



FY 2027 PUBLIC ART BUILDING COMMUNITIES GRANT REQUEST FOR APPLICATIONS

The DC Commission on the Arts and Humanities (CAH) is soliciting applications from qualified individual artists or organizations for its Fiscal Year 2027 Public Art Building Communities Grant Program (PABC). Multiple awards may be made under this Request for Applications (RFA). Award amounts vary.

RFA Release:	Monday, March 2, 2026, 4:00 PM ET
Submission Deadline:	Monday, July 27, 2026, 5:00 PM ET
Number of Awards:	Multiple
Award Amount:	Individuals up to \$75,000 Organizations up to \$125,000 Business Improvement Districts (BIDs) up to \$150,000

Incomplete or late applications or applications that do not follow the instructions and guidelines will be automatically deemed ineligible for review and funding. Prospective applicants must read through this RFA in its entirety before applying. **New guidelines and requirements are highlighted throughout this RFA.**

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

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

Staff Contact: Kerry Kennedy, Public Art Program Coordinator | kerry.kennedy@dc.gov

The DC Commission on the Arts and Humanities (CAH) is an independent agency within the District of Columbia government that evaluates and initiates action on matters relating to the arts and humanities and encourages the development of programs that promote progress in the arts and humanities. As the designated arts agency for Washington, DC, CAH is supported by District government funds and in part by the National Endowment for the Arts, a federal agency.



This application must be submitted using Submittable, CAH's New Grants Management Portal.

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PUBLIC ART BUILDING COMMUNITIES GRANT PROGRAM

Applicants may submit one (1) PABC application per fiscal year cycle.

DESCRIPTION OF FUNDING OPPORTUNITY

1. Overview

The Public Art Building Communities (PABC) grant program supports individual artists and organizations in their effort to design, fabricate, and install new permanent or temporary works of public art that connect artists and their artwork with communities.

For the purposes of this grant, public art is artwork in a variety of media sited and installed onto locations accessible to the public (without cost) and in exterior (outdoor) locations free of encumbrances. Artwork must be sited and installed at locations that are accessible and viewable from public space. Materials should be sustainable, low maintenance, and protected by graffiti resistant coatings. Permanent public art projects are defined as existing for a duration of more than two (2) years without a deinstallation plan. Temporary public art projects are defined as existing for less than two (2) years with a deinstallation plan. Works must require minimal routine maintenance.

Examples of public art include, but are not limited to sculptures, mosaics, artistic streetscapes, murals, painting in outdoor plazas, mixed media, paving patterns, media/digital installations, landscape designed projects, custom benches, stained glass installations, and artistic arches, gates, or railings.

Performance art-based projects, previously created works-of-art, and public art projects that previously received CAH funding are ineligible for funding in this grant program.

CAH grant funds must be spent in CAH's Fiscal Year 2027 (October 1, 2026-September 30, 2027).

Please note: Installations with a lifespan of more than a year designed to commemorate the memory of an individual, group, events, or other significant element of international, national, or local culture or history, located in public space, or property owned by or under the administrative control or jurisdiction of the District of Columbia may be subject to the review and approval of the DC Commemorative Works Committee. Please refer to the [Commemorative Works Committee Website](#) for additional information.

AWARD INFORMATION

2. Grant Program Goals

By making its PABC grant awards, CAH endeavors to:

- Encourage the creation and installation of original high-quality public artworks in DC.
- Develop meaningful opportunities to connect artists to communities.
- Provide exposure to and participation in the public art making process with communities.
- Further learning or discovery opportunities through public art installations.
- Support the creation of public art by DC resident artists.
- Promote robust and diverse artistic expressions that resonate with DC residents.
- Contribute to DC's public art collection in the built environment.
 - Note: Permanent works are added to DC's public art collection through a transfer of ownership. Temporary works become part of CAH's e-museum.

3. Highlighting Culture & Community

CAH encourages all applicants to demonstrate their commitment to our community-centered framework of equality, cultural awareness, universal access, and community engagement throughout the application process. This may include highlighting the following:

- Addressing how the project factors in the varying access, engagement, and economic needs of the DC residents expected to interact with the work.
- Including plans that address fiscal, audio, visual, physical, geographical, educational, and language-based barriers.
- Supplying evidence of community benefit like letters from community-centered stakeholders, work samples that highlight the community's response to the work.
- Providing examples of how the work highlights DC's distinct historical, linguistic, and cultural makeup.
- Describing ways DC's unique communities will be authentically represented, positively impacted, and thoroughly celebrated through the work, along with other relevant considerations.

ELIGIBILITY INFORMATION

4. Eligibility Requirements

Individuals must (at the time of application):

- Be experienced artists or arts-related professionals (e.g., presenters, producers, educators) over the age of 18.

- Applicant must be a resident of DC for a minimum of one-year prior to the date of submission of the application and maintain residency in DC throughout the grant period.
- Obtain certification of "Citywide Clean Hands" (CCH) from the DC Office of Tax and Revenue.
- Be in good standing with CAH by complying with all CAH-related mandates.

