



DC Commission on the Arts and Humanities

FY2013

Arts Education Program

Program Guidelines

Organizations may apply for up to \$30,000

Deadline: Monday, June 11, 2012 by 6:00PM

Applicants may submit two Arts Education Program applications per fiscal year – one for School-Based Programs and one for Community-Based Programs

Arts Education Program Description

The Arts Education Program (AEP) is designed to support organizations that provide high-quality arts activities to youth in educational settings from early childhood through high school. These programs or projects may include, but are not limited to: arts instruction, arts integration, in-school performances and/or public performances. An emphasis should be placed on providing sequential instruction, not just one-off performances, to deepen each student's learning about the subject.

Funding is distributed in two categories: **School-Based Programs** and **Community-Based Programs** to organizations that demonstrate a significant and positive impact on student achievement.

School-Based Programs take place during the traditional school day for students, whether in classrooms or at an outside venue. Activities must directly benefit DC Public or Public Charter School students, and directly connect to curricula standards and instructional programs occurring at those schools. Evaluation criteria for School-Based Programs emphasize strong curriculum-based design.

Community-Based Programs take place outside of the traditional school day, such as at after-school, weekend or summer programs or events. Programs may be associated with schools or community-based settings; however, priority will be given to activities that engage youth multiple times throughout the year.

- **If requested activities have a primary focus involving public art installations, the applicant must request funds through the Public Art Building Communities program;**
- **Applicants with questions about this requirement are strongly encouraged to consult with a DCCAH staff member prior to applying to discuss the proper application category for the request.**

The Arts Education Program has a 1:1 cash matching requirement, designed to assist an organization's fundraising by leveraging funding from additional sources. Neither in-kind services nor other DCCAH funds may be used to satisfy the matching requirement. Funds must be spent within DCCAH's FY2013 (October 1, 2012 to September 30, 2013).

Arts Education Program Goals



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- Provide access to high-quality arts and humanities experiences that advance student achievement in the District of Columbia;
- Reinforce the importance of including the arts and humanities as a integral component of an excellent education; and
- Support activities that are consistent with local and national learning standards for arts education, including current District Public School Content Standards.

Eligibility Requirements

Individuals are not eligible to apply. Individuals interested in working with children must apply through the Artist Residency In Schools grant. DCCAHA does not currently make grants to individuals working with students in afterschool community-based settings.

Organizations may apply if they meet all of the following eligibility requirements at the time of application:

- Incorporated as a nonprofit, with a designated tax exempt status under section 501(c)(3) of the United States Internal Revenue Code, as well as in the District of Columbia;
- Principal offices are located in the District of Columbia, as demonstrated by the address on the organization's official 990 document. PO Boxes may not be used as a primary business address. Please do not use the address of a board member or volunteer;
- A demonstrated commitment to provide arts and humanities to the residents of Washington, DC. At least fifty-one percent (51%) of scheduled arts activities occur within the District of Columbia;
- Applicants must be in good standing with DCCAHA. Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2012, are ineligible to receive an additional award from DCCAHA in FY2013;
- Fiscal agents are prohibited; and
- Colleges, universities, service organizations, foreign governments or other DC government agencies, including DC Public Schools, are prohibited from applying for any DCCAHA grants.

Public Charter Schools and Parent Teacher Associations are eligible to apply, but funding may not be attributed to school personnel, faculty and/or general art supplies or equipment. The Arts Education Program will not offset the responsibilities of each school in providing its students an excellent education, but will support projects that enhance the learning that is already occurring.

DC Cultural Data Project (DC CDP)

Beginning in 2012, DCCAHA will require **Grants-In-Aid, Arts Education Program, UPSTART, Cultural Facilities Projects and City Arts Projects** applicants to complete the DC Cultural Data Project (DC CDP) Data Profile.

The DC CDP is a District-wide, collaborative effort of public and private funders and consists of an online system for collecting and standardizing historical, financial and organizational data. The DC CDP will



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provide the cultural community with comprehensive data on arts and culture in DC, and enable organizations to view trends in their data, benchmark themselves against peer organizations, and enhance their financial management capacity.

The DC CDP Data Profile is an annual requirement completed through the CDP website www.DCculturaldata.org. The information entered into the Data Profile will be used to generate application and report materials for the DCCA and other funders.

