



**DC Commission on the Arts and Humanities
Heritage Grant Live Chat Session
Friday, February 19, 2016
2:30 PM – 3:30 PM EST**

Steven Mazzola

Good afternoon. This is Steven at DCCAH. Welcome to our webchat

Alexe

Do we need to submit board resumes. Upload doc says we do. Checklist does not.

Steven Mazzola

Hi Alexe. I would submit the bio or brief resume for your chair and or treasurer but that would be about it. Just to demonstrate governance and leadership

Chris

Hi Steven, thanks for hosting this. Will this webchat involve audio that we need speakers for, or will it only take place through messaging via this chat box?

Steven Mazzola

Hello, Chris. Just messaging through this text box

Briana330

Hi Steven. I understand the award amount is based on an org's full budget, but the sum of five programs might be a small slice of the pie. How can we ensure the panel takes into consideration the full scope of our offerings?

Steven Mazzola

Hello, Briana. Panelists will be concentrating on the overall activities as described in your narrative and uploads. The project lines are just to organize major activities so we can monitor your success together

Briana330

When the application asks us to "note instances of engagement," does it mean to describe how we engage the public in our work?

Steven Mazzola

Alexe

For which budget document are we submitting a budget narrative?

Steven Mazzola

The narrative should support the uploaded current budget



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Alexe

Balance sheet: online system asks for "current balance sheet". upload doc says to submit "most recently completed fiscal year." which one should we submit?

Steven Mazzola

Balance sheet from the most recently completed fiscal year

Julia

Question about the budget narrative: Given that we aren't requesting a specific funding amount from the Commission, how do we approach the matching funds? We have some unrestricted funds which we can use as matching, but I'm not sure how much to indicate as matching when we aren't requesting a specific amount.

Steven Mazzola

Indicate your history of how Commission funds have been matched in the past and any which are confirmed and/or pending for the next year when DCCAH funds will be awarded

Steven Mazzola

I am on the only one responding to questions today so thank you for your patience.

Manuel

Hi any idea when it will start the process to apply for FY17 grants

Steven Mazzola

Project grants such as Facilities, UPSTART, etc.. will begin with the Artist Fellowship program 4/14/16. Applicants not funded through Heritage are therefore eligible to apply for project grants and Facilities and UPSTART as eligible

Emma Moores

Hi Steven. On the dropdown for projects, what is I.D.E.A.?

Steven Mazzola

Distinct field building activities that promote inclusion, diversity, equity and access.

Tony (Art Enables)

Hi, Steve, how many works samples should we upload? It's not clear if there is a specific number that is required.



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Steven Mazzola

Hi, Tony, Check for visual arts but I believe its no more than 20 and you should upload your best work LAST as this is the work that appeals at the top of your work sample portion of the application.

Steven Mazzola

To clarify, the visual arts work samples section of the FY16 guidelines for guidance. We will be updating this shortly but the information will remain the same.

Chase

Hi Steven, thank you for being available today! Sorry if this question is redundant - are our normal activities (in our case a season of concerts) allowable for funding under Heritage Grant Programs, or are you looking for the activities beyond our normal season that are new. Or - can we include both?

Steven Mazzola

Hi, Chase. Definitely. I would refer to your mainstage season as one line on festivals and projects and then perhaps the GenOut concerts as either I.D.E.A. or Arts Education to distinguish. I know they perform within concerts as well

Alexe

What project category do our presenting and producing activities go

Steven Mazzola

Festivals and Projects

Tony (Art Enables)

For internally produced marketing materials, can I submit screen grabs of our newly launched website and online gallery/marketplace?

Steven Mazzola

Exactly

Emma Moores

On the budget narrative: should we submit as in previous years with each line item amount, or is it more a true narrative now? Last year's DCCA example was: Expense: Personnel – Artistic - \$9,000 (5 artists @ \$300 x 6 days).

Steven Mazzola

It's more of a true narrative now.



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Alexe

Does the narrative match the org budget that we submit via the upload section? Do we upload FY15 or FY16? or can we decide?

Steven Mazzola

Yes it should match and yes you should decide just make sure the FY is clearly identified on both

Manuel

Will new FY17 grant guidelines be available soon or we can the FY16 grant guidelines to understand the application process

Steven Mazzola

They will be available soon and yes, they will be more or less the same as last year with some tweaks.

Alexe

Confirming that we can submit our FY15 CDP instead of FY14

Steven Mazzola

You can. Given the timeline we didn't want most folks to work about the updating of their CDP (Soon to be Data Arts) but if you have it, great.

Tony (Art Enables)

For the "requesting support for up to 5 projects" section: Our program model is our primary "project." We don't necessarily run numerous parallel projects. Is it okay to discuss the program broadly in that section? The vast majority of our full organizational budget is dedicated to our primary program/project.

Steven Mazzola

Yes, Tony. Again, this is just for us to organize activities to measure success with you. There has to be at least 1 and this can be your only 1.

FY2016 Calendar Ye

Is FY2016 calendar year budget okay, even though the grant period would be 10/1/16 to 9/30/17?

