

Grant ID: JEG	Award Fiscal Year: 2024	RFA Posting Date: June 26, 2023 RFA Updated: July 19, 2023	Closing Date: New Deadline! August 14, 2023, at 9:00 PM
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GOVERNMENT OF THE DISTRICT OF COLUMBIA
COMMISSION ON THE ARTS AND HUMANITIES

REQUEST FOR APPLICATIONS

FY 2024 Juried Exhibition Grant

All applications must be submitted online by 9:00 PM ET on Friday, July 28, 2023

New Extended Deadline! Monday August 14, 2023, at 9:00 PM ET

SECTION I: DESCRIPTION OF FUNDING OPPORTUNITY

The DC Commission on the Arts and Humanities (CAH) requests applications from qualified artists for its Fiscal Year 2024 Juried Exhibition Grant (JEG). JEG provides support for District-based artists to exhibit their work in a juried, themed visual art exhibition through grant awards and the use of CAH's exhibition space located in the lobby of 200 I Street, SE.

This Request for Applications (RFA) seeks works for an exhibition that will reflect on the Civil Rights Act of 1964 during its 60th year anniversary in 2024 and how DC artists have been influenced, both explicitly and implicitly, by the social progress and reform of the past 60 years. This landmark legislation aimed to prohibit discrimination based on race, color, religion, sex, or national origin. By exploring this significant milestone, the exhibition seeks to provide insight into the progress, challenges, and ongoing efforts towards achieving equity and social justice.

JEG seeks works from DC artists that:

- Feature how artists in DC utilize their practices to respond to and engage with the social, political, and cultural changes resulting from this pivotal law.
- Highlight artists' documentation and interpretation of the political landscape on the local, national and international level.
- Engage archival, historical, and artistic movements that have emerged since the enactment of the Civil Rights Act of 1964 until the present day.
- Examine how present moments and developments have shaped the landscape of Washington, DC.
- Delve into historical influences of the past, capture the transformative aspects of our present, and engage with imaginative approaches to building a better future.

JEG Jurors:

- Karen Baker – Artist, Curator, CAH Art Exhibition Grant Awardee (2018)
- Fabiola Delgado – Curator and Creative Consultant
- Maleke Glee – Executive Director, STABLE Arts
- Dr. Melanee Harvey – Art History Professor at Howard University
- Andrew Johnson – Arts Writer and Editor, Adjunct Faculty, Georgetown University

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Each applicant may submit up to five original artworks for consideration, including, but not limited to:

- Ceramics
- Drawings
- Textile Arts
- Mixed media works
- Paintings
- Photographs
- Prints
- Sculptures
- Videos (<20)

For the purpose of this grant, “artist” is defined as a legal resident of Washington, DC at least one (1) year prior to the application deadline.

CAH will award selected applicants (“grantees”) a grant for the acquisition and to support the delivery of the artwork to CAH offices. CAH grant funds must be spent within CAH’s Fiscal Year 2024 (FY 2024) (October 1, 2023, to September 30, 2024).

This grant is competitive. The maximum grant award will be \$1,000.

Award amounts are subject to CAH’s availability of funds and are based upon the individual’s advisory review panel score and ranking.

Program Goals

- Provide the opportunity for District of Columbia artists to exhibit their work in an innovative and educational thematic art exhibition.
- Provide support, exposure and professional benefit for visual artists residing in the District of Columbia.
- Provide a unique exhibition and related programs for District residents and visitors.

A. Grant Activities

JEG grantees will expend funds for allowable costs in support of progress in the arts and humanities in the District of Columbia.

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 may govern this grant.

SECTION II: AWARD INFORMATION

Please see the table below for the Juried Exhibition Grant award information.

Table 1. JEG Award Information	
Total Amount of Funding to be Awarded	Contingent upon funding
Anticipated Number of Awards	Contingent upon number of applicants

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Expected Amount of Individual Awards	Up to \$1,000
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 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

Prior to submitting applications, applicants must meet all the following eligibility requirements:

- Be an artist or artist representative (e.g., artist estate representative), aged 18 or older.
- Be a legal resident of Washington, DC, for at least one (1) year prior to the application deadline.
- Maintain primary residency in Washington, DC during the entire funding period (October 1, 2023, to September 30, 2024).
- Have a permanent DC address, as listed on government-issued identification or tax returns. The address provided on all application materials must match exactly the address provided on the submitted IRS W-9 form. Post Office boxes are not allowable as a primary address.
- Be in good standing with CAH. Applicants with incomplete or delinquent reports from any prior funding program, as of Friday, October 14, 2023 (or otherwise as determined by CAH), are ineligible to receive additional funds from CAH in FY 2024.

