



DC COMMISSION ON THE ARTS & HUMANITIES

FY2027 PROJECTS, EVENTS AND FESTIVALS (PEF)

APPLICANT WORKSHOP:

- **PEFo – Organizations**
- **PEFi - Individuals**



FY27 PEFo & PEFi WORKSHOP AGENDA

- Welcome & Introduction
- About CAH
- PEF Program
 - Overview & Goals
 - New in 2027
- PEF RFA
 - Requirements
 - Scoring Criteria
 - Deadlines
- PEF Application
 - Access & Tips
- PEF Break Out Sessions
 - Eligibility for Individuals
 - Eligibility for Organizations
 - Q&A



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

MISSION

DC COMMISSION ON THE ARTS AND HUMANITIES

First established in 1968, the DC Commission on the Arts and Humanities (CAH) is an independent agency in the District of Columbia government that evaluates and initiates action on matters relating to the arts and humanities and encourages programs and the development of programs that promote progress in the arts and humanities.

CAH is the designated state arts agency for the District of Columbia and is supported primarily through District government funds and in part by the National Endowment for the Arts.



IN THE CHAT

Got an urgent Question?

We'll cover many of your questions today, but if you have any urgent ones, feel free to submit them in the chat, and we will address them.

Grant Application Question Examples:

- What is the submission deadline?
- What are the eligibility criteria for me or my organization?
- What is the process for uploading and labeling my work samples?
- Could you provide a summary of the required documents?

PEF PROGRAM OVERVIEW

- ▶ Support for executing projects that promote arts and humanities activities to a diverse range of communities in D.C.
- ▶ PEF encourage small, medium and large projects that have a city-wide impact, as well as those that represent community-based projects that are based on geographic location, common interests or a shared identity
- ▶ Projects may include concerts, visual arts exhibitions, literary readings, and festivals that feature dance, folk art, film, music, theater and other art and humanities activities

PEF PROGRAM GOALS

- ▶ Provide access to high-quality arts and humanities experiences for all District of Columbia residents;
- ▶ Increase quality of life by supporting a vibrant community identity through the arts and humanities; and
- ▶ Stimulate the creative economy through investments in local artists and arts and humanities organizations.

FY2027 PROJECTS, EVENTS AND FESTIVALS (PEF)

NEW IN FY2027 (SEE RFA FOR COMPLETE LISTING)

- ▶ Grant Categories and Definitions
- ▶ Highlighting Culture and Community.
- ▶ Criteria Changes:
 - Artistic Merit
 - Capacity & Sustainability
 - Community Access and Engagement
 - Community Impact

PEF: ALLOWABLE COSTS

(SEE RFA FOR COMPLETE LISTING)

- Artistic and administrative personnel salaries or wages;
- Artists/consultants fees
- Space rental and fees directly related to project implementation;
- Travel and transportation directly related to project implementation;
- Materials, supplies and equipment purchases no more than 25% of the award that are directly related to project implementation;
- Overhead, maintenance and administration not exceeding 35% of the grant; and.
- Indirect Costs.

PEF PROGRAM UNALLOWABLE COSTS

(SEE RFA FOR COMPLETE LISTING)

- Overhead, maintenance and administration exceeding 35% of the grant
- Equipment purchases over 25% of the grant award
- Food and beverages
- Fundraisers
- Tuition and scholarships
- Expenses associated with an organization assuming the role of a fiscal agent for another organization
- Costs related to fundraisers and special events
- Debt reduction
- Expenses unrelated to the execution of the scope of work
- Operational reserve
- Temporary or permanent public art projects
- Activities for youth
- Re-granting (also known as “sub-granting”)
- Funding to universities, foreign governments or DC government agencies, including DCPS.



QUESTIONS



***FY27 (PEF)
PROJECTS, EVENTS OR FESTIVALS
APPLICATION***

**APPLICATION CLOSES:
MAY 22, 2026 @ 5:00PM EST**

- **LOGGING IN TO THE GRANT PORTAL**
- **WRITING TIPS**
- **REVIEW & SCORING CRITERIA**
- **REQUIRED DOCUMENT UPLOADS**

FROM DCARTS.DC.GOV

The screenshot shows the website for the DC Commission on the Arts & Humanities. The header is dark blue with the organization's logo on the left. On the right, there is a 'Select Language' dropdown menu, social media icons for Facebook, X, Instagram, and YouTube, and a search bar. Below the header is a navigation bar with links: Home, Individual Grants, Organization Grants, Programs, and About CAH. An orange arrow points to the 'Programs' link, which has a dropdown menu open. The dropdown menu contains the following options: Arts Education, Business of the Arts, Events and Exhibitions, Grants (highlighted in red), and Public Art. Below the navigation bar is a large banner image of a musician playing a guitar on stage. At the bottom of the banner, the text reads: 'Welcome to the DC Commission on the Arts & Humanities'. In the bottom left corner of the banner, there is a small text link: 'arts.dc.gov/service/cah-grants'.

