



## FY 2025 PUBLIC ART BUILDING COMMUNITIES GRANT

Applicants may submit one (1) Public Art Building Communities (PABC) grant application per grant cycle.

**RFA RELEASE:** Monday, April 15, 2024, 5:00 PM ET  
**SUBMISSION DEADLINE:** Monday, July 22, 2024, 9:00 PM ET  
**FUNDING REQUESTS:** Organizations may request up to \$125,000  
Business Improvement Districts (BIDs) may request up to \$150,000

### APPLICATION QUESTIONS and UPLOADS (ORGANIZATIONS)

Please use this document to preview the application questions in the grant portal. It is recommended that you type out your answers in a separate word document before applying in the portal. Highlighted sections are new. For assistance contact Kerry Kennedy, Public Art Program Coordinator | [kerry.kennedy@dc.gov](mailto:kerry.kennedy@dc.gov)

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#### **OVERVIEW**

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

Amount Requested:  
**(Organizations may request up to \$125,000  
Business Improvement Districts (BIDs) may request up to \$150,000)**

Type of Support:  
**(Select “Project Support”)**

Project Begin Date:  
**(10/1/2024 – this is the start of FY25)**

Project End Date:  
**(9/30/2025 – this is the end of FY25)**

Briefly detail the arts and humanities activities and goals during the grant period:  
**(Required)**

Have you applied for a grant from CAH within the past 5 years?

**(Required)**

Have you received a grant from CAH within the past 5 years?

**(Required)**

Has your address changed in the past 12 months?

**(Required – If address has changed, it must be updated in the grants portal.)**

## **Request Details**

**EIN:** Must use the same number across all documents requesting EIN

**(Required)**

**Applicant Discipline:** Indicate the artistic discipline of the artist for the proposed public art project from the drop-down menu.

**(Required)**

**Artistic Statement:** What is your motivation as an organization to create Public Art? What is your vision for public art in the District of Columbia? Please describe your experience working with an artist to manage a public art project. Also describe the artists' experience with exterior public art design, fabrication, and installation. Incorporate application Review Criteria factors in your response.

**(Required – 500 words max.)**

**Methods Description:** What are the organization's (applicant) mission, vision statements, and history. Please include the top three (3) recent accomplishments in the past five (5) years.

**(Required – 200 words max.)**

## **Work Samples & Uploads**

**Work Sample Narrative:** Describe how and why the artistic content of the work sample/s best represents your selected lead artist's practice. Include the artist's approach to site-specific public art projects, community engagement, and ability to translate artistic discipline to the intended audience. Include how the work sample/s represents the applicant's body of work and originality within the discipline(s). Consider the project goals listed in the RFA in your response. Include how the work sample/s represents the applicant's body of work and originality within the discipline(s).

**(Required 300 words max)**

**Lead Artist Work Sample and Image Identification List:** Upload five (5) digital images of at least five (5) different works and for each image, include: Lead Artist/ Artist’s Role on the Project, Title, Date, Medium Size – Dimensions, Location, Project Budget, Project Description. If an Artist Team, please differentiate to clearly define each artist/s’ work samples and team member’s/artist’s role in that project. The Image Identification List must be numbered to correspond with the digital image numbers of the work sample/s. **List and identify all use of Artificial Intelligence Technology.**

**(Required)**

**Project Lifespan:** Is the project temporary or permanent? Permanent public art projects are defined as existing for a duration of more than two (2) years without a deinstallation plan. Temporary Projects are defined as up to two years and must include a deinstallation plan. (drop down Yes/No)

**(Required)**

**Project Descriptor:** Please describe the sustainability of this project. If permanent how will the work respond aesthetically to the landscape of the community over time. If temporary, how does the work engage the community during its lifespan. Please provide the dates of the project’s lifespan and briefly describe the deinstallation plan.

**(Required)**

**Project Statement:** Discuss the design concept providing detailed explanation of how the design contributes to the District of Columbia’s public art collection in the built environment. Discuss how the proposed design concept takes into consideration the dynamics of the site and provides aesthetic quality through innovation and thoughtful design. Describe the materials, fabrication, and installation techniques.

