DC COMMISSION ON
THE ARTS & HUMANITIES

FY 2026
General Operating Support (GOS)

Applicant Workshop

DC COMMISSION ON THE ARTS & HUMANITIES

Land Acknowledgment

Recognizing the Nacotchtank and Piscataway People, the First Residents of the land that would become the District of Columbia

Every community owes its existence and vitality to generations from around the world who contributed their hopes, dreams, and energy to making the history that led to this moment. Some were brought here against their will, some were drawn to leave their distant homes in hope of a better life, and some have lived on this land for more generations than can be counted. Truth and acknowledgment are critical to building mutual respect and connection across all barriers of heritage and difference. We begin this effort to acknowledge what has been buried by honoring the truth. We stand on the ancestral lands of the Nacotchtank and the Piscataway People. We pay respects to their elders past and present. Please take a moment to consider the many legacies of violence, displacement, migration, and settlement that bring us together here today. And please join us in uncovering such truths at any and all public events and to use such truths to guide the legacy of this Arts Commission.

200 I Street SW

GOVERNMENT OF THE DISTRICT OF COLUMBIA

DC COMMISSION ON THE ARTS & HUMANITIES

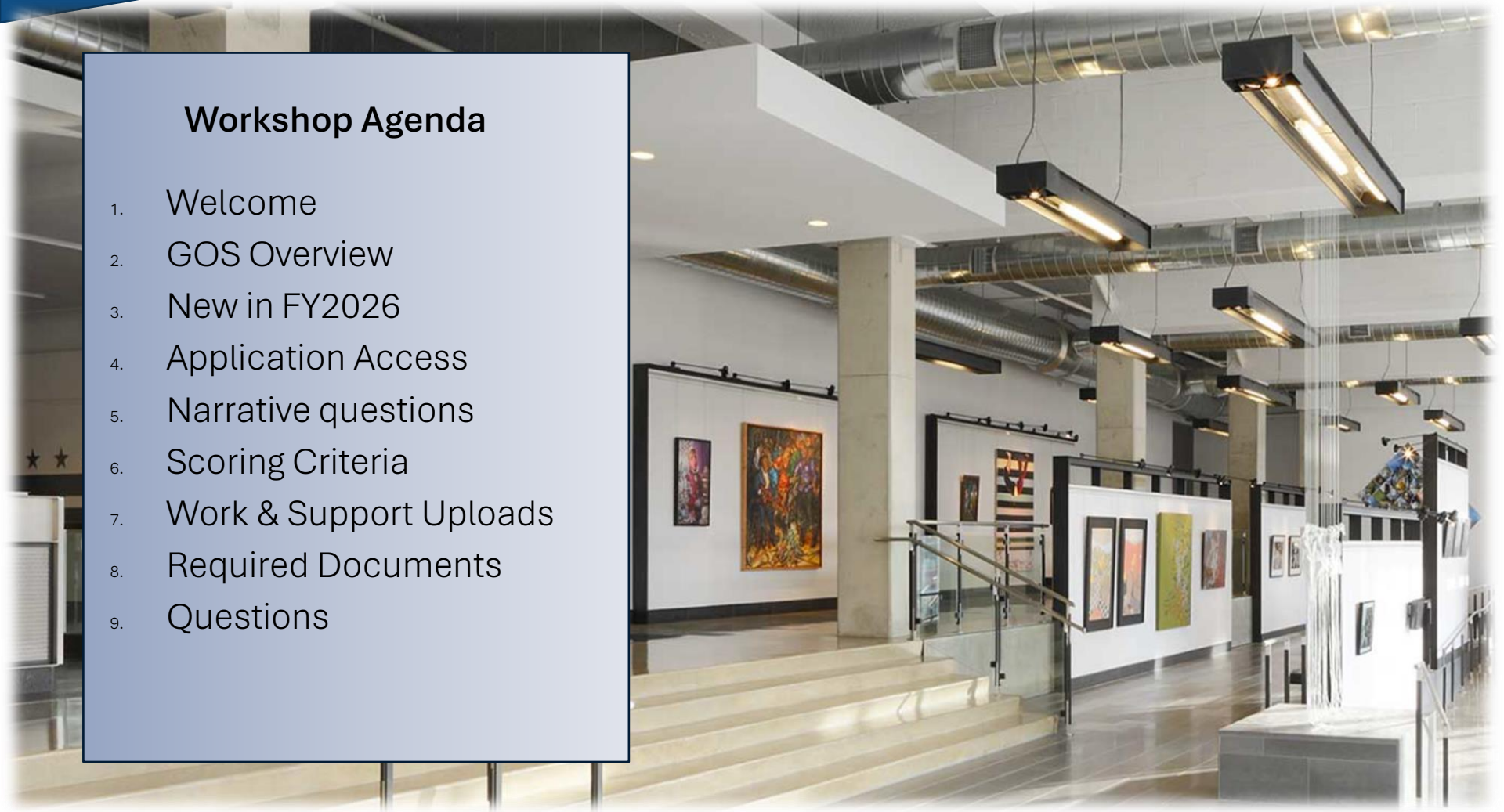
IN THE CHAT

Share the grant application question at the top of your list.

Grant Application Questions samples:

- When is the due date?
- Does my organization qualify?
- How do I upload and label my work samples?
- Refresh my memory on …

DC COMMISSION ON THE ARTS & HUMANITIES



Workshop Agenda

1. Welcome
2. GOS Overview
3. New in FY2026
4. Application Access
5. Narrative questions
6. Scoring Criteria
7. Work & Support Uploads
8. Required Documents
9. Questions

GOVERNMENT OF THE DISTRICT OF COLUMBIA

General Operating Support (GOS)
Grant Eligibility

1. Must be incorporated as a nonprofit with a federally-designated tax-exempt status under section 501(c)(3) of the United States Internal Revenue Service (IRS) code, as evidenced by an IRS determination letter that is dated at least one year prior to the application deadline date.

2. Be 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).

3. Have the primary mission focus in one or more of the arts or humanities disciplines referenced in the Guide to Grants, such that the majority of its activities and/or services are concentrated on and devoted to the arts and humanities and/or arts education.

General Operating Support (GOS)

Grant Eligibility

4. Must be incorporated as a nonprofit with a federally-designated tax-exempt status under section 501(c)(3) of the United States.

5. Have received funding through a CAH competitive grant that was awarded in the District's Fiscal Year 2024 (FY24) and/or Fiscal Year 2025 (FY25). **This requirement does not apply to GOS: Capacity Building Cohort.**

6. Ensure that at least fifty-one percent (51%) of the organization's activities occur within the District of Columbia.

7. Ensure that one hundred percent (100%) of the grant award dollars are used to support District of Columbia personnel and programming.

General Operating Support (GOS)
Grant Eligibility

8. Register and comply with the regulatory requirements of pertinent government agencies, including (but not limited to):
    - 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).

9. Obtain certification of "Citywide Clean Hands" (CCH) from the District of Columbia Office of Tax and Revenue .

10. Be in "good standing" with CAH. *A CAH grantee that has failed to comply with any CAH mandates (e.g. grant reporting), may not be in "good standing" with CAH and may be ineligible to receive additional funds.*

11. Have a principal business office address that is 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).*

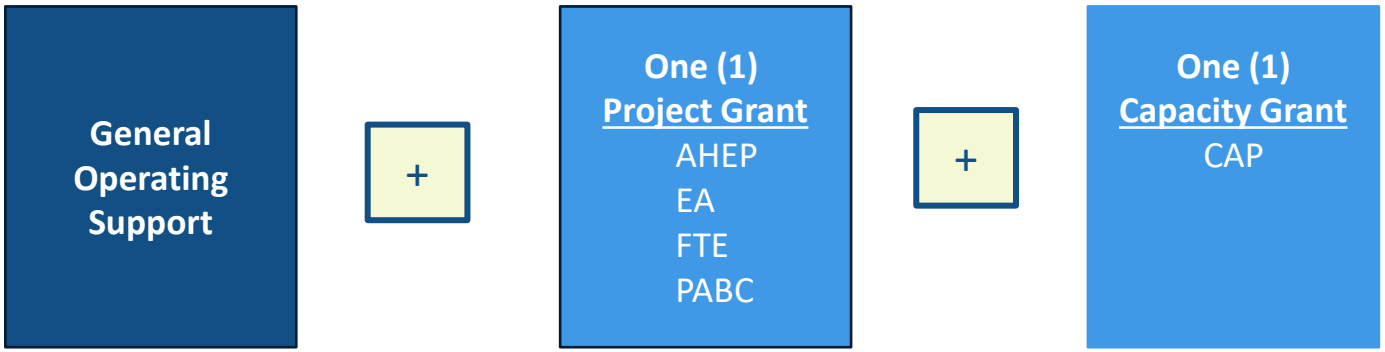
Grant Restrictions for GOS grantees

Organizations that apply to FY 2026 General Operating Support (***GOS***) may be restricted from applying to select FY 2026 project-based grants.

The scope of work articulated in a FY 2026 GOS request cannot be duplicated in a FY 2026 project-based request.

All GOS recipients are not eligible to receive Project, Event or Festival (PEF) grants.

All FY 2026 GOS recipients may apply for only one "Project Grant" and one "Capacity Grant":



Application Opens: March 11, 2025

Application Closes: April 22, 2025 at 10:00 PM

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 the Request for Applications (RFA) completely before submitting application.

Applicants must be up-to-date with reporting requirements for prior CAH grants. If you are not sure of your reporting status, contact a CAH grant manager.

Applications are reviewed and scored by a panel of arts professionals.

Award amounts vary.

GOS Paneling Process

GOS applicants are divided into three categories:

1. Generalists
2. Service organizations
3. **Capacity building:** for small arts and humanities organizations that have not previously been awarded a CAH grant

Panel Categories divided into cohorts by Budget Size based on:

a) Total Cash Expenses for most recently completed fiscal year, as detailed on IRS Form 990.

b) Of the total in (a), by the portion of cash expenses assigned to District-based arts and humanities activities.

Ranges of funding are determined for each cohort *e.g., $80,000 to $100,000.*

- Actual award amount vary.
- Final award determined by where organization falls in panel ranking.

Questions

MULTI-YEAR FUNDING OPTION
RECEIVED FUNDING IN FY25

- **Opting In**
  - Starting March 28 there will be a short application in the grants portal
  - This will remain open until April 22- same deadline as the application
  - You do not need to submit the full application

MULTI-YEAR FUNDING OPTION

Two-year grants will be paid out in 4 payments through DIFS.

Reporting Requirements: an interim and a final report are required in each year.

In year two, CAH aspires to provide the same level of funding, contingent upon the funds made available to CAH through dedicated tax revenue and the amount of funding received by the grantee from other DC government sources[(b,c).]

(a) Organizations < $115,000 not restricted in size of award.

(b) Organizations > $115,000 may not receive an award that is more than 50% of their size*.

(c) Organization size* is based on the Total District-based arts and humanities cash expenses, less any sources of District government grants or contracts.

MULTI-YEAR FUNDING OPTION

To provide GOS organizations greater stability and allow longer-term planning, a multi-year funding option is being offered for fiscal years 2025 and 2026.

To be eligible, applicants must have:

- received a GOS grant in 2 of the last 5 years and
- demonstrated a track record of compliance with grant requirements.

All organizations will go through the review process.
Post award: Organizations have the option of opting in or out of multi-year funding.

Organizations meeting the criteria will not need to reapply for the second year.
They will receive funding based on the Commission's budget and other DC government funding received by the organization that year.

This initiative aims to streamline the application process for eligible organizations.

Questions

APPLICATION REVIEW AND SCORING

Applications will be reviewed and scored by a panel of arts and administrative professionals according to these criteria, each representing a percentage of the total score.