Complete instructions for getting started with the DC CDP are available here: <http://www.DCculturaldata.org/orientation.aspx>. Further instructions on how to use the DC Cultural Data Project are below.

Instructions for the use of the DC CDP:

1. Go to www.DCculturaldata.org and click on “New User Registration.”
2. Create new Data Profile. **Complete a Data Profile for each of the TWO most recently completed fiscal years; start with the earliest year.**
3. Enter data using your board-approved financial audit/review or year-end financial statements.
 - a. If your organization is not audited/reviewed, enter data based on board-approved year-end financial statements.
 - b. If your organization is an arts program/department within a larger institution, enter data based on internal financial statements of the arts program/department and indicate that you have a parent organization in Section 1.
 - c. DO NOT enter project budgets, budgets for future years, or data from incomplete or not-yet-approved audits/reviews/financial statements.
4. When finished entering data, click on Submit/Error Check; address any errors and call the Help Desk if you have questions.
5. On My CDP, go to the Funders Reports section, select the fiscal year for the report and click on “GO.” Click on the link for the DC Commission on the Arts and Humanities to generate the report and print.
6. **Review your Funder Report;** if you need to make changes, call the Help Desk.
7. Attach the Funder Report along with your DCCA application materials.

Please Note: As part of the effort to ensure the accuracy of your data, throughout the year the DC CDP Help Desk will review each of your submitted Data Profile(s) and contact you with suggested revisions. **It is your responsibility to respond to the Help Desk and to make any necessary changes to the submitted Cultural Data Profile(s).** This process **will not interfere** with your ability to run Funder Reports and apply for grants.

Online training is also available here: <http://www.DCculturaldata.org/training.aspx>.

Please direct questions concerning the Cultural Data Profile to:

DC CDP Help Desk:



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Toll Free: 1-855-223-2237 (1-855-22-DCCDP)

Email: help@DCculturaldata.org

The DC CDP Help Desk is available Monday – Friday from 9:00am – 5:00pm EST.

DC CDP website: <http://www.DCculturaldata.org>

DCCAH Application Process

DCCAH utilizes an online grant application website called [Zoom Grants](#). All applicants **MUST SUBMIT** the application online via Zoom Grants by 6:00PM on the deadline date. **DCCAH will not accept mailed, emailed or hand-delivered copies of grant applications. Late applications will not be accepted.**

Grant Application Procedure

1. Download the [Classification Sheet](#) on the DCCAH website. For each of the five (5) classification categories, select one classification that best describes the applicant and the grant request(s):
 - a) Institution Type;
 - b) Applicant Discipline;
 - c) Project Discipline;
 - d) Artist Type;
 - e) and Type of Activity.
2. Review the FY13 Guide to Grants and the grant guidelines thoroughly and determine eligibility of the applicant, project and project activities;
3. Go to the [Apply for Grants](#) page and register with Zoom Grants, DCCAH’s online grant application website. Zoom Grants provides a step-by-step tutorial on how to submit the application [here](#);
4. Once fully registered, select the desired grant program(s) and complete the application questions and budget/budget narrative data;
5. Upload all required documents and supplementary material;
6. Upload the required work sample. Please note that work samples must speak to the artistic content of the applicant as it relates to the grant request;
7. Submit the application by 6:00pm on the grant program’s deadline date;

For technical assistance, contact Zoom Grants toll free at 866-323-5404.

The application process is competitive and subject to the availability of funds. Applicants may not request or receive funding for the same project activities through more than one Commission grant program or grant category.



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Applicants are fully responsible for the content of their application packages. An automated confirmation of an application's submission does not guarantee an application's eligibility nor recommendation for funding by the Advisory Review Panel. DCCAH staff cannot make corrections to applications on behalf of applicants nor can Zoom Grants' staff. DCCAH staff will review applications for completeness and contact applicants for any missing documents within 5 business days of the deadline. Applicants are responsible for adding missing documents within 5 business days of DCCAH's notification. Incomplete applications may not be forwarded to the Advisory Review Panel for review.