DC COMMISSION ON THE ARTS & HUMANITIES

Select Language

Powered by Google Translate

f X @ y

Home Individual Grants Organization Grants Programs About CAH

Arts Education

Business of the Arts

Events and Exhibitions

Grants

Public Art

Welcome to the
DC Commission on the Arts & Humanities

arts.dc.gov/service/cah-grants

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

- [FY27 General Operating Support RFA](#) | Submission deadline is Tuesday, May 5, 2026, 5:00 pm ET
- [FY27 Art Bank Program RFA](#) | Submission deadline is Monday, May 18, 2026, 5:00 pm ET
- [FY27 East Arts Program RFA](#) | Submission deadline is Friday, May 22, 2026, 5 pm ET
- [FY27 Programs, Events, or Festivals](#) | Submission deadline is Friday, May 22, 2026, 5 pm ET
- [FY27 Public Art Building Communities RFA](#) | Submission deadline is Monday, July 27, 2026, 5:00 pm ET

Grant Application Assistance

- [General Assistance](#)
- [In Person Office Hours](#)
- [Live Chats](#)
- [Workshops](#)

[FROM DCARTS.DC.GOV](https://dcarts.dc.gov)

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](#)

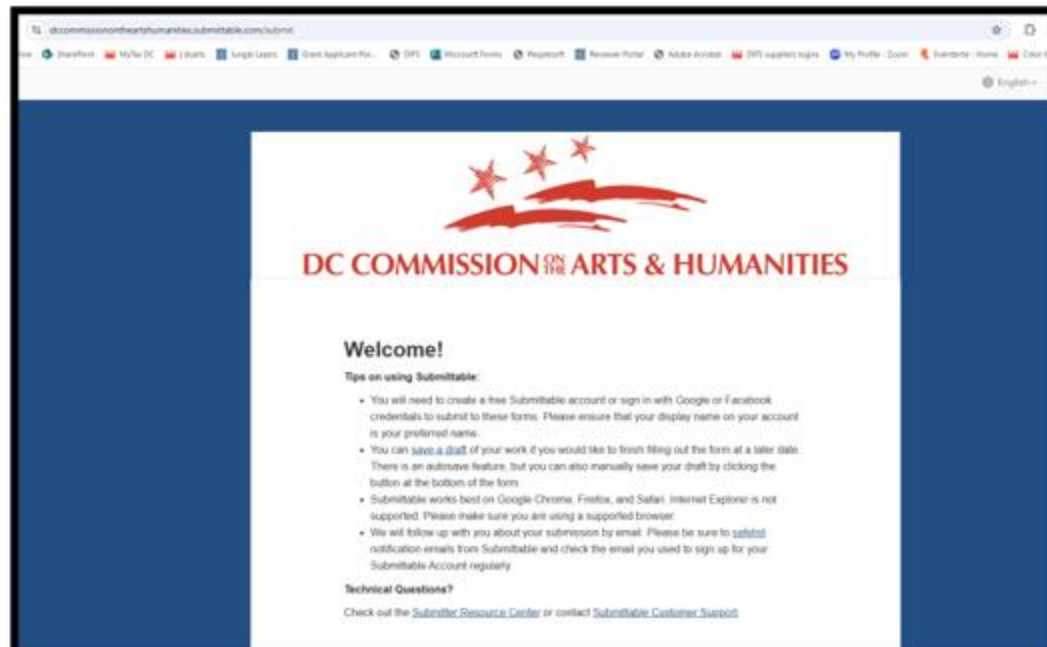
General Grants Resources

- [Application Assistance](#)
- [Be a Review Panelist](#)
- [Closed Grant RFAs](#)
- [FY 2026 Grantee Directory](#) - Opt-in directory listed alphabetically
- [FY 2026 Grantees](#) - Comprehensive lists by grant program
- [Getting Started](#)
- [Grant Application Portal® \(Jungle Lasers\)](#)
- [Grant Application Portal® \(Submittable\)](#)
- [Grant Programs](#)
- [Guide to Grants](#)
- [Resources for Grant Applicants](#)
- [Resources for Grant Recipients](#)

Use the Submittable link!
We are using Submittable
going forward!



Use the link in our grants page [Grant Application Portal: Submittable](#)



**FY 2027 Projects, Events, or Festivals (PEF):
Individual Application**

Ends on Fri, May 22, 2026 5:00 PM

Guidelines ▾

Apply

**FY 2027 Projects, Events, or Festivals (PEF):
Organization Application**

Ends on Fri, May 22, 2026 5:00 PM

Guidelines ▾

Apply



QUESTIONS



***FY27 (PEF)
PROJECTS, EVENTS OR FESTIVALS
APPLICATION***

**APPLICATION CLOSES:
MAY 22, 2026 @ 5:00PM EST**

- LOGGING IN TO THE GRANT PORTAL
- REVIEW & SCORING CRITERIA
 - WRITING TIPS
- REQUIRED DOCUMENT UPLOADS

PEF 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.