1. District Impact and Engagement (30%)
2. Equity (30%)
3. Organizational Management (25%),
4. Arts, Humanities & Arts Education Content (15%)

SCORING CRITERIA

District Impact and Engagement (30%) , Equity (30%), Organizational Management (25%), Arts, Humanities and Arts Education Content (15%)

District Impact and Engagement (30%)

- The organization demonstrates that DC residents are its core audience for its programming and services. (10%)
- The organization demonstrates a commitment to hiring DC-resident arts and humanities professionals to deliver its programming and services. (10%)
- The organization includes evaluation strategies to determine organizational impact and details changes implemented to ensure continued and future growth. (10%)

SCORING CRITERIA

District Impact and Engagement (30%) , Equity (30%), Organizational Management (25%), Arts, Humanities and Arts Education Content (15%)

Equity (30%)

Inclusion: The organization provides a detailed plan with measurable goals for the creation and sustainability of a welcoming and inclusive environment for its audiences, participants, staff, and board, with intentional focus placed on racial inclusion. (10%)

Diversity: The organization provides a detailed plan with measurable goals for the creation and sustainability of a diverse environment that is rich and meaningful for its audiences, participants, staff, and board, with intentional focus placed on racial diversity. (10%)

Access: The organization provides a detailed plan with measurable goals to ensure physical, geographic, cultural, racial, and financial access for audiences, participants, staff, and board. (10%)

SCORING CRITERIA

District Impact and Engagement (30%) , Equity (30%), Organizational Management (25%), Arts, Humanities and Arts Education Content (15%)

Organizational Management (25%)

The organization demonstrates the appropriate oversight, financial controls, and governance to deliver its services and programming. (12.5%)

The organization has the necessary expertise and personnel in place to deliver its services and programming. (12.5%)

SCORING CRITERIA

District Impact and Engagement (30%) , Equity (30%), Organizational Management (25%), Arts, Humanities and Arts Education Content (15%)

Arts, Humanities, and Arts Education Content (15%)

The organization's mission in the arts and humanities is supported by the work samples and support materials provided. (5%)

The organization's work samples, and support materials demonstrate their knowledge of, and skills in, their content area. (5%)

The applicant uses personnel with demonstrated arts, humanities and/or arts education expertise to plan and implement their programming. (5%)

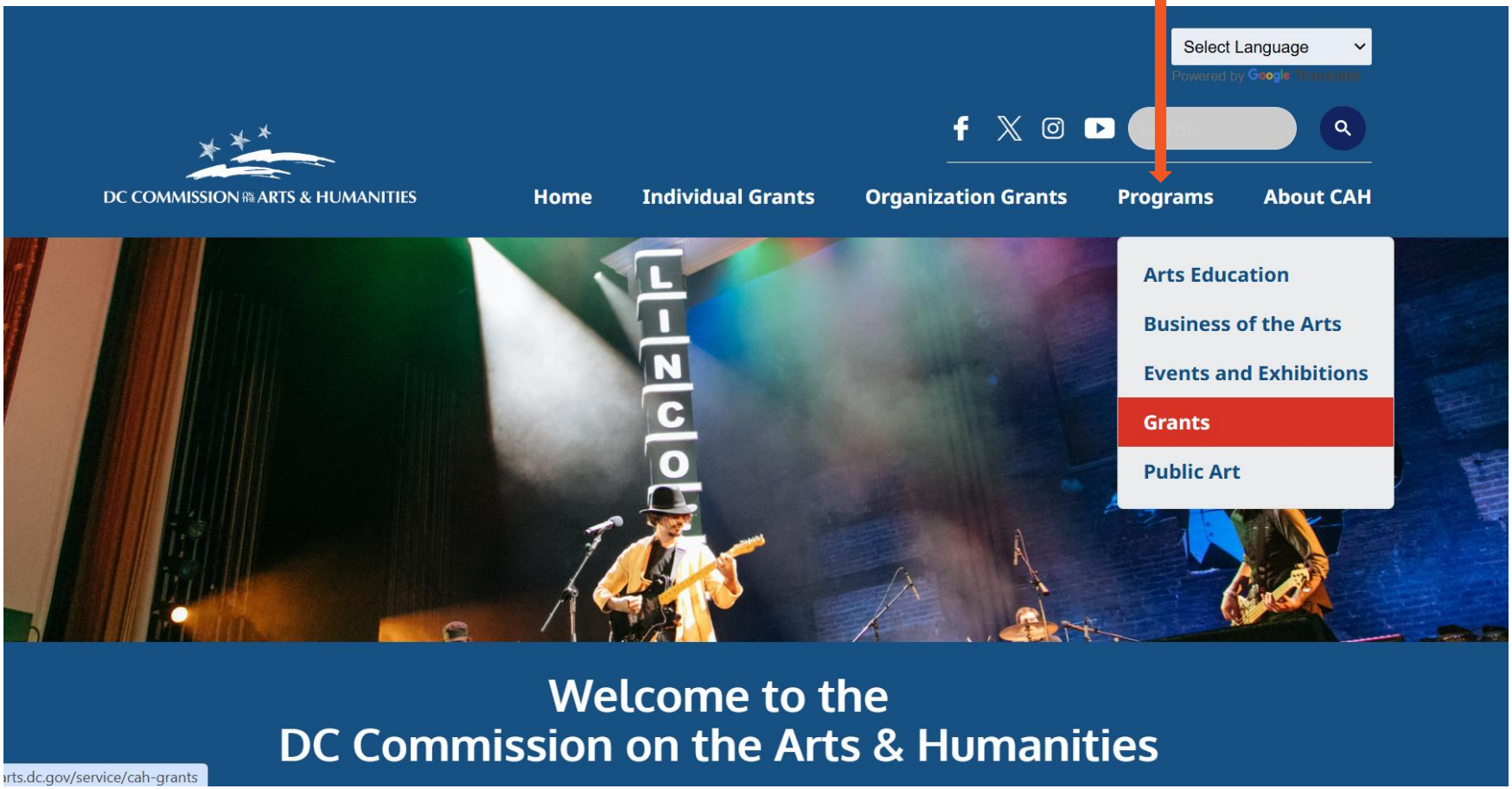
QUESTIONS

ACCESS THE APPLICATION

THROUGH THE CAH GRANT PORTAL

- Logging into the CAH grants portal
- Narrative Questions
- Scoring Criteria
- Work Samples and Support Materials
- Required Document Uploads

From dcarts.dc.gov



DC COMMISSION ON THE ARTS & HUMANITIES

From dcarts.dc.gov

CAH Grants

We offer multiple funding programs for individuals and nonprofit organizations located in the District of Columbia. Individuals are not required to provide matching funds. Organizations are only required to provide matching funds as indicated.

Commission staff members conduct workshops at which participants learn about the Commission and the steps to submit a grant application. During these workshops, staff and applicants discuss each grantmaking opportunity. Workshop dates, times, and locations are subject to change.

Current Funding Opportunities

- TBA

Grant Application Assistance

- General Assistance
- Live Chats
- Office Hours
- Workshops

Grants Panelists

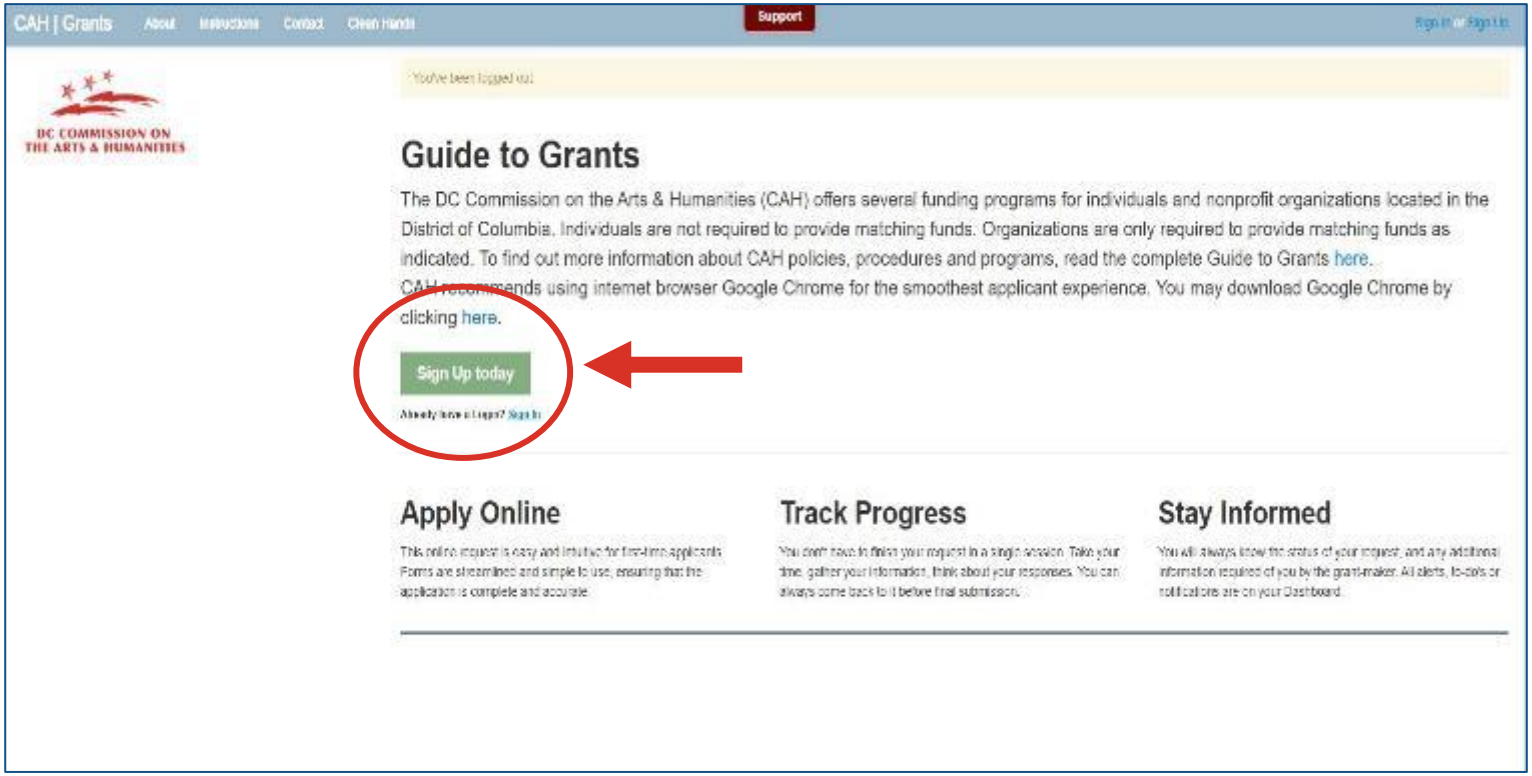
- CAH seeks grant review panelists to perform evaluations of applications submitted to the agency for funding consideration throughout the year.
- Panelists are integral to the grantmaking process. Panels provide a critical review, comments, and scores of all applications to a particular grant program.
- Panelists are paid a stipend for their participation in the panel review process.
- Apply to be a CAH Panelist

General Grants Resources

- Application Assistance
- Be a Review Panelist
- Closed Grant RFAs
- FY 2025 Grantee Directory - Opt-in directory listed alphabetically
- FY 2025 Grantees - Comprehensive lists by grant program
- Getting Started
- Grant Application Portal