Technical Assistance and Workshops

DCCAH staff members are available to help develop grant applications through group and individual technical assistance. Between May and June 2012, the DCCAH will conduct free workshops for participants to learn useful information about the agency's funding opportunities and how to submit a successful grant application. More information about the dates and times of these workshops can be found on our website (www.dcartarts.dc.gov) under [Grant Writing Assistance](#). In addition, DCCAH staff members are available for individual, pre-scheduled 30-minute appointments, up to one week before the deadline. Contact information for the DCCAH staff members is available at www.dcartarts.dc.gov under [Who We Are – DCCAH Staff](#).

Arts Education Program workshops will take place at the offices of the DC Commission on the Arts and Humanities and the Dorothy I. Height Benning Library. **Workshop dates, times and locations listed below are subject to change.**

Monday, May 14th from 1:00 – 2:30 PM
DC Commission on the Arts and Humanities
1371 Harvard St. NW
Washington, DC 20009

Wednesday, June 6th from 1:00 – 2:30 PM
Dorothy I. Height Benning Library
3935 Benning Rd. NE
Washington, DC 20019

Review Process

All applications are scored according to four categories: Artistic Content, Community Impact and Engagement, Sustainability and Capacity, and Overall. These evaluation criteria are specific to each grant program and explained on page 8. A volunteer Advisory Review Panel is comprised of arts and humanities professionals independent of the DCCAH. The panel scores applications using the criteria and makes funding recommendations to the Commission Board. The Commission Board reviews panel recommendations and makes all final funding determinations. Funding decisions are not determined by DCCAH staff.



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For more information regarding the grant review process please visit the [Guide to Grants](#). To nominate a person(s) to serve on DCCAH Advisory Review Panels, complete an [Advisory Panelist Nomination](#) form and submit it by June 1, 2012.

The evaluation process will also take 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.

Funding Restrictions

As a District of Columbia agency, the DCCAH must ensure that all grant funds are expended in a fiscally responsible manner. Allowable costs are those that District government and the DCCAH have determined as valid expenditures.

Pursuant to requirements from the Office of the City Administrator, grantees may not spend more than 35% of the AEP grant on overhead and administration costs. **DC Public Charter Schools and PTAs may not contribute ANY expenses to overhead and administration costs.**

Examples of allowable costs for ARTS EDUCATION PROGRAMS:

- Salaries for arts educators for nonprofit organizations;
- Teaching artists / consultants;
- Travel and transportation directly related to project implementation; and
- Materials, supplies and pieces of equipment under \$500 directly related to project implementation;
- Overhead, maintenance and administration not exceeding 35% of the grant and match;

Examples of unallowable costs for ARTS EDUCATION PROGRAMS:

- Overhead, maintenance and administration exceeding 35% of the grant and match;
- Food and beverages;
- Operational Reserves;
- Tuition and scholarships;
- Costs related to fundraisers and special events;
- Pieces of equipment over \$500;
- Travel not directly related to the execution of the project;
- College tuition or to fund universities, service organizations, foreign governments, or DC government agencies, including DC Public Schools.

All expenses will be approved by the grant program manager before the grant agreement is processed for payment.

Individuals are not restricted from receiving funds from multiple grant programs. However, organizations cannot receive more than 2 grant awards through the **Arts Education Program, City Arts Projects; and Grants-in-Aid, but may apply to all. An applicant is not restricted from receiving additional grant awards from any other grant program(s).**



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Please refer to the Guide to Grants for detailed information regarding funding restrictions.

Notification and Payment

Applicants will be notified in writing of their application status after October 1, 2012. This notification may consist of a grant package, letter of ineligibility, or letter of denial. More information about grant notification may be found in the FY2013 Guide to Grants.

Please note that the date of payment disbursement is subject to change depending on the availability of funds. The date eligible for payment does not ensure the date of payment; it provides a general timeframe. DCCAH works with other DC government agencies to pay grant recipients in a timely manner but DCCAH does not create or distribute payments onsite. **To expedite the payment process, DCCAH strongly recommends FY13 grant recipients register for direct deposit.** For more information on direct deposit, visit [Manage Grant Award](#) on our website.

DCCAH reserves the right to rescind any and all grant awards for non-compliance with grant guidelines, policies and regulations. FY2012 grantees with unfulfilled reporting, in any funding program, as of October 15, 2012, are ineligible to receive any additional awards from DCCAH.

