



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

**REQUEST FOR APPLICATIONS**

**FY24 CAPITAL PROJECTS PROGRAM GRANT**

All applications must be submitted online by 10:00 PM ET on Monday, August 21, 2023

**SECTION I: DESCRIPTION OF FUNDING OPPORTUNITY**

The Commission on the Arts and Humanities (“CAH” or “the Agency”) seeks applications for the FY24 Capital Projects (“CP”) Program Grant. CP furthers CAH’s mission by encouraging progress in the arts and humanities in the District of Columbia by supporting non-profit arts, humanities, arts education, and service organizations that significantly contribute to the District of Columbia as a world-class cultural capital. CP supports organizations that (1) own or rent facilities; (2) intend to own facilities; or (3) seek capital project support for permanent property, technology, equipment, or digital assets designed for the training, management, production, or presentation of performances or exhibitions of the arts or humanities. CP program goals are to:

- Promote the stability, sustainable growth, and longevity of the District’s arts and humanities organizations;
- Preserve and strengthen structures, systems, and infrastructure for District arts and humanities organizations, their constituents, and their collections;
- Enable and ensure access to high-quality physical spaces and equipment for the District’s arts and humanities organizations;
- Reduce the risk of organizational displacement; and
- Foster arts and humanities access for all District residents.

CP project proposals must align with one of the following three subcategories:

- Digital or Planning project: digital infrastructure projects (intangible) or research, modeling, design, or other projects to increase or sustain the organization’s infrastructure.
- Short-Term Capital project: eligible equipment.
- Long-Term Capital project: purchase of a facility or permanent improvement or stabilization of the organization’s physical space.

Eligible capital projects may include but are not limited to: facility plans, historic preservation plans, acquisition of production equipment, transition costs associated with database systems, website overhauls, archival projects, non-consumable personal protective equipment, building purchases, HVAC renovations, historic preservation, ADA elevator improvements, and new construction. Applicants who are unsure if their project may qualify for CP are encouraged to contact the CP grants manager.

**A. Grant Activities**

CP grantees will expend funds for allowable costs in support of the approved project.

<b>Examples of “Allowable Costs” Related to the Grant (must be project-supportive):</b>
Digital and Planning Projects - Consultants’ fees and expenses to execute digital projects including website overhauls, digital archives, and database creation.

<ul style="list-style-type: none"> <li>- Consultants’ fees and expenses to develop plans for capital projects including preservation plans, master facility plans, facility acquisition plans and real estate studies, etc.</li> <li>- Direct costs associated with developing a plan or study (eg. focus groups or community engagement sessions)</li> <li>- Regulatory expenses (e.g., permitting, licenses, related fees)</li> <li>- Staff project administration not exceeding 25% of the grant award.</li> </ul>
<b>Short-Term Capital Projects</b> <ul style="list-style-type: none"> <li>- All allowable costs under Digital and Planning Projects</li> <li>- Portable, non-consumable, depreciable equipment over which the grantee maintains exclusive control (e.g., computers, servers, lighting consoles, sound mixers, large appliances, risers)</li> <li>- Improvements to bring a facility into compliance with the Americans with Disabilities Act (up to \$20,000)</li> </ul>
<b>Long-Term Capital Projects</b> <ul style="list-style-type: none"> <li>- All allowable costs under Short-Term Capital Projects</li> <li>- Direct costs associated with the purchase of eligible real estate occurring in CAH FY 2023 or FY 2024 (e.g., down payment, taxes, and broker’s fees)</li> <li>- Purchase, installation, and/or repair of non-consumable fixed equipment (e.g., storage systems, HVAC, fire suppression, and security systems)</li> <li>- Parts and labor for renovations and capital improvements to existing facilities (e.g., walls, flooring, electrical, plumbing, mechanical, and roofing)</li> <li>- Conservation, preservation, and restoration work (e.g., brick repointing, foundation repair, and lead paint abatement)</li> <li>- Costs related to the construction of a new facility</li> </ul>