- Artistic Merit (40%)
- Capacity & Sustainability (30%)
- Assess & Engagement(15%)
- Community Impact (15%)

PEF SCORING CRITERIA

Artistic Merit (40%)

- The applicant demonstrates the knowledge and skills needed to successfully carry out the proposed project, event, or festival. (20%)
- The proposed activity is planned and implemented by individuals with appropriate subject matter expertise relevant to the selected category. (20%)



PEF SCORING CRITERIA

Capacity & Sustainability (30%)

- The applicant demonstrates the ability to responsibly manage grant funds and oversee project operations. (15%)
- The applicant demonstrates appropriate planning, staffing, budget alignment, and experience to successfully deliver the proposed project, event or festival. (15%)



PEF SCORING CRITERIA

Assess & Engagement (15%)

- The project, event or festival reflects inclusive and diverse perspectives through its content, participants, collaborators, or personnel. (5%)
- The project, event or festival demonstrates a commitment to equitable access and meaningful participation for all participants (5%)
- The applicant demonstrates responsiveness to community needs and outlines plans for ongoing improvement. (5%)



PEF SCORING CRITERIA

Community Impact (15%)

- The project demonstrates the ability to reach a well-articulated number of District residents and/or visitors proportionate to the activities' scope or work (15%)



PEF 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.



QUESTIONS





***FY27 (PEF)
PROJECTS, EVENTS OR FESTIVALS
APPLICATION***

**APPLICATION CLOSES:
MAY 22, 2026 @ 5:00PM EST**

- LOGGING IN TO THE GRANT PORTAL
 - NARRATIVE QUESTIONS
- REVIEW & SCORING CRITERIA
 - WRITING TIPS
- REQUIRED DOCUMENT UPLOADS
 - WORK SAMPLES
 - SUPPORT MATERIALS
 - BUSINESS DOCUMENTS

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



PEF UPLOADS TO 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.

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.



GRANT MANAGER TIPS

Work Samples and Uploads

- 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.
- Include samples of similar projects completed to illustrate an ability to execute the proposed project

Additional Suggestions 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.
- ✓ 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.
- ✓ Panelists must be able to assess the skill level of the artist(s) involved in the project work to be created, exhibited, or taught.

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.



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.*

SCREENSHOTS, SCREEN CAPTURE FOR ONLINE 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.



QUESTIONS
Breakout Session Begins



PROJECTS, EVENTS OR FESTIVALS (PEF) ELIGIBILITY FOR INDIVIDUALS (SEE RFA FOR COMPLETE LISTING)

Individuals may apply if they meet all the following:

- be an artist, arts professional and/or humanities practitioner at least 18 years of age.
- be a District of Columbia resident for at least one (1) year prior to the submission deadline.
- have a permanent District of Columbia address, as listed on government issued identification or tax returns. Post office boxes may not be used as a permanent address. If the applicant is experiencing homelessness, the applicant may contact the grant manager listed below to discuss eligibility.
- maintain District of Columbia residency during the entire granting fiscal year period (October 2026-September 2027).
- proposed planning and implementation fully carried out in the District of Columbia.
- be in good standing with CAH including but not limited to reporting requirements.
- current on all taxes and liabilities owed to the District or have an approved plan to resolve such taxes and liabilities as demonstrated by a certification of “Citywide Clean Hands” (CCH) from the District of Columbia Office of Tax and Revenue.
- if an individual has any affiliation with an arts organization (CEO, founder, employee, etc.), funded projects must not be a part of the organization's season of work.

PROJECTS, EVENTS OR FESTIVALS (PEF) INELIGIBLE FOR INDIVIDUALS (SEE RFA FOR COMPLETE LISTING)

The following individuals are ineligible for the PEF grant program:

- ☐ Individuals employed by CAH within the last three (3) years.
- ☐ Applicants are prohibited from submitting PEF applications for projects that feature temporary or permanent public art projects.
- *For more information on public art projects, review the Public Art Building Communities (PABC) grant program.*
- ☐ Applicants are prohibited from submitting PEF applications for projects that provide activities solely for children or youth.

For more information on funding projects and activities for children or youth, review the Arts or Humanities Education Project (AHEP) or East Arts (EA) grant program guidelines.

- ☐ Eligible projects by individuals must work independently of the applicant's affiliated organization.
- ☐ Individuals who are staff of a non-profit organization may not apply for funding for projects that are part of that organization's programming.
- ☐ Individuals who are staff or proprietors of a for-profit company may not apply for funding for projects that are a product or service of that company.
- ☐ Individuals applying with an EIN number.
- ☐ Individuals who reside outside of the District of Columbia.
- ☐ Individuals who use or require fiscal agents.
- ☐ Prospective applicants debarred from procurements by the federal government, the Government of the District of Columbia, or any governmental entity

PROJECTS, EVENTS OR FESTIVALS (PEF) COSTS FOR INDIVIDUALS

(SEE RFA FOR COMPLETE LISTING)

Allowable Costs

Examples of “Allowable Costs” Related to the Grant:

- Salaries for arts and humanities professionals for nonprofit organizations.
- Artists/humanities practitioners, or consultants.
- Space rental and fees directly related to project implementation.
- Travel and transportation directly related to project implementation.
- Materials, supplies, and equipment purchases that are no more than **25%** of the award and are directly related to the work of project implementation.
- Overhead, maintenance, and administration not exceeding **25%** of the grant award.

