



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

Request for Applications

FY26 Large Capital Projects Program Grant

All applications must be submitted online by 10:00 PM EST on Wednesday December 17, 2025

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SECTION I: Description of Funding Opportunity

Large Capital Project Program Overview and Goals

The Commission on the Arts and Humanities (“CAH” or “the Agency”) seeks applications for the **FY26 Large Capital Projects (“LCP”) Program Grant**. LCP furthers CAH’s mission by encouraging progress in the arts and humanities in the District of Columbia by supporting non-profit arts, humanities, arts education, and service organizations that significantly contribute to the District of Columbia as a world-class cultural capital. Grants are awarded on a competitive basis for the purpose of supporting either improvements or purchase of a facility located in the District of Columbia whose primary function centers on the training, management, production, or presentation of performances or exhibitions of the arts or humanities. To qualify for this grant, applicants must either own or have at least seven years remaining on an existing 30-year lease of the facility in question. Additional criteria are outlined below.

LCP program goals are to:

- Promote the stability, sustainable growth, and longevity of the District’s arts and humanities organizations.
- Preserve and strengthen structures, systems, and infrastructure for District arts and humanities organizations, their constituents, and their collections.
- Reduce the risk of organizational displacement.
- Foster arts and humanities access for all District residents.

Award Information

Please see the table below for the LCP award information.

Table 1. LCP Award Information	
Total Amount of Funding to be Awarded	Contingent upon funding
Anticipated Number of Awards	Four (4)
Maximum Award Amount per grant	\$1,500,000
Minimum Award Amount per grant	\$900,000
Anticipated Start Dates	February 1, 2026
Periods of Performance	October 1, 2025 - September 30, 2027. This is a two-year grant award.

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 may enter negotiations with an applicant and adopt a firm funding amount or other revision of the applicant’s proposal that may result from negotiations. The Agency reserves the right to issue addenda and/or amendments after the issuance of this RFA, or to rescind this 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.

Recipients of FY26 Small Capital Projects’ (CAP) grants may apply for FY26 Large Capital Projects’ (LCP) grants. Should an organization be awarded both grants within the FY26 cycle, the amount of the smaller CAP grant will be deducted from the total award amount of the larger LCP grant. See example:

- FY26 Large Capital Projects Grant Awarded = \$1,000,000
- FY26 Small Capital Projects Grant Awarded = \$ 300,000
- LCP less CAP = \$ 700,000
- Total FY26 LCP Payment = \$ 700,000

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Award Eligibility

Project and Facility Eligibility

Large Capital Project Program grants are awarded on a competitive basis for the purpose of either:

- Improvements of a facility located in the District of Columbia with a tax valuation of at least \$1,000,000 or
- The purchase of a facility located in the District of Columbia with a tax valuation of at least \$1,000,000 by an applicant with a thirty-year lease on that facility.

The facility under consideration for improvement or purchase must be designed for and have as its primary function the training, management, production, or presentation of performances, exhibitions, or other programs of the arts or humanities.

If committed by a thirty-year lease, at least seven years of that lease must remain at the time of application. The thirty-year lease criteria include:

- Occupancy history and lease extensions; and,
- Other legally bound terms of occupation or possession such as residence by Congressional mandate, by Federal/District government agreement, or by similar mandates.

Applicant Eligibility

Applicants must meet all the following eligibility requirements at the time of application:

- 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.
- Be registered with, and authorized to do business in, the District of Columbia.
- Have its principal business office address located in the District of Columbia, subject to an 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).
- Must have a primary mission focus in at least one discipline of the arts or humanities and have a history of actively providing arts and humanities programs in the District of Columbia for at least one year prior to the grant application deadline.
- Must reflect a commitment to inclusion, diversity, equity, and access at all levels of its organization. Applicants will be required to demonstrate how a large capital grant will measurably improve inclusion, diversity, equity, and access for the organization and its constituents, staff, and board.
- The grant funded project must increase access for historically marginalized communities in the District and increase the availability of arts and humanities residences or workspaces.
- Ensure that at least fifty-one percent (51%) of the organization's activities occur within the District of Columbia.
- Register and comply with the regulatory requirements of pertinent government agencies, including Department of Licensing and Consumer Protection (DLCP); DC Office of the Chief Financial Officer (OCFO); DC Department of Employment Services (DOES); and the US Internal Revenue Service (IRS).
- Obtain a certificate of "Citywide Clean Hands" (CCH) from the District of Columbia Office of Taxation and Revenue.
- Be in "good standing" with CAH. (Note: A CAH grant applicant who has failed to comply with all applicable CAH-related mandates (e.g., failed to submit to CAH required reports related to prior CAH funding), is not in "good standing" with CAH and, accordingly, is ineligible to receive additional funds from CAH in FY 2026.