<b>Examples of “Unallowable Costs” Related to the Grant:</b>
Food and beverages.
Tuition and scholarships.
Expenses associated with an organization assuming the role of a fiscal agent for another organization.
Costs related to special events, and fundraising/development activity and personnel.
Debt reduction.
Expenses unrelated to the execution of the scope of work.
Operational reserve.
Re-granting (also known as “sub-granting”).
Funding to universities, foreign governments or DC government agencies, including DC public schools
Recurring costs (e.g., rent, utilities, and software subscriptions)
Non-depreciable/consumable equipment (e.g., medical gloves, paper, writing utensils, lightbulbs, and clothing)
Digital and Planning Projects- depreciable equipment and equipment expenses exceeding 25% of the grant
Short-Term Capital Projects- permanent facility alterations (except ADA improvements up to \$20,000)
Long-Term Capital Projects- purchase support for facilities purchased prior to October 1, 2022

**B. Statutory Authority**

Under D.C. Code §§ 39-201 – 206, the DC Commission on the Arts and Humanities 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 in the District of Columbia. CAH is supported by District government funds and, in part, by the National Endowment for the Arts. As such, all applicable federal and District regulations, such as OMB Circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215 govern this grant.

**SECTION II: AWARD INFORMATION**

Please see the table below for the CP award information.

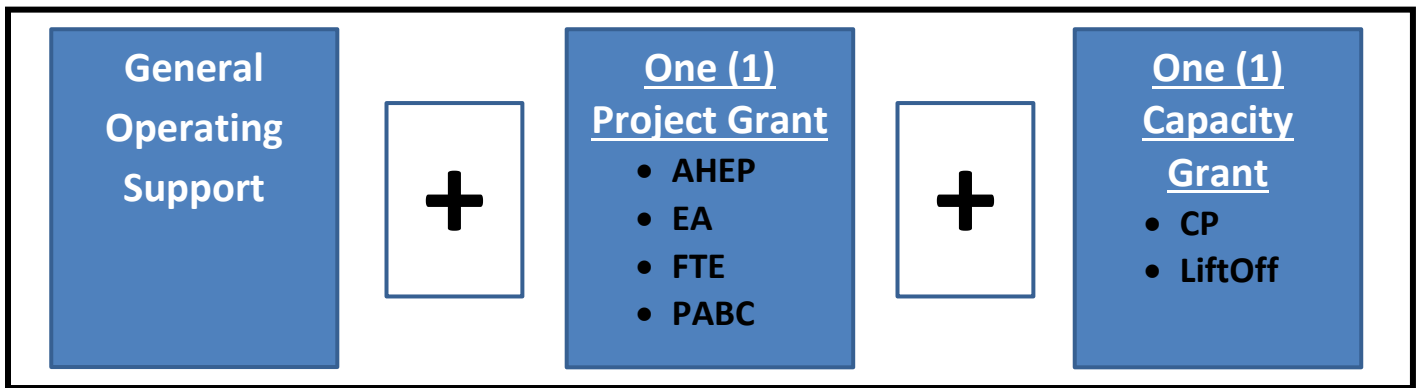
Table 1. CP Award Information	
Total Amount of Funding to be Awarded	Contingent upon funding
Anticipated Number of Awards	Contingent upon number of applicants
Maximum Amount for New Facility Purchase	Up to \$500,000
Maximum Amount for Other Eligible Projects	Up to \$250,000
Maximum Application Amount Before a 1:1 Match	\$100,000
Anticipated Start Dates	October 1, 2023
Periods of Performance	October 1, 2023 - September 30, 2024

Funding for this award is contingent on availability of funding to CAH. This RFA does not commit the Agency to make an award. The Agency may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant’s proposal that may result from negotiations. The Agency reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA. The Agency reserves the right to accept or deny any or all applications if the Agency determines it is in the best interest of the Agency to do so. The Agency may suspend or terminate an outstanding RFA pursuant to its own grantmaking rule(s) or any applicable federal regulation or requirement.