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. Other

Those ineligible for JEG funding include:

- Those employed by CAH within the last three (3) years.
- Prospective applicants debarred from procurements by the federal government, the Government of the District of Columbia or any governmental entity.

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- Individuals who are not a legal resident of Washington, DC.
- Organizations (for and non-profit).

SECTION IV: APPLICATION AND SUBMISSION INFORMATION

A. Address to Request Application Package

CAH utilizes an online grant portal to receive grant applications. The JEG application may be found online in the CAH [Grant Application Portal](https://dcarts.dc.gov/service/cah-grants), available at <https://dcarts.dc.gov/service/cah-grants>. Incomplete, incorrect, or late applications may be deemed ineligible for review and funding.

B. Technical Assistance

CAH staff is 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.

To schedule an individual technical assistance meeting, please contact Ron Humbertson, Art Collections Registrar, at 202-538-1204 or ron.humbertson@dc.gov or Deirdre Darden, Public Art Coordinator at 202-724-1435 or deirdre.darden@dc.gov. Please note that CAH requests that applicants prepare and deliver (by e-mail) a draft of their full application along with any questions in advance

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.dcarts.dc.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
JEG Application Workshop #1	Friday June 30 at 10 AM
JEG Application Workshop #2	Monday, July 17 at 2 PM

D. Application Forms and Content

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

- Individual applicants (metropolitan area artists) are allowed to submit up to five (5) artworks for consideration.
- All applicants are allowed to submit multi-part artwork(s), for example, diptychs or triptychs, and that are a part of a series. These artworks will count as one artwork within the allowable maximum for portfolio submission from individual artists (five) and art organizations (ten).
- Submitted artworks must follow the below eligibility requirements for award:

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- Artwork must be in excellent condition, with no damage or conservation requirements.
- Artworks must not require ceiling hanging for display.
- Artwork must not exceed seventy-two (72) inches in any direction with sculptures not to exceed 36” in height or 24” in width or depth.
- The overall weight of any single wall-mounted artwork must not exceed 60 lbs.; the overall weight of any sculpture that stands on a pedestal must not exceed 100 lbs. Any sculpture must be displayable on the wall or a pedestal, covered with plexiglass. Wall sculpture may only extend six inches from the wall.
- Artwork must be in good condition and able to be installed in an exhibition.
- Artwork must be framed or ready to hang for the JEG exhibition.

Selected List of Prohibited Materials:

- Liquids, including but not limited to water, in unsealed or sealed containers.
- Materials that produce vapor, smoke, mists, and/or odors.
- Flammable, toxic, volatile, and/or explosive materials.
- Weapons or firearms
- Live animals and/or insects.

The following application documents are mandatory for all submissions.

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

Mandatory Documents For Individuals		
1	Artist Statement(s)	Please briefly describe your art-making process. Also explain how the submitted artwork(s) presented in your application relates to or contributes to the theme or themes of the exhibition stated in the RFA. (300 words max)
2	Artist Resume(s)	Provide a current list of exhibitions; publications; commissions; collections; and education.
3	Image Identification List:	Submit a document listing the details of each uploaded artwork. The list should include the Artist Name, Title, Year, Medium, Dimensions, and Description relevance to the theme. <i>Example Identification Image List:</i> 1. Artist Name Title, Year Medium

		Dimensions Description (200 words max):
4	Artwork Files	<p>High-quality JPEG files. Files should not exceed 5MB each.</p> <p>Uploading – Applicants must use the <u>Media Viewer</u> to upload each image file of prospective artwork for consideration.</p> <ul style="list-style-type: none"> For each image uploaded, please complete all required media file fields: Title, Media Type, Media Sub-type, Date, Edition number (optional), Retail price, Dimensions and Description (up to 200 words). The description will be reviewed by the panel and, if the artwork is exhibited, may be used for wall text. After uploading images to the media viewer, the applicant must individually attach the file to their JEG application. Individual artists are allowed to submit up to five artworks. <p>Artwork File Labeling – Identify image files by the Identification Image List number, artist’s last name followed by the artwork title.</p> <p>Example of File Labeling: 1_ Artwork Title. 2_ Artwork Title. 3_ Artwork Title; and so on.</p>
5	Certificate of Clean Hands	<p>Issued within 30 days of the application deadline. Applicants may visit the following site to obtain more information: https://mytax.dc.gov/</p>
6	Statement of Certification	<p>Date must match that of the JEG application submission</p>
7	Signed IRS Form W-9	<p>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 vendor registration system (PASS), and in the DC Vendor Portal. The October 2018 version of the form must be</p>

		used and have the same date as the JEG application submission.
8	Artwork Relationship and Copyright Warranty Form	Indicates applicant’s right to submit the artwork for consideration for exhibition.
9	Individual or Organizational Demographic Form	For each artist or organization. Completion and submission of this form will have no impact on funding decisions. Responses are used for statistical and diversity inclusion purposes only and will not be seen by the grant review panel. Form found on grant application landing page
10	Proof of Residency	The applicant must submit a copy of a government issued identification or tax return address page as proof of DC residence.

