



INNOVATE DC – *A Fresh Start* Special Arts Initiative

(DEADLINE: THURSDAY, FEBRUARY 26, 2015, 4:00 PM)

Mayor Muriel Bowser is pleased to join with the DC Commission on the Arts and Humanities (DCCA) to offer one-time grants of up to \$100,000 to District-based 501(c) (3) nonprofit arts and community-based organizations for projects that stimulate and maintain the long-term development and impact on the arts, humanities and Creative Economy in Washington, DC.

WHAT IS INNOVATE DC?

Innovate DC is a funding initiative of the DCCA that best reflects the creativity and entrepreneurial spirit of the District of Columbia’s arts, humanities and cultural sectors. This initiative reinforces Mayor Bowser’s commitment to advance a ***Fresh Start*** with programs that are creative, innovative and groundbreaking. Funding opportunities have been expanded to include multi-disciplinary and multi-platform initiatives, plus culinary arts, fashion, graphic design, digital media and film. Please bear in mind the application process is competitive and subject to the availability of funds.

Successful applications:

- 1) Present a visionary idea that represents a strategic departure from the applicant’s standard practices in order to create a transformative impact on the cultural life of Washington, DC.
- 2) Bring diverse populations together in new and dynamic ways.
- 3) Demonstrate close collaboration among artists, arts organizations and may include practitioners and organizations working in other fields, such as science and technology.
- 4) Establish robust and/or long-term public-private partnerships among local government and other funders from the private and corporate sectors.

ELIGIBILITY

Individuals are ineligible to apply to **INNOVATE DC**. Organizations may apply as lead applicants 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 incorporated within the District of Columbia;
- Have their Federal and DC tax exempt status (subject to DCRA verification) in good standing for one year prior to the application deadline;
- Have principal offices that are 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;
- In good standing with DCCAH. Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2014, are ineligible to receive additional awards from DCCAH in FY 2015;
- Have a demonstrated commitment to provide arts and humanities programs to the residents of Washington, DC;
- At least fifty-one percent (51%) of scheduled arts and humanities activities occur within the District of Columbia;
- Applications submitted by for-profit organizations are ineligible;
- Colleges, universities, service organizations, foreign governments or other DC government agencies, including DC Public Schools are not eligible to apply; and
- Fiscal agents are strictly prohibited.

SELECTION CRITERIA

- **Innovation 40%:** The project is a visionary idea that represents a strategic departure from the applicant's standard practices.
- **Responsiveness 30%:** The project responds to an unfulfilled need within the community, with particular emphasis on citywide impact.
- **Impact 30%:** The project is transformative, having the potential to initiate change within the District of Columbia's arts, humanities and creative economy communities.

FUNDING DETAILS

How much will be awarded to a single project?

Up to \$100,000 may be awarded by DCCAH to DC-based nonprofit organizations for selected projects. The grant may not be used to fund 100% of project costs. The grant is intended to provide catalytic funds as part of a strong committed group of supporters for each project.

What is the duration of the grant?

Grant funds must be spent by September 30, 2015. Award announcements will be made after April 1, 2015.

Can applicants be from partnerships of two or more entities (multiple organizations)?

Yes, partnerships, collaborations and multi-site projects are encouraged. Applicants may apply as part of a consortium but only one applicant can serve as the authorized lead applicant. Lead applicants must meet all DCCAHA eligibility criteria. Information about all consortium members will need to be included in the application materials.

Does the application have to be for a new art project or can it be an in-progress project?

DCCAHA requests all applicants to submit original ideas for art projects that have the potential for innovative and positive impact on the District of Columbia. Initiatives that are in development and have not yet been realized will also be considered. ***Projects previously funded by the DCCAHA will not be considered.***

What types of art projects will be considered?

DCCAHA encourages submission from all artistic disciplines for projects that fulfill the selection criteria including but not limited to visual arts, performing arts, culinary arts, fashion, graphic design, digital media, film and multimedia arts.

What project expenses are eligible for support from DCCAHA?

Innovate DC grants can be used for any project related expenditures including artist/collaborator fees, administrative overhead, and costs. Administrative expenses are capped at 25% of the grant award. While the use of funds is intended to be flexible, DCCAHA will not fund 100% of project costs. Payment schedules will be determined based on individual projects. Grant funds may not be used for project activities that occur prior to April 1, 2015.

Do in-kind contributions count as part of the total project budget?

Yes, in-kind contribution costs count and applicants will be asked to itemize them as part of the application. However, compelling proposals will also include meaningful cash contributions as evidence of a robust public-private partnership support of the project.

Will projects outside the District of Columbia be considered?

Only projects presented in the District of Columbia will be considered, however collaborations are encouraged with individuals and entities inside or outside the District of Columbia. The lead applicant and the project must reside in the District and benefit the creative economy in the District.

INNOVATE DC GRANT PROGRAM DOES NOT FUND

- Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2014
- Projects already being funded by a FY15 DCCAH grant award.
- Overhead, maintenance and administration exceeding 25% of the grant and match.
- Cash reserves and endowments.
- Debt reduction.
- Re-granting.
- Lobbying expenses.
- Expenses related to the construction of facilities.
- Other capital expenditures.
- Food and beverage for receptions and hospitality functions.
- Fundraising projects.
- Fiscal Agents

APPLICATION INSTRUCTIONS

1. Go to the [Apply for Grants](#) page on the DCCAH website and select the [FY15 Grant Application Portal](#) to register:

- **Select “Special Arts Initiative” to begin the Innovate DC application;**

2. Complete the application questions, and budget data, upload all required documents, application narrative, supplementary material, and work samples etc.

