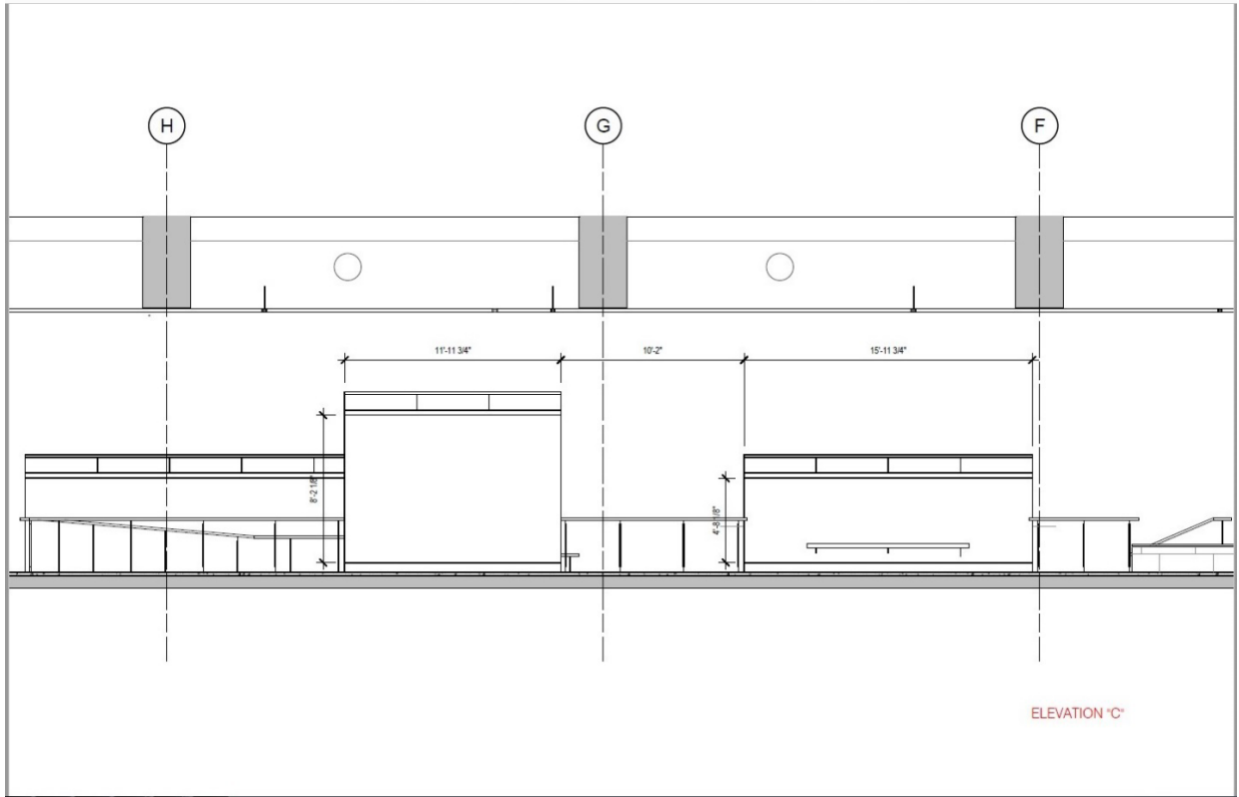
Wall C



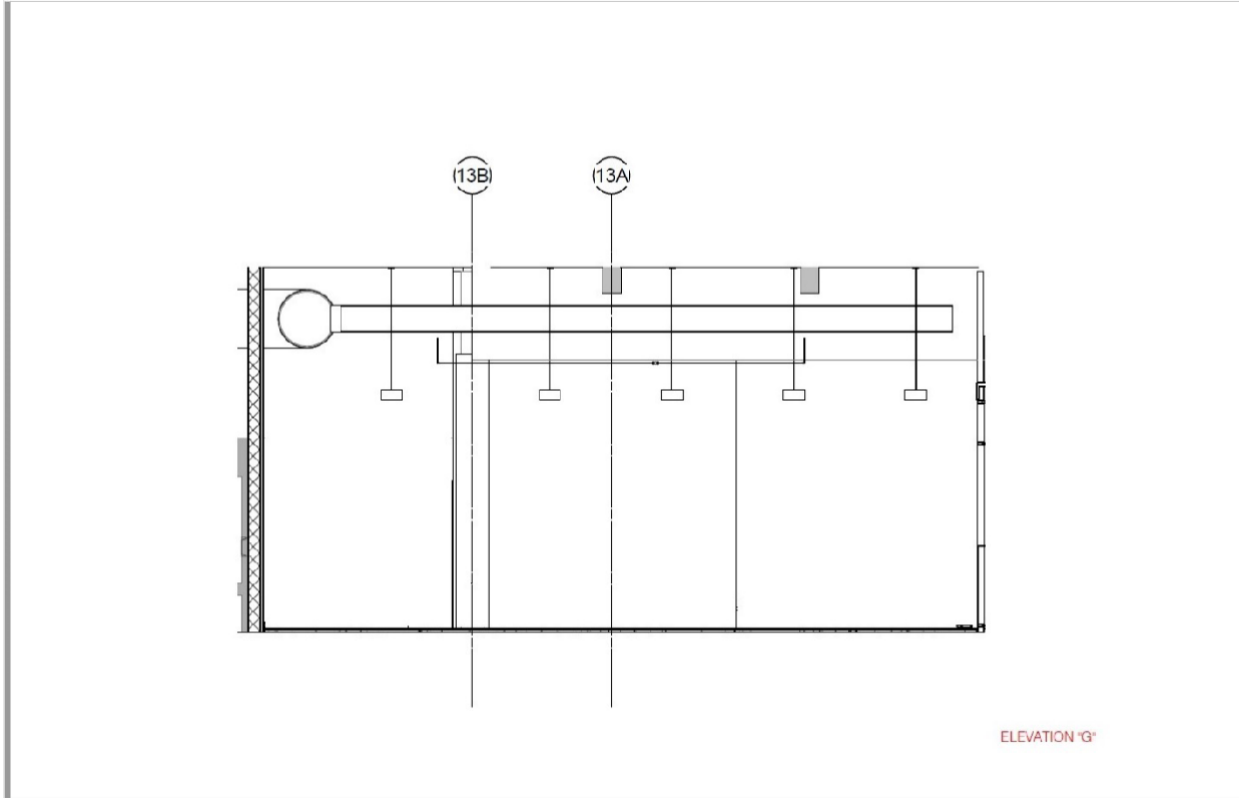
**Left: Wall E - Right: Wall F**



**Left: Wall G - Right: Wall H**



Left: Wall K



Walls O, M, P

## Gallery Wall Images



**First Tier Walls A, B, C**



**First Tier Wall A**

Dimensions: 15 ft and 11 ¾ inches (height) x 6 ft and 8 1/8 inches (width)