### SECTION III: ELIGIBILITY INFORMATION

#### A. Eligible Applicants

All recipients of a CAH FY 2024 General Operating Support grant may apply to only one “Project Grant” and one “Capacity Grant” as outlined below:



Organizations not intending to accept (or ineligible to receive) a FY24 General Operating Support Grant are permitted to apply to FY24 CP and any other grant opportunity for which they are eligible.

There must be no project scope overlap between an applicant’s FY24 grant applications.

The list below details the minimum eligibility requirements for CP. All eligibility requirements must be met upon application submission. Applicants must:

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

2. Be registered with, and authorized to do business in, the District as either a “Domestic” entity (that is, an entity that was incorporated in the District) or a “Foreign” entity (that is, an entity that was incorporated in another state).
3. Ensure that at least fifty-one percent (51%) of the organization’s activities occur within the District of Columbia.
4. Ensure that one hundred percent (100%) of the grant award dollars are used to support District of Columbia programming, inclusive of direct and indirect costs.
5. Have an active Board of Directors.
6. Register and comply with the regulatory requirements of pertinent government agencies including, but not limited to: DC Department of Consumer and Regulatory Affairs (DCRA), DC Office of the Chief Financial Officer (OCFO), DC Department of Employment Services (DOES); and the US Internal Revenue Service (IRS).
7. Obtain a certificate of “Citywide Clean Hands” (CCH) from the District of Columbia Office of Taxation and Revenue.
8. Be in good standing with CAH. Note: a CAH grant applicant that has failed to comply with all applicable CAH-related mandates (e.g., failed to submit to CAH required reports related to prior CAH funding), is not in “good standing” with CAH and, accordingly, is ineligible to receive additional funds from CAH in FY 2024).
9. Have its principal physical business office address located in the District of Columbia, subject to an on-site visit. (Note: CAH will not allow post office boxes or the addresses of board members or volunteers as evidence of the principal business address).
10. Propose a project at a facility primarily used for the training, management, production, or presentation of performances, exhibitions, or other programs of the arts or humanities.

#### **B. Inclusion, Diversity, Equity and Access (I.D.E.A.)**

CAH embraces a commitment to the philosophy of Inclusion, Diversity, Equity and Access (I.D.E.A.) and complies with the Americans with Disabilities Act (ADA) (42 U.S.C. §§ 12101 et seq.) in its work. CAH encourages applicants and grantees to be as inclusive, diverse, equitable, and accessible in their work throughout the District of Columbia, beyond participants with disabilities. Successful applications will consider a broad definition of “accessibility” by addressing financial, geographic, demographic, cultural, and developmental access in their programming/projects. Please review *Addressing Inclusion, Diversity, Equity and Access (I.D.E.A.) in Grant Applications* in the [Guide to Grants](#) for full details.

#### **C. Financial Misconduct or Fraud Disclosure**

Applicants must disclose in a sworn, written statement whether the applicant has been indicted or convicted of any crime or offense involving financial misconduct or fraud within the last three (3) years of the date of submitting the application. If the response is in the affirmative, the applicant will be required to describe the circumstances.

#### **D. Cost Sharing or Match**

For CP applications seeking grant awards of \$100,000 or less, there is no matching requirement. CP applications and grants for awards exceeding \$100,000 require a 1:1 cash match for every dollar over \$100,000 (e.g., a \$130,000 application would be submitted to support a \$160,000 project. The application would need to detail \$30,000 in matched expenses). Neither in-kind contributions nor other CAH funds may be used to satisfy the match requirement of this grant. Projects pursuing a facility or land purchase may use the related mortgage as a match.

#### **E. Other**

Applicants may submit one (1) CP Grant application per CAH fiscal year cycle.