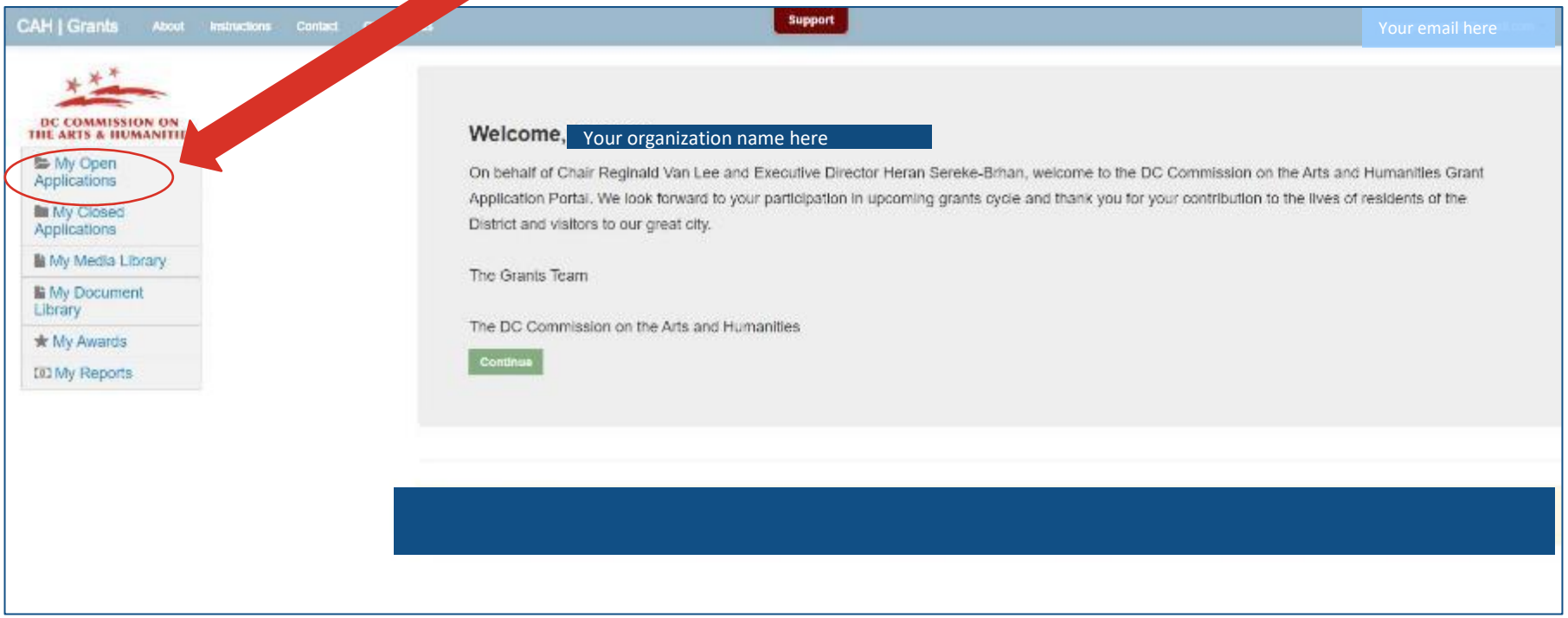
GOVERNMENT OF THE DISTRICT OF COLUMBIA

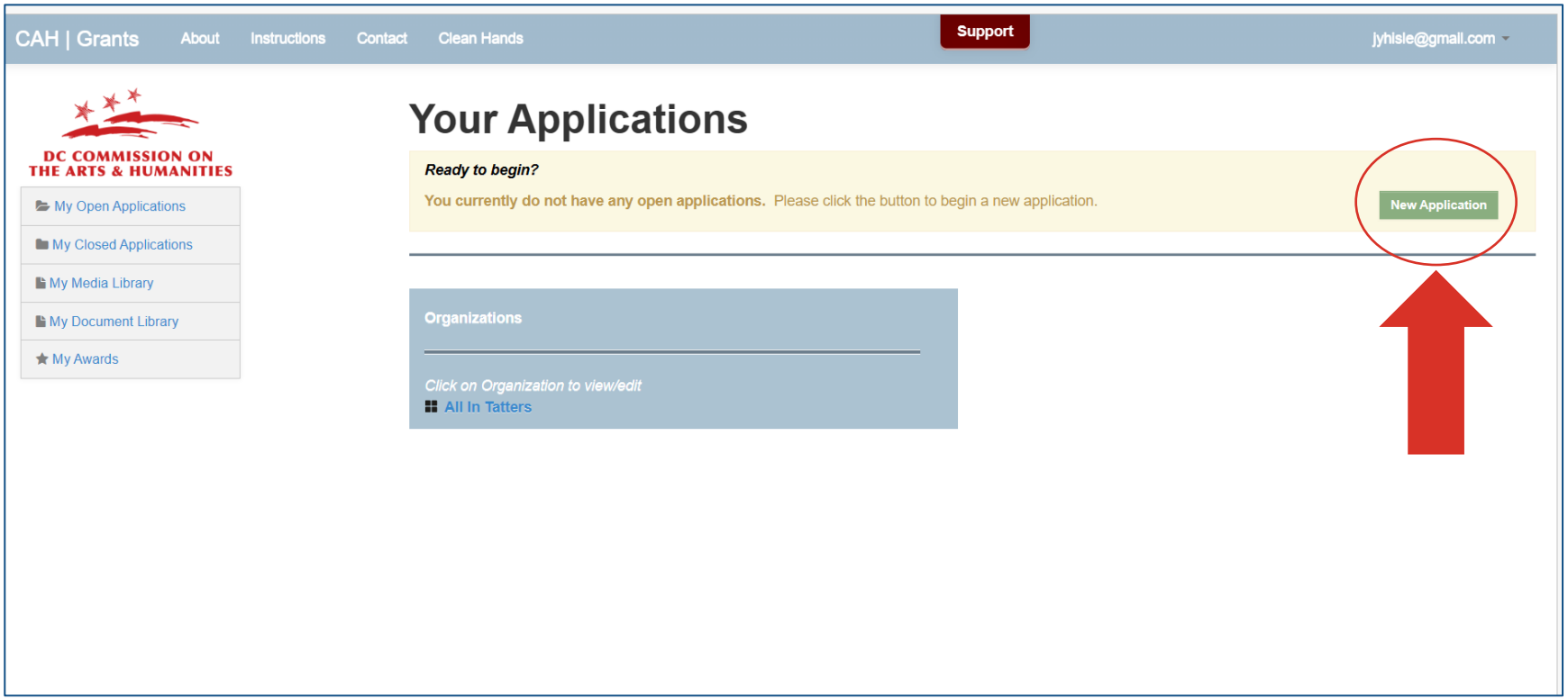
Sign into the CAH Grant Portal and sign into your account
or create your account



DC COMMISSION ON THE ARTS & HUMANITIES

Click on “My Open Applications"




CAH | Grants
About
Instructions
Contact
Clean Hands
Support
jyhisle@gmail.com
DC COMMISSION ON THE ARTS & HUMANITIES
My Open Applications
My Closed Applications
My Media Library
My Document Library
My Awards
Your Applications
Ready to begin?
You currently do not have any open applications. Please click the button to begin a new application.
New Application
Organizations
Click on Organization to view/edit
All In Tatters

DC COMMISSION ON THE ARTS & HUMANITIES

Currently Open Programs

(Select the appropriate button to begin an application)

◉ General Operating Support (Generalists & Service Organizations) Preview

Eligibility Questionnaire

Has the organization devoted at least fifty-one percent (51%) of its previous year's cash expenses and programming/services to the arts and humanities?	Yes
Do at least fifty-one percent (51%) of the organization's activities occur in the District of Columbia?	Yes
Has the organization received a general operating or project-based grant from CAH in FY22 or FY23? (Note: Organizations in receipt of the Facilities and Buildings - Relief grant alone are not eligible to apply to FY 2024 GOS)	Yes
Is the organization's primary mission to focus in one or more of the disciplines of the arts or humanities, including: dance, design, folk and traditional arts, media and film, music, theater, or visual arts; languages and literature, philosophy, history, archeology, religion, and law—as evidenced on the organization's most recently submitted IRS Form 990?	Yes
Is the organization incorporated as a 501(c)(3) nonprofit, as shown by an IRS determination letter dated at least one year prior to the application deadline?	Yes
Does the organization have a principal business office address in the District of Columbia?	Yes

Congratulations! You are eligible!

EIN

Format: ##-#######

Press tab after entering EIN and scroll down to continue

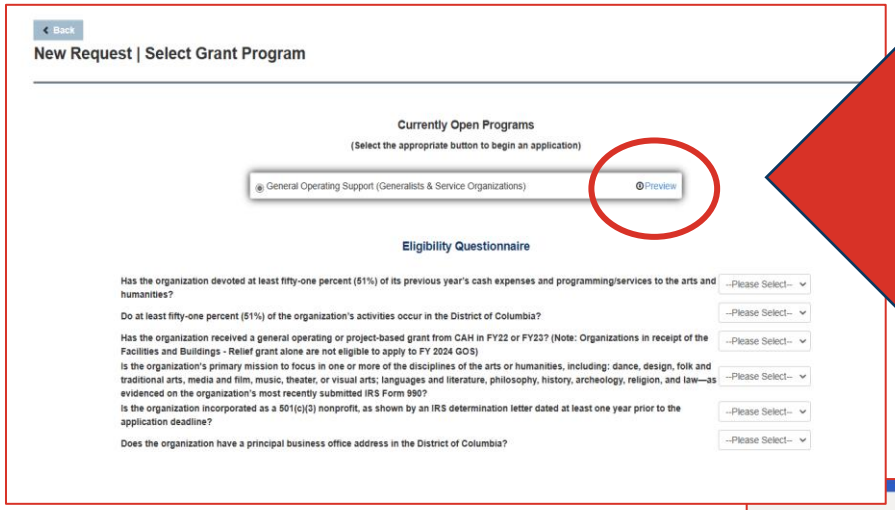
Save and Continue

GOVERNMENT OF THE DISTRICT OF COLUMBIA

DC COMMISSION ON THE ARTS & HUMANITIES

GRANT PORTAL TIP

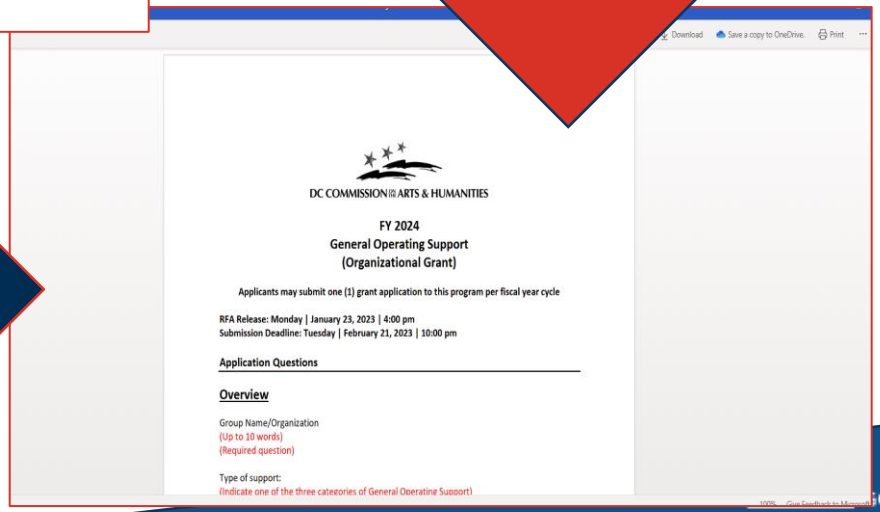
Rather than compose your applicant responses in the grant portal,
***1)* Download /Print the Word version of application questions**



2) Click on **Preview** for a downloadable/printable copy of the grant application

3) Use this to compose your answers off-line

4) When completed, copy and paste your application text into the grant portal



GOVERNMENT OF THE DISTRICT OF COLUMBIA

*CAH grant staff are available to review your GOS application materials for **compliance** and **completion** up to **one week prior to the deadline**.*

Questions

APPLICATION: WRITING TIPS

Keep a copy of the scoring criteria nearby when writing and

WRITE TO THE CRITERIA

Avoid buzzwords and hyperbole

- If claims are made in the application, back them up with support materials and work samples;
- Ask someone outside of the organization to read the narrative responses & give you feedback.

Give a complete picture of your organization and its work.

Use accurate data in your application when available and where appropriate.

APPLICATION: Narrative and Uploads

- Narratives are short answer questions about your programs
- We will be asking about your programs, budget, IDEA programming, and short statements

APPLICATION: Narrative and Uploads

- Balance Sheet (from most recently completed fiscal year)
- Certificate of Clean Hands
- Certificate of Liability Insurance
- Current Organizational Budget
- IRS 501(c)(3) Letter of Determination
- IRS Form
- IRS Form W-9
- List of current Board of Directors
- Profit and Loss Statement
- Résumés of Key Personnel
- Statement of Certification
- Support Materials
- Work Samples
- DC Funding Form

For **documents** of all kinds
please save and upload in **PDF** file format

Grant Manager Tips for work samples and support materials

- ✓ Review panelists are required to review each applicant's work samples; however, they are not guaranteed to review work samples beyond the recommended number.