Organizations and BIDs must (at the time of application):

- Be incorporated as a nonprofit with a federally designated tax-exempt status under section 501(c)(3) of the United States Internal Revenue Service (IRS) code, as evidenced by an IRS determination letter that is dated at least one year prior to the application deadline date; or be a recognized District of Columbia Business Improvement District (BID) 501(c) 6.
- Be registered with, and authorized to do business in the District.
 - Ensure that at least fifty-one percent (51%) of the organization's activities occur within DC.
 - Have an active Board of Directors.
 - Demonstrate a partnership with a visual artist to design, fabricate and install (and if temporary, de-install) the proposed artwork in a public space.
 - Obtain certification of "Citywide Clean Hands" (CCH) from the DC Office of Tax and Revenue.
 - Be in good standing with CAH by complying with all applicable CAH-related mandates.
 - Have a principal business office address in DC, subject to site visit. (Note: post office boxes or addresses of board members/volunteers are not evidence of a principal business address).

5. Applicant Restrictions

- Artists may not apply as an individual as well as be part of an organization application as the lead or supporting artist.
- Individuals and organizations that require "fiscal agents" may not apply.
- Private foundations, political organizations, colleges or universities, foreign governments, federal government entities, and other DC government agencies, including DC Public Schools and charter schools may not apply.

APPLICATION AND SUBMISSION INFORMATION

6. Submission Process

CAH utilizes an online grant portal to receive grant applications. A confirmation email generates automatically upon submission of the application. Technical issues or failure to receive a confirmation email should be immediately brought to the attention of CAH staff. An automated email confirming receipt of an applicant's submission does not guarantee an applicant's eligibility, review by the advisory review panel (see section 10, "Review Process"), or funding.

CAH does not accept mailed, emailed, or hand-delivered copies of grant applications and/or the required attachments. Applicants are fully responsible for the content of their application materials.

CAH will accept reasonable accommodation requests from applicants with disabilities to submit grant applications via mail, email, or hand-delivery. To request a reasonable accommodation, contact CAH's Accessibility Coordinator at CAHaccessibility@dc.gov or 202-724-5613 and await request approval.

Steps to submit include:

1. Read the RFA guidelines (this document) and determine eligibility.
2. Go to [CAH Grants](#) and select the [Submittable Grant Application Portal](#) to register as user. Upon registration, applicants select the desired grant program(s).
3. Complete the application questions, budget, and budget narrative data. **Note:** a competitive application requires substantial responses to these questions and budget info. Section 7 details allowable costs.
 - a. Upload required documents, supplementary material, and work samples.
4. Double-check the application for thoroughness, clarity, and typographical errors.
5. Submit the application by **Monday, July 27, 2026, 5:00 PM ET.**
6. Ensure receipt of grant submission confirmation email (auto generated by the online portal) by the application deadline.

CAH's grant application process is competitive and subject to the availability of funds. Applicants may not request or receive funding for the same activities through more than one CAH program or grant category. Multiple applicants may not apply for funding for the same scope of work, whether through the same or different grant programs.

CAH staff are not permitted to make corrections to applications on behalf of applicants. CAH staff review applications for completeness and contact applicants for any incomplete documents within five (5) business days of the deadline. Applicants are then responsible for updating their application within five (5) business days of CAH's notification. Failure to do so will disqualify the application.

7. Successful Applications

Successful PABC applicants shall:

- Present a visionary idea that represents a strategic approach to create a transformative impact on the current public art and cultural landscape of DC.
- Address each aspect of the project's design specifications, material selection, fabrication, installation, and maintenance processes (and, when appropriate, de-installation).
- Detail the proposed project's budget (indicating all revenue and expense categories). Demonstrate effective fiscal management through narrative or support materials.
- Describe the project's implementation schedule and detail the specific logistics necessary to support a successful, complete project, including fabrication and installation plans.
- If the proposal includes separate project sites and artists, the application should contain budgets and implementation schedules associated with each unique site as noted above.
- Articulate the project's community engagement methods and efforts. (See Addendum B Community Engagement Guide)
- Provide complete and detailed responses to application questions, mandatory documents submitted, and materials included (uploaded).

8. Allowable Costs and Funding Restrictions

As an agency of the Government of the District of Columbia, CAH must ensure that all grant funds are expended in a fiscally responsible manner. CAH grant-related "allowable costs" are costs that the District government has determined, in its sole discretion, to be valid expenditures.