Risk Management and Performance Monitoring

All grant recipients are subject to risk assessments and monitoring requirements as outlined in the [City-Wide Grants Manual and Sourcebook](#) from the Office of the City Administrator (OCA). OCA requires the DCCAH to establish standards for grantees in making determinations of demonstrated performance prior to the award of all grants.

All activities funded by DCCAH will be monitored and evaluated by staff to assure compliance with all aspects of the District of Columbia's requirements, which may include evaluating allowable costs, meeting project benchmarks, providing proof of expenditures, etc.

All FY13 grant recipients must complete final reports by October 15, 2013. Grantees are required to document payment of all expenses paid by grant funds as well as the required match. Interim and final report forms are available online through the [Manage Grant Award](#) link on the DCCAH's website. All grantees are responsible for reporting grant awards as income on federal and local tax returns and are strongly encouraged to consult with the tax professionals and the IRS.

Contact Information

For more information regarding DCCAH's grant programs, or clarification about accessibility requirements, work sample submissions and the grant making process, please refer to the [Guide to Grants](#). Additional questions about the Arts Education Program can be referred to Carlyn Madden, Arts Education Manager at carlyn.madden@dc.gov or 202-724-5613.



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Review Criteria

Artistic Content 30%

- The applicant's work sample and support materials (brochures, articles, letters of support, etc.) demonstrate high standards of artistic excellence within the chosen discipline(s);
- The described artistic activities advance student learning through the arts;
- The related goals and schedule of planned activities are feasible;
- The applicant uses personnel with demonstrated arts expertise (such as arts administrators, teaching artists, educators, professional artists) to plan and implement artistic content;
- The applicant demonstrates a commitment to hiring DC-based artists, where applicable, to deliver artistic content (such as arts administrators, teaching artists, educators, professional artists); and
- The applicant presents effective evaluation methods specific to the project, which are used to improve future activities and services.

Community Engagement and Impact 30%

- Applicant directly targets a substantial number of DCPS and DC Public Charter School youth;
- The described arts activities are enriching experiences that meet the unique needs of the DC youth;
- Applicant partners with similar or complementary organizations to leverage resources for the described activities; and
- The proposed activities and services are available to people with disabilities.

Organizational Capacity and Sustainability 30%

- The organization demonstrates proper oversight with a committed Board of Directors with well-rounded expertise;
- The applicant is sufficiently stable, in terms of arts expertise, organizational capacity, financial status, to implement the proposed request;
- The applicant demonstrates the internal capacity to administer the grant and has appropriate financial monitoring systems in place to track expenditures;
- The applicant's budget information is detailed, accurate, feasible, and directly related to the grant request. All items funded with grant dollars are eligible expenses under the grant;
- The applicant clearly demonstrates ability to attract the financial support necessary to sustain the activities and match required funds, if applicable.

Overall 10%

- The applicant's project and intended outcomes directly support student achievement and development for District of Columbia youth;
- The grant request aligns with and supports the applicant's mission;
- The applicant has a demonstrated commitment to providing similar programs and/or services to residents of Washington, DC; and
- The project and intended outcomes support the goals of the Arts Education Program.



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Checklist

The following is a checklist for all mandatory and supplementary documents required to submit the Arts Education Program application. Documents must be uploaded through Zoom Grants prior to the application deadline. These documents are in addition to the required narrative questions.

MANDATORY DOCUMENTS

- Completed application, submitted on Zoom Grants
- Signed W-9 (Request for Taxpayer Identification and Certificate)
- Resume(s) of key personnel involved in the project, such as artistic staff and educators
- One-page Organizational Chart
- Work Sample(s) – see Guide to Grants for more information on Work Sample Requirements. *Flyers and brochures DO NOT count as work samples.*
- Support Material – up to six additional items, e.g., publicity, letters of support, programs, brochures, evaluations, strategic plans, etc.
- IRS Letter of Determination
- District of Columbia Certificate of Incorporation
- List of current board of directors, including officers, occupations and term limits
- Current FY Organizational Budget with Year-To-Date Income and Expenses
- Current FY Balance Sheet from within the last financial quarter
- 2011 CDP Funder Report

OPTIONAL DOCUMENTS

- Letter of Agreement from project site(s)