Steven Mazzola

We understand there are different fiscal years. Just be conscious that funds will be for activities within DCCA's fiscal year of 10/1 through 9/30



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Christie

So you would almost need to submit a 2017 budget??

Steven Mazzola

No. By working with organizations that have been providing programming for at least 7 years, we anticipate the budget to be somewhat stabilized with some modifications for risk and/or growth. If your budget varies wildly from year to year, give a call and we can discuss offline the best approach if you can forecast ahead and its different from your current budget

Christie

OPGS compliance documents don't need to be submitted with the online app?

Steven Mazzola

For now I would submit a PDF placeholder with "Compliance documents available on request" We're hoping a lot of your arrest and conviction statements, etc.. will carryover but we may need to refresh in the future. We hope your liability for example will be accepted but we are required to request these with every application

Tony (Art Enables)

Last question from me (hopefully), would an article on AE from the WaPost this past year be acceptable to upload in the "reviews, letter of support" section?

Steven Mazzola

Tony, this is for you so ask away. I would call this an external support material.

Alexe

What Project Activity category do our presenting and producing activities go in?

Steven Mazzola

Alexe, let's talk offline when this is wrapped up but it seems like onstage would be a different line item from ignite which would be a different line item from classroom which would be different from dream

Christie

Stone Soup Films made a short (4 minute) documentary about our studio and the work that happens there, with interviews of teaching artists, etc. Would this be a work sample or support material? Can we upload it as a media file?



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Steven Mazzola

I don't think this is a work sample as you didn't produce the work but rather an external support material. You could upload a PDF with the web address to get panelists to see it

Christie

Regarding program type, what if our programs are both "arts education" and "East of the River"?

Steven Mazzola

It's up to you how you want to claim it. You could also use the brief description to refer to what it is not labelled in the drop down.

Alexe

Hi Steven, yes i was planning on putting them in different line items but just didnt know which category to choose . There doesnt seem to be one for production and creation of work. should that just go in "other" or "festivals and projects"

Steven Mazzola

I'd put it under Festivals and Projects

Steven Mazzola

Just a heads-up. Festivals and Projects will soon be called Projects Events and Festivals to align with FY17 nomenclature.

Christie

It's okay to use previously submitted work samples?

Steven Mazzola

Yes. We know there was a bit of a crunch getting this application together but we needed to do this for each cycle to complete in a timely fashion. As long as the work sample is within 2 years old it is acceptable.

Briana330

Can program costs include overhead?

Steven Mazzola

Yes, they can as similar to our project support application.

Steven Mazzola

You're very cold regarding the Chair's favorite lunch spot in Navy Yard



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Briana330

Sorry for the follow up, but what is the cap on the overhead allocation?

Steven Mazzola

There's no cap but usually there's a 35 admin to 65 programmatic split similar to our project applications

Steven Mazzola

And I hope folks are aware of the coming CDP update to DataArts

Christie

How many support materials can we upload? 3 or 6?

Steven Mazzola

Our strong recommendation is 3 internally produced and 3 externally produced but if you have reason to shift that balance, you may. These recommendations are based on our experiences with panelists about how much they like to read that's internally produced versus outside perspective

Christie

So there's one "support materials" box on the online form...that means we can upload 6 documents under that 1 category? Or we make 1 PDF of all 6 documents?

Steven Mazzola

Personally I prefer 1 PDF of all six with "internal" versus "external" at the top. This being written, you could add a second document line, call it support and break out your internal versus external for organization that way

Steven Mazzola

You then have two support lines on the application.

Christie

One last question, Steven: if we don't quite get it all 100% right, there's some forgiveness/understanding?? Since this is the first year and it's new and everything?? Thanks for your help, Steven.

Steven Mazzola

Our goal is to help all of you do your best. We have the vetting period after the application has been submitted to ensure everything is accessible so yes, there's forgiveness and understanding as long as its extended on both sides!



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Tony (Art Enables)

Steve, thanks for hosting this session, it's been very helpful.

Steven Mazzola

Thanks, Tony. We prefer to see you in person but yes, I know this saves you a trip and helps with your busy schedules. We'd rather you concentrate on delivering great arts, humanities and arts education programs. This will also be available on our website for review at a later time.

Briana330

Agreed with Tony, very helpful. Thank you!

Steven Mazzola

Thanks. Of course, you should always call/email with additional questions that come up.

Steven Mazzola

I can confirm the project/fellowship roll-out is 4/14/16 but we're still determining location and this in no way indicates where the event will occur.

Steven Mazzola

Hope everyone got a chance to see this article:

<http://www.washingtoncitypaper.com/blogs/artsdesk/general/2016/02/17/creating-the-future-an-interview-with-d-c-commission-on-the-arts-humanities-executive-director-arturo-espinoza/>

Steven Mazzola

You can also catch Executive Director Arthur Espinoza, Jr; and Chair Kay Kendall's testimony at yesterday's performance oversight hearing here: http://dc.granicus.com/MediaPlayer.php?view_id=2&clip_id=3059

Steven Mazzola

Let me save you three hours. He begins around 3:07:11

Steven Mazzola

Thanks for attending this webinar. We look forward to doing more of these in the future. Best of luck and do let us know when and if additional questions come up. Have a great weekend.