Those ineligible for CP include:

- Individuals.
- Arts and humanities organizations with fifty-one percent (51%) of the organization’s activities occurring outside of the District of Columbia.
- Organizations proposing project(s) with overlapping scope from a prior CP or Facilities and Buildings cycle.
- Tax-Exempt organizations other than 501(c)(3) designated entities.
- Organizations that require “fiscal agents”, for-profit organizations, private foundations, political organizations, colleges, universities, foreign governments, federal government entities, public charter schools, Parent Teacher Organizations/Associations, and other District of Columbia government agencies, including DC Public Schools.
- Private clubs and organizations that prohibit membership based upon race, gender, color, religion, or any other classes identified in the District of Columbia Human Rights Act.
- Organizations submitting an application whose content is combined with the application of another organization. Proposed projects must be “stand-alone” projects.
- Organizations headquartered outside of the District of Columbia.
- Prospective applicants debarred from procurements by the federal government, the Government of the District of Columbia or any governmental entity.
- Organizations which, at the time of application, do not possess the minimum lease obligation for the following CP project types:
  - Short-Term Capital Project: must have at least one year remaining on their co-signed lease or occupancy agreement.
  - Long-Term Capital Project: must either own their facility or have at least seven years remaining on their co-signed lease or occupancy agreement.

## **SECTION IV: APPLICATION AND SUBMISSION INFORMATION**

### **A. Address to Request Application Package**

CAH utilizes an online grant portal to receive grant applications. The CP application may be found online in the CAH [Grant Application Portal](https://jlweb.co/prod1/portal/portal.jsp?c=4193775&p=6947885&g=6947905), available at <https://jlweb.co/prod1/portal/portal.jsp?c=4193775&p=6947885&g=6947905>. Incomplete, incorrect, or late applications may be deemed ineligible for review and funding.

### **B. Technical Assistance**

CAH staff are available to assist grant applicants during group or individual technical assistance sessions. Applicants may also request review of draft applications during a thirty (30) minute appointment during business hours scheduled no later than seven calendar days in advance of the grant application deadline. CAH staff will not write applications for applicants. To schedule a meeting, applicants may contact the CAH staff listed in Section VII below. Applicants must prepare their full draft application in the CAH Grants Application Portal along with any questions in advance of scheduling a meeting for technical assistance.

### **C. Workshops**

To improve the strength of applications, CAH strongly recommends participating in one of the following virtual workshops listed below. All workshops are virtual, free, and open to the public. More information about workshops may be found at [www.dcartools.gov](http://www.dcartools.gov) under Grant Writing Assistance, or by calling the CAH Point of Contact listed in Section VII. Workshops and Live Chats may be accessed by visiting

<https://dcarts.dc.gov/page/live-chat-dccah-grants-specialist>. Interested artists and humanities practitioners may register for workshops via Eventbrite at <https://www.eventbrite.com/o/dc-commission-on-the-arts-and-humanities-cah-1252966799>

Workshop	Time
Wednesday, July 19	12:00 – 1:30 PM EST
Tuesday, July 25	10:00 – 11:30 AM EST
Thursday, August 3	2:00 – 3:30 PM EST
Wednesday, August 9	12:00 – 1:30 PM EST
Monday, August 14	3:00 – 4:30 PM EST

Virtual Office Hours	Time
Friday, July 21	12:00 – 1:00 PM EST
Friday, July 28	2:00 – 3:00 PM EST
Friday, August 4	2:00 – 3:00 PM EST
Friday, August 11	2:00 – 3:00 PM EST
Friday, August 18	2:00 – 3:00 PM EST

#### D. Application Forms and Content

CAH utilizes an online portal to receive grant applications. Each application shall:

1. Provide an overview of the organization’s general programming, articulating the relationship of the proposed project to the organization’s mission and programs, and the needs of the community;
2. Demonstrate the critical nature of the project, both to the organization and to the District;
3. Articulate an understanding of the project relative to the long-term success of the organization;
4. Develop and detail a feasible project timeline not exceeding CAH’s fiscal year;
5. Provide details of the planning process, including participants and experts engaged;
6. Provide complete and thorough budgets with line-item detail;
7. Propose a project at a facility that is either currently Americans with Disabilities Act (ADA) compliant, or that will aid bringing the facility into compliance; and
8. Present one distinct project. It is not recommended that applicants include multiple projects in one application.

In addition to the required narrative questions within the online application, applicants must submit supplemental documents with the CP application. Documents must be uploaded in PDF format via the CAH Grants Application Portal prior to the application deadline. Templates and instructions for compliance documents are available in [Grantee Resources](#).