- ✓ Clearly name, label and/or describe work samples and document so that panelists can identify what they are reviewing. Give reviewers the information they need to best understand your work sample or support material.

- ✓ For project-based grants, include samples of similar projects completed to illustrate an ability to execute the proposed project

Additional Suggestions from CAH Staff when creating and preparing

work samples and supporting materials:

- ✓ Applicants should be able to view and/or play all work samples in the application before submitting. If a sample cannot be played, then panelists will experience the same.
- ✓ Select recent, high-quality samples that relate as directly to the application as possible.
- ✓ Photograph uploads shou/d be in JPEG (or JPG) format with a 72-dpi minimum resolution and should not exceed 8MB in size (each).
- ✓ Adding more than the recommended number of work samples to an application will often weaken it.
- ✓ Carefully chosen work samples (pictures, videos, excerpts, etc.) tend to make the biggest impact and create the strongest artistic impression.

Your Organization's Financial Picture

These required documents provide important context for the panel:

Past: **IRS Form 990** for the most recently completed fiscal year. Some may not have the most recent one, so will have to use the one from the year before.

Present: **Current organizational budget,** approved by your Board of Directors

Future: The **Projects and Programs section** should detail the projected costs of both for the upcoming year/year of the grant award.

Required Document Uploads

Balance Sheet

from most recently completed fiscal year

Current Organizational Budget

as approved by the organization's Board of Directors

Profit and Loss Statement

from organization's most recently completed **fiscal quarter**

Required Document Uploads

District of Columbia FY26 Funding Source Form
Updated Form Coming Soon! Please check our website

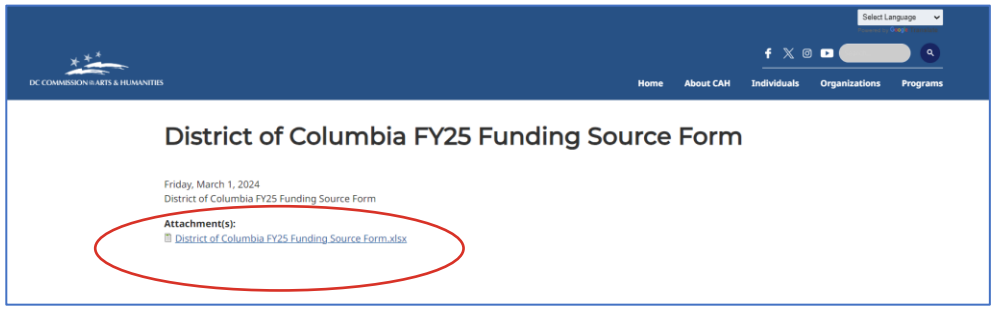
Certificate of Liability Insurance (general coverage)

- ✓ must be current
- ✓ must include a waiver of subrogation naming DC government
- ✓ must include DC as a Certificate Holder

DC COMMISSION ON THE ARTS & HUMANITIES

District of Columbia FY26 Funding Source Form

Available on www.dcarts.dc.gov



DISTRICT GOVERNMENT FUNDING FORM (FY 2025)

Thank you for your application to the FY 2025 cycle of the General Operating Support (GOS) grant. We require additional information regarding District contracts and grants that may be built into the Total (Cash) Expenses line on your Form 990 to help determine FY 2025 GOS grant awards.

Section A: Form 990		Response	Notes
Q.1	Provide the fiscal year of the most current Form 990 uploaded with the application.	July 1, 2021 to June 30, 2022	e.g. Calendar Year 2022 or Fiscal Year
Q.2	What are the organization's "Total Cash Expenses" as detailed on the current Form 990?	$ 478,000.00	Usually found on Line 17 or 18 of Form 990
Q.3	What amount of the organization's "Total Cash Expenses" detailed in Q.2 above is dedicated to District-based arts and humanities programming?	$ 426,000.00	Should this figure be the same as that in C5, enter it in C5. If not, enter the estimated amount.
Section B: Budget Sources		**Response**	**Notes**
Q.5	List all **grants** awarded by the Government of the District of Columbia for the period of the most recently submitted Form 990. Include all CAH grants issued during the same period.		
(A)	CAH: GO1	$ 85,000.00	Enter name of agency and grant (Column B) and award amount (Column C).
(B)	CAH: EAT Act	$ 22,500.00	Enter name of agency and grant (Column B) and award amount (Column C).
(C)	CAH: HM	$ 75,000.00	Enter name of agency and grant (Column B) and award amount (Column C).
(D)	NAME OF AWARDING AGENCY & GRANT NAME	$ -	Enter name of agency and grant (Column B) and award amount (Column C).
(E)	NAME OF AWARDING AGENCY & GRANT NAME	$ -	Enter name of agency and grant (Column B) and award amount (Column C).
Q.6	List all **contracts** awarded by the Government of the District of Columbia for the period of the most recently submitted Form 990. Include all CAH contracts issued during the same period.		
(A)	NAME OF AWARDING AGENCY & CONTRACT NAME	$ -	Enter name of agency and contract (Column B) and award amount (Column C).
(B)	NAME OF AWARDING AGENCY & CONTRACT NAME	$ -	Enter name of agency and contract (Column B) and award amount (Column C).
(C)	NAME OF AWARDING AGENCY & CONTRACT NAME	$ -	Enter name of agency and contract (Column B) and award amount (Column C).
(D)	NAME OF AWARDING AGENCY & CONTRACT NAME	$ -	Enter name of agency and contract (Column B) and award amount (Column C).
(E)	NAME OF AWARDING AGENCY & CONTRACT NAME	$ -	Enter name of agency and contract (Column B) and award amount (Column C).
Section C: Total District Grants and Contracts:		$ 182,500.00	Do not adjust the formula
Section D: Total District-based Arts and Humanities Cash Expenses less District-sourced Grants and Contracts:		$ 168,500.00	Do not adjust the formula
ORGANIZATION NAME: The Green Door Theatre Company			
PERSON COMPLETING FORM: David Markey			
SIGNATURE:			Must be inked or digital
DATE: March 23, 2024			

GOVERNMENT OF THE DISTRICT OF COLUMBIA

DC COMMISSION ON THE ARTS & HUMANITIES

SAMPLE

District of Columbia FY26 Funding Source Form

DISTRICT GOVERNMENT FUNDING FORM (FY 2025)

Thank you for your application to the FY 2025 cycle of the General Operating Support (GOS) grant. We require additional information regarding District contracts and grants that may be built into the Total (Cash) Expenses line on your Form 990 to help determine FY 2025 GOS grant awards.

	Section A: Form 990	Response	Notes
Q.1	Provide the fiscal year of the most current Form 990 uploaded with the application.	July 1, 2021 to June 30, 2022	e.g. Calendar Year 2022 or Fiscal Year
Q.2	What are the organization's "Total Cash Expenses" as detailed on the current Form 990?	$ 378,000.00	Usually found on Line 17 or 18 of Form 990
Q.3	What amount of the organization's "Total Cash Expenses" detailed in Q.2 above is dedicated to District-based arts and humanities programming?	$ 326,000.00	Should this figure be the same as that in C5, enter it in C6. If not, enter the estimated amount.
	Section B: Budget Sources	**Response**	**Notes**
Q.5	List all grants awarded by the Government of the District of Columbia for the period of the most recently submitted Form 990. Include all CAH grants issued during the same period.		
(A)	CAH: GOS	$ 65,000.00	Enter name of agency and grant (Column B) and award amount (Column C).
(B)	CAH: East Arts	$ 22,500.00	Enter name of agency and grant (Column B) and award amount (Column C).
(C)	CAH: FAB	$ 75,000.00	Enter name of agency and grant (Column B) and award amount (Column C).
(D)	NAME OF AWARDING AGENCY & GRANT NAME	$ -	Enter name of agency and grant (Column B) and award amount (Column C).
(E)	NAME OF AWARDING AGENCY & GRANT NAME	$ -	Enter name of agency and grant (Column B) and award amount (Column C).

Note: this line is for cash expenses dedicated to art & humanities programming based in DC

GOVERNMENT OF THE DISTRICT OF COLUMBIA

SAMPLE

			(Column C).
(E)	NAME OF AWARDING AGENCY & GRANT NAME	$ -	Enter name of agency and grant (Column B) and award amount (Column C)
Q.6	List all contracts awarded by the Government of the District of Columbia for the period of the most recently submitted Form 990. Include all CAH contracts issued during the same period.		
(A)	NAME OF AWARDING AGENCY & CONTRACT NAME	$ -	Enter name of agency and contract (Column B) and award amount (Column C).
(B)	NAME OF AWARDING AGENCY & CONTRACT NAME	$ -	Enter name of agency and contract (Column B) and award amount (Column C).
(C)	NAME OF AWARDING AGENCY & CONTRACT NAME	$ -	Enter name of agency and contract (Column B) and award amount (Column C).
(D)	NAME OF AWARDING AGENCY & CONTRACT NAME	$ -	Enter name of agency and contract (Column B) and award amount (Column C).
(E)	NAME OF AWARDING AGENCY & CONTRACT NAME	$ -	Enter name of agency and contract (Column B) and award amount (Column C)
Section C: Total District Grants and Contracts:		$ 162,500.00	Do not adjust the formula
Section D: Total District-based Arts and Humanities Cash Expenses less District-sourced Grants and Contracts:		$ 163,500.00	Do not adjust the formula
ORGANIZATION NAME: The Green Door Theatre Company			
PERSON COMPLETING FORM: David Markey			
SIGNATURE:			Must be inked or digital
DATE: March 22, 2024			

Certificate of Liability Insurance (general coverage)

Description of Operations box should include the following language:

"The Government of the District of Columbia and its officers, employees, agents, and volunteers are named as Additional Insured."

Ask your insurer to include or send a **written waiver of subrogation** against the Government of the District of Columbia and its officers, employees, agents, volunteers, contractors, and subcontractors.

Certificate Holder box should include:

DC Commission on the Arts and Humanities
200 I St SE
Washington, DC 20003

Required Document Uploads

List of current Board of Directors

- Provide board roles (e.g. president, treasurer, etc.), responsibilities and home addresses/wards.

Résumés of Key Personnel

- Examples include artistic/managing/executive directors; arts educators; etc.
- Provide roles, areas of responsibility, and home addresses.
- Panelists must be able to assess the skill level of the artist(s) and administrators involved in the work to be created, exhibited, or taught.

Required Document Uploads

IRS 501(c)(3) Letter of Determination

IRS Form 990 *(most-recently submitted)*

- Should contain signatures of organization representative and tax preparer.

IRS Form W-9

- Post office boxes are prohibited; must be a physical or street address
- The organization's address MUST match the address in
    1. the CAH grants portal
    2. the DC Government's DIFS system.

- March 2024 version of the W9 form must be used
- Form must be dated at the time of application submission.
- Must be signed in ink or with e-verified digital signature.