**If there is a recurring or repeating theme from previous Public Art Projects in your grant application please discuss how the current request builds or innovates on the concept in your project description impact statement.**

**List and identify all use of Artificial Intelligence Technology.** In the Proposed Art Upload section, please upload a PDF or JPG file/s illustrating the proposed design.

**(Required –700 words max)**

**Ward:** Ward of the project site.

**(Required)**

**Site Address/Building Name:** What is the address of the site? Please include the building name if applicable.

**(Required)**

**Site Ownership Explanation:** Indicate site ownership as either District/Federal/private property or Other. If “Other”, explain:

**(Required)**

**Project Discipline:** Please indicate the medium for the work – i.e. Sculpture and type, Mural, etc.

**(Required)**

**Project Timeline:** Provide a detailed fabrication and installation timeline expressed in terms of the number of days, weeks, or months needed to fabricate and install the proposed project. For projects with multiple sites and different artist(s) provide a timeline for each unique project site. If temporary, include the deinstallation schedule.

**(Required – 250 words max)**

**Project Activities and Goals:** Describe how the project helps your organization realize the artistic goals and/or community goals and addresses the theme of the project and/or organization’s vision.

**(Required – 250 words max)**

**Past Examples:** Describe your organization’s previous project/s and/or programming that is similar to this public art project. Include examples of sensitivity to the cultural and physical dynamics of the site. Responses can also include examples of the applicant overseeing fabricating, installing, managing, producing and/or presenting similar projects.

**(Required – 250 words max)**

**Personnel:** Identify the artist(s) who will design, fabricate, and install the project, along with any other artistic personnel or contractors who will assist the applicant in implementing the project. Clearly explain their roles and upload resume(s), signed and dated letter of understanding as well as a signed CAH Artwork Relationship and Copyrights Warranty Form in the uploads section.

**(Required – 250 words max)**

## **Community Engagement and Impact**

**Work Impact/Ward Impact:** Explain how the project will benefit the Ward where the project is located and/or the residents of the District of Columbia. How does the work engage the community where the project will be sited. How does the work reflect the community and enhance the aesthetic quality of the proposed site? Is there an opportunity for the project to have an impact on other Wards? If yes, which Wards and how? Explain the significance and the importance of this project to the community where it is proposed to be installed.

**(Required-250-word max)**

**Individuals Served:** Expected number of individuals served by this request during the grant period.

**(Required)**

**Target Audience:** Describe the intended impact for the community served, including the District of Columbia target audience and/or participants as related to the activities and/or programs and the grant request. In what ways do the applicant’s distinct activities and/or programs meet the needs of the targeted District of Columbia population?

**(Required – 250 words max)**

**Resource Leveraging:** If partnerships are involved in any of the activities or efforts, note them with relevant details such as financial, resource sharing and/or as in-kind. If not, type N/A.

**(Required - 300 words max)**

### **Opportunity and Equity**

**Accessibility:** Describe methods of community outreach and implementation of the project that will respond with sensitivity to the cultural, ethnic, and economic background of the neighborhood where the project will be installed. How does the project provide shared learning opportunities that facilitate a greater participation in public art, represents the community and aims to promote a welcoming and inclusive environment? Describe whether the work and/or its ancillary programming shows evidence of intentionality in the planning and implementation that engages a diverse audience based on culture, age, physical ability, or languages spoken.

**(Required - 250 words max)**

**Capacity Examples:** Describe methods of community outreach and implementation of the project that will respond with sensitivity to the cultural, ethnic, and economic background of the neighborhood where the project will be installed. How does the applicant work to ensure that all modes of engagement are accessible to District residents and visitors of all abilities and backgrounds?

