



DC COMMISSION ON THE ARTS & HUMANITIES

Land Acknowledgment

Recognizing the Nacotchtank and Piscataway People, the First Residents of the land that would become the District of Columbia

Every community owes its existence and vitality to generations from around the world who contributed their hopes, dreams, and energy to making the history that led to this moment. Some were brought here against their will, some were drawn to leave their distant homes in hope of a better life, and some have lived on this land for more generations than can be counted. Truth and acknowledgment are critical to building mutual respect and connection across all barriers of heritage and difference. We begin this effort to acknowledge what has been buried by honoring the truth. We stand on the ancestral lands of the Nacotchtank and the Piscataway People. We pay respects to their elders past and present. Please take a moment to consider the many legacies of violence, displacement, migration, and settlement that bring us together here today. And please join us in uncovering such truths at any and all public events and to use such truths to guide the legacy of this Arts Commission.

AGENDA

- Introduction to CAH
- Overview of PEF Guidelines and Program Goals
- Application Process, Tips, and Mandatory Paperwork
- Review Criteria
- Grants Portal (Jungle Lasers)
- Panel Process, Awards, Payments, and Monitoring
- Q & A



MISSION

DC COMMISSION ON THE ARTS AND HUMANITIES

First established in 1968, the DC Commission on the Arts and Humanities (CAH) is an independent agency in the District of Columbia government that evaluates and initiates action on matters relating to the arts and humanities and encourages programs and the development of programs that promote progress in the arts and humanities.

CAH is the designated state arts agency for the District of Columbia and is supported primarily through District government funds and in part by the National Endowment for the Arts.

CAH GRANT PROGRAMS

(CURRENTLY AVAILABLE)

Launch Date	Program	Closing Date
April 7, 2023	Public Art Building Communities (PABC)	July 17, 2023
May 8, 2023	Arts & Humanities Fellowship Program (AHFP)	June 13, 2023
May 8, 2023	Projects, Events, or Festivals (PEF)	June 13, 2023
May 8, 2023	Art Bank	June 30, 2023

CAH GRANT PROGRAMS

(UPCOMING PROGRAMS)

Launch Date	Program	Closing Date
TBD	Arts & Humanities Education Projects (AHEP)	TBD
TBD	East Arts (EA)	TBD
TBD	Facilities & Buildings (FAB-T)	TBD
TBD	Field Trips Experiences (FTE)	TBD
TBD	Liftoff (LFT)	TBD

PEF'S PROGRAM GOALS

- ▶ Provide access to high-quality arts and humanities experiences for all District of Columbia residents;
- ▶ Increase quality of life by supporting a vibrant community identity through the arts and humanities; and
- ▶ Stimulate the creative economy through investments in local artists and arts and humanities organizations.

OVERVIEW

- ▶ Support to execute projects that promote arts and humanities activities to a diverse range of communities in DC
- ▶ PEF encourages small, medium and large projects that have a city-wide impact, as well as those that represent community-based projects that are based on geographic location, common interests or a shared identity
- ▶ Projects may include: concerts, visual arts exhibitions, literary readings, and festivals that feature dance, folk art, film, music, theater and other art and humanities activities

PROJECTS, EVENTS OR FESTIVALS (PEF) REQUIREMENTS (SEE RFA FOR COMPLETE LISTING)

- ▶ Organizations awarded funds in the FY 2024 GOS recipients are prohibited from applying to CAH FY 2024 PEF.
- ▶ Applicants are prohibited from submitting applications for projects that feature temporary or permanent public art.
- ▶ Applicants are prohibited from submitting applications for projects that provide activities for children or youth.
- ▶ Eligible projects by individuals are projects that work independently of the applicant's affiliated organization.
- ▶ If funded, all applicants are required to purchase liability insurance within 30 days of award notification.
- ▶ Obtain a certification of "Citywide Clean Hands"
- ▶ Proposed planning and implementation fully carried out in the District of Columbia.

ELIGIBILITY FOR INDIVIDUALS

(SEE RFA FOR COMPLETE LISTING)

Individuals may apply if they meet all of the following:

- ▶ Be arts and humanities practitioner aged 18 or older;
- ▶ have a permanent District of Columbia address, as listed on government issued identification or tax returns. Post office boxes may not be used as a permanent address. If the applicant is experiencing homelessness, the applicant may contact the grant manager listed below to discuss eligibility
- ▶ Maintain District of Columbia residency during the entire granting fiscal year period (October 2023-September 2024).
- ▶ Be in good standing with CAH.
- ▶ Abstain from any use of secondary party that acts on an individual's behalf ("fiscal agent") in the performance and execution of financial duties.