Mandatory Documents		
1	Work Samples	CAH recommends reviewing the Work Sample Addendum (found within the <a href="#">Guide to Grants</a> ) to determine materials that would best support the application. Work samples must be no more than three (3) years old from the date of submission. Submitting older work samples may render the application ineligible for funding consideration.
2	Project Imagery (architectural sketches; renderings; site or equipment imagery)	At least one referential image is required. Short-Term Capital Projects and similar should attach archival, placement, and/or stock imagery for intended equipment.
3	Support Materials	Up to three (3) additional items (e.g., letters of support, awards, programs, publicity, etc.).
4	Résumés of Key Personnel	Project and/or organizational leadership. Examples include managing/executive/artistic directors; lead contractors etc. Share role, areas of responsibility, and DC ward or state of residence.
5	Current Board of Directors	Provide board roles (e.g., president, treasurer, etc.), responsibilities, and DC wards.

6	Lease/Deed/MOU	If organization is applying for a non-equipment-based Digital or Planning Project, an active lease/deed/MOU is optional. For all other applications, attached document must be co-signed, legally binding and demonstrate exclusive control over the site.
7	Financial Quotes	At least one quote is required. Three quotes are recommended. Depending on project scope, quotes can be sourced from contractor proposals, invoices, and/or merchant price sheets or similar.
8	Organizational Budget	Approved by the organization’s Board of Directors and for the current organization fiscal year as of the date of the CP application submission.
9	Profit and Loss Statement	From the organization’s most recently completed fiscal year.
10	Balance Sheet from Most Recently Completed Fiscal Year	From the organization’s most recently completed fiscal year.
11	IRS Form 990	The most-recently filed version with any accompanying cover sheets and signatures. If applicant submitted a “Postcard” 990-N, a screenshot confirmation can fulfill this requirement.
12	Most Recently Completed Audit	If organization has an annual budget less than \$1,250,000, attach a document stating “N/A.” Otherwise, attach the full audit.
14	IRS 501(c)(3) Letter of Determination	Original or duplicate; this is not the same document as a DC Business License
15	Signed IRS Form W9 (2018 Form)	Post office boxes are prohibited. The applicant’s address must match: <ul style="list-style-type: none"> <li>• the address in the grants portal</li> <li>• the address on file in the DC Government’s vendor registration system (PASS)</li> <li>• the address in the DC Vendor Portal. The form must have the same date as the CP application submission.</li> </ul>
16	Statement of Certification	This document declares the authorized negotiator(s) for the organization. The form must have the same date as the CP application submission.
17	Certificate of Clean Hands	Issued within 30 days of the application deadline. Applicants may visit the following site to obtain more information: <a href="https://mytax.dc.gov/">https://mytax.dc.gov/</a>
18	Certificate of Insurance	General Liability Insurance must be active as of the date of the CP application submission. Include only the certificate.

Applicants are fully responsible for the content of their application materials. An automated confirmation of an applicant’s submission does not guarantee an applicant’s eligibility, and therefore review by the advisory review panel (see below, “Review Process”). CAH staff is not permitted to make corrections to applications on behalf of applicants. CAH staff reviews applications for completeness and contacts applicants for any incomplete documents. 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.

## A. Grant Application Process

1. Read the [Guide to Grants](#).
2. Read the RFA guidelines (for the desired grant program) and determine eligibility.
3. Go to [Apply for Grants](#) and select [Grant Application Portal](#) to register as a user.  
(Note: To reset a user password either select “Forgot your password?” or click [here](#)).

4. Upon registration, applicants select the desired grant program(s).
5. Complete the application questions, budget, and budget narrative data.
6. Upload required documents, supplementary material, and work samples.
7. Double-check the application for thoroughness, clarity, and typographical errors.
8. Submit the application by 10:00 PM ET on the grant program's deadline date.
9. Ensure receipt of grant submission confirmation email, auto generated by the online portal, by the application deadline.