**(Required - 200 words max)**

### **Capacity, Budget, and Sustainability**

**Total Project Budget:** Provide the total project budget in numerical value.

**Budget Narrative:** Provide a brief narrative based on the uploaded budget spreadsheet that is inclusive of all design, artwork fabrication, installation costs associated with the design, fabrication, installation, transportation and/or shipping, installation, insurance, engineered drawings (stamped by a DC licensed engineer), permit costs, artwork-related electrical work (if applicable), photographic documentation of the installed artwork, and a contingency. Notes: 1) Artist design fees may not be more than twenty percent (20%) of the project budget. 2) Projects with more than one unique site with different artists and designs, must provide a budget narrative and upload for each unique site. 3) Explain whether the budget is based on actual or estimated costs. Explain any bids, and list any equipment purchases under \$500. 4) Identify whether there is additional funding/income to support the total cost of the project. Cost of personnel. For example: Artistic Personnel = \$9,000 (5 artists @ \$300 stipend x 6 days). Please

refer to Allowable Costs and Funding Restrictions in the RFP.

**(Required – 300 words max)**

**Financing Notes:** Please list any other sources of funding that will be used to complement CAH funds that cover the total project costs of the proposed project. Provide details for each funding source. Include the source/s of funding to match and/or close a discrepancy between the total cost for the project and the amount requested for the grant. For Example, a foundation grant, a matched organizational support, or an in-kind donation of services. Name the source/entity, and amount. If not applicable, state “N/A”.

**(Required – 250 words max)**

**Tracking Expenditures:** Describe what appropriate electronic financial monitoring systems will be used to track expenditures related to the project. If awarded, all receipts must be accounted for to demonstrate use of grant funds.

**(Required)**

**Fabrication and Installation:** Describe the methods and processes of fabrication and installation that will be used to execute the project, including transportation needed (if any) and the number of days/weeks/months it will take to fabricate and install the artwork.

**(Required)**

**Location Relevant to Community:** Describe the physical location of the artwork, (e.g. alley, sidewalk, garden.)

**(Required)**

**Scope of Work:** Describe the project objectives, milestones, deliverables, and outcomes.

**(Required)**

**Fabrication and Installation Methods:** Describe the methods and processes of fabrication and installation that will be used to execute the project, including transportation needed (if any), including information on materials used for fabrication, the dimensions of the completed project, and the number of days/weeks/months it will take to fabricate and install the artwork.

**(Required)**

**Maintenance:** Please detail the maintenance needs for this project including anticipated timeline and materials needed. For permanent projects, please describe maintenance requirements. For temporary projects, please describe maintenance requirements, and how the object will be maintained during its temporary installation.

**(Required)**

**Preparations:** Describe preparations required to begin the project (e.g., white-wash a wall for painting, install new lighting, install a concrete slab, etc.) . For permanent projects, please

describe. Temporary Projects are defined as up to two years and must include a deinstallation plan. If temporary, please describe.

**(Required)**

**Permits:** Please list what permits or other approvals will be needed specifically for the project installation including written confirmation letters from the DC Department of Buildings (DOB), the DC Department of Transportation (DDOT) Public Space, the Historic Preservation Office (HPO) of the DC Office of Planning, and the Department of Park and Recreation (DPR) (if on DPR property).

**(Required)**

**Contractor LSDBE Explanation:** Has a contractor been engaged for fabrication or installation? Will Local, Small, and Disadvantaged Business Enterprise (LSDBE) contractors/vendors be used for the project?

**(Required)**

**Hazardous Materials:** Does the project require use of licensed machinery and/or hazardous materials? If yes, please describe. If no, enter N/A.

**(Required)**

## **Work Samples & Uploads**

**Project Budget Spreadsheet:** Use the budget template provided. If applicable, include individual bids for equipment, rentals, or services as a separate upload document/s.

**Projects with multiple sites and different artists must submit individual budgets and timelines.**

**(Required)**

**Equipment Estimates:** If renting or purchasing equipment, submit up to three (3) estimates for equipment rental and/or purchases. Include the intended purchase in the budget template and upload the remaining bids to the portal.