ELIGIBILITY FOR ORGANIZATIONS

(SEE RFA FOR COMPLETE LISTING)

- ▶ Organizations may apply if they meet all of the following:
 - ▶ Be incorporated as a nonprofit with a federally designated tax exempt status under section 501(c)(3) dated at least one year prior to the application deadline date
 - ▶ Demonstrate that 100% of the project deliverables occur in DC
 - ▶ Register and comply with the regulatory requirements of the following agencies:
 - ▶ DC Department of Consumer and Regulatory Affairs (DCRA)
 - ▶ DC Chief Financial Officer, Office of Tax and Revenue (OTR)
 - ▶ DC Department of Employment Services (DOES)
 - ▶ DC United States Internal Revenue Service (IRS)
 - ▶ Be in good standing with CAH.
 - ▶ have an active Board of Directors.
 - ▶ Be headquartered and have a principal office that is located in the District of Columbia, as demonstrated by the address on the organization's official IRS Form 990. (Note: CAH will not allow post office boxes and the addresses of a board member or volunteers as evidence of the primary business address)

ELIGIBILITY FOR FESTIVALS

(SEE RFA FOR COMPLETE LISTING)

- ▶ Festivals may apply if they meet all of the following:
- ▶ Anticipated festival numbers must align with District-mandated guidelines for public gatherings;
- ▶ Programming must comprise a minimum of 6 hours;
- ▶ Programs must be publicly advertised and open to the general public;
- ▶ The festival may not be a block party, fundraiser or charity benefit;
- ▶ Funding may be used for project expenses only; and
- ▶ All festival activities must comply with DC permits, policies and safety requirements

PEF: ALLOWABLE COSTS

(SEE RFA FOR COMPLETE LISTING)

- ▶ Artistic and administrative personnel salaries or wages;
- ▶ Artists/consultants;
- ▶ Space rental and fees directly related to project implementation;
- ▶ Travel and transportation directly related to project implementation;
- ▶ Materials, supplies and equipment purchases no more than 25% of the award that are directly related to project implementation; and,
- ▶ Overhead, maintenance and administration not exceeding 35% of the grant.
- ▶ Indirect Costs. (NEW)

PEF: UNALLOWABLE COSTS

(SEE RFA FOR COMPLETE LISTING)

- ▶ Overhead, maintenance and administration exceeding 35% of the grant;
- ▶ Food and beverages;
- ▶ Payment to auxiliary and/or affiliate organizations;
- ▶ Tuition, awards, and scholarships;
- ▶ Re-granting (also known as “sub-granting”);
- ▶ Debt reduction;
- ▶ Fundraising project expenses;
- ▶ Equipment purchases over 25% of the grant award;
- ▶ Expenses not directly related to the project;
- ▶ Operational reserve;
- ▶ Temporary or permanent public art projects;
- ▶ Activities for youth; and,
- ▶ Funding to universities, foreign governments or DC government agencies, including DCPS.

APPLICATION PROCESS

- CAH uses an online grant application portal, accessible from the CAH website: dcarts.dc.gov
- All applicants must submit applications online by 10:00 PM Eastern Time on Tuesday, June 13, 2023.
- CAH will not accept mailed, emailed or hand-delivered copies of grant applications or components of an application such as a W-9, work sample or emailed PDF of support material

APPLICATION TIPS

- Print/Download the Word version of application questions. Draft responses in the document. **Before the deadline day**, copy and paste application responses into the portal.
- Gather common upload elements such as W9, work samples, and support materials into one folder. Ensure all attachments are PDFs.
- If video work samples are more than 5 minutes in length, include start/stop time codes.
- Do not upload a document with a list of links.

APPLICATION TIPS

- Keep a copy of the scoring criteria nearby when writing.
Write to the criteria.
- Avoid “grantspeak” and hyperbole, substantiating any questionable claims.
- If claims are made in the application, back them up with support materials and work samples.
- Have someone outside of the organization read the narrative responses for feedback.