Examples of Allowable Costs (valid expenditures) include, but are not necessarily limited to:

- Artist fees, no more than 20% of the project budget
- Fabrication (if done by the artist(s), separate from Artist fee)
- Installation (if done by the artist(s), separate from Artist fee)
- Fabrication and installation services
- Materials and supplies
- General Liability Insurance
 - Grantee shall procure and maintain insurances including, but not limited to, the following: commercial general liability insurance with minimum limits of two million dollars (\$2,000,000.00) per occurrence. Grantee shall also procure property insurance, with limits equal to the estimated completed value of the piece. (Subject to change)

- Engineering costs related to the project
 - Note: some projects will be required to go through engineer review for permits and/or project safety.
- Space rental and/or storage
- Shipping
- Permits
- Travel and transportation directly related to project implementation
- Copyright registration
- Plaque and dedication costs
- De-installation costs for temporary projects
- Photographic documentation
- Project implementation equipment purchases of \$500.00 or less
- Contingency funds

Examples of Unallowable Costs:

- Performance art projects
- Virtual installations that require user-owned devices
- Symposia or public education lectures
- Prefabricated or pre-existing artworks
- Project sustaining and /or maintaining equipment purchases (projects must be self-sustaining)
- Food and beverages expenses
- Equipment purchases over five hundred dollars (\$500.00)
- Capital expenditures
- Sub-granting or re-granting
- Debt reduction
- Scholarships or award ceremonies
- Fundraising activities or projects
- Tuition and scholarships
- College/University tuition or to fund universities, service organizations, foreign governments, or DC government agencies, including DC Public Schools or DC Public Charter Schools

If the total project budget is higher than the maximum grant amount allowed for artists, organizations, or BIDs, the applicant is required to show their financial commitment to fund the difference to complete the project. In-kind contributions of goods and services and other CAH or DC government funds may not be used to satisfy the project funding discrepancy for the project.

9. Mandatory Approvals

A. ANC Approval

Prior to application submission, all applicants must submit a letter of support from the local Advisory Neighborhood Commission (ANC) in which the proposed project will be installed. Specifically, applicants are required to:

- Request a hearing before the ANC to present and discuss the final designs of the proposed project to neighborhood stakeholders. Please check if the meeting will be virtual or in-person.
- Promote public awareness to community members with the goal of inviting members of the public to attend the ANC meeting and soliciting input on the applicant's project. Applicants must distribute (electronic) flyers announcing the ANC meeting presentation date. Applicants are advised to communicate that funding for the proposed project is subject to a CAH grant award. Applicants can use their existing communication networks to inform the community about the project on the ANC agenda.
- Obtain a letter of support from the ANC following the ANC presentation. Applicants are required to obtain a letter of support from the ANC and submit a copy of that approval letter with their PABC grant application by the deadline. **Applicants are advised to plan early and contact the ANC for their meeting schedule and procedures.**

B. Community Support

All applicants must obtain and submit a list of signatures from residents and business owners in the community in which the proposed project will be installed, attesting to their support of the project. CAH will accept signatures received via online polling and petition platforms. A minimum of twenty-five (25) community support signatures, with a maximum of seventy-five (75), must be submitted with the application.

Community engagement is a cornerstone for public art projects. It is an ongoing process of collaboration and co-learning. Community engagement can help strengthen an application by facilitating more active collaboration with the residents, businesses, visitors, and other stakeholders in the community. See Addendum B for additional information.

10. District of Columbia Public Space and Permit Verification

Public Space is defined as publicly owned property between the property lines on a street and includes, but is not limited to, the roadway, tree spaces, sidewalks, and alleys.

Agency Project Review and Permit Verification

Applicants must obtain three (3) or four (4) **if the project is on property owned by DC**

Department of Parks and Recreation (DPR), i.e. a DC Park) written permit letters that specify whether the project can be installed in public space, whether permits are required, and if other District agency approvals are needed for the proposed project. Letters are required from these DC agencies and offices:

- **DC Department of Buildings (DOB)** regarding construction or building permits. This includes any project that will require digging or ground disturbance of the construction footprint, which means the area of all impervious surfaces, including but not limited to buildings, roads and drives, parking areas, sidewalks, and the area necessary for construction. [Required]
- **DC Department of Transportation (DDOT), Public Space Committee** regarding public space and occupancy permits. [Required]
- **DC Office of Planning (OP) Historical Preservation Office (HPO)** to assess whether the project might impact historic property or designated areas. [Required]
- **DC Department of Parks and Recreation (DPR)**, required ONLY for projects contemplating the use of property owned by DPR.

All written permit verification and agency project reviews must be provided directly from the agencies above on agency letterhead and addressed to CAH. **If a permit is not required by the agencies above, a letter from the agency is still required and should indicate that no permits or approvals are needed from that agency. (Three letters total unless an additional fourth letter is needed from DPR.) Each agency letter must be submitted with an application. Applications without the three (3) or four (4) letters (if the project is in a DC Park) will be deemed incomplete and considered ineligible.**

When emailing these entities, provide the:

- Project address;
- Plans, illustrations/images, and narrative description that explain what is proposed;
- A timeline for installation and whether the artwork is permanent or temporary; and
- Detailed information about any ground disturbance that may be necessary (e.g., digging foundations, paving, resurfacing treatments, etc.) or scaffolding and any work done in public space to install the project.