DC COMMISSION ON THE ARTS & HUMANITIES

IRS Form W-9

Use March 2024 version

Name should match on all documents and grant portal

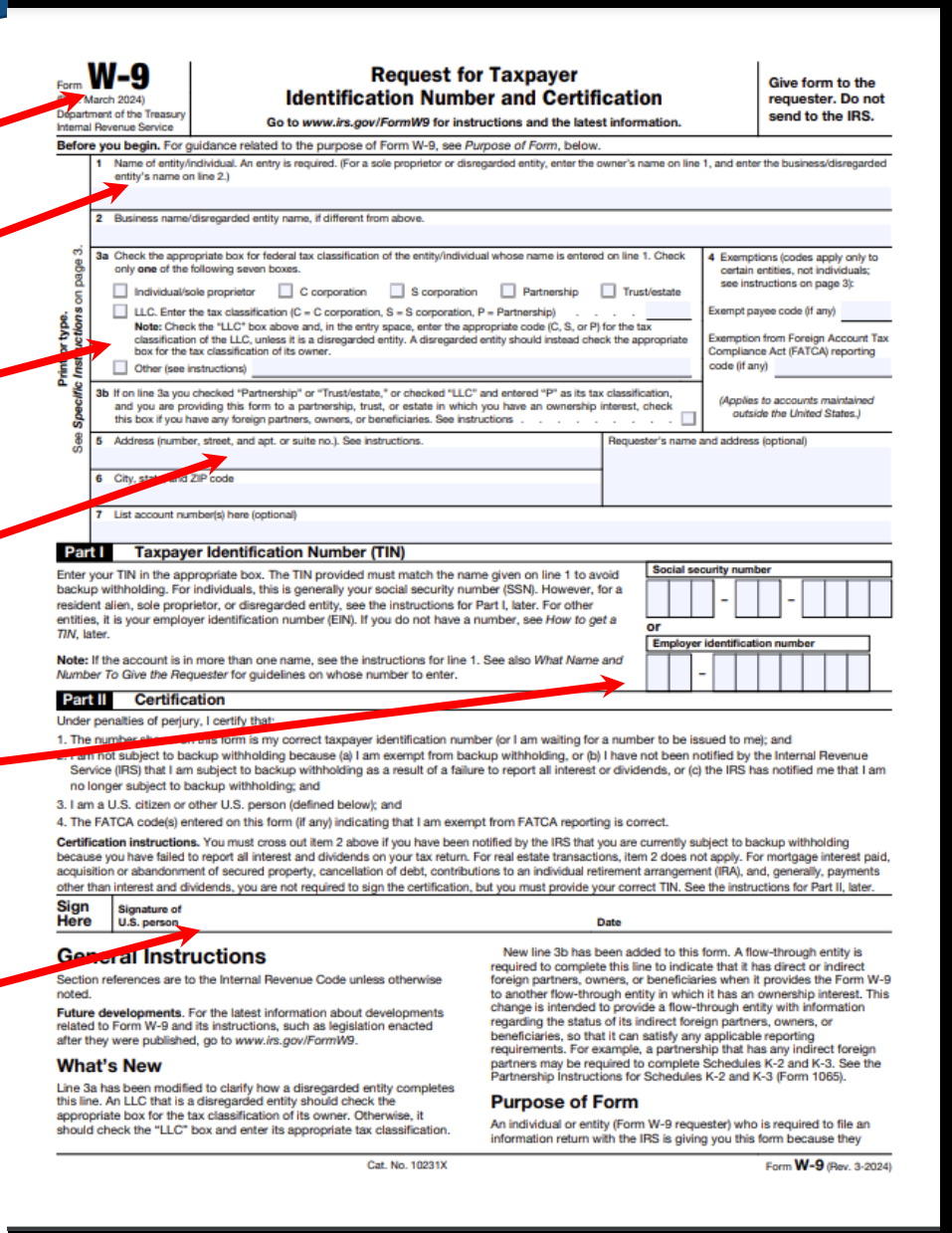
Check the correct box in Section 3

Address must be in DC, match your address in the CAH grant portal, DIFS and other application documents; No PO Boxes

Your organization's EIN

Signature must be in INK (manual) or verified electronic with date/stamp, dated in 2025

Save the signed W9 as a PDF



Form **W-9** (March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

2 Business name/disregarded entity name, if different from above.

Print or type. See *Specific Instructions* on page 3.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

5 Address (number, street, and apt. or suite no.). See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number

– –

or

Employer identification number

–

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Cat. No. 10231X Form **W-9** (Rev. 3-2024)

A fillable PDF copy is available at dcarts.dc.gov

Required Document Uploads

Certificate of Clean Hands

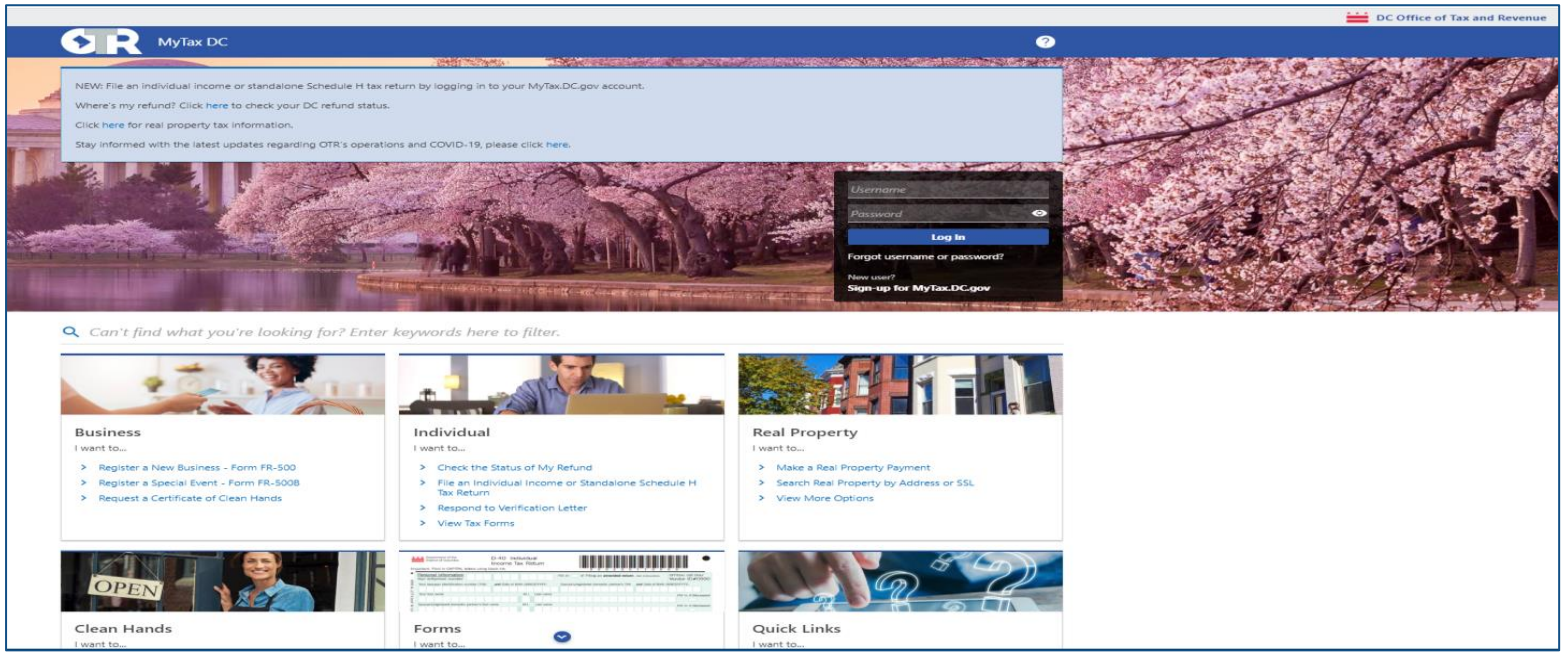
- Dated no more than 30 days prior to the deadline
- MyTax.dc.gov

Statement of Certification

- fillable PDF form available at dcarts.dc.gov
- signed at the time of application
- inked or e-verified digital signature
- include correct name of grant program

Certificate of Clean Hands

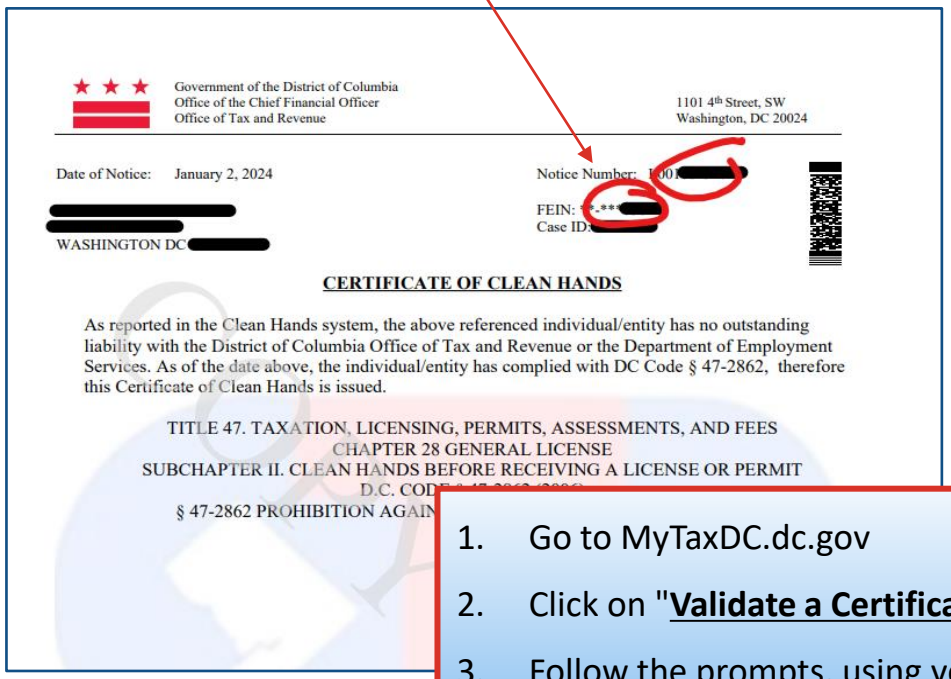
1. Apply on My Tax DC. (myTax.dc.gov)
2. Download a PDF of your certificate
3. If you will not be able to attain a Certificate of Clean Hands by the grant application deadline, p**lease contact a CAH grant manager for assistance.**



DC COMMISSION ON THE ARTS & HUMANITIES

Useful shortcut

If you have Certificate of Clean Hands **issued after April 2020**, look for the **Notice Number** *(begins with "L000----)*



Government of the District of Columbia
Office of the Chief Financial Officer
Office of Tax and Revenue

1101 4th Street, SW
Washington, DC 20024

Date of Notice: January 2, 2024

Notice Number: L00[redacted]

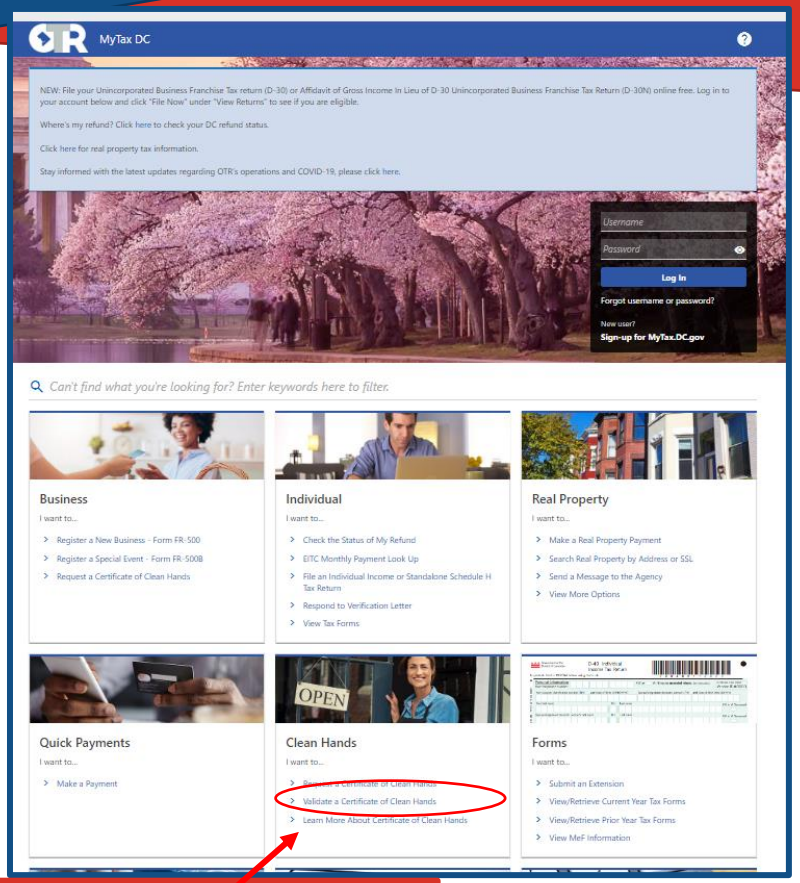
FEIN: [redacted]
Case ID: [redacted]

[redacted]
WASHINGTON DC [redacted]

CERTIFICATE OF CLEAN HANDS

As reported in the Clean Hands system, the above referenced individual/entity has no outstanding liability with the District of Columbia Office of Tax and Revenue or the Department of Employment Services. As of the date above, the individual/entity has complied with DC Code § 47-2862, therefore this Certificate of Clean Hands is issued.