Unallowable Costs

Examples of “Unallowable Costs” Related to the Grant:

- Food and beverages.
- Fundraisers.
- Tuition and scholarships.
- Expenses associated with an organization assuming the role of a fiscal agent for another organization.
- Costs related to fundraisers and special events.
- Debt reduction.
- Expenses unrelated to the execution of the scope of work.
- Operational reserve.
- Temporary or permanent public art projects.
- Activities for youth.
- Re-granting (also known as “sub-granting”).
- Funding to universities, foreign governments or DC government agencies, including
- The grantee will be responsible for demonstrating expenses, as applicable, in Interim and/or Final Reports. Grantees with questions regarding allowable costs may contact PEF grant program managers.

PEF(I) REQUIRED DOCUMENT UPLOADS

Certificate of Clean Hands

Statement of Certification

Certificate of Liability Insurance

IRS Form W-9

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.

PROJECTS, EVENTS OR FESTIVALS (PEF) ELIGIBILITY FOR ORGANIZATIONS ^{1 OF 2}

(SEE RFA FOR COMPLETE LISTING)

Organizations may apply if they meet all the following:

- Be incorporated as a nonprofit with a federally designated tax-exempt status under section 501(c)(3) dated at least one year prior to the application deadline date
- Demonstrate that 100% of the project deliverables occur in DC
- Register and comply with the regulatory requirements of the following agencies:
 - DC Department of Consumer and Regulatory Affairs (DCRA)
 - DC Chief Financial Officer, Office of Tax and Revenue (OTR)
 - DC Department of Employment Services (DOES)
 - DC United States Internal Revenue Service (IRS)

PROJECTS, EVENTS OR FESTIVALS (PEF) ELIGIBILITY FOR ORGANIZATIONS^{2 OF 2} (SEE RFA FOR COMPLETE LISTING)

- Be in good standing with CAH.
- have an active Board of Directors.
- Be headquartered and have a principal office located in the District of Columbia, as demonstrated by the address on the organization's official IRS Form 990. (Note: CAH does not allow Post office boxes and the addresses of a board member or volunteers as evidence of the primary business address)

FY2027 PROJECTS, EVENTS AND FESTIVALS (PEF)

REQUIREMENTS (SEE RFA FOR COMPLETE LISTING)

- ▶ Organizations awarded funds in the FY27 General Operating Support: Generalists & Service Organizations are prohibited from applying to FY27 PEF.
- ▶ Applicants are prohibited from submitting applications for projects that feature temporary or permanent public art.
- ▶ Applicants are prohibited from submitting applications for projects that provide activities for children or youth.
- ▶ Eligible projects by individuals are projects that work independently of the applicant's affiliated organization.
- ▶ If funded, all applicants are required to purchase liability insurance within 30 days of award notification.
- ▶ Obtain a certification of "Citywide Clean Hands"
- ▶ Proposed planning and implementation fully carried out in the District of Columbia.

FY2027 PROJECTS, EVENTS AND FESTIVALS (PEF)

FESTIVAL REQUIREMENTS (SEE RFA FOR COMPLETE LISTING)

Festivals may apply if they meet all the following:

- Anticipated festival numbers must align with District-mandated guidelines for public gatherings;
- Programming must comprise a minimum of 6 hours;
- Programs must be publicly advertised and open to the general public;
- The festival may not be a block party, fundraiser or charity benefit;
- Funding may be used for project expenses only; and
- All festival activities must comply with DC permits, policies and safety requirements

PEF(o) REQUIRED DOCUMENT UPLOADS

- **Certificate of Clean Hands**
- **Statement of Certification**
- **IRS Form W-9**
- **IRS 501(c)(3) Letter of Determination**
- **Organizational Demographics Overview Form**
 - The inclusion of this form is not required at the time of application but may be required of each applicant prior to award notification.
- **IRS Form 990 (*most-recently submitted*)**
 - Should contain signatures of organization representative and tax preparer.
- **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.
- **List of current Board of Directors**
 - Provide board roles (e.g. president, treasurer, etc.), responsibilities and home addresses/wards.

PEF(o) REQUIRD DOCUMENT UPLOAD



- **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**
- **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

ORGANIZATIONS FINANCIAL PICTURE

These required documents provide important context for the panel:

Document	Timeframe	Purpose	How It Applies to Grants
Balance Sheet	From most recently completed fiscal year	Shows the organization's financial position: assets, liabilities, and net assets Liabilities + Equity = Assets	Used to assess financial stability, liquidity, and whether the organization can responsibly manage grant funds . A weak balance sheet can raise red flags about risk.
Profit & Loss Statement (Income Statement)	From most recently completed fiscal quarter	Shows revenue, expenses, and surplus/deficit	Used to look for financial sustainability, diversified revenue, and whether the organization is operating at a surplus or deficit . It helps justify the need for funding.
Form 990	Past fiscal year	IRS-required public filing for nonprofits; includes finances, governance, and program info	Used to provide verified, standardized financial data . It also shows governance practices and program impact and is used to evaluate credibility and transparency.
Organization Budget (approved by your Board of Directors)	Current to future fiscal year	A financial plan showing projected revenue and expenses	Used to see how the grant fits into the organization's overall plan , whether the budget is realistic, and how funds will be allocated across programs.