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- Applicants must either own the facility to be improved or possess at least a thirty (30) year lease on the same facility with at least seven (7) years remaining on the lease. Lease extensions must be submitted under Lease/Deeds/MOUs documentation at the time of application.
- Ensure that one hundred percent (100%) of the grant award dollars are used to support District of Columbia programming, inclusive of direct and indirect costs.
- Have an active Board of Directors.

SECTION II: Policies and Restrictions

Policies

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 regulations, including OMB Circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215, and District regulations govern this grant. In particular, 1 DCMR §§ 3300-02; 3399 provides the District rules governing award amounts, funding, eligibility, and restrictions for this grant.

Nonprofit Fair Compensation Act of 2020

When making grant awards or contracts to non-profit organizations, the DC Government will honor an unexpired federal Negotiated Indirect Cost Rate Agreement (NICRA) or a similar rate negotiated with another DC Government agency in the last two (2) years. If grantee organizations do not have a negotiated indirect cost rate, those grantees may assign 10% of all direct costs in their awards to indirect costs. Alternatively, grantees may elect to negotiate a new indirect cost rate with the DC government or seek out an independent DC Certified Public Accountant to calculate an indirect cost rate using the Office of Management and Budget guidelines. Applicants may include these indirect costs in their budget calculations and identify the basis for the calculation in supporting materials.

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.

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 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.

Applicant Restrictions

- Applicants may submit one (1) Large Capital Projects (LCP) grant application per CAH fiscal year cycle. Organizations that receive a grant under this program are ineligible for an LCP grant for two subsequent fiscal years (e.g., an organization receiving the LCP grant in FY26 may not apply to the FY26 and FY27 cycles of the same grant.)
- Should an organization apply for multiple grant opportunities in FY26, there must be no project scope overlap between different program applications.
- The following entities are *ineligible* to apply for a Large Capital Project grant:
 - Individuals.

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- Arts and humanities organizations with fifty-one percent (51%) of the organization’s activities occurring outside of the District of Columbia.
- Organizations proposing project(s) with overlapping scope from a prior capital projects cycle.
- Tax-Exempt organizations other than 501(c)(3) designated entities.
- Organizations that require “fiscal agents”, for-profit organizations, private foundations, political organizations, colleges, universities, foreign governments, federal government entities, public charter schools, Parent Teacher Organizations/Associations, and other District of Columbia government agencies, including DC Public Schools.
- Private clubs and organizations that prohibit membership based upon race, gender, color, religion, or any other classes identified in the District of Columbia Human Rights Act.
- Organizations applying whose content is combined with the application of another organization. Proposed projects must be “stand-alone” projects.
- Organizations headquartered outside of the District of Columbia.
- Prospective applicants debarred from procurements by the federal government, the Government of the District of Columbia or any governmental entity.
- Organizations which, at the time of application, do not possess the minimum lease obligation for LCP projects.

Allowable Costs

Allowable costs are those the District government and CAH have determined as valid expenditures. As a District of Columbia agency, CAH must ensure that all award funds are expended in a fiscally responsible manner, consequently, all awarded funds are subject to audit and Performance Monitoring. Grantees will be responsible for demonstrating expenses in Interim and/or Final Reports. Grantees with questions regarding allowable costs may contact the LCP grant program manager. 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.