Applicants are encouraged to plan early and contact the agencies in Addendum D regarding their process and to obtain written verification.

Agency contacts and more information are listed in Addendum D of this document.

11. Technical Assistance and Workshops

CAH public art staff are available to assist grant applicants through group or individual technical assistance. CAH staff will not write grants for applicants. CAH public art staff are available to review draft applications for thirty (30) minute appointments, on government business days up to one (1) week prior to the grant application deadline. Please note that CAH requests the applicant prepare and deliver (by email or via the online grants portal) their full draft application proposal along with any questions in advance of scheduling a meeting for agency staff assistance.

To schedule an individual technical assistance meeting, please contact Kerry Kennedy, Public Art Program Coordinator at CAH at kerry.kennedy@dc.gov.

CAH conducts free workshops for participants to learn about the agency's funding opportunities and how to submit a grant application. All workshops are delivered virtually. Applicants are strongly encouraged to attend. Dates for the PABC Live Chat/Workshops are below and on the CAH website.

RSVP HERE: [PABC Workshops by CAH | Eventbrite](#)

Virtual Workshops

Thursday, March 12, 2026, 10:00 AM ET – 11:30 AM ET

Wednesday, April 15, 2026, 12:00 PM ET – 1:30 PM ET

Final Questions Review

Tuesday, June 16, 2026, 10:00 AM ET– 11:30 AM ET

12. Application Checklist

To apply:

- Ensure that all eligibility requirements listed in this RFA are met.
- Complete all required questions in the online application.
- Attach the mandatory documents to the online application: forms available at this link/webpage: [Resources for Grant Applicants](#).
- **See Addendum C. Mandatory Document Checklist for more information on required information.**

Documents must be uploaded as PDFs through CAH's online grant portal prior to the application deadline. Incomplete or late applications or applications that do not follow the instructions/guidelines may be deemed ineligible for review and funding.

APPLICATION AND REVIEW INFORMATION

13. Application Review Process

CAH selects individuals who are arts, humanities, subject matter experts, and/or business professionals, independent of CAH, to serve as advisory review panelists for each grant program. The

role of a panelist is to review and score an eligible application's content to the established grant program review criteria. Panelists participate in a group review of CAH grant applications, according to the grant program, to discuss and comment on the merits and deficiencies of applications and finalize their application-related scores in the presence of CAH staff and Commissioner Conveners.

CAH staff, Commissioner Conveners, and panelists are to remain impartial in their review of CAH grant applications. CAH ensures that all involved recuse themselves from review of any application that presents a personal or professional conflict of interest (or the appearance of a conflict of interest).

CAH's grant application evaluation process takes into consideration general standards of decency and respect for the diverse beliefs and values of the American public consistent with the [National Foundation on the Arts and Humanities Act](#), as amended.

14. Application Review Criteria

All PABC applications are scored according to the following four categories:

Artistic Merit 25%

- Proposed artwork and work samples demonstrate high standards of artistic excellence, quality workmanship, innovation, and creativity within the chosen discipline(s). (10 points)
- Proposed artwork takes into consideration the dynamics of the site and provides aesthetic quality through innovation and thoughtful design as demonstrated through scale renderings of the proposed artwork at the site. (10 points)
- Applicant has experience with site-specific public art projects and uses personnel with demonstrated arts expertise (such as arts administrators, professional installation artists) to plan and implement artistic content. (5 points)

Capacity & Sustainability 25%

- Proposed project goals and production/installation schedule are feasible. The applicant is equipped with and demonstrates expertise in artmaking, project management, and the implementation of public art. (10 points)
- Applicant's budget information is detailed, feasible, and relevant to the project's overall scope and implementation. (5 points)
- Project materials and installation techniques are of industry standard and use materials that are sustainable and require minimal maintenance. (10 points)

Community Access & Engagement 25%

- The project provides shared learning opportunities that facilitate a greater participation in public art, represents the community, and promotes an inclusive environment. (10 points)
- Proposed work and/or its ancillary programming has potential to engage a diverse audience based on culture, age, physical ability, and/or languages spoken. (10 points)

- Project location(s) and/or presentation(s) are accessible. (5 points)

Community Impact 25%

- Application demonstrates authentic engagement with the community and sensitivity to the project site for a work that reflects the cultural, ethnic, and economic background of the community and enhances the proposed site. (10 points)
- Proposal supports the economic vitality of the District and the local community by promoting economic activity to the immediate area and/or supporting the financial health artists, arts organizations, local businesses, and community partners. (5 points)
- Applicant demonstrates how the meaning, content, and themes of the artwork impacts the intended audience with consideration of culture, age, physical ability, languages spoken, or environment. (5 points)
- Project demonstrates potential to do one or more of the following: 1) broaden CAH's reach to communities and/or neighborhoods less served through public art and/or 2) support projects by individual artists and/or artists new to the public art field. (5 points)

AWARD ADMINISTRATION INFORMATION

15. Notification and Payment

CAH will notify applicants of this grant program as to the results of their application on or about October 13, 2026, via email with 1) a letter of intention to award, or 2) a letter of denial.