## **B. Submission Dates and Times**

Complete CP applications must be submitted online via the CAH Grants Application Portal by 10:00 PM EST on Monday, August 21, 2023. CAH does not accept mailed, emailed or hand-delivered copies of grant applications or required attachments. Technical issues or failure to receive a confirmation email should be immediately brought to the attention of the CAH staff listed in Section VII below. Incomplete, incorrect, or late applications are deemed ineligible for review and funding.

CAH accepts reasonable accommodation requests from applicants with disabilities. To request a reasonable accommodation for application submission, contact Travis Marcus, Grant Management Specialist at [travis.marcus@dc.gov](mailto:travis.marcus@dc.gov) and await request approval. Reasonable accommodation requests must be made no later than seven calendar days before the CP application deadline.

## **C. Funding Restrictions**

As a District of Columbia agency, CAH must ensure that all award funds are expended in a fiscally responsible manner; all awarded funds are subject to audit and Performance Monitoring. Allowable costs are those that the District government and CAH have determined as valid expenditures. Grantees will be responsible for demonstrating expenses in Interim and/or Final Reports. Grantees with questions regarding allowable costs may contact the CP grant program manager.

## **D. Nonprofit Fair Compensation Act of 2020**

When making grant awards or contracts to non-profit organizations, the DC Government will honor an unexpired federal Negotiated Indirect Cost Rate Agreement (NICRA) or a similar rate negotiated with another DC Government agency in the last 2 years. If grantee organizations do not have a negotiated indirect cost rate, those grantees may assign 10% of all direct costs in their awards to indirect costs. Alternatively, grantees may elect to negotiate a new indirect cost rate with the DC government or seek out an independent DC Certified Public Accountant to calculate an indirect cost rate using the Office of Management and Budget guidelines. Applicants may include these indirect costs in their budget calculations and identify the basis for the calculation in supporting materials

## **E. Other Submission Requirements**

The Agency shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.

## **SECTION V: APPLICATION AND REVIEW INFORMATION**

CAH selects individuals who are arts, humanities 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. 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 in 1990. For more information regarding the grant review process please visit the [Guide to Grants](#). To volunteer or nominate a person to serve as an advisory review panelist for a grant program, see CAH's [Call for Panelists](#).



### A. Criteria, Review and Selection Process

The Agency reserves the right to accept or deny any or all applications if the Agency determines it is in the best interest of the Agency to do so. The Agency shall notify the applicant if it rejects that applicant’s proposal. The Agency may suspend or terminate an outstanding RFA pursuant to its own grantmaking rule(s) or any applicable federal regulation or requirement. The Agency may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant’s facilities are appropriate for the services intended. If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control, and it shall be the responsibility of the applicant to ensure compliance. Grants are competitive and applications are reviewed in like-sized organizational budget cohorts.

Each application shall be reviewed as detailed below.

Category	Criteria	Weight
Project Content and Execution	<ol style="list-style-type: none"> <li>1. The project is aligned with the organization’s mission (10%);</li> <li>2. The project demonstrates critical organizational need (10%);</li> <li>3. The project is financially viable, with any matching funds committed or able to be raised during the grant period (5%); and</li> <li>4. The project details a reasonable and inclusive project timeline (5%).</li> </ol>	30%
District Impact and Engagement	<ol style="list-style-type: none"> <li>1. The project addresses a critical need in the District (10%);</li> <li>2. The project strategy is tailored to the unique aspects and features of place. If a registered historic entity, the project accommodates preservation and conservation needs (10%); and,</li> <li>3. The applicant provides meaningful arts and/or humanities programming with a strong impact on the District’s residents and visitors (10%).</li> </ol>	30%
IDEA	<p>CAH prioritizes applicants who give intentional focus to working with District residents who have been historically excluded and who demonstrate authentic responsiveness to their identified needs.</p> <ol style="list-style-type: none"> <li>1. The applicant has a proven commitment to inclusion, diversity, equity and access for constituents, staff, board, and their broader communities (7.5%);</li> <li>2. The project increases access for DC residents according to geography, race and ethnicity, ability, discipline, or other categories (7.5%); and</li> <li>3. The project increases arts and humanities residential and/or studio spaces (5%).</li> </ol>	20%
Organizational/Project Management	<ol style="list-style-type: none"> <li>1. The applicant demonstrates or can attain capacity in governance and management to complete the project; including personnel, policies, marketing, operations, and financial controls (5%);</li> <li>2. The applicant’s operation and design process includes all relevant stakeholders (5%);</li> <li>3. The applicant demonstrates an understanding of the project’s impact on the organization’s future finances and operations (5%); and,</li> <li>4. The project costs are informed, itemized, thorough, and reasonable (5%).</li> </ol>	20%