Examples of Allowable Costs (must be project-supportive):

- Consultants’ fees and expenses to develop plans for Large Capital Projects, including preservation plans, master facility plans, facility acquisition plans, real estate studies, etc.
- Direct costs associated with the purchase of eligible real estate occurring in CAH FY 2026 or FY 2027 by the organization currently in a lease of that building (e.g., down payment, taxes, and broker’s fees)
- Parts and labor for renovations and capital improvements to existing facilities (e.g., walls, flooring, electrical, plumbing, mechanical, and roofing)
- Conservation, preservation, and restoration work (e.g., brick repointing, foundation repair, and lead paint abatement)

Examples of Unallowable Costs:

- Food and beverages
- Tuition and scholarships
- Expenses associated with an organization assuming the role of a fiscal agent for another organization
- Costs related to special events, and fundraising/development activity and personnel
- Debt reduction
- Expenses unrelated to the execution of the scope of work
- Operational reserve
- Re-granting (also known as “sub-granting”)
- Funding to universities, foreign governments, or DC government agencies (including DC Public Schools)
- Recurring costs (e.g. rent, utilities, and subscriptions)
- Non-depreciable or consumable equipment (e.g. medical gloves, paper, writing utensils, lightbulbs, clothing, etc.)

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- Costs associated with Small Capital Projects (Digital and Planning Projects): consultants' fees and expenses to execute digital projects including website overhauls, digital archives, and database creation; direct costs associated with developing a plan or study (e.g. focus group or community engagement sessions; regulatory expenses (e.g. permitting, licensing, related fees); and staff project administration exceeding 25% of the grant
- Costs associated with Small Capital Projects (Short- and Long-Term Projects): portable, non-consumable, depreciable equipment over which the grantee maintains exclusive control (e.g. computers, servers, lighting consoles, sound mixers, large appliances, risers, etc.),

• SECTION III: Application and Submission Information

Address to Request Application Package

CAH utilizes an online grant portal to receive grant applications. The LCP application may be found online in the CAH [Grant Application Portal](#). Incomplete, incorrect, or late applications may be deemed ineligible for review and funding.

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 under Grant Writing Assistance, or by calling the CAH Point of Contact listed in Section VI. Workshops and Live Chats may be accessed by visiting dcarts.dc.gov/page/live-chat-dccah-grants-specialist. Interested artists and humanities practitioners may register for workshops via Eventbrite at eventbrite.com/cc/capital-projects-workshops-2403369.

- **Workshop 1:** Wednesday, November 12th, 2025 | 1:00 PM - 2:30 PM
- **Workshop 2:** Monday, December 1st, 2025 | 10:00 AM - 11:30 AM
- **Workshop 3:** Monday December 8th, 2025 | 12:00PM- 1:30PM

Application Forms and Content

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

- Provide an overview of the organization's general programming, articulating the relationship of the proposed project to the organization's mission and programs, and the needs of the community.
- Demonstrate the critical nature of the project, both to the organization and to the District.
- Articulate an understanding of the project relative to the long-term success of the organization.
- Develop and detail a feasible project timeline not exceeding CAH's fiscal year 2027.
- Provide details of the planning process, including participants and experts engaged.
- Provide complete and thorough budgets with line-item details.
- Propose a project at a facility that is either currently Americans with Disabilities Act (ADA) compliant, or that will aid bringing the facility into compliance.

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

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Mandatory Documents		
1	Work Samples	CAH recommends reviewing the Work Sample Addendum (found within the Guide to Grants) to determine materials that would best support the application. Work samples must be no more than three (3) years old from the date of submission. Submitting older work samples may render the application ineligible for funding consideration.
2	Project Imagery (architectural sketches; renderings; site or imagery)	At least one referential image is required.
3	Support Materials	Up to three (3) additional items (e.g., letters of support, awards, programs, publicity, etc.).
4	Résumés of Key Personnel	Project and/or organizational leadership. Examples include managing/executive/artistic directors, lead contractors etc. Share role, areas of responsibility, and DC ward or state of residence.
5	Current Board of Directors	Provide board roles (e.g., president, treasurer, etc.), responsibilities, and DC wards.
6	Lease/Deed/MOU	Attached document must be co-signed, legally binding and demonstrate exclusive control over the site.
7	Financial Quotes	At least one quote is required. Three quotes are recommended. Depending on project scope, quotes can be sourced from contractor proposals, invoices, and/or merchant price sheets or similar.
8	Organizational Budget	Approved by the organization's Board of Directors and for the current organization fiscal year as of the date of the LCP application submission.
9	Profit and Loss Statement	From the organization's most recently completed fiscal year.
10	Balance Sheet	From the organization's most recently completed fiscal year.
11	IRS Form 990	The most-recently filed version with any accompanying cover sheets and signatures. If applicant submitted a "Postcard" 990-N, a screenshot confirmation can fulfill this requirement.
12	Most Recently Completed Audit	If organization has an annual budget less than \$1,250,000, attach a document stating "N/A." Otherwise, attach the full audit.
14	IRS 501(c)(3) Letter of Determination	Original or duplicate (Note: this is not the same document as a DC Business License)
15	Signed IRS Form W-9 (March 2024 Form)	Post office (P.O) box addresses are prohibited. The applicant's address must match: <ul style="list-style-type: none"> the address in the Grants Portal the address on file in the DIFS Supplier Portal (DIFS) The signature date must be current with the LCP application submission.
16	Statement of Certification	This document declares the authorized negotiator(s) for the organization. The form must have the same date as the LCP application submission.
17	Certificate of Clean Hands	Issued within 30 days of the application deadline. Applicants may visit the following site to obtain more information: https://mytax.dc.gov/
18	Certificate of Insurance	General Liability Insurance must be active as of the date of the LCP application submission. Include only the Certificate of Insurance (COI) in application.