ORGANIZATIONS FINANCIAL PICTURE

These required documents provide important context for the panel:

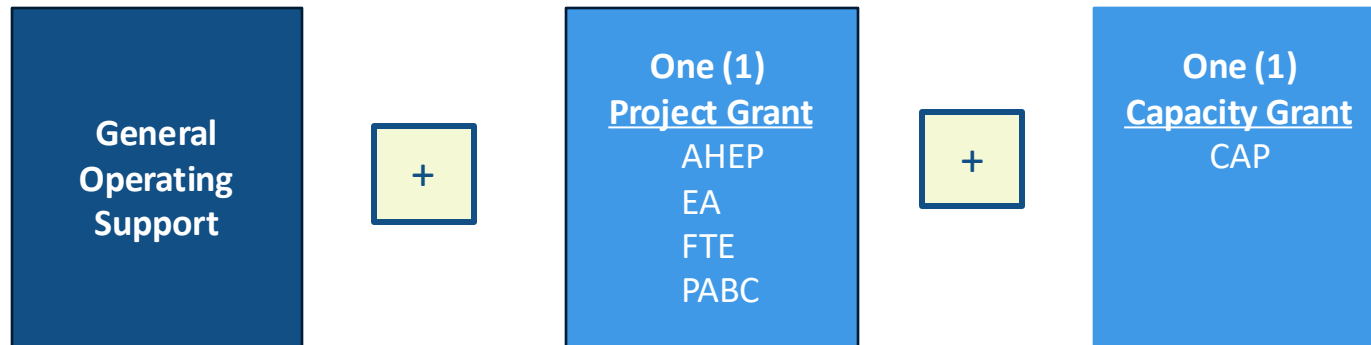
Document	Timeframe	Purpose	How It Applies to Grants
Balance Sheet	From most recently completed fiscal year	Shows the organization's financial position: assets, liabilities, and net assets Liabilities + Equity = Assets	Used to assess financial stability, liquidity, and whether the organization can responsibly manage grant funds. A weak balance sheet can raise red flags about risk.
Profit & Loss Statement (Income Statement)	From most recently completed fiscal quarter	Shows revenue, expenses, and surplus/deficit	Used to look for financial sustainability, diversified revenue, and whether the organization is operating at a surplus or deficit. It helps justify the need for funding.
Form 990	Past fiscal year	IRS-required public filing for nonprofits; includes finances, governance, and program info	Used to provide verified, standardized financial data. It also shows governance practices and program impact and is used to evaluate credibility and transparency.
Organizational Budget (approved by your Board of Directors)	Current to future fiscal year	A financial plan showing projected revenue and expenses	Used to see how the grant fits into the organization's overall plan , whether the budget is realistic, and how funds will be allocated across programs.

Grant Restrictions for PEF grantees

Organizations that have applied to FY27 General Operating Support: Generalists & Service Organizations are prohibited from receiving FY 2027 Projects, Events, or Festivals (PEF) grants.