3. IMPORTANT! Enter N/A in response to the question “Please provide a concise description of the request. Briefly detail the arts and humanities activities and goals during the grant period (October 1, 2014 – September 30, 2015).” Applicants do NOT need to respond to this question.

4. Submit the application by 4:00 pm on February 26, 2015.

***NEW* CREATE AN APPLICATION NARRATIVE**

The Application Narrative must be submitted as one single PDF document, **no more than 3 pages in length. Narratives that exceed 3 pages will only have the first 3 pages submitted for review.** Title the PDF document with the primary applicant name (*e.g. ABC Arts Organization Application Narrative*) and format as follows:

- Use at least 12-point font, single or double-spaced, with 1" margins.
- Label pages clearly with the primary applicant name (*e.g. ABC Arts Organization*). Place labels in the top right hand corner of each page.
- Number pages sequentially; place page numbers in the bottom right hand corner of each page.

The Application Narrative must respond to **all** of the following questions. Organize your narrative responses a), b), c), etc.

- Provide a descriptive title and a brief, one-sentence description of the project.** Consider this the elevator pitch.
- What is the project?** Describe it in detail, as if we don't know anything about the project.
- Whose brainchild is this?** Describe the author of the project or if applicable, the team or organization(s) involved. Describe how you are uniquely positioned to see the project through.
- How does the project address the criterion Innovation?** Clearly articulate why this project is groundbreaking. How does it reach beyond the applicant's traditional goals, practices, and networks of influence to help build on the Creative Economy in the District of Columbia.
- How does the project address the criterion Responsiveness?** Define in detail the project's audience and/or market. Describe how the project directly engages that targeted audience or market, how it responds to the concerns or needs of that audience or market, and how it is different from what is already offered or available.
- How does this project address the criterion Impact?** Clearly describe the anticipated effect of the projects activities. How are they attainable?
- Describe how the funds will be used within the funding period.** Address the plan to expend the grant funds given full funding *and partial funding*. What will collaborative partners provide during the funding period?
- Obtain a Letter of Support (if applicable).** *Applicants must provide a letter of support from any partnering non-profit organizations demonstrating commitment to the project.* Upload the letter(s) of support as a PDF document and title the PDF document with the partner organization's name (*e.g. ABC Arts Organization Letter of Support*).
- Five-minute pitch** – If selected for the second round of consideration, applicants will be required to provide a five-minute presentation ("pitch") to a panel of experts.

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

Applicants are fully responsible for the content of application packages. An automated confirmation of an application's submission does not guarantee an application's eligibility nor imply recommendation for funding by the Advisory Review Panel. DCCA

staff is not permitted to make corrections to applications on behalf of applicants. DCCAH staff will review applications for completeness and contact applicants for any incomplete documents within five business days of the deadline. Applicants are responsible for updating attachments within five business days of DCCAH’s notification. Incomplete applications will not be forwarded to the Advisory Review Panel for consideration.

All applications must be submitted online by the deadline, **4:00 pm, Thursday, February 26, 2015. Incomplete or late applications, or applications which do not follow the instructions, will be ineligible for review and funding.** The grant period is from April 1, 2015 to September 30, 2015. Grant funds may not be used for project activities that occur prior to April 1, 2015.

Timeline and Technical Assistance Workshops

Workshops will take place at the offices of the DC Commission on the Arts and Humanities and THEARC

FY15 INNOVATE DC Grant Timeline			
DATE	TIME	EVENT	LOCATION
Wednesday, January 28		FY15 Innovate DC Announcement	
Wednesday, February 4	4-6:00PM	Innovate DC Workshop	DCCAH
Wednesday, February 11	4-6:00PM	Innovate DC Workshop	THEARC
Wednesday, February 18	4-6:00PM	Innovate DC Workshop	DCCAH
Thursday, February 26	4:00PM	FY15 Innovate DC Applications Due	

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). DCCAH has established 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 FY15 grant recipients must complete final reports by October 15, 2015. Grantees are required to document payment of all grant related expenses as well as the required match. Interim and final report will be completed through the online portal. Grantees may access the interim and final report pages through the [Manage Grant Award](#) page 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 the FY15 **INNOVATE DC** grant and the grant making process, please refer to the [Guide to Grants](#). Additional questions about **the INNOVATE DC** grant should be directed to: Derek Younger, Special Assistant, or Moshe Adams Director of Grants at 202-724-5613 or via email at derek.younger2@dc.gov or moshe.adams@dc.gov.

Required Documents

- **Work Sample** - Work samples are a critical to each application and are carefully considered during application review. The work sample carries much weight because it typically contains the clearest depiction of the applicant's best work.
- **Application Narrative** – See Page 5 for details about requirements. The Application Narrative must be submitted as one single PDF document, no more than 3 pages in length. Narratives that exceed 3 pages will only have the first 3 pages submitted for review.
- **Résumés of Key Personnel** - Résumés of the key artists, administrators, and facilitators involved in the grant activities. The professionals involved in the project determine the capacity of the project and ability for the applicant to effectively create an excellent product and/or experience.
- **Support Material** - Support materials are 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! They do, however, reinforce the quality of the applicant and programming.
- **Letter of Support (if applicable)** - Applicants must provide a letter of support from any partnering non-profit organizations demonstrating commitment to the project.
- **Current Fiscal Year Balance Sheet (of Lead Applicant)**
- **DC Certificate of Incorporation**
- **IRS W-9 - signed**