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. Applicants are

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then responsible for updating their application within five (5) business days of CAH’s notification. Failure to do so will disqualify the application.

Grant Application Process

- Read the [Guide to Grants](#).
- Read the RFA guidelines (for the desired grant program) and determine eligibility.
- Go to Apply for Grants and select Grant Application Portal to register as a user.
- (Note: To reset a user password select “Forgot your password?”)
- Upon registration, applicants select the desired grant program(s).
- Complete the application questions, budget, and budget narrative data.
- Upload required documents, supplementary material, and work samples.
- Double-check the application for thoroughness, clarity, and typographical errors.
- Submit the application by 10:00 PM ET on the grant program’s deadline date.
- Ensure receipt of grant submission confirmation email—auto generated by the online portal—by the application deadline.

Submission Dates and Times

Complete LCP applications must be submitted online via the CAH Grants Application Portal by **10:00 PM EST on Wednesday, December 17, 2025**. CAH does not accept mailed, emailed or hand-delivered copies of grant applications or required attachments. Technical issues or failure to receive a confirmation email should be immediately brought to the attention of the CAH staff listed in Section VI below. Incomplete, incorrect, or late applications are deemed ineligible for review and funding.

Technical Assistance and Reasonable Accommodation

CAH staff are 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 (7) 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 VI 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.

CAH accepts reasonable accommodation requests from applicants with disabilities. To request a reasonable accommodation for application submission, contact Jenna Kriegel, Accessibility Coordinator at CAHaccessibility@dc.gov and await request approval. Reasonable accommodation requests must be made no later than seven (7) calendar days before the LCP application deadline.

SECTION IV: Application and Review Information

Paneling and Evaluation

CAH selects individuals who are arts, humanities and/or business 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. 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](#). To volunteer or nominate a person to serve as an advisory review panelist for a grant program, see CAH’s [Call for Panelists](#).

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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. The Agency may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended. 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. Grants are competitive and applications are reviewed in like-sized organizational budget cohorts.

Each application shall be reviewed as detailed below.

Category	Criteria	Weight
Project Content and Execution	The project is aligned with the organization's mission (10%); The project demonstrates a critical organizational need (10%); The project is financially viable, with any matching funds committed or able to be raised during the grant period (5%); and The project details a reasonable and inclusive project timeline (5%).	30%
District Impact and Engagement	The project addresses a critical need in the District (10%); The project strategy is tailored to the unique aspects and features of place. If a registered historic entity, the project accommodates preservation and conservation needs (10%); and, The applicant provides meaningful arts and/or humanities programming with a strong impact on the District's residents and visitors (10%).	30%
I.D.E.A.	CAH prioritizes applicants who give intentional focus to working with District residents who have been historically excluded and who demonstrate authentic responsiveness to their identified needs. The applicant has a proven commitment to inclusion, diversity, equity and access for constituents, staff, board, and their broader communities (7.5%); The project increases access for DC residents according to geography, race and ethnicity, ability, discipline, or other categories (7.5%); and The project increases arts and humanities residential and/or studio spaces (5%).	20%
Organizational/Project Management	The applicant demonstrates or can attain capacity in governance and management to complete the project; including personnel, policies, marketing, operations, and financial controls (5%); The applicant's operation and design process includes all relevant stakeholders (5%); The applicant demonstrates an understanding of the project's impact on the organization's future finances and operations (5%); and, The project costs are informed, itemized, thorough, and reasonable (5%).	20%

SECTION V: Award Administration Information

Award Notices, Anticipated Announcement and Award Dates

CAH will notify applicants of the results of their application and the applicable award disbursement process on or shortly after January 26th, 2026, via (1) Notice of Grant Award or (2) letter of denial. These notifications will be sent via the applicant's email as it appears in the CAH Grants Portal.