For awardees, the date of CAH grant award payment disbursement(s) is subject to the availability of funds and processing of required documentation. CAH staff will advise grant award recipients on the payment disbursement process on or after October 13, 2026. CAH does not disburse grant award payments through its office and does so in collaboration with other DC government agencies.

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

16. Conditions of Funding, Reporting Requirements, Rescindments **Conditions of Funding**

CAH reserves the right to rescind any and all grant awards for non-compliance with CAH grant guidelines, policies, or regulations, at any time. FY 2027 grant recipients with unmet reporting obligations on any CAH funding program are ineligible to receive additional awards from CAH.

Grant recipients must agree to include a CAH logo and/or a credit line in all of its grant-related announcements and promotional materials and make best efforts to publicly credit CAH support in any and every public event that is held related to CAH's funding of programs and activities.

Reporting Requirements

During the life of the grant period, the award recipient is required to submit three (3) interim reports and a final report at the conclusion of the grant period. All grant awardees are responsible for demonstrating and documenting expenditures for the full (100%) grant amount. If the project costs are greater than the grant award and require a cash match, award recipients must also demonstrate and document expenditures for 100% of the matched amount. Grantees will be provided with additional information regarding reporting requirements. In addition to the interim and final reports, grantees will be required to submit a maintenance report regarding the care and maintenance of the artwork and a de-installation report (in the case of temporary projects).

Grant recipients who do not submit complete Final Reports are ineligible for further CAH funding. Grant recipients will be required to submit Final, Maintenance, and De-installation (for temporary projects) Reports to CAH within 30 (thirty) days of the project completion or by close of business on Friday, October 15, 2027, whichever comes first.

Project Modifications

In general, grant recipients may make minor modifications to the fabrication or installation approach, materials, or other minor aspects of the project's objectives. The grant recipient must notify CAH in writing to obtain written approval for those changes prior to the execution of their grant agreement. Modifications made after the execution of the grant agreement require review and approval prior to execution of proposed modifications.

CAH prohibits project scope changes to applications that have been approved by the Board of Commissioners. Project scope changes are defined as changes to a project's requirements, milestones, deliverables, documents, and/or reports that alter the direction and purpose of the original scope.

Grant Management and Rescindment

CAH has the right to withhold, reduce, or rescind a grant award according to the terms and provisions of the grant agreement or if the grantee exercises any of the following:

- Fails to meet deadlines for grant reports.
- Fails to notify CAH of changes in project collaborators or other significant management changes or changes in the project scope without advance approval.
- Refuses to provide access for monitoring.
- Fails to comply with the terms of the grant award contract requirements.
- Fails to demonstrate adequate financial management and oversight of the project; and/or
- Fails to properly publicly credit CAH's support of the project.

Legal Compliance

Federal and District of Columbia law requires all grant applicants to comply with all applicable laws

and regulations that regard non-discrimination. The list of those laws and regulations include: Title VI of the Civil Rights Act of 1964 (which provides that grant recipients must take adequate steps to ensure that people with limited English proficiency receive the language assistance necessary to afford them meaningful access to grant-related programs, activities and services); Title VII of the Civil Rights Act of 1964 (P.L. 88-352) (which prohibits discrimination on the basis of race, color, or national origin); Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1686) (which prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794); the DC Human Rights Act of 1977; and the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12101 - 12213) (which prohibits discrimination on the basis of disabilities).

Americans with Disabilities Act

CAH is a community-centered agency that recognizes the importance of equality and community engagement within the arts and humanities. We embrace the nuance of DC's distinct cultural design and are committed to ensuring all DC residents have universal access to the arts across all 8 wards of the District. CAH also complies with the Americans with Disabilities Act (ADA) (42 U.S.C. §§ 12101 et seq.) in all of our grants and processes. For reference, applicants may use this link to access the text of the ADA: <https://www.ada.gov/law-and-regs/ada/>. Notwithstanding the fact that it has shared hyperlinks attached immediately above and later below, the District government does not represent that the shared text of the ADA (or any other text) is the latest version of the subject law.

17. Risk Management and Performance Monitoring

All grantees are subject to risk assessments and monitoring requirements, as outlined in the [District's Citywide Grants Manual and Sourcebook](#) managed by the Office of the City Administrator, Grants Management Division. CAH has established standards for grantees to ensure compliance with risk assessment monitoring, and those standards are discussed in greater detail in the applicants' grant agreements with CAH.

Activities funded by CAH will be monitored and evaluated by its staff, to ensure compliance with all applicable District of Columbia statutes, regulations, orders, and other requirements. This monitoring process may include site visits, evaluation of allowable costs, assessment of efforts to meet projected grant applicant benchmarks, and evidence of proof of expenditures.