TITLE 47. TAXATION, LICENSING, PERMITS, ASSESSMENTS, AND FEES
CHAPTER 28 GENERAL LICENSE
SUBCHAPTER II. CLEAN HANDS BEFORE RECEIVING A LICENSE OR PERMIT
D.C. CODE [redacted]
§ 47-2862 PROHIBITION AGAIN[redacted]



1. Go to MyTaxDC.dc.gov
2. Click on "**Validate a Certificate of Clean Hands**"
3. Follow the prompts, using your Notice Number (L000----) and the last 4 digits of your FEIN.
4. Follow the prompts until your certificate appears
5. Right click and save your updated Certificate as a PDF

GOVERNMENT OF THE DISTRICT OF COLUMBIA

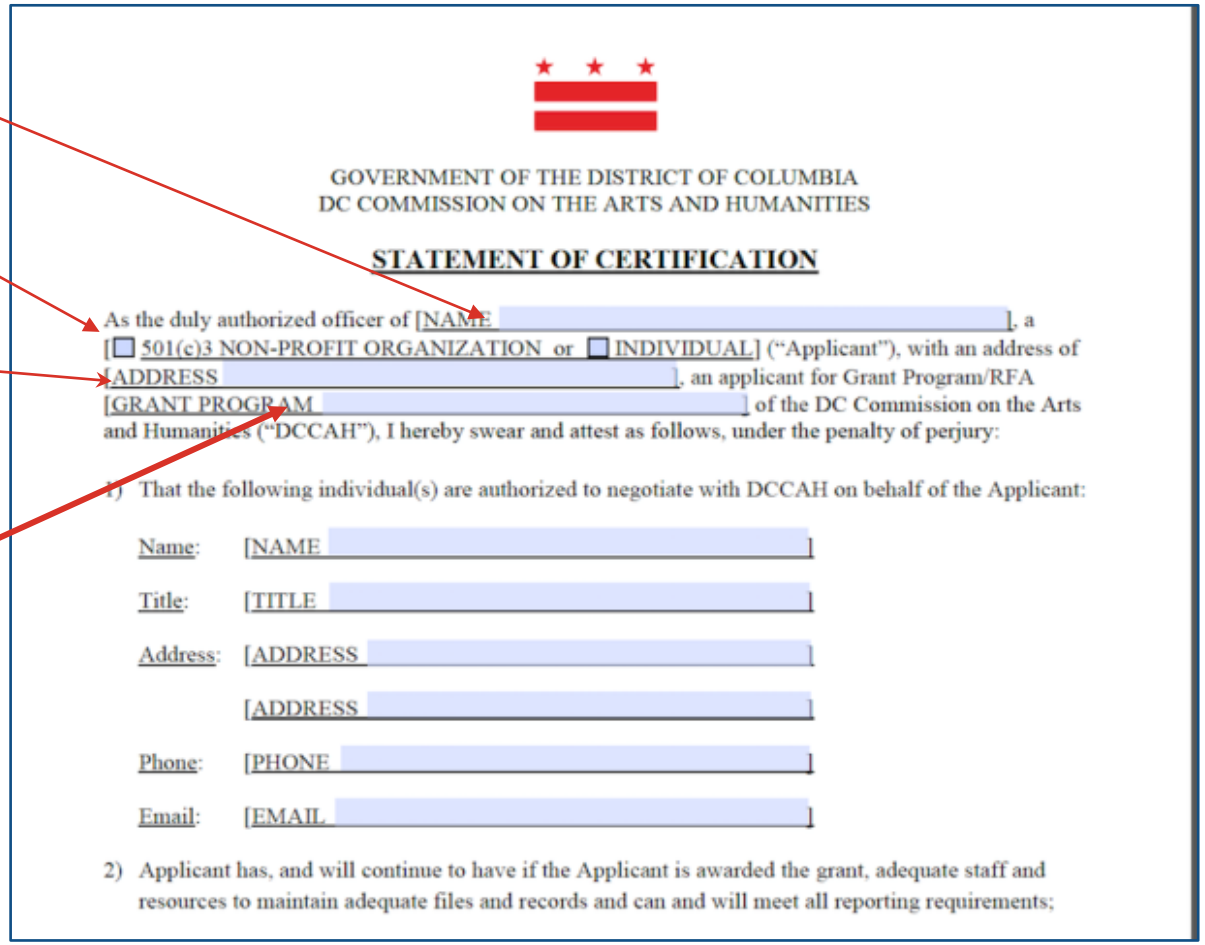
Statement of Certification

Fill in Organization name

Check box for 501c3

The name and complete address must include & spell out "Washington DC", the zip code and must match W9 and Grant Portal

Include the CORRECT Grant Program & fiscal year here:
FY26 General Operating Support or GOS



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

STATEMENT OF CERTIFICATION

As the duly authorized officer of [NAME], a [☐ 501(c)3 NON-PROFIT ORGANIZATION or ☐ INDIVIDUAL] ("Applicant"), with an address of [ADDRESS], an applicant for Grant Program/RFA [GRANT PROGRAM] of the DC Commission on the Arts and Humanities ("DCCAH"), I hereby swear and attest as follows, under the penalty of perjury:

1) That the following individual(s) are authorized to negotiate with DCCAH on behalf of the Applicant:

Name: [NAME]

Title: [TITLE]

Address: [ADDRESS]

[ADDRESS]

Phone: [PHONE]

Email: [EMAIL]

2) Applicant has, and will continue to have if the Applicant is awarded the grant, adequate staff and resources to maintain adequate files and records and can and will meet all reporting requirements;

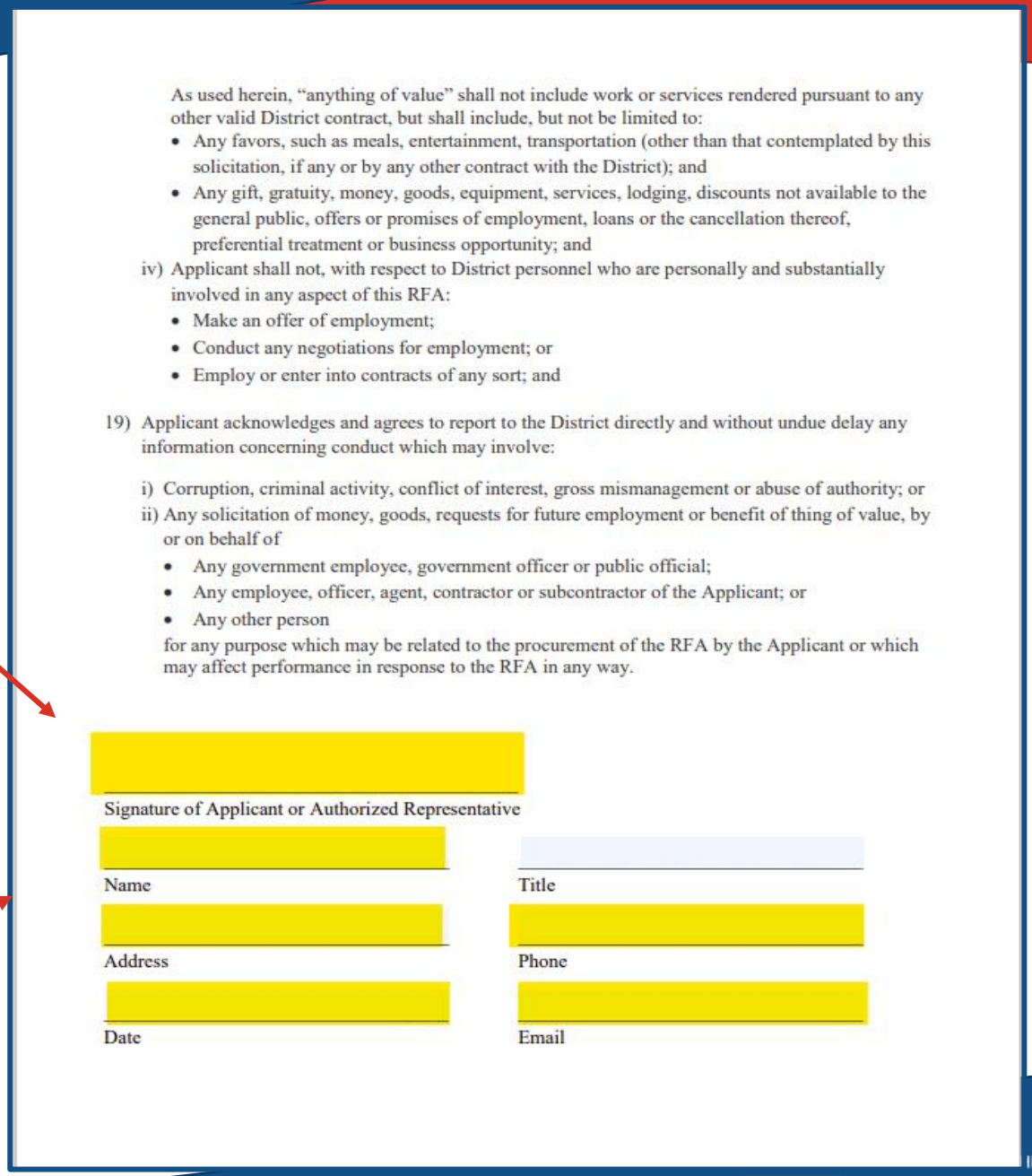
A fillable PDF copy is available at dcarts.dc.gov

Last page:
Complete the highlighted areas. Title is optional.

Signature must be in ink or a verified e-signature.

Typed-in or names in a *signature-like font* will be rejected.

The information on this document must match the W9 and Grant application.



As used herein, "anything of value" shall not include work or services rendered pursuant to any other valid District contract, but shall include, but not be limited to:

- Any favors, such as meals, entertainment, transportation (other than that contemplated by this solicitation, if any or by any other contract with the District); and
- Any gift, gratuity, money, goods, equipment, services, lodging, discounts not available to the general public, offers or promises of employment, loans or the cancellation thereof, preferential treatment or business opportunity; and

iv) Applicant shall not, with respect to District personnel who are personally and substantially involved in any aspect of this RFA:

- Make an offer of employment;
- Conduct any negotiations for employment; or
- Employ or enter into contracts of any sort; and

19) Applicant acknowledges and agrees to report to the District directly and without undue delay any information concerning conduct which may involve:

i) Corruption, criminal activity, conflict of interest, gross mismanagement or abuse of authority; or
ii) Any solicitation of money, goods, requests for future employment or benefit of thing of value, by or on behalf of

- Any government employee, government officer or public official;
- Any employee, officer, agent, contractor or subcontractor of the Applicant; or
- Any other person

for any purpose which may be related to the procurement of the RFA by the Applicant or which may affect performance in response to the RFA in any way.

Signature of Applicant or Authorized Representative

Name | Title

Address | Phone

Date | Email

Important note on work sample content:

Panelists review only within the “four corners” of the application. **They are not expected to click on outside links or content**. A linked website may not be seen by the reviewers.

Websites, online articles, social media posts 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.

Required Uploads that support your narrative

Support Materials

- Up to three (3) **internally produced** items
  (e.g. curricula, strategic plans, marketing materials, etc.)

- up to three (3) **externally produced** items
  (e.g. reviews, commendations, testimonials, letters of support, etc.)

Work Samples

- See the *Work Sample Addendum in the RFA* to determine materials that might best support the application.

