



DC COMMISSION ON THE ARTS & HUMANITIES

## FY 2024 Capital Projects (formerly “Facilities and Buildings”) Capacity Building Grant

Applicants may submit one (1) grant application to this program per fiscal year cycle

RFA Release: Monday | July 14, 2023

Submission Deadline: Tuesday | August 21, 2023 | 10:00 pm

### Application

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#### Overview

Project Title:  
(Required)

Amount Requested:  
(Required)

Type of Support (drop-down menu):  
(Required)

This is asking for your CP request type. If you are unsure, please revisit the guidelines to select the appropriate request type, based upon your organization and project scope and eligibility.

Project Begin:  
(Required)  
Must be on or after October 1, 2023

Project End:  
(Required)  
Must be on or before September 30, 2024

Provide a brief summary of the project.  
(200 words, maximum)  
(Required)  
The elevator speech to the panel, providing context for the details to follow.

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

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

Has your address changed in the past 12 months?  
(Required)

If so, in order to receive an award, update your address in the applicant portal and ensure a new W-9 and Master Supplier Form has been provided to the DC Procurement Center for Excellence. Contact Kevin Hasser ([Kevin.hasser@dc.gov](mailto:Kevin.hasser@dc.gov)) for more details.

## **Organizational Profile**

Applicant doing business as

**(Required)**

If your organization is commonly known by a different name than the legal name, please include it here.

In which ward is the applicant's headquarters located? (drop-down menu)

**(Required)**

Legal Status (drop-down menu):

**(Required)**

Applicant Discipline (drop-down menu):

**(Required)**

Institution Type (drop-down menu):

**(Required)**

Organization Founding Date:

**(Required)**

What is the organization's mission and vision?

**(200 words, maximum)**

**(Required)**

Describe the organization's top three accomplishments in the past two years.

**(200 words, maximum)**

**(Required)**

## **Request**

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### **Project Content & Execution**

Project Descriptors (multi-select option):

**(Required)**

If a descriptor in this field describes 25% or more of this project's service population, select those descriptors here.

Project Discipline (drop-down menu):

**(Required)**

Type of Activity (drop-down menu):

**(Required)**

Specifically describe the scope of work for the proposed project.

(200 words, maximum)

(Required)

This is the narrative overview of your organization's application project

How does the project help achieve the organization's mission?

(100 words, maximum)

(Required)

How is the project in response to a critical need of the organization?

(200 words, maximum)

(Required)

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

(300 words, maximum)

(Required)

### **District Impact & Engagement**

How does the project address a critical need in the District?

(200 words, maximum)

(Required)

Is the applicant or site registered with the National Register of Historic Places and/or the DC Inventory of Historic Sites? If so, how does the project consider or respond to that designation?

(150 words, maximum)

(Required)

Where is the project located? Why is this site appropriate, and how is the project tailored for this location?

(200 words, maximum)

(Required)

Which ward(s) do your activities and/or programs impact through audience attendance and/or participation? (multi-select option)

(Required)

What personnel will you use to implement the project? Of these personnel, how many are DC residents?

(200 words, maximum)

(Required)

Briefly describe your organization's programming and the impact it has on the District.

(200 words, maximum)

(Required)

Are there partners for the project? What are their roles? (Please indicate whether secured or pending.) How have they been engaged in the design/planning process?  
(200 words, maximum)  
(Required)

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

How does the organization work to promote inclusion, diversity, equity, and access among constituents, staff, and board? Discuss strategies to include people of all abilities as well as other underserved populations including those whose access is limited by geography, ethnicity, and/or economics. (For more information, review the Americans with Disabilities Act and DC Human Rights Act of 1977.)  
(200 words, maximum)  
(Required)

Define the DC target population for this project. In what ways will the project meet the unique demands of the targeted population?  
(200 words, maximum)  
(Required)

How will this project increase access along the lines of geography, ethnicity, ability and/or discipline?  
(200 words, maximum)  
(Required)

Please indicate if the project increases arts and humanities residential or studio space.  
(200 words, maximum)  
(Required)

### **Organizational Management, Capacity, & Sustainability:**

Total cash expenses for most-recently completed fiscal year, as reported on IRS Form 990:  
(Required)

Total project budget:  
(Required)

This should be the budget for ONLY the project that is being funded by this request. For example, if your organization is renovating the foyer, stage, and classrooms—but the request is for the foyer only, then the “total project budget” should only reflect foyer costs.

Who owns the site? If not owned by the applicant, has permission been obtained for the project? How will you ensure control of the site for the duration of the project’s lifespan? [For purchase support, enter “N/A”]  
(200 words, maximum)  
(Required)

Projects in spaces not owned by the applicant fare best when a letter of support is shared from the property owner, indicating the applicant has exclusive control of the space.

How can the organization demonstrate its ability to successfully execute the project? For example, what similar activities has the organization, its staff, or consultants executed?

(300 words, maximum)

(Required)

Who are the stakeholders for this project? How have they been engaged in the design/planning process?