PEF INDIVIDUALS MANDATORY DOCUMENTS

- **Signed W-9: Oct 2018**
- **Statement of Certification (signed at the time of application).**
- **Certificate of Clean Hands (dated no more than 30 days prior to the deadline).**
- **Letter of Site Agreement**
- **Certificate of Liability Insurance (general coverage).**

PEF ORGANIZATIONS MANDATORY DOCUMENTS

- **Signed W-9: Oct 2018**
- **Statement of Certification** (signed at the time of application).
- **Certificate of Clean Hands** (dated no more than 30 days prior to the deadline).
- **Letter of Site Agreement**
- **Certificate of Liability Insurance** (general coverage).
- **Profit and Loss Statement** (from most recently completed fiscal quarter).
- **Current Organizational Budget** (approved by the organization's Board of Directors).
- **Current Board of Directors-** Provide board roles (e.g. president, treasurer, etc.), responsibilities and home addresses/wards.
- **Balance Sheet** (from most recently completed fiscal year).
- **IRS Form 990** (most-recently submitted); Organizations under \$50K submitting Form 990 Postcard must include bank statements for most recent 12 months.
- **IRS 501(c)(3) Letter of Determination.**

MANDATORY DOCUMENTS

- **Budget Form**
- **Resumes of Key Personnel**
Examples include: artistic/managing/executive directors; arts educators; etc. Provide roles, areas of responsibility, and home addresses.
- **Support Materials**
Up to three (3) internally-produced items (e.g. curricula, strategic plans, marketing materials, etc.) and up to three (3) externally-produced items (e.g. reviews, commendations, testimonials, letters of support, etc.).
- **Work Samples**
CAH recommends reviewing the Work Sample Addendum to determine materials that might best support the application.

ALL DOCUMENTS/MATERIALS MUST BE UPLOADED TO THE PORTAL. EXTERNAL LINKS WILL NOT BE REVIEWED BY PANELISTS.

WORK SAMPLES

- CAH values and emphasizes arts, humanities, and arts education content in all grant programs within all disciplines.
- No work sample may be more than 3 years old. Check the work sample appendix in the program guidelines.
- Arts, humanities, and arts ed. content is demonstrated to the panel through the applicant's:
 - Work samples.
 - Support materials.
 - Résumés of key personnel.
 - General suggestions from CAH staff.

SUPPORT MATERIALS & RESUMES

Support Materials

- 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.
- **Internally produced:** up to 3 subscription brochures, curricula, strategic plans, etc.
- **Externally produced:** up to 3 certificates of achievement, letters of recommendation, reviews, etc.

Résumé(s) of key personnel

- Advisory Review Panel reviews the résumés of the key artists, administrators, and facilitators involved in the grant activities.

REVIEW CRITERIA

Arts, Humanities and Content and/or Merit (40%)

- ▶ The applicants work samples and support materials (brochures, articles, letters of support, etc.) demonstrates their knowledge of, and skills in, their content area; (20%) and
- ▶ The applicant demonstrates the use of personnel with subject matter expertise (such as arts administrators, humanities professionals, teaching artists, educators, professional artists) to plan and implement project content. (20%)

I.D.E.A. (15%)

- ▶ The project demonstrates an experience that is inclusive and diverse, either through project content or the personnel involved in delivering the project; (5%) and
- ▶ The project design demonstrates a commitment to engage all participants by ensuring equity and access (considering factors including; cultural, socio-economic, geographical, physical, and intellectual ability); (5%) and
- ▶ The applicant outlines a plan for current and/or future adjustments to the project, based on the evolving needs of the community. (5%)

