



DC COMMISSION ON THE ARTS & HUMANITIES

FY 2024 FIELD TRIP EXPERIENCES (FTE)

RFA Release: Monday | June 12, 2023

Submission Deadline: Friday | July 14, 2023 | 10:00pm

Grant Period: October 1, 2023 to September 30, 2024

Award Amount: Organizations may request up to \$50,000

Applicants may submit one (1) District Arts and Humanities Initiative application per grant cycle

Field Trip Experiences Application Questions

Overview

Project Title:

(Required: Max of 10 words)

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:

(Required: Max of 200 words)

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 and with Procurement Center of Excellence)

Request

Organizational Profile

In which ward is the applicant headquartered?

(Required)

Legal Status:

(Required)

Applicant Discipline:

(Required)

Institution Type:

(Required)

Organization Founding Date

(Required)

Organization Fiscal Year

(Required)

What is the organization's mission and vision?

(Maximum of 100 words)

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

(Maximum of 200 words)

Request Details

Applicant doing business as:

(Required: How applicant would like name to appear in public documents)

Arts Education Project Type:

(Required: Select "In-School Project")

Arts Education Population:

(Required: Select "01: Arts Education 50% or more")

Project Descriptors:

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

Project Discipline:

(Required: Select the appropriate discipline based on dance, music, visual arts, film, or theater, as indicated in the RFA.)

Type of Activity:

(Required: Select "05-Concert/Performance/Reading (Including Production)")

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

(Required: Maximum of 300 words)

For a virtual or in-school experience, describe the production elements that will be incorporated to enhance participant comprehension and engagement.

(Required: 300 words)

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.

(Required: Maximum of 300 words)

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

(Required: Maximum of 200 words)

I.D.E.A.

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

(Required: Maximum of 300 words)

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

(Required: Maximum of 300 words)

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.).

(Required: Maximum of 300 words)

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.

(Required: Maximum of 300 words)

District Impact & Engagement

Which ward(s) will the activities impact?

(Required)

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

List the names of the DC schools benefiting from the project.
(Required)

Define the DC target population for this project. What are the direct efforts to market these activities?
(Required: Maximum of 300 words)

What modes of programmatic and engagement evaluation has the applicant used in the past? What are the anticipated modes of evaluation for this year's project?
(Required: Maximum of 300 words)

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.
(Required: Maximum of 300 words)

Explain how the project will enrich the DC arts education community of students, teaching artists, and educators.
(Required: Maximum of 400 words)

Organizational Management

Total cash expenses for most recently completed fiscal year:
(Required)

Total Project Budget:
(Required)

Provide a budget narrative. Include clarifying information that may help understanding and which expenses will be charged to the CAH award.
(Required: Maximum of 200 words)

Is there anything specific the panel should know about the applicant's finances?
(Maximum of 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 and why the arts, humanities, and/or arts education content or scope of services in the materials uploaded best represents the applicant and/or the work supported by the request.

(Required: Maximum of 400 words)

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, including a waiver of subrogation for District of Columbia government)

Current FY Organizational Budget:
(Required)

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>)

Current Board of Directors:
(Required: Listing roles, organizational affiliations, and wards/counties/states of residency)

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)

Project Budget:

(Required: The Budget Form is available on CAH's website)

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