**First Tier Wall B**

Dimensions: 6 ft and 9 in (height) x 11 ft and 11 ¾ in (width)



**First Tier Wall C**

Dimensions: 6 ft and 9 in (height) x 11 ft and 11 ¾ in (width)

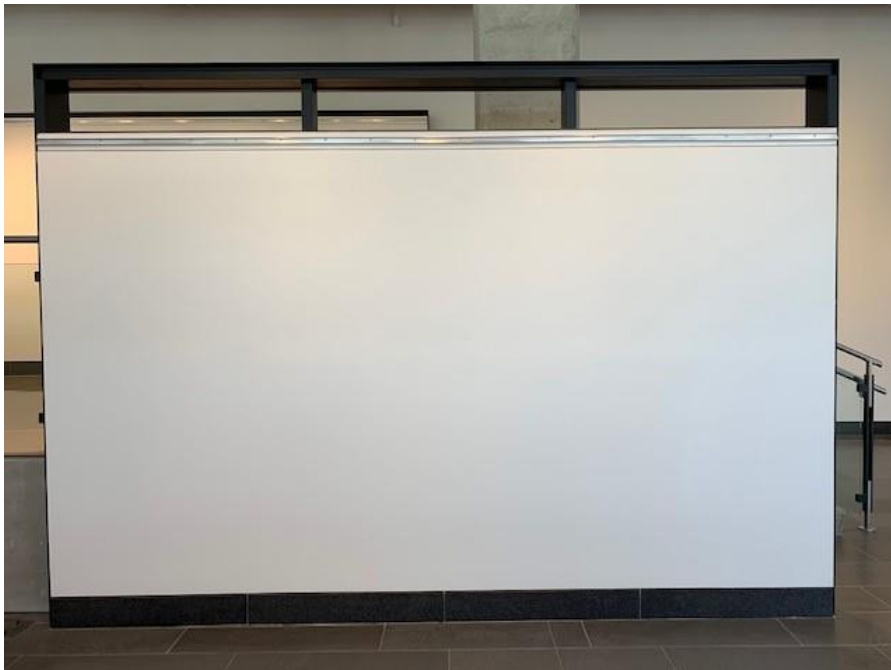


**Second Tier Walls E, F, K**



**Second Tier Wall E**

Dimensions: 6 ft and 9 in (height) x 23 ft and 11 ¼ in (width)