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 once awards are issued. More details may be found on CAH's website at [Resources for Grant Recipients](#). CAH

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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.

Programmatic, Administrative and National Policy Requirements

Grant award funds must be spent within CAH's Fiscal Years 2026 and 2027, October 1, 2025, to September 30, 2027. 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. §§ 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; 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 ensure 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, 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 will make its best efforts to publicly credit CAH's support in all related public events.

Reporting/Performance Monitoring

Each grantee is required to submit a Final Report regarding: (1) the extent to which they advanced their artistry, humanities work, and profession throughout the fiscal year, (2) details regarding artistic and humanities-focused activities and engagement with communities within the District of Columbia, and (3) the growth that was made in advancing practices of equity with internal and external stakeholders.

CAH reporting requirements are as follows: Grantees must submit four (4) Reports on the following dates:

Interim Report Dates

- Nov 30th, 2026
- April 30th, 2027

Final Report Date

- Nov 30th, 2027

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 by its staff, to ensure compliance with all applicable District of Columbia statutes, regulations, orders and other requirements. This monitoring process may include site visits, evaluation of allowable costs, assessment of efforts to meet projected applicant benchmarks, providing proof of expenditures, etc. If grantees fail to submit an eligible final report, they will become non-compliant and risk ineligibility for future funding from CAH.

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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.

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.

SECTION VI: CAH Contact Information

General questions regarding LCP may be directed to:

Name	Terrell Johnson, Senior Grants Manager
Email	Terrell.Johnson@dc.gov
Phone	(202) 788-2162
Address	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 [Guide to Grants](#).

GRANT PROGRAM ADDENDA

Work Samples and Other Supplementary Materials

CAH values and emphasizes excellence in all grant programs within all disciplines. This section contains detailed information on the CAH’s requirements and suggestions regarding content. Arts and humanities content and/or merit are one of several criteria on which an application is reviewed. Content and/or merit is demonstrated to the advisory review panelists through the applicant’s:

- **Section 1:** Work Samples
- **Section 2:** Support Materials (including Assessment and Evaluation)
- **Section 3:** Résumés of Key Personnel

Of these, the work sample carries the most weight because it must contain the clearest depiction of the applicant’s best work(s) of art and/or humanities. All applicants must submit arts and/or humanities work samples.

Work Samples

Work samples are critical for each application and are carefully considered during application review. CAH strongly recommends that applicants pay close attention to the content of work sample submissions.

The guidelines on work sample submissions depend on the grant program. Applicants are encouraged to adhere to the suggested work samples or risk ineligibility for consideration of a grant award.

Work samples must be no more than three (3) years old from the date of submission. Submitting older work samples may render the application ineligible for funding consideration.

Support Materials

Support materials are documents that strengthen the application and provide additional information that directly relates to the grant request. Support materials do not take the place of a work sample. They do, however, reinforce the quality of the applicant’s arts and humanities disciplines(s).

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Some examples of supporting materials include:

- Theater/exhibition reviews
- Letters of recommendation
- Certificates of achievement or recognition
- Sample lesson plans
- Assessments and evaluations
- Awards, and/or
- Recordings of artistic process, creation, or experience.

Assessment and Evaluation

The purpose of assessment and evaluation within grant applications helps to (1) determine the efficacy of a program, as articulated in the program goals and as required for grant reporting and (2) provide evidence to support changes to improve the program and its delivery.

Assessments typically fall into two general categories: *Qualitative assessment* is non-numerical and observational, including interviews, surveys, and focus groups, while *Quantitative assessment* provides empirical data that demonstrates growth in the knowledge, skills, and understandings of the participants.

There are many ways to assess and evaluate programming including needs assessments; pre- and post-testing; and formative, observational, and summative assessments that utilize mixed-method approaches such as portfolio/process-folio assessments.