## SECTION VI: AWARD ADMINISTRATION INFORMATION

### A. Award Notices, Anticipated Announcement and Award Dates

CAH will notify applicants of the results of their application and the applicable award disbursement process on or shortly after October 1, 2023, via (1) letter of intention to award, (2) letter of ineligibility, or (3) letter of denial. These notifications will be sent via the applicant's email as it appears in the CAH Grants Portal.

For award recipients, the date of CAH grant award payment disbursement(s) is subject to the availability of funds and the processing of required documentation. CAH staff will advise grant award recipients on the payment disbursement process on or after October 1, 2023. More details may be found on CAH's website at [Managing Grant Awards](#). CAH reserves the right to rescind any grant award for non-compliance with CAH policies, regulations, and RFA guidelines at any time. Grant recipients with unmet reporting obligations regarding any CAH funding program are ineligible to receive additional awards from CAH.

## **B. Programmatic, Administrative and National Policy Requirements**

Grant award funds must be spent within CAH's Fiscal Year 2024, October 1, 2023, to September 30, 2024. Federal and District of Columbia law require 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. Sections 1681-1686) (which prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 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). If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control, and it shall be the responsibility of the applicant to ensure compliance.

All grant recipients are subject to risk assessments and monitoring requirements. Those practices 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 assure compliance with all applicable District of Columbia's statutes, regulations, orders and other requirements. This monitoring process may include site visits, an evaluation of allowable costs, as assessment of efforts to meet projected grant applicant benchmarks, providing proof of expenditures, etc. Additionally, grantees agree to include a CAH logo and a credit line in all grant-related announcements and promotional materials and that it will make its best efforts to publicly credit CAH's support in all related public events.

## **C. Reporting**

Each grantee is required to submit a Final Report regarding: (1) the extent to which they advanced their artistry, humanities work, and profession throughout the fiscal year, (2) details regarding artistic and humanities-focused activities and engagement with communities within the District of Columbia, and (3) the growth that was made in advancing practices of equity with internal and external stakeholders.

CAH reporting requirements are determined by award size:

- All grantees must submit a Final Report (due by Friday, October 18, 2024).
- Awards greater than \$12,500 must also submit an Interim Report (due by April 19, 2024).

All grant recipients are subject to risk assessments and monitoring requirements. Those practices are discussed in greater detail in the applicants' grant agreements with CAH.

Activities funded by CAH will be monitored by its staff, to ensure compliance with all applicable District of Columbia’s 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, providing proof of expenditures, etc. If grantees fail to submit an eligible final report, they will become non-compliant and risk ineligibility for future funding from CAH.

**D. Payment**

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 (1) fails to meet deadlines for grant reports, (2) refuses to provide access for monitoring; and/or, (3) fails to comply with the terms of the grant award contract requirements.

All grant recipients 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.

**SECTION VII: CAH CONTACT**

General questions regarding CP may be directed to:

Name	Kevin Hasser, Grant Manager
Email	<a href="mailto:Kevin.hasser@dc.gov">Kevin.hasser@dc.gov</a>
Phone	(202) 213-8848
Address	Commission on the Arts and Humanities 200 I Street, SE, Suite 1400, Washington, DC 20003

More information regarding CAH’s grant programs, and clarification about related accessibility requirements, work sample submissions and grant making processes can be found in CAH’s FY2024 [Guide to Grants](#).