All grantees are responsible for reporting their respective grant award(s) as income on federal and local tax returns (in accordance with applicable law) and are strongly encouraged to consult with a tax professional and the United States Internal Revenue Service.

CAH CONTACT

Specific questions about PABC grants can be referred to the CAH staff member below:

Name	Kerry Kennedy, Public Art Program Coordinator
Email	kerry.kennedy@dc.gov
Address	Commission on the Arts and Humanities 200 I Street, SE, Suite 1400, Washington, DC 20003

ADDENDUMS

Addendum A: Information and Guidelines for Work Samples and Support Materials

CAH values and emphasizes excellence in all grant programs within all disciplines. This section contains detailed information on CAH's requirements and suggestions regarding content.

Arts and humanities content and/or merit is one of several criteria on which an application is reviewed. Other criteria include: Community Engagement, Impact, Budget and Sustainability, and others as dictated within the program guidelines and review criteria.

The arts content and merit are primarily demonstrated to the advisory review panel through:

Section 1 - Work sample(s)

Section 2 - Support material(s)

Section 3 - Résumé(s) of key personnel

The work samples carry significant weight because they must contain the clearest depiction of the applicant's best work(s) of art. All applicants must submit work samples of public art or public art projects created by organizations.

Guidelines for PABC Applicants:

- Write responses based on the grant criteria.
- Convey confidence and enthusiasm for the project.
- Propose ideas related to community wants or needs, engage the community prior to starting the writing process and keep them included/involved throughout the process.
- Research site, history, community needs, etc. Know and anticipate the issues, questions, and controversies in the area.
- Take advantage of the technical assistance that CAH provides by:
 - Attending one of the Live Chats/grant workshops;
 - Requesting a meeting to discuss ideas for the proposal before beginning the process; and
 - Requesting a meeting as soon as the proposal draft has been finalized.
- Carefully consider the funding request. Account for all aspects of the project (from start to finish) and ensure that the funding request supports the full scope of the project (i.e., materials, fabrication, installation, permit costs, equipment rental, insurance).
- Attain actual quotes for services, goods, and rentals needed to complete the project.
- Investigate opportunities to collaborate with more experienced artists/contractors to fill gaps in the applicant's own expertise and resources.
- Carefully review and edit the proposal and have another individual review it.
- Prepare application early and submit it well before the deadline.
- If the applicant is not successful, request a debriefing from the PABC Program Coordinator to obtain panelist comments. This information can be useful for revising future applications.
- If there is a recurring or repeating theme from previous Public Art Projects in the grant

application, explain how the current request builds or innovates on the concept in the project description impact statement.

- In project description, identify and discuss any use of Artificial Intelligence (AI) in the project.

Section 1 - Work Samples

Work samples are critical for each application and are carefully considered during application review. Applicants should pay close attention to the content of work sample submissions. The guidelines on what to submit within a work sample submission depend on the grant application.

Work samples must be no more than five (5) years old from the date of submission. Submitting older work samples will render the application ineligible for funding consideration.

When preparing work samples, support materials, and résumés, applicants should consider:

- Advisory review panelists must review the work samples from all applicants.
- Applicants should test the functionality of viewing their work sample(s) in the application portal prior to final submission of their application. If the applicant cannot view a work sample, it is unlikely that panelists will be able to view it. For technical assistance, contact CAH with ample time to address the issue prior to the application deadline.
- Select recent, high-quality samples that relate as directly as possible to the application.
- Upload pictures as JPG files (less than 20MB) with a minimum resolution of 72 dpi.
- Exceeding the recommended number of work samples in an application may weaken the application.
- Carefully chosen work samples (pictures, renderings, etc.) tend to make the greatest impact and create a strong artistic impression.
- Label each work sample or document so it can be easily identified by the panelists.
- For project-based grants, such as PABC, including samples of similar completed projects help to illustrate the applicant's ability to execute the proposed project.
- Application materials should demonstrate the skill of the artist(s) involved in the artwork creation.
- For online materials and websites:
 - Websites are not sufficient work samples; only submit websites that are key to the project.
 - Provide all passwords or include any necessary information required to view your work.
 - Ensure that the website links or online materials are functional and accessible through, at minimum, September 30, 2027 (the grant funding period). An inoperative link to a website containing your work sample will negatively affect the application. CAH is not responsible for any material outside of the online grant portal.

Section 2 - Support Materials

Support materials are documents that strengthen the application and provide additional information that directly relate to the grant request. Support materials do not replace a work sample. It does, however, reinforce the quality of the applicant's arts and humanities disciplines.

Examples of support material include:

- Project review(s)
- Exhibition reviews
- Letters of recommendation
- Certificates, commendations, or awards
- Assessments or work evaluations

Section 3 - Resumes of Key Personnel

Advisory review panelists may determine the capacity and sustainability of the proposed project by reviewing the resumes of the key artists, administrators, and facilitators involved in the grant activity.