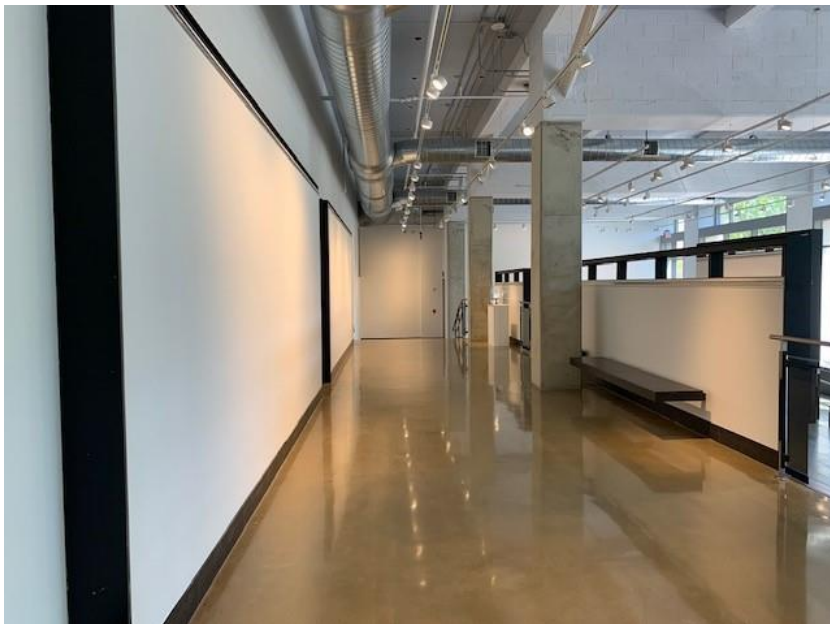
**Second Tier Wall F**

Dimensions: 6 ft and 9 in (height) x 11 ft and 11 ¼ in (width)





**Second Tier Wall K**  
Dimensions: 8 ft (height) x 11 ft and 11 ¾ in (width)



**Third Tier Walls G, H, J**

**Third Tier Wall G**



Dimensions: 8 ft (height) x 19 ft and 11 ¼ in (width)



**Third Tier Wall H**

Dimensions: 8 ft (height) x 19 ft and 11 ¼ in (width)



**Third Tier Wall J**  
Dimensions: 4 ft (height) x 6 ft (width)



**Gallery Walls O, M**  
Dimensions: Left Wall: 14 ft (width) | Right Wall: 13 ft (width)



**Gallery Wall Q**

Dimensions from banister: 12 feet (width)

## **ADDENDUM B: AVAILABLE EQUIPMENT FOR AEG PROGRAM**

- Two 55in Flat Screen TV's
- Three Bluetooth Over Ear Headphones
- For Programming Events: Chairs and tables
  - Chair quantity: approx. 100
  - Table quantity: approx. 10
- For Programming Events: Building Community Room is available but has to be scheduled depending on availability. CAH will coordinate this request.

### **Available Pedestal and Vitrines for AEG Program**

- Pedestal no vitrine, Qty 1
  - H 11 1/2" x L 18" x W 17"
- Pedestal no vitrine, Qty 2
  - H 34" x L 16" x W 16"
- Pedestal no vitrine, Qty 2
  - H 36" x L 16" x W 16"
- Pedestal no vitrine, Qty 1
  - H 36" x L 45" x W 12"
- Pedestal with vitrine, Qty 1
  - H 36" x L 45 1/2" x W 18"
  - Vitrine size: H 10" x L 45 1/2" x W 18"
- Pedestal no vitrine, Qty 2
  - H 40" x L 16" x W 16"
- Pedestal with vitrine, Qty 1
  - H 40" x L 22" x W 22"
  - Vitrine size: H 31" x L 22" x W 22"
- Additional pedestals may be available in off site storage, ask curator for further information

### **Available CAH Services for AEG Program**

#### **Printing and communication support**

- Printing of two hundred (200) 5x7 advertising postcards
- Printing of 4 "sandwich board" posters for internal and external building use
- Circulation and promotion (but not creation) of graphics/flyers for social media and print advertising