



**FY 2024**  
**Arts or Humanities Education Project (AHEP)**  
**In-School Projects**  
**Out-of-School-Time Projects**  
**Professional Development Projects**  
**Older Adult Projects**

RFA Release: Monday | June 12, 2023 | 4:00pm  
Submission Deadline: Friday | July 14, 2023 | 10:00pm  
Grant Period: October 1, 2023 to September 30, 2024  
Award Amount: Organizations may request up to \$30,000

**Arts or Humanities Education Project (AHEP) Grant Application Questions**

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**Overview**

Project Title:  
(10 words)  
(Required)

Amount Requested:  
(Required)

Type of Support:  
(Required – Project Support)

Project Begin Date:  
(Required – October 1, 2023)

Project End Date:  
(Required – September 30, 2024)

Briefly detail the arts and humanities activities and goals during the grant period:

(200 Words)  
(Required)

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

Has your address changed in the past 12 months?  
(Required – If address has changed, it must be updated in the grants portal)

## **Request**

### **Organizational Profile**

Below is your organizational profile. This information reflects any details you have provided on your organization's page. If you need to update any details, you may do so here in the application or on the organization's page.

In which ward is the applicant headquartered?  
(Required)

Legal Status:  
(Required)

Applicant Discipline:  
(Required)

Institution Type:  
(Required)

Organization Founding Date:  
(Required)

What is the organization's mission and vision?  
(100 words)

Provide a list of the organization's top three accomplishments from the past two years.  
(200 words)

### **Request Details**

Applicant doing business as:  
(Required: How applicant would like name to appear in public documents)

Arts Education Project Type:  
(Required)

Arts Education Population:  
(Required)

Project Descriptors:

(Required – To select multiple project descriptions, press control and click each item to select multiples)

Project Discipline:

(Required)

Type of Activity:

(Required)

Provide a timeline and/or schedule of planned activities related to the grant request.

(300 Words)

(Required)

What is the expected number of arts and humanities personnel paid by this grant request (in whole or in part)? Please use numerical answers only.

(Required)

Provide past examples of executed activities similar to this request. Responses may include examples of the applicant producing and/or presenting similar projects.

(300 Words)

(Required)

What other personnel does the applicant use to implement the project? Of these, how many are DC residents?

(200 Words)

(Required)

### **I.D.E.A.**

Describe how the project will be an inclusive educational experience that will be relevant to a diverse audience.

(300 words)

(Required)

Describe how the project collaborators (staff, artists, and/or partners) are connected to the community or culture of the target population.

(300 words)

(Required)

Describe how the project will ensure equity and access for all participants (considering factors such as cultural, socio-economic, geographical, physical, and intellectual ability, etc.).

(300 words)

(Required)

Does the intended community of learners have a voice in the development and implementation of the project? Explain how project design considered the evolving needs of the community.

(300 words)

(Required)

### **District Impact & Evaluation**

Which ward(s) will the activities impact?

(Required)

What is the expected number of participants to be directly impacted by this request?

(Required)

Select the names of the DC schools benefiting from the project. Type the names of any other schools benefiting in the space below.

(Required)

Define the DC target population for this project. What are the direct efforts to market these activities?

(300 Words)

(Required)

What modes of programmatic evaluation has the applicant used in the past? What are the anticipated modes of evaluation for this year's project?

(300 Words)

(Required)

If partnerships are involved in any of the activities discussed above, provide relevant details such as documentation e.g., financial, resource sharing or in-kind contributions.

(300 Words)

(Required)

Explain how the project will enrich the DC arts education community of students, teaching artists, and educators.

(400 Words)

(Required)

## **Organizational Management**

Total cash expenses for most recently completed fiscal year:

(Required)

Total Project Budget:

(Required)

Provide a budget narrative. Include clarifying information to illustrate which expenses will be applicable to the CAH award.

(200 Words)

(Required)

Is there anything specific the panel should know about the applicant's finances?

(100 Words)

## **Budget**

(Budget Tab, Required)

Enter the Project Income and Project Expense line items. Use the "Description" field below to denote which expenses will be charged to the CAH award and the amount of those expenses. For support of purchase, enter placeholder items to successfully complete the application and submit.

(Required)

Project Income:

(Required)

Project Expenses:

(Required)

### **Work Samples & Uploads**

Provide a statement describing how the content in the uploaded materials best represents the applicant and/or the work supported by the request. (400 Words)

(Required)

Balance Sheet:

(Required – Most recently completed fiscal year)

Certificate of Clean Hands:

(Required – For instructions on how to generate a certificate of clean hands, please visit: [My Tax DC](#). Clean hands certificate is required to be dated within 30 days of application submission)

Certificate of Insurance:

(Required – Organization’s General Liability Insurance)

Current Board of Directors:

(Required – Listing roles, organizational affiliations, and wards of residency)

IRS Letter of Determination:

(Required)

IRS Form 990:

(Required – Most recently completed year)

IRS Form W-9:

(Required - 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 PASS system, and the address registered in the DC Vendor Portal. Only the October 2018 version of the W9 form may be used and the form must be dated at the time of application submission: <http://dcarts.dc.gov/page/managing-grant-awards>)

Letter of Project Agreement

(Required for Older Adult Project and Arts Partner Project applicants)

Organizational Budget:

(Required – Current Year)

Organizational Demographics Overview Form:

The inclusion of this form is not required at the time of application, but will be required of each applicant prior to award notification.

Profit and Loss Statement (from most recently completed fiscal quarter)

(Required)

Resume(s) of Key Personnel:

(Required)

Statement of Certification:

(Required – Template may be found at: <http://dcarts.dc.gov/page/managing-grant-awards>)

Support Material(s):

(Required - Include syllabi, lesson plans, brochures, marketing materials, and letters of recommendation and testimony)

Work Sample(s):

Please use the Media Viewer to upload images (JPG, PNG, GIF), videos (MP4, YouTube, Vimeo), and/or audio (MP3) work samples. If your work sample(s) are not photo, video, or audio files, or if you need to include an image identification list, please use the Work Sample field below. If your work sample(s) are exclusively photo, video and/or audio files, please upload a placeholder file to the Work Sample field below.

(Required: Make sure you can see/play work samples before submitting)