Two types of Media Uploads

for Work Samples and Support Materials

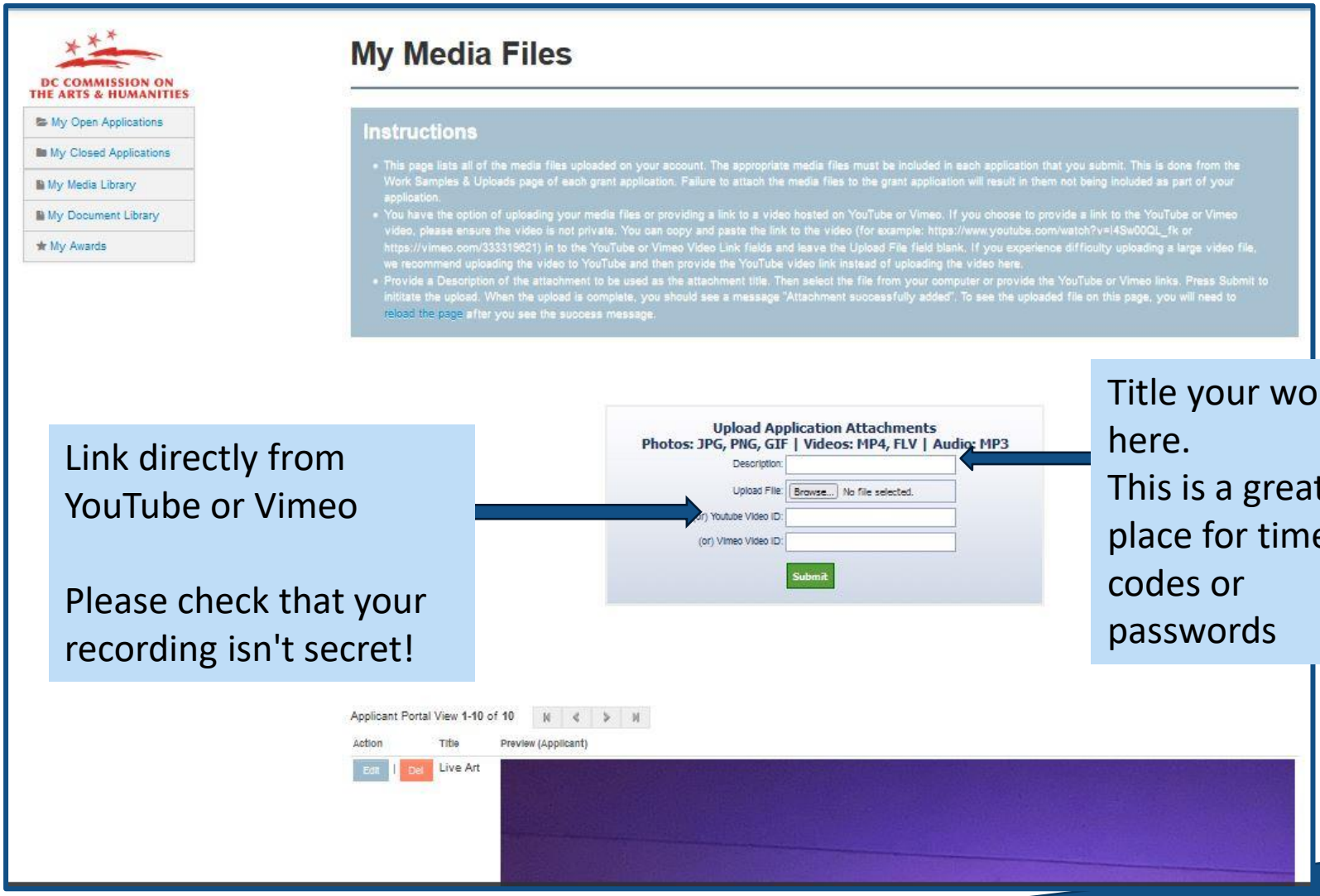
Direct Uploads

YouTube
Vimeo
mp4 video

Two Step Process Uploads
Into Media Library

Photos (.jpg)
Documents (.pdf)

Direct Uploads



Link directly from YouTube or Vimeo

Please check that your recording isn't secret!

Title your work here.
This is a great place for time codes or passwords

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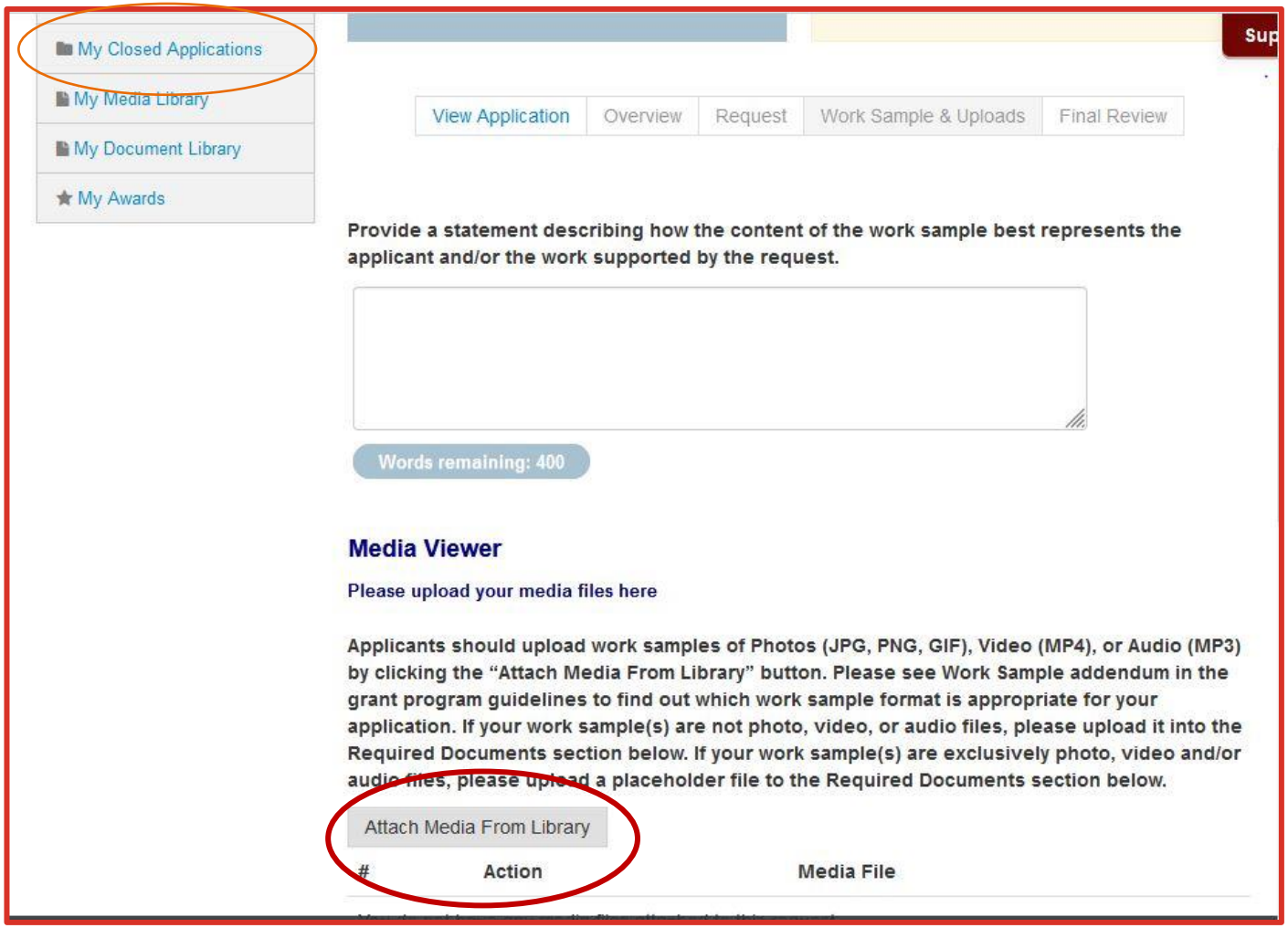
Two-step Process Uploads