Résumés of Key Personnel

Panelists additionally review the résumés of the key administrators and facilitators involved in the grant activities. Those professionals involved in the organization determine the capacity and ability of the applicant to effectively facilitate the project. Their backgrounds as artists and administrators should be relevant to the organization and clearly demonstrated through their professional résumés.

Additional Suggestions from CAH Staff

When creating and preparing work samples, supporting materials and résumés, CAH recommends considering the following:

- Applicants should test all media work samples in the application before submitting. If a sample cannot be viewed or played when testing, it is likely that a panelist will not be able to access the material when evaluating applications.
- Select recent, high-quality samples that relate as directly to the application as possible.
- Select work samples that illustrate and unite the applicant's narrative content.
- Photograph uploads should be in JPEG (or JPG) format with a 72-dpi minimum resolution and should not exceed 8 MB in size (each).
- Adding more than the recommended number of work samples to an application often weakens it.
- Carefully chosen work samples (pictures, videos, excerpts, etc.) tend to make the biggest impact and create the strongest artistic impression.
- Advisory review panelists will attempt to review all work samples submitted by each applicant. Applicants are advised to adhere to the guidelines for support material and work sample submissions detailed on page 12;
- Each work sample and document must give the specific name and title, so panelists can identify what they are reviewing.
- For project-based grants, include samples of similar projects completed to illustrate an ability to execute the proposed project.

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- For video submissions:
- Do not include highly edited commercial/promotional videos as a work sample.
- Do not include poor quality video samples or samples with dim lighting, unstable video, bright backlighting, or blurred images.
- If the video work sample is longer than five (5) minutes, indicate the embedded timecode of the video where panelists should begin viewing the work sample (e.g., 5:05:00).

For online materials and websites:

- Panelists review only within the “four corners” of the application. They are not expected to go to outside links or content, so a linked website may not be viewed.
- Websites can be screen-shot and attached as an image, but it is often an insufficient work sample. Submit a website only if it is an essential part of the project.

Definitions

Access is defined in the broadest definition of the term as a means of ensuring individuals and/or groups are given physical, financial, geographic, demographic, cultural, and developmental access to programming, services, and other opportunities.

Arts means instrumental music, vocal music, dance, drama, folk art, creative writing, architecture and allied fields, painting, sculpture, photography, graphic and craft arts, industrial design, costume fashion design, media and film, and sound recording; disciplines related to the presentation, performance, execution, exhibition of those major art forms; and the study and application of the arts to the human environment.

Capital Project means a project to construct either new facilities or make significant, long-term renewal improvements to existing facilities.

Commission means the District of Columbia Commission on the Arts and Humanities established by the Commission on the Arts and Humanities Act, effective October 21, 1975 (D.C. Law 1-22; D.C. Official Code § 39-201 et seq.).

Diversity refers to the various backgrounds and races that comprise a community, nation, or other grouping. In many instances, the term diversity does not only acknowledge the existence of diversity of background, race, gender, religion, sexual orientation, etc., but applies a recognition of the value of these differences. Diversity enriches policies and practices by bringing people of diverse backgrounds and experiences together to inform, shape, and enrich these policies and practices.

Equity means giving everyone what they need to be successful. Equity is different from treating everyone the same. Equity operates from the understanding that people and groups enter given situations from very different starting points. These starting points are often determined by certain social hierarchies such as race, class, gender, age, sexual identity, etc. An equitable framework centers awareness of these hierarchies and creates systems that are actively anti-racist, anti-classist, anti-sexist, and anti-homophobic.

Humanities means the study of ancient or modern languages, literature, philosophy, history, human geography, archeology, jurisprudence, religion, law, ethics, the history, criticism, theory, and practice of the arts; those aspects of the social sciences that have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to the relevance of the humanities to the current conditions of national life.

Inclusion means authentically welcoming and bringing traditionally excluded individuals and/or groups into processes, activities, and decision/policymaking in a way that shares power.

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Period of Performance means the time during which the grantee is expected to complete award activities, incur expenses, and expend approved grant funds.

Request for Applications means a document that describes the requirements needed to obtain a particular grant. The RFA includes a description of the purpose of the grant program, including a definition of the type and range of services or activities that a grantee is expected to complete.