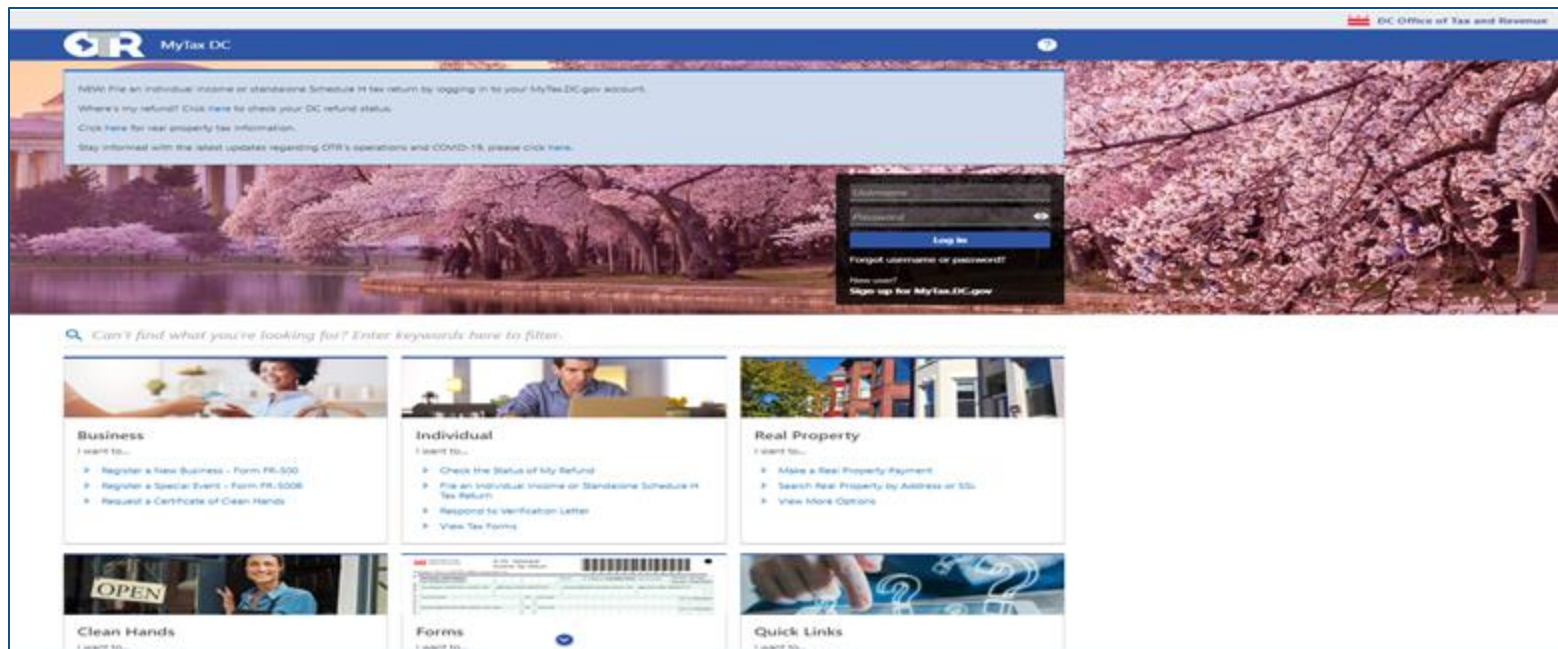
If applying to General Operating Support (GOS), please check with your grant manager about restrictions or requirements

The scope of work presented in a GOS application MAY NOT be duplicated by a project grant

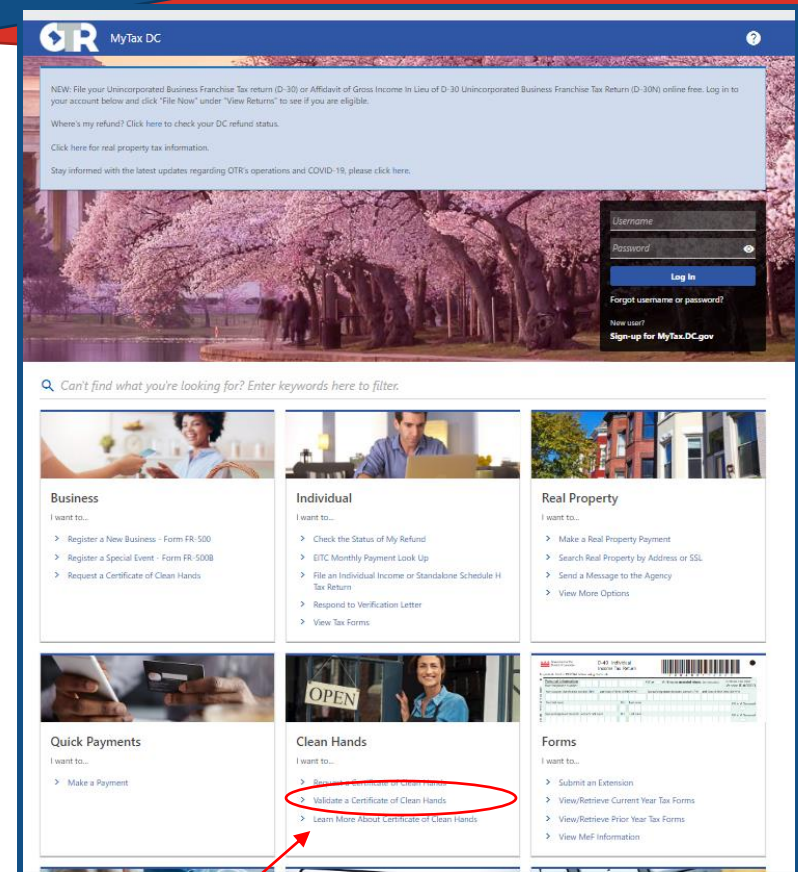


CERTIFICATE OF CLEAN HANDS

- ▶ Dated NO MORE than 30 days prior to the application deadline.
- ▶ Apply on My Tax DC (myTax.dc.gov)
- ▶ Download a PDF of your certificate
- ▶ If you will not be able to attain a Certificate of Clean Hands by the grant application deadline, please contact a CAH grant manager for assistance.