Addendum B: Community Engagement Guide

Grant applications that show evidence of community engagement are more competitive. Public art is intended to engage residents, provide a sense of belonging as well as a path for participation in the creation of the project in their community.

Community engagement includes connecting with the people and organizations that live and work in an area where the public art project will be installed. This might include residents, workers, business owners, students, parents, families, artists, partner organizations, schools, and government agencies. Engagement describes an active two-way communication. The goal is to show community awareness of the project and to provide the community with an opportunity to offer input. To gather this information, consider how to reach out and get feedback about the project. How will the Public Art project reflect the values and backgrounds of community members?

Community input is rooted in the idea that people should have a voice in the projects in their community. In many communities, especially communities with predominantly marginalized populations, projects happen “to” people instead of “for” or “with” them. To activate/develop effective projects that serve the needs of stakeholders, it is important for artists and organizations to gather feedback about the public art project. Community input can include surveys, meetings, interviews with individuals, community leaders, impacted business owners, schools and others. The process can ensure that the people in a community are involved at the beginning and throughout a project.

Public art programming can help and support the activation of the public art project. This can engage community members and other stakeholders by creating meaningful opportunities to connect artists and the project to the community. It can also provide exposure and participation to the community in the public art making process while furthering learning or discovery opportunities that may be present through public art installations. Some programming examples include visual art activities, concerts, literary, spoken word programs, poetry, film, video, performance, and dance which can be part of a dedication or community outreach activity for a public art installation.

Addendum C: Mandatory Document Checklist

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

___ **Proposed Art and Renderings.** Proposed art in the form of detailed scale renderings, drawings/sketches, models, and/or other documents to present a meaningful representation of the artwork including five (5) different perspectives: day perspective, night perspective, and artwork superimposed (to scale) within the proposed site location from two (2) different views/angles.

___ **AI:** List and identify all use of Artificial Intelligence Technology.

___ **Architectural Sketches.** If not applicable, upload a blank document with "N/A."

___ **Equipment estimates.** Submit up to three (3) estimates for equipment purchases (not to exceed \$500 per item); and/or rentals (the \$500 per item limit does not apply to equipment rentals); if not applicable, upload a blank document with "N/A." All sculptural works are required to submit fabrication and installation contractor bids and equipment estimates for fabrication and installations.

___ **Project Budget** (Templates and instructions are available at: [Public Art Building Communities \(PABC\) | dcarts](#))

___ **Digital images of the proposed project site.** Include four (4) different perspectives: site plan of the proposed site, aerial or site map of the immediate site area from two (2) different views/angles.

___ **Résumé(s) of key personnel involved in the project,** including the artistic director and/or executive director (for organizations and BIDs), up to two (2) pages each. Bios are unacceptable.

___ **Work sample(s).** Submit ten (10) digital images of at least five (5) different works. See Addendum A for more information on Work Sample Requirements. Flyers and brochures are NOT considered work samples. If the applicant is not the artist for the proposed project, then applicant must provide lead artist work samples (and Image Identification List).

___ **Image Identification List** of applicant and lead artist work samples (if applicable).

- Artist Name
- Lead Artist/Artist's Role on the Project

- Title
- Date
- Medium
- Size - Dimensions
- Location
- Project Budget
- Project Description

____ **Support Material:** up to six (6) items of additional material, e.g., newspaper articles, reviews, letters of support from community stakeholders, related activities or programs, brochures, etc.

____ **Site owner support.** A letter of support from the site owner including contact information (physical address, phone number and email address) that provides support for project, authorization to install proposed artwork onto the projected site, and terms of maintenance for the duration of the installation and post installation.

____ **Permit verification and Project Reviews Letter** from the DC Department of Buildings, DC Department of Transportation, Public Space and the Office of Planning Historical Preservation are required. If a project is on DC Department of Parks and Recreation (DPR) property, a letter from DPR supporting the project and identifying the types of permits and/or approvals is also required

If there is no requirement from an agency, the letter must still be submitted stating no required permits and/or approvals. All agency letters must be on the letterhead of the agency. Emails are not acceptable.

____ **Community Outreach Flyer(s)** showing notification to businesses and residents of your project's presence on the upcoming Advisory Neighborhood Committee (ANC) Meeting agenda.

____ **Community Support Signatures**

Upload a list of signatures from residents and business owners who are in support of the proposed project. (Minimum: 25, Maximum: 75)

____ **Contractor and Services Bids.**

This must include a quote for insurance requirements.

Grantee shall procure and maintain insurances including, but not limited to, the following: commercial general liability insurance with minimum limits of two million dollars (\$2,000,000.00) per occurrence. Grantee shall procure property insurance, with limits equal to the completed value of the piece. Other insurance requirements will apply.

____ **Artwork Relationship and Copyrights Warranty Form.**

____ **Letter of intent to purchase equipment.** Upload a letter detailing the specifics of the equipment's use after the project is completed (for equipment purchases that have a life spanning

more than two years only). If not applicable, upload a blank document with "N/A."