## **FY 2024 CAPITAL PROJECTS GRANT PROGRAM**

### **ADDENDUM A: WORK SAMPLES AND SUPPLEMENTARY MATERIALS**

CAH values and emphasizes excellence in all grant programs within all disciplines. This section contains detailed information on the CAH's requirements and suggestions regarding content. Arts and humanities content and/or merit are one of several criteria on which an application is reviewed. Content and/or merit is demonstrated to the advisory review panelists through the applicant's:

#### **Section 1 - Work Samples**

#### **Section 2 - Support Materials**

#### **Section 3 – Résumés of Key Personnel**

Of these, the work sample carries the most weight because it must contain the clearest depiction of the applicant's best work(s) of art and/or humanities. All applicants must submit arts and/or humanities work samples.

#### **Section 1 - Work Samples**

Work samples are critical to each application and are carefully considered during application review. CAH strongly recommends that applicants pay close attention to the content of work sample submissions.

The guidelines on work sample submissions depend on the grant program. Applicants are encouraged to adhere to the suggested work samples or risk ineligibility for consideration of a grant award.

**Work samples must be no more than three (3) years old from the date of submission. Submitting older work samples may render the application ineligible for funding consideration.**

#### **Section 2 - Support Materials**

Support materials are documents that strengthen the application and provide additional information that directly relates to the grant request. Support materials do not take the place of a work sample. They do, however, reinforce the quality of the applicant's arts and humanities disciplines(s).

Some examples of supporting materials include:

- Theater/exhibition reviews;
- Letters of recommendation;
- Certificates of achievement or recognition;
- Sample lesson plans;
- Assessments and evaluations;
- Awards, and/or
- Recordings of artistic process, creation or experience.

#### **Assessment and Evaluation**

Purpose:

- To determine the efficacy of a program, as articulated in the program goals and as required for grant reporting.
- To provide evidence to support changes in order to improve the program and its delivery.

Types:

- Qualitative assessment is non-numerical and observational - including interviews, surveys, focus groups.
- Quantitative assessment provides empirical data that demonstrates growth in the knowledge, skills, and understandings of the participants.

#### **Assessment and Evaluation Design**

There are many ways to assess and evaluate programming including: needs assessments; pre- and post-testing; and formative, observational, and summative assessments that utilize mixed-method approaches such as portfolio/process-folio assessments.

### **Section 3 – Résumés of Key Personnel**

Another way panelists determine the artistic content of each application is to review the résumés of the key artists, administrators and facilitators involved in the grant activities. Those professionals involved in the organization determine the capacity of the organization and ability for the applicant to effectively create an excellent arts and humanities product and/or experience. Their backgrounds as artists and administrators should be relevant to the organization and clearly demonstrated through their professional résumés.

### **Additional Suggestions from CAH Staff**

When creating and preparing work samples, supporting materials and résumés, CAH recommends considering the following:

- 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 challenges.
- Select recent, high-quality samples that relate as directly to the application as possible.
- Select work samples that illustrate and unite the applicant's narrative content.
- Photograph uploads should be in JPEG (or JPG) format with a 72 dpi minimum resolution and should not exceed 8MB in size (each).
- Adding more than the recommended number of work samples to an application will often weaken it.
- Carefully chosen work samples (pictures, videos, excerpts, etc.) tend to make the biggest impact and create the strongest artistic impression.
- Advisory review panelists are required to review each applicant's work samples; however, they are not guaranteed to review multiple work samples within the same application.
- Each work sample and document must give the specific name and title, so panelists can identify what they are reviewing.
- For project-based grants, include samples of similar projects completed to illustrate an ability to execute the proposed project.
- 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 video submissions:

- Do not include highly edited commercial/promotional videos as a work sample.
- Do not include poor quality video samples or samples with dim lighting, unstable video, bright backlighting, or blurred images.
- If the video work sample is longer than five (5) minutes, indicate the embedded timecode of the video where panelists should begin viewing the work sample (e.g., 5:05:00).

For audio submissions:

- Panelists are unable to rewind or skip through a sample. Edit the audio clip to feature exactly the desired content.
- For audio submissions with visual components, consider submitting as a video clip instead.

For online materials and websites:

- Panelists review only within the "four corners" of the application. They are not expected to go to outside links or content, so a linked website may not be viewed.
- Websites 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.