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: L000-
FEIN: ***
Case ID:
WASHINGTON DC

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 § 47-2862 (2006)
§ 47-2862 PROHIBITION AGAINST ISSUANCE OF LICENSE OR PERMIT

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

STATEMENT OF CERTIFICATION 1 of 2

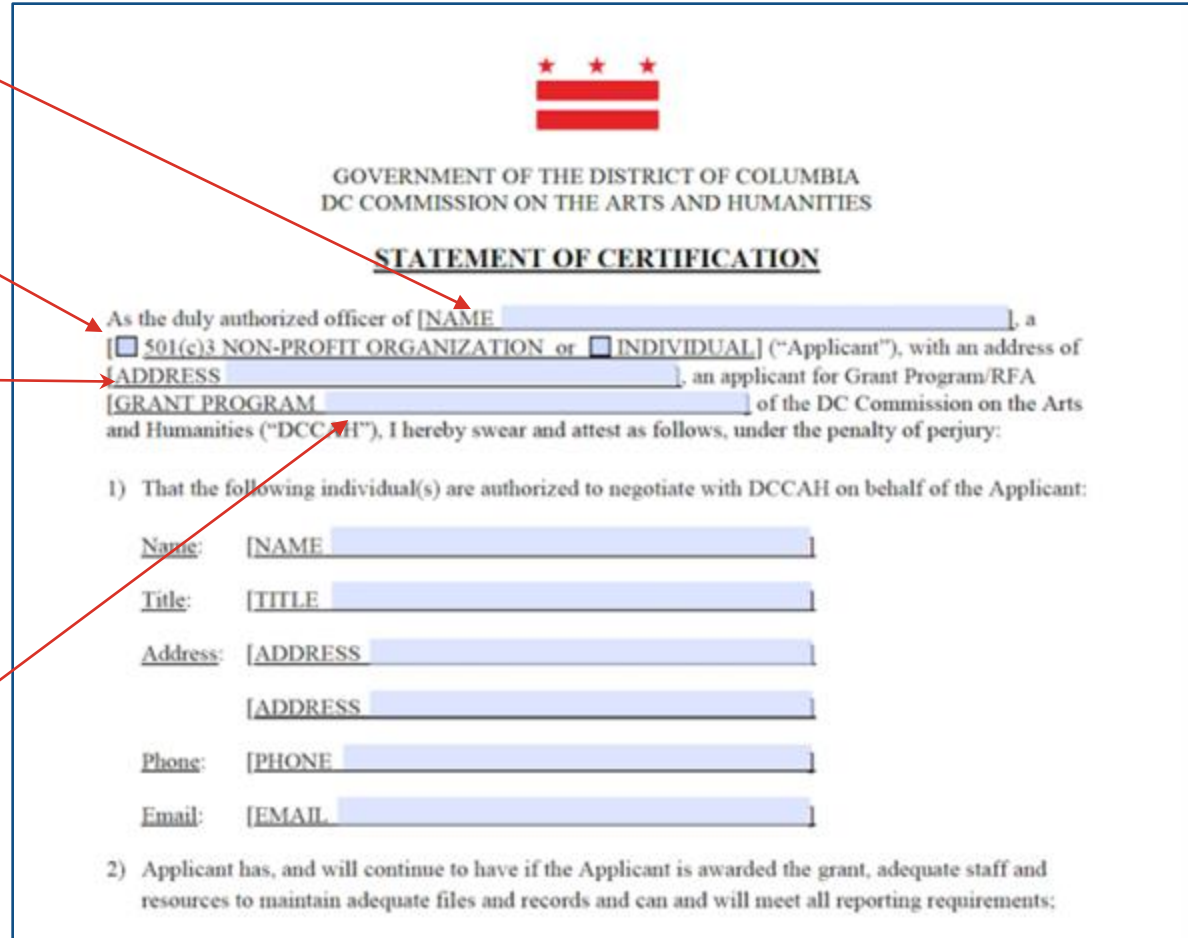
Fill in Organization name

Check box for 501c3

The complete address must:

- Spell out "Washington, DC"
- Include the zip code
- Match W9 and Grant Portal

Include the CORRECT
Grant Program & fiscal year
here: i.e. FY27 PEFo



The form is titled "STATEMENT OF CERTIFICATION" and is from the "GOVERNMENT OF THE DISTRICT OF COLUMBIA DC COMMISSION ON THE ARTS AND HUMANITIES". It features a header with three stars and a red bar. The form contains several fields for user input, indicated by blue boxes and red arrows from the callouts. The fields include: [NAME], [ADDRESS], [GRANT PROGRAM], [NAME], [TITLE], [ADDRESS], [PHONE], and [EMAIL]. There are also checkboxes for "501(c)3 NON-PROFIT ORGANIZATION" and "INDIVIDUAL". The form includes a section for the applicant's statement, with numbered items 1) and 2). Item 1) asks for authorization to negotiate with DCCA on behalf of the Applicant. Item 2) asks for adequate staff and resources to maintain adequate files and records and can and will meet all reporting requirements.