REVIEW CRITERIA

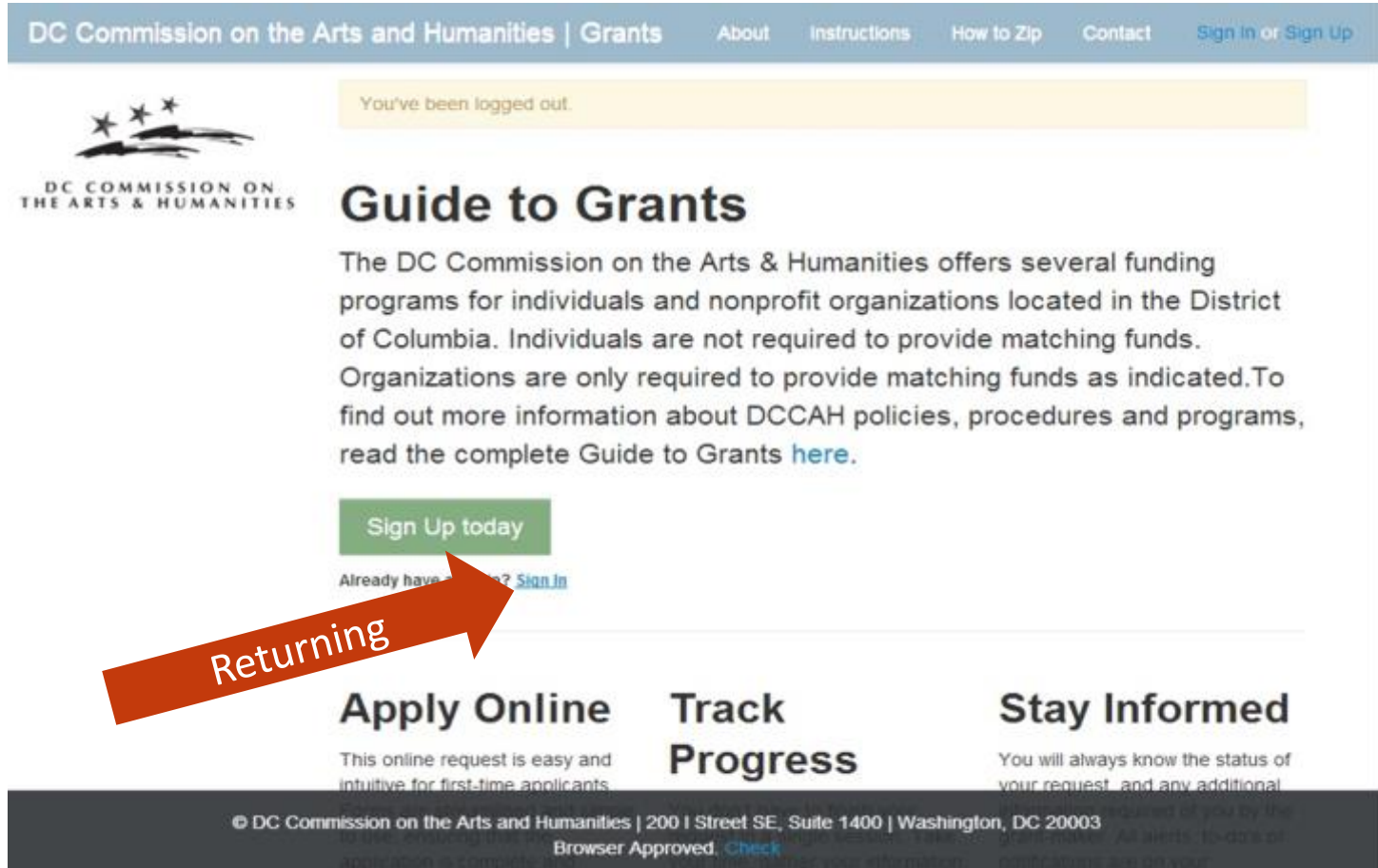
District Impact and Evaluation (15%)

- ▶ The project demonstrates the ability to reach a reasonable number of District residents and/or visitors; (5%)
- ▶ The applicant demonstrates a commitment to hiring DC-based artists and humanities professionals, where applicable, to deliver arts and/or humanities content (such as arts administrators, humanities professionals, teaching artists, educators, professional artists); (5%) and
- ▶ The applicant presents effective evaluation methods that will measure both project impact and effectiveness, and participant engagement. (5%)

Organizational /Project Management (30%)

- ▶ The applicant demonstrates the appropriate oversight, financial controls, and governance to deliver its services and programming; (15%) and
- ▶ The applicant has the necessary expertise and personnel in place to deliver its services and programming (15%)


CAH GRANT PORTAL



The screenshot shows the DC Commission on the Arts & Humanities Grants Portal. At the top, there is a navigation bar with links for "About", "Instructions", "How to Zip", "Contact", and "Sign In or Sign Up". Below the navigation bar, a yellow notification box states "You've been logged out." The main content area features the DC Commission on the Arts & Humanities logo and a "Guide to Grants" section. The guide text explains that the commission offers several funding programs for individuals and nonprofit organizations in the District of Columbia. It notes that individuals are not required to provide matching funds, while organizations are only required to provide matching funds as indicated. A green button labeled "Sign Up today" is prominently displayed, with a red arrow pointing to it from the word "Returning" written in white. Below the button, there is a link for "Sign In" for users who are already logged in. At the bottom of the main content area, there are three columns: "Apply Online" (with subtext "This online request is easy and intuitive for first-time applicants"), "Track Progress", and "Stay Informed" (with subtext "You will always know the status of your request, and any additional..."). The footer contains the address "© DC Commission on the Arts and Humanities | 200 I Street SE, Suite 1400 | Washington, DC 20003" and a "Browser Approved" notice with a "Check" link.