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 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.

E. Grant Application Process

1. Read the [Guide to Grants](#).
2. Read the RFA guidelines (for desired grant program) and determine eligibility.
3. Visit www.dcarts.dc.gov and navigate to the “Grants” menu and select the “[Grant Application Portal](#)” to register using the “Sign Up today” link.
4. Once registered, select “My Open Applications” and click on “New Application” on the right side of the screen then select “Juried Exhibition Grant Program” from the program list.
5. Complete the application questions.
6. Upload all required documents, supplementary material, and artwork.

F. Submission Dates and Times

All applications must be submitted online by 9:00 PM ET on Friday, July 28, 2023. New Extended Deadline! Monday August 14, 2023, at 9:00 PM ET. A confirmation email generates automatically upon submission of the applications. Technical issues or failure to receive a confirmation e-mail should be brought to the immediate attention of CAH staff. Incomplete or late applications or applications that do not follow the instructions and guidelines are deemed ineligible for review and funding. CAH does not accept mailed, emailed or hand-delivered copies of grant applications and/or the required attachments. CAH will accept reasonable accommodation requests from applicants with disabilities in advance of the application due date to assist them in submitting grant applications via

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mail, email, or hand-delivery. To request reasonable accommodation, contact Travis Marcus at travis.marcus@dc.gov and await request approval.

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 project, whether through the same or different grant programs. Applicants can participate in only one application per year for this grant program.

G. 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.

H. 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 of 1965, as amended. For more information regarding the grant review process please visit the [Guide to Grants](#).

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. 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.

Each application shall be reviewed as detailed below.

Category	Criteria	Weight
Aesthetic and Conceptual Strength	Artwork has exceptional visual impact and technical skill, is conceptually inventive or intellectually stimulating.	40%
Theme	Artwork relates closely and clearly to the theme of the exhibition stated in this RFA and as reflect in the Artist	40%

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	Statement and Artwork Description	
District Impact	Artwork is exemplary of the cultural diversity within the District’s artistic community. Artwork features how artists in DC utilized their practices to respond to and engage with the theme stated in this RFA	20%

Phase One:

- The Jury Panel will review and evaluate each application and artwork based on the selection criteria.
- The Jury Panel will recommend a roster of finalists to the staff and Commission.
- Finalists and other applicants will be notified of decisions in October 2023.

Phase Two:

- Grantee will enter into a grant agreement with CAH for the participation in the JEG program and Exhibition.
- Finalists will be required to bring in the selected artwork for installation in the JEG Exhibition in November 2023 for install in January 2024.

SECTION VI: AWARD ADMINISTRATION INFORMATION

A. Award Notices, Anticipated Announcement and Award Dates

CAH will notify applicants of this grant program as to the results of their application on or about Monday, October 2, 2023, via email with attached (1) letter of intention to award, (2) conditional letter of intention to award, (3) letter of ineligibility, or (4) letter of denial.

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

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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

The JEG Program grant does not require an interim or final report.

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. Once the grantee has submitted the required post-award paperwork, a purchase order will be created. At that time, the grantee’s grant manager will notify the grantee and solicit an invoice from them for payment. Grantees may elect to either receive a paper check mailed to their address on file or to enroll in a direct deposit option (ACH) by registering through the District’s Integrated Financial System (DIFS).

E. Calendar of Key Dates

RFA Released	Monday, June 26, 2023
Submission Deadline	Friday, July 28, 2023 at 9:00 pm ET Extended! Monday, August 14, 2023, at 9:00 pm ET
Panel to Select Finalists	September 2023
Notifications Made to Applicants of Finalist Selections	October 2023
Awarded Grantee Delivers Artwork for Exhibition to CAH at 200 I Street SE.	November Date TBD

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SECTION VII: CAH CONTACTS

Specific questions about JEG grants can be referred to CAH staff members as detailed below:

Name	Ron Humbertson	Deirdre Darden
Email	ron.humbertson@dc.gov	deirdre.darden@dc.gov
Phone	202-538-1204	202-724-1435
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.