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 ("DCCA"), I hereby swear and attest as follows, under the penalty of perjury:

1) That the following individual(s) are authorized to negotiate with DCCA 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 form is available at dcarts.dc.gov

STATEMENT OF CERTIFICATION 2 of 2

- Complete the highlighted areas. Title is optional.
- Signature:
 - must be in ink or a verified e-signature NOT a *script* font.
 - Typed-in name or 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

Address

Date

Title

Phone

Email

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:

District of Columbia
DC Commission on the Arts and Humanities
200 I St SE Washington, DC 20003 suite 1800
Attn: (insert your Grant Manager's name)



ACORD **CERTIFICATE OF LIABILITY INSURANCE** DATE REVISED 1/9/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an additional insured, the provisions must be amended. If subrogation is waived, amend to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

Insured:
My Brokerage
2 Broker Lane
Brookersville, CA 12345
My Production Company
100 Mainstreet Avenue
Exeter, CA 12344

Additional Insured:
Name: Professional Broker
Phone: (814) 555-1212 FAX: (814) 555-1212
Address: webmaster@mybroker.com
City: PowerFolio, CA 12345

Coverage:
A. Commercial General Liability
B. Automobile Liability
C. Workers Compensation
D. Non-Owned/Automobile Liability
E. Umbrella Liability
F. Professional Liability
G. Directors and Officers Liability
H. Fidelity and Bond
I. Crime
J. Cyber Liability
K. Pollution
L. Nuclear Energy
M. Electronic Data Processing
N. Aircraft/Helicopter
O. Watercraft/Vessel
P. Fire, Theft and Vandalism
Q. Burglary
R. Money and Securities
S. Computer Fraud
T. Spoils and Deeds
U. Other Perils
V. Other Perils
W. Other Perils
X. Other Perils
Y. Other Perils
Z. Other Perils

Description of Operations
Certificate holder is included as Additional Insured for Liability but only as respects to claims arising out of the negligence of the named insured. Certificate holder is named as loss payee as respects rented/leased equipment &/or vehicles.

Certificate Holder
Digital Film Studio LLC
11400 Shiloh Street, Unit B/C/P
San Valley, CA 95132

Cancellation
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

Sample Only - Not Valid

IRS Form W-9

- Use March 2024 version
- Name should match your name in the CAH grant portal, DIFS and other application documents
- Check the correct box in Section 3
- Address:
 - Must be in the District of Columbia
 - Must match your address in the CAH grant portal, DIFS and other application documents
 - PO Boxes are NOT accepted
- Your EIN (PEFo) or SSN (PEFi)
- Signature:
 - Signature must be in ink (manual) or verified electronic with date stamp, dated in 2026.
 - No font script will be accepted
- Save the signed W9 as a PDF 



DC COMMISSION ON ARTS & HUMANITIES

IRS Form W-9

Form W-9
(Rev. 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.
- 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
☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) in the entry space. **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)

☐ C corporation
☐ S corporation
☐ Partnership
☐ Trust/estate
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.)
5. Address (number, street, and apt. or suite no.). See instructions.
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 to enter, see *How to get a TIN*, later.

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.

Social security number

or

Employer identification number

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 (Form 1065). 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)

PEF GRANT MANAGER DOCUMENT 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 *Accord* 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



2026 Live Chats
with
CAH Grants Specialists

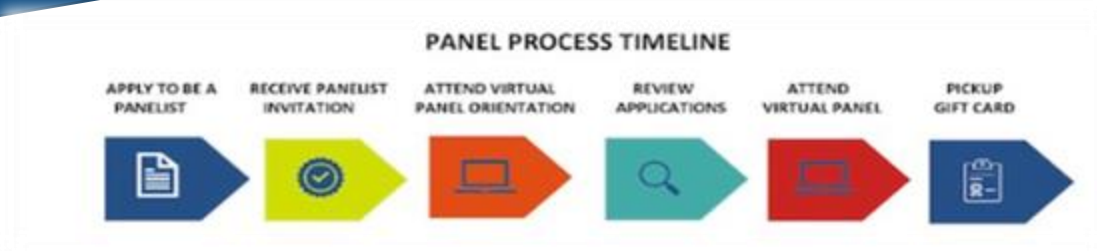
Dates	Time
May 1	1:30pm-2:30pm
May 8	1:30pm-2:30pm
May 15	1:30pm-2:30pm

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 be 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.



Selected panelists should have expertise gained through involvement in the arts and humanities. This includes, but is not limited to: artists, arts administrators, arts educators, gallery professionals, curators, and 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 receive a \$250 gift card.

Application Closes: May 22, 2026 at 5:00PM Eastern Time

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.

*CAH grant staff are available to review your PEF application materials for **compliance and completion** up to **one week prior to the deadline i.e. May 15th.***



CAH Staff Contacts

Lucy Hernandez, Grant Manager (PEF-Organizations)
lucy.hernandez1@dc.gov

Tanya Myers, Grant Manager (PEF-Individuals)
tanya.myers1@dc.gov

Office Hours

Monday-Friday, 9:00 am to 5:00 pm

200 I (Eye) Street SE, Suite 1400
Washington, DC 20003

<https://dcarts.dc.gov/>

Front desk: (202) 724-5613

Thank you for joining us today!

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