Returning

CAH GRANT PORTAL



DC COMMISSION ON THE ARTS & HUMANITIES

- My Open Applications
- My Submitted Applications

Your Applications

Note: You have already started an application. If you would like to start a new application, please click here [New Application](#)

Organizations

Click on Organization to view/edit

- My Fake Organization

Below you will find a list of your currently in progress applications. You do not have to complete your applications in a single session, but may return here at any time to continue working on them.

Note: The colleague functions allow you to invite a person to work with you on the same application. Hover over the options for further instructions.

Requests

Open Requests 1.2 of 2

Action	Colleagues	Request	Organization	Amount Requested	Workflow Status	Date Submitted	Items Nee
Grants in Aid (Organization)							
Edit	Del View Add New Add Existing	Request			Draft		N/A
Upstart (Organization)							
Edit	Del View Add New Add Existing	Request			Draft		N/A

CAH PORTAL: MEDIA VIEWER

Select existing Media Files or click the “Upload New Media File” button to upload a new Media File. You may use the items saved in My Media Files in one or more applications. After you have selected all of the media files you want to include, close this window.

[Click Here when you are done uploading files to see your new media files](#)

Upload Application Attachments

Photos: JPG, PNG, GIF | Videos: MP4, FLV | Audio: MP3

Description:

Upload File: No file chosen

(or) Youtube Video ID:

(or) Vimeo Video ID:

CAH PORTAL: MEDIA VIEWER

DCCA | Grants About Instructions How to Zip Contact Support

Request | Work Sample & Uploads

Regan Spurlock Artist Fellowship Program (Individuals)




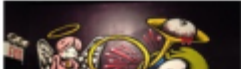
View Application Work Sample & Uploads Overview Request Final Review

Provide a statement describing how and why the artistic content of the work sample best represents the applicant and/or the project. Describe how this artistic work delivers artistic excellence and achieves stated goals.

Words remaining: 400

Media Viewer

Select or Upload Media Files to Attach

#	Action	Media File
1		 <p>Work Sample 1</p>
2		

REVIEW PROCESS

- ❖ Applications submitted by 10:00pm on Tuesday, June 13, 2023.
- ❖ Grants staff check applications for eligibility and completeness.
- ❖ Applications are sent to panelists in cohorts for review.
- ❖ Panelists spend 3-4 weeks reviewing and pre-scoring applications.
- ❖ Panelists convene for a day-long panel to discuss and determine final scores for applicants in cohorts.
- ❖ Grants staff present panelists' rankings and recommended funding scenarios and rationales to CAH's executive director and Grants Committee.
- ❖ Grants Committee submit recommendations to the full board of commissioners for approval.

PEF NOTIFICATIONS & PAYMENTS

- ❖ Applicants will be notified in writing on/after October 1, 2023.
- ❖ This notification may consist of a grant package, letter of ineligibility, or letter of denial.
- ❖ The original copy of the grant agreement and all associated documents must be completed and returned to CAH.
- ❖ Date of payment disbursement is subject to change depending on the availability of funds and completion of all compliance documents.

PERFORMANCE MONITORING

- ❖ All grant recipients are subject to monitoring requirements as outlined in the City-Wide Grants Manual and Sourcebook.
- ❖ PEF participants will be monitored by assigned CAH program manager through all of the following:
 - ❖ Interim & final reports via online portal (invoices & receipts).
 - ❖ Site visits (including performances, presentations and meetings with leadership).
 - ❖ Email correspondence and phone calls.
- ❖ All grantees must complete a final report by mid-October, 2024.
- ❖ 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.



Mural, 2020
"Neighbors and Friends"
CAH Public Art Collection
Artists: Mazi Mutafa, Kate Deciccio

Panelists are integral to the grantmaking process, providing a critical review, comments, and scores of all applications for particular grant programs.

CAH seeks panel diversity in all forms: age, race, gender, disabilities, sexual orientation, artistic discipline, location, etc.

There is a paid stipend for completed participation.

www.dcartarts.dc.gov/node/408342



QUESTIONS

Office Hours

Monday-Friday, 9 am to 5:30 pm

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