**Letter of Intent to Purchase Equipment:** Purchases not to exceed \$500 per item.

Upload a letter detailing the specifics of the equipment's use after the project is completed (for equipment purchases that have a life spanning more than two (2) years only).

**Current Annual Organizational Budget:** Upload a budget that includes year-to-date income and expenses.

**(Required)**

**Previous Fiscal year Organizational Budget:** Upload a budget that includes year-to-date income and expenses.

**(Required)**

**Current FY Balance Sheet:** Upload a balance sheet that includes last financial quarter information.

**(Required)**

**IRS Form 990:** Only the version of the W9 form ([www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf)) may be used and the form must be dated at the time of application submission.

**(Required)**

**Resume(s) of Key Personnel:** Include resumes for all key personnel that are involved in the project, such as artistic director and executive/managing director, apprentices, other artists, etc. - up to two (2) pages each. Bios are not acceptable.

**(Required)**

**Support Materials:** Up to six (6) items of additional material, e.g., newspaper articles, reviews, letters of support (neighborhood associations, community stakeholders, etc.), programs, brochures, etc.

**(Required - Up to six (6) items)**

**Architectural Sketches:** Relating to the project design associated with this application. If not applicable, upload Word document with “N/A” written on the page.

**Potential Contractors Bids:**

Relating to the project design associated with this application. If not applicable, upload blank Word document with “N/A” written on the page.

**Project Site Agreement:** Agreement between project site owner and applicant that provides support of project, authorization to install proposed artwork onto the projected site, terms of maintenance for the duration of the installation, and maintenance intentions post-installation. Must be submitted on property owner’s letterhead.

**(Required)**

**Proposed Art:** Upload five (5) different perspectives to include: artwork on site from two (2) different views/angles, a daytime perspective, a nighttime perspective, and artwork superimposed to scale within the proposed site location. The proposed artwork image/s must be in the form of a detailed scale renderings, drawing/sketch, and or model that presents a meaningful representation and illustrates the design concept as it would appear on site when installed/completed.



**(Required)**

**Digital Images of Proposed Site :** Upload four (4) different perspectives to include: a site plan of the proposed site, an ariel map of the proposed site location and artwork (to scale) on site from two (2) different views/angles.

**(Required)**

**Artwork Relationship and Copyrights Warranty Form:** Must be completed, signed and dated by Artist and Executive Director or designee. Template found at:

<https://dcarts.dc.gov/page/resources-grant-applicants>

**(Required)**

**IRS Letter of Determination**

**(Required)**

**DC Certificate of Incorporation**

**(Required)**

**Organizational chart (Limit-one page)**

**(Required)**

**List of Current Board of Directors:** Upload a list that includes officers, occupations, and term limits.

**(Required)**

**Permit Verification Letters:** Please list what permits or other approvals will be needed specifically for the project installation including written confirmation letters from the DC Department of Buildings (DOB), the DC Department of Transportation (DDOT), the Historic Preservation Office (HPO), and/or the Department of Parks and Recreation (DPR) (only if on DPR property).

- DC Department of Buildings.

**(Required)**

- Department of Transportation.

**(Required)**

- Office of Planning Historical Preservation.

**(Required)**

- Department of Parks and Recreation.

**(Required Only if Project is in a District of Columbia Park)**

**Flyer:** Upload the flyer/online communication used to demonstrate your community outreach notifying businesses and residents of your project's presence on the upcoming Advisory Neighborhood Committee (ANC) Meeting agenda.

**(Required)**

**Signed W-9:** Only the version of the W9 form ([www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf)) may be used and the form must be dated at the time of application submission.

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 DIF's system, and the address registered in the DC Supplier Portal.

**(Required)**

**Advisory Neighborhood Committee Letter:** Written ANC approval/support verifying that the applicant has presented and received approval/support from the Advisory Neighborhood Committee of the proposed project site location.

**(Required)**

**Community Support Signatures:** Upload a list of signatures from residents and business owners who are in support of the proposed project. On-line petition platforms with electronic signatures accepted.

**(Required - Minimum: 25 signatures, Maximum: 75 signatures)**

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