(200 words, maximum)

(Required)

Has the applicant received multiple quotes? If not, how does the applicant know that costs are reasonable? [For purchase support, enter "N/A"]

(200 words, maximum)

(Required)

What preparations are required to begin the project or purchase? What has been accomplished to date? Are permits or other approvals needed for the project? Has a contractor been engaged?

Indicate which permits have been attained and if LSDBE contractors will be considered.

(300 words, maximum)

(Required)

Describe the process of projecting the project's long-term financial impact to ensure sustainability. Describe long-term costs such as maintenance, balloon payments, or other often overlooked hidden financial impacts.

(250 words, maximum)

(Required)

Provide a budget narrative for expenses and income. Explain all items and provide additional clarifying information. Include the sources of required matching funds, if applicable, and whether the funding is secured or pending.

(400 words, maximum)

(Required)

## Budget

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Please enter the Project Income and Project Expense line items for a presumed CAH award (and applicable matching funds).

Use the "Description" field to denote which expenses will be charged to CAH funds and the amounts of those expenses. For support of a facility purchase, enter best-estimate placeholder items to successfully complete the application and submit.

(Required)

## Work Samples & Uploads

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Provide a statement describing how the content of the work sample best represents the applicant and/or work supported by the request.

(400 words)

(Required)

### Media Viewer

Upload work samples of Photos (JPG, PNG, GIF), Video (MP4), or Audio (MP3) by clicking the “Attach Media From Library” button. Refer to the Guide to Grants’ Work Sample addendum for insight on which work samples are recommended for your application.

If your work sample(s) are exclusively photo, video and/or audio files, upload a placeholder file to the Required Documents section below. If you have a non-photo/video/audio work sample, upload that into the Required Documents section.

### Work Sample:

(Required)

Attach video and/or audio excerpts that represent your organization’s output.

### Project imagery (architectural sketches; renderings; site or equipment imagery):

(Required)

For projects not requiring the use of architectural drawings, attach another visual aid for panelist review.

### Support Material:

(Required)

Attach internal and external support items, such as: press clippings, brochures, marketing materials, evaluations and outcomes, and letters of recommendation.

### Resume(s) of Key Personnel:

(Required)

Provide resumes of the people responsible for the organization’s arts and humanities output, as well as those managing the project. (Typical resumes include the executive director, artistic director, project manager, contractors, etc.)

### Board of Directors List:

(Required)

Must include names of members, officers, start and end dates of term, term limits, and professional affiliations (or other brief background information). This provides insight into governance, strengths, and resources available to the organization to ensure the project’s success.

### Copy of signed lease agreement, deed, or MOU:

(Required)

- If an organization is applying for a non-equipment-based Digital or Planning Project, this document is optional. Applicant can attach a document stating “N/A” if necessary.
- If a lease or deed is not available, provide an MOU. The document must be cosigned and demonstrate that the applicant has exclusive control over the site.

- The expiration date of a lease is a defining factor determining project eligibility the type for both Short-Term Capital Projects and Long-Term Capital Projects)
- For facility purchase support, attach the purchase agreement.

Financial quotes for project components (purchase/service estimate):

(One required; three recommended)

For planning support, provide consultant proposals as relevant.

For project/purchase support, include materials and/or contractor estimates

For facility purchase support, upload property cost documentation or comparables

Organizational Budget:

(Required)

This is your organization's current fiscal year's budget (at the time of application), as approved by the board of directors.

Profit and Loss statement from most-recently completed fiscal year:

(Required)

Also known as an income statement. This should reflect the organization's (not the District's) most recently completed fiscal year.

Balance sheet from most recently completed fiscal year:

(Required)

This should reflect the organization's (not the District's) most recent fiscal year.

Most-Recent IRS Form 990:

(Required)

- This should be from no earlier than 2021. If your organization has an audit, or other circumstances preventing availability of the 2021 document, please attach the most-recent year available, along with a cover sheet providing a brief explanation, so the panelists understand why more recent data is not available. In that case, you should also provide supplementary financial material to provide panelists a sense of your organization's current financial ability to execute the project.
- Please double-check to ensure that the "most-recent year's cash expenses" field in the application is consistent with the amount reported in this document.

Most-Recent Audit:

(Required for organizations with previous year's cash expenses above \$1,250,000. Otherwise, upload a blank sheet indicating "not applicable.")

From no earlier than 2021. If your audit is not ready, or other circumstances prevent availability of the 2021 audit, please attach the most-recent year that is available, along with a cover sheet providing a brief explanation of why it is not available.

IRS Letter of Determination:

(Required)

If the organization has ever undergone a name change, that documentation must accompany.

**W-9 Form:**

**(Required)**

Must be the version revised October, 2018 (see top left corner), have a wet or digitally authenticated signature (as opposed to a typed one), and be dated at the time of the applicant submission.

**Statement of Certification:**

**(Required)**

Read this document carefully before signing. It must be specific to the application program (referenced in the first paragraph) and dated the same date you submit the application.

**Certificate of Clean Hands:**

**(Required)**

[Click here](#) for instructions on how to generate a Certificate of Clean Hands. This document must be dated no more than thirty (30) days before the grant deadline.

**Certificate of Insurance:**

**(Required)**

Provide your current unexpired organizational general liability.