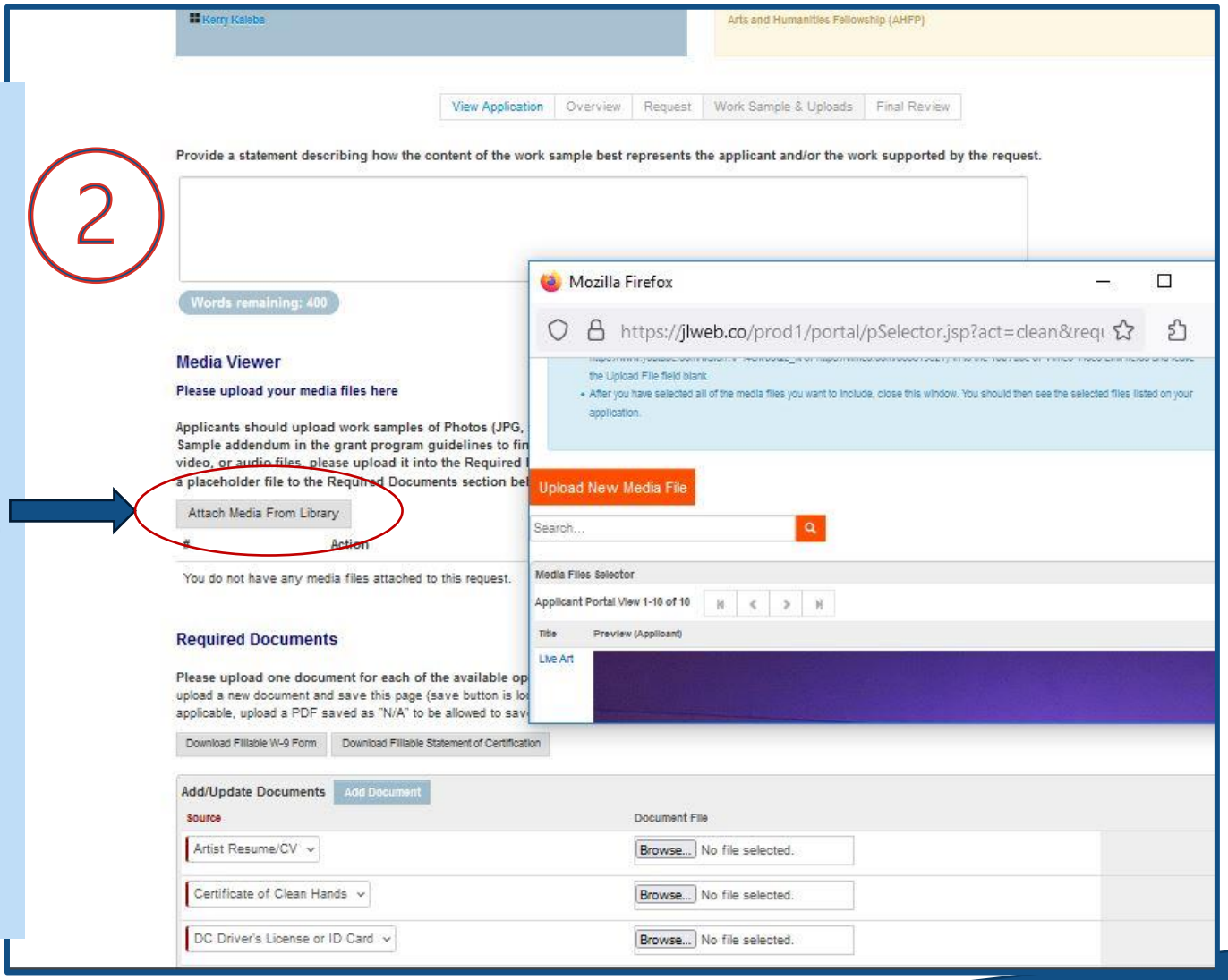
1

GOVERNMENT OF THE DISTRICT OF COLUMBIA

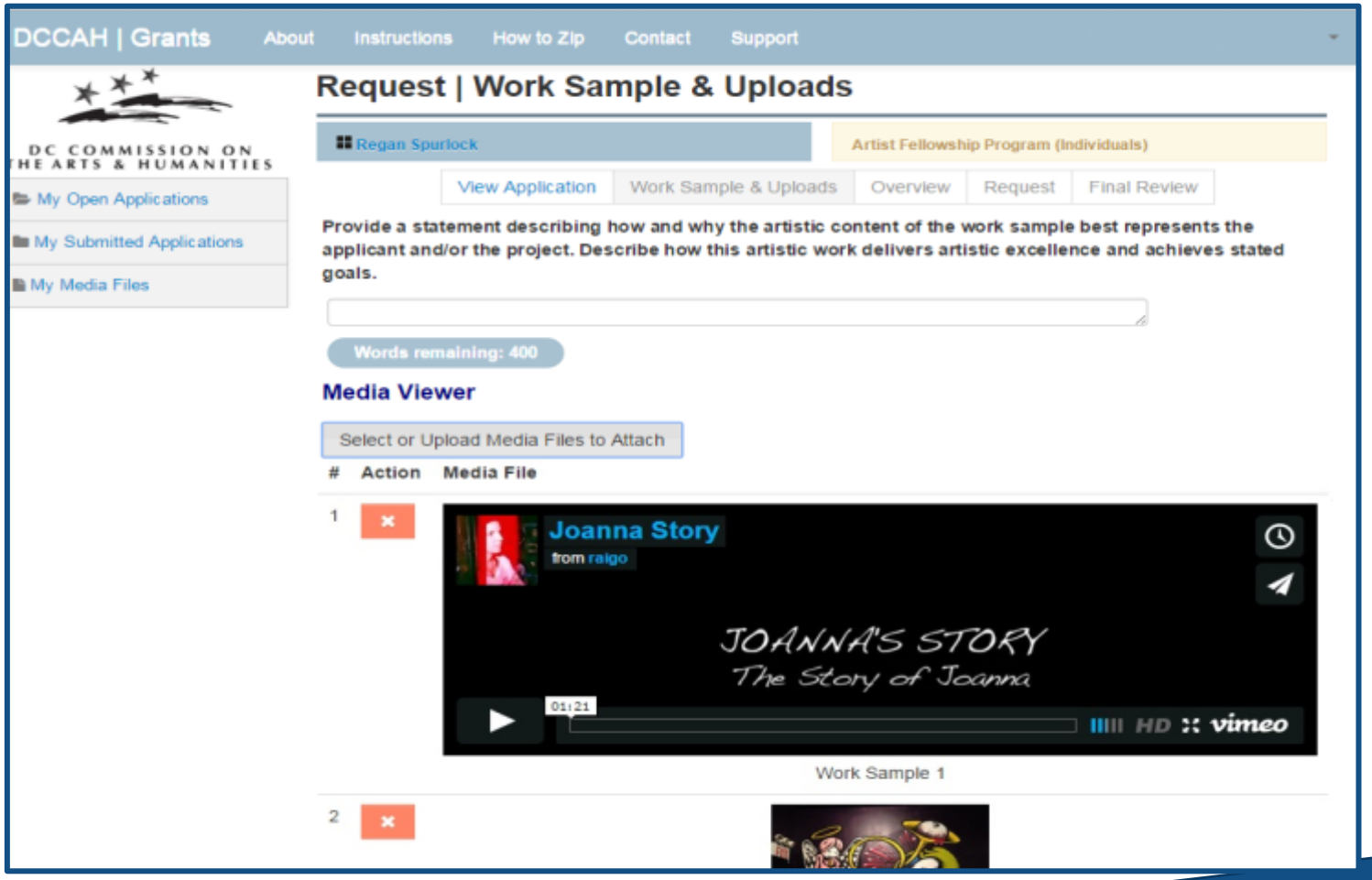
After you add your materials to the Media Library you need to attach them to the application!

This will open a pop-up window
Click on the items you want to attach to your application

*For images- they will not view in the order you attach. They will sort alphabetically

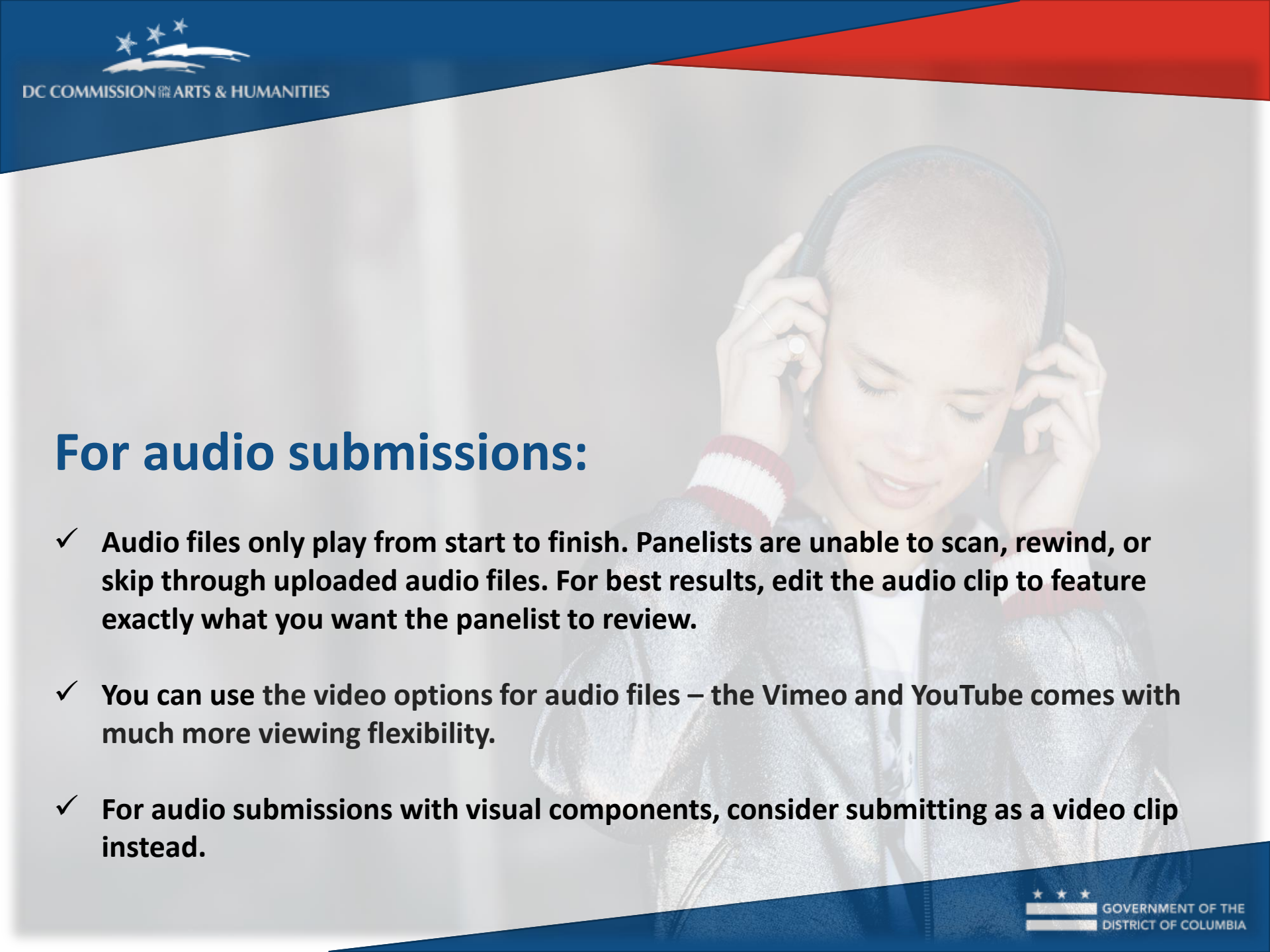


To Check your uploads, go to the Media Viewer in the CAH application portal



For video submissions:

- ✓ Highly edited commercial/promotional videos are NOT recommended work samples.
- ✓ Submit the highest quality video samples you can. Good lighting, stable video, clear images, and clear sound.
- ✓ For video work samples longer than five (5) minutes, direct review panelists to the section of the video you want them to see by utilizing the embedded timecode of the video where you want them to begin viewing:
    - *(e.g. 5:05:00). This can be in the title: "Video 1 work sample, time 5:03 - 9:34", or in the work sample description or in an additional uploaded document.*



For audio submissions:

- ✓ **Audio files only play from start to finish. Panelists are unable to scan, rewind, or skip through uploaded audio files. For best results, edit the audio clip to feature exactly what you want the panelist to review.**
- ✓ **You can use the video options for audio files – the Vimeo and YouTube comes with much more viewing flexibility.**
- ✓ **For audio submissions with visual components, consider submitting as a video clip instead.**

Screenshots, screen capture for on-line content:

- There are keyboard shortcuts on PCs, Mac and Chromebooks for taking a screenshot. Save the screenshot as a PDF or JPEG.
- The Snip and Sketch app is another option for capturing online content.
- Download any online reviews, articles or programs and save as a PDF.

CAH Grant Manager Tips

- ✓ Statement of Certification: **Do** fill out a new statement for each grant application. *(don't reuse old file from a prior grant application)*

- ✓ E-signature: investigate available tools for your organization. DocuSign, Adobe, and others have free tools.

- ✓ Certificate of Insurance: ask your grant manager for a sample of the *Acord* form that includes the necessary language and placement required by the District of Columbia. You can send it to your insurance representative to demonstrate exactly what you need.

- ✓ Certificate of Clean Hands: your grant manager is required to check your organization's status multiple times during the grant cycle. Please contact the Office of Taxation and Revenue (MyTax.dc.gov) if your status comes up "non-compliant."

- ✓ PDFs: upload documents as PDFs. There are scanning apps, and the Notes App on iPhones allows you to scan and save images as PDFs. There are free online tools for converting JPEGs and other files types to PDFs

QUESTIONS

DC COMMISSION ON THE ARTS & HUMANITIES

2025 Online Live Chats

with

CAH Grants Specialists

https://dcarts.dc.gov/node/1115831

Dates	Time
March 14	2:00pm-3:00pm
March 21	2:00pm-3:00pm
March 28	2:00pm-3:00pm
April 4	2:00pm-3:00pm
April 11	2:00pm-3:00pm
April 18	2:00pm-3:00pm

https://dcarts.dc.gov/page/live-chat-dccah-grants-specialist

GOVERNMENT OF THE DISTRICT OF COLUMBIA

DC COMMISSION ON THE ARTS & HUMANITIES

New This Year

In Person Chats with Grants Management Specialists

At our offices at 200 I St SE

Closest Metro

Green Line: Navy Yard (DOT Exit)

Blue/Orange/Silver: Capitol South

RSVP via Eventbrite preferred

Dates	Time
March 12	11:00am-1:00pm
March 19	11:00am-1:00pm
March 26	11:00am-1:00pm
April 2	11:00am-1:00pm
April 9	11:00am-1:00pm
April 16	OFFICES CLOSED

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CAH Needs Grant Panelists

Grant panelists will be responsible for the following tasks:

- Attend virtual training or view training video – about 60-90 minutes of material.
- Review assigned applications, work samples, and evaluations thoroughly prior to attending the panel meeting.
- Make objective assessments based on funding policies, grant guidelines, and application evaluation criteria; decisions should free of bias and not self-serving.
- Attend a day-long virtual panel meeting to review and rescore all assigned applications.

CAH maintains a database to help identify and select panelists. Panelist applicant information is used only for statistical and diversity inclusion purposes and is not shared with any third parties. Inclusion in this database does not guarantee selection for panel service.

PANEL PROCESS TIMELINE

Selected panelists should have expertise through involvement in the arts and humanities. This includes, but is not limited to: artists, arts administrators, arts educators, gallery professionals, curators, & art critics.

Time Commitment:
Those selected to serve on a review panel will have 3 to 4 weeks to review a maximum of 25 to 30 applications. CAH estimates that pre-panel review of applications takes roughly 20-30 hours before the day of the panel.

Review panel meetings generally last 4 -7 hours with breaks and currently take place online via video conference software unless otherwise noted.

Panelists are appointed to one panel per year for a maximum of three consecutive years.

Compensation:
Panelists will be issued a $250 gift card.

DC COMMISSION ON THE ARTS & HUMANITIES

CAH Staff Contacts

Terrell Johnson, Senior Grants Officer
terrell.johnson@dc.gov

Kerry Kaleba, Grant Manager
kerry.kaleba@dc.gov

Office Hours
Monday-Friday, 9 am to 5:30 pm

200 I (Eye) Street SE, Suite 1400
Washington, DC 20003
dcarts.dc.gov

Front desk: (202) 724-5613

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Thank you for joining us today!

Please check your email for a follow-up survey.
Your input helps us improve our workshops.

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