DC Office of the City Administrator (OCA) Compliance Documents (templates and instructions are available at: <https://dcarts.dc.gov/page/resources-grant-applicants>)

____ **Statement of Certification** (signed at the time of application).

____ **Certificate of Clean Hands** (dated no more than thirty (30) days prior to the deadline).
Certificate of Clean Hands may be obtained by registering with the DC Office of Tax and Revenue using the following link: My Tax DC. <https://mytax.dc.gov>

____ **IRS Form W9**. Note: Post office boxes are prohibited. The applicant's address MUST match the address in the grants portal, the address on file in the DC Government's DIFS system, and address registered in the DC Vendor Portal. Only the latest version of the W9 form (www.irs.gov/pub/irs-pdf/fw9.pdf) may be used and the form must be dated at the time of application submission.

____ **Proof of Residency**. The individual applicants must submit a copy of a government issued identification or tax return address page as proof of residence within the District of Columbia.

Additional Mandatory Documents to Upload (Organizations and BIDs only):

____ **Lead artist work samples and Image Identification List**. Five (5) digital images of at least five (5) different works and for each image include the artist's name, artwork title, medium, size, year the work was completed, and project budget. Digital images of the work sample must be numbered to correspond with the Image Identification List.

____ **Artwork Relationship and Copyrights Warranty Form**. Organizations/BIDs are required to upload a statement from the Artist providing approval for use of their design in the Organization/BID's application.

- Organizations/BIDs must upload ARTWORK RELATIONSHIP AND COPYRIGHTS WARRANTY form from the Artist providing approval for use of their design.
- Documentation that there is a contract/MOU/Agreement between the artist and the organization to design, fabricate, and install the work.

____ **IRS 501(c)(3) or 501(c)(6) Letter of Determination**.

____ **DC Tax Certificate of Incorporation**.

____ **Organizational Chart** (limit-one-page).

____ **List of current Board of Directors** with officers, occupations, and term limits.

____ **Letter from the Board of Directors** with support of the project.

____ **Current FY annual organizational budget with YTD income and expenses.**

____ **Previous FY organizational budget with income and expenses.**

____ **Current FY balance sheet.** Upload a balance sheet with most recent financial quarter information.

____ **IRS Form 990** (most recently completed fiscal year).

Addendum D: List of Agency Contacts for Required Letters

DC Department of Buildings (DOB)

To inquire about DOB permits and requirements and, please contact Robert Simpkins at DOB at robert.simpkins@dc.gov with a copy to kerry.kennedy@dc.gov. Please submit a request at least thirty (30) days prior to the grant application deadline.

Department of Transportation (DDOT)

To inquire about the public space permits, occupancy permits, and status of your potential site, please contact **Walter K. Graham**, walter.graham@dc.gov and Kimberly Vacca (DDOT) Kimberly.Vacca@dc.gov both for your DDOT Permit Verification Letter. Please email both with a copy to kerry.kennedy@dc.gov. Please submit your request at least thirty (30) days prior to the grant application deadline.

The response from DDOT will indicate both whether a public space permit is required and whether the permit application will need to go to the Public Space Committee. Sites that are not deemed public space must have a letter from DDOT stating a permit would not be required. (If proposed project is awarded a grant, sites that are deemed public space will require a presentation before the Public Space Committee by the grantee regarding their project.)

For information on public space and the Public Space Committee visit www.ddot.dc.gov.

Office of Planning Historical Preservation (OP)

To inquire about the historic preservation status of your potential site, please contact Andrew Lewis at the DC Historic Preservation Office at Andrew.Lewis@dc.gov with a copy to kerry.kennedy@dc.gov

If there is any ground disturbance with the proposed project, copy Ruth Trocolli ruth.trocolli@dc.gov District Archaeologist. (Ground disturbance means that the project is anchored into the ground in a way that will require any digging or the project rests on the ground and does not require digging.) To review any level of ground disturbance, the timeframe is generally thirty (30) days from the date of receipt. Applicants are encouraged to submit review requests up to forty-five (45) days prior to the grant application deadline.

Department of Park and Recreation (DPR)

If the project is anticipated to be on Department of Parks and Recreation (DPR) property, please contact Brent Sisco (DPR) brent.sisco@dc.gov with a copy to kerry.kennedy@dc.gov Please submit your request and supporting information noted above at least thirty (30) days prior to the grant application deadline. Applicants must notify the local ANC for approval before DPR can review the

proposal.

Applicants are encouraged to visit Property Quest DC to obtain information about the location of the project. This website identifies whether the address of your project is located within a historic district, affects a landmark, or owned by the District of Columbia and/or in public space. Visit <https://propertyquest.dc.gov/> to enter the project address to determine whether the project is impacted. Applicants still must contact these entities to determine whether permits are necessary and to determine other construction/installation requirements and permits.