



DC COMMISSION ON  
THE ARTS & HUMANITIES

# FY16 PROJECT-BASED GRANTS CITY ARTS PROJECTS ORGANIZATIONS

Applicants may submit one City Arts Project application per grant cycle

## **Project Budgets - Less than \$100,000**

Organizations may request up to \$30,000  
Deadline: Wednesday, May 13, 2015 at 4:00PM

## **Projects Budgets - \$100,000- \$199,000**

Organizations may request up to \$40,000  
Deadline: Wednesday, May 13, 2015 at 4:00PM

## **Project Budgets - \$200,000 and up**

Organizations may request up to \$50,000  
Deadline: Wednesday, May 13, 2015 at 4:00PM



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**FY 2016**

### City Arts Projects (Organization)

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### City Arts Projects (Organizations) Questions

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#### **Work Samples & Uploads**

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.

(500 Words)

(Required)

Work Sample:

(Required)

Support Material:

(Required)

Resume(s) of key personnel involved in the project, such as artistic staff and project administrators :

(Required)

FY14 CDP Funder Profile (Review Complete):

(Required)

Current Board of Directors:

(Required)

W-9:

(Required)

IRS Letter of Determination:

(Required)

DC Certificate of Incorporation:

(Required)

Letter of Project Site Agreement:

## **Overview**

Project Title:

(10 Words)

(Required)

Please provide a description of the grant request.

(15 Words)

(Required)

Amount Requested:

(Required)

Type of Support:

(Required)

Project Begin Date (Projects must begin on or after October 1, 2015):

(Required)

Project End Date (Projects must end on or before September 30, 2016):

(Required)

Briefly detail the arts and humanities activities and goals during the grant period (October 1, 2015 through September 30, 2016).

(200 Words)

(Required)

Have you received a grant from DCCAH within the past 5 years?

(Required)

Has your address changed in the past 12 months?  
(Required)

## **Request**

### **Organization Profile**

In which Ward is the Applicant located?  
(Required)

Legal Status:  
(Required)

Applicant Discipline:  
(Required)

Institution Type:  
(Required)

Organizational Founding Date:  
(Required)

Organizational Fiscal Year:  
(Required)

Provide the organization's mission statement, vision and history. Please include the top three recent accomplishments.  
(Required)  
(200 words)

### **Request Details**

Project Discipline:  
(Required)

Artist Type:  
(Required)

Type of Activity:  
(Required)

Arts Education Population, if applicable:  
(Required)

Project Descriptors:  
(Required)

Is this a festival or city arts project? (If “Festival”, then the applicant MUST provide a “Letter of Project Site Agreement” in the Work Sample and Uploads tab.)

(Required)

Provide a timeline and/or schedule of planned activities related to the grant request.

(300 Words)

(Required)

If applicable, provide past examples executing activities similar to this request. If not applicable, please describe why. Responses can include examples of the applicant fabricating, installing, managing, producing and/or presenting similar projects.

(300 Words)

(Required)

What personnel does the applicant use to implement the project? Of these, how many are DC-based?

(200 Words)

(Required)

Expected number of artists paid by this grant request (in whole or in part):

(Required)

### **District Impact & Engagement**

Which ward(s) do your activities and/or programs impact through audience attendance and/or participation?

(Required)

Expected number of individuals served by this request during the grant period:

(Required)

Define the DC target audience and/or participants as related to the activities and/or programs and the grant request. In what ways do the applicant’s distinct activities and/or programs meet the needs of the targeted DC population? Consider how the applicant’s work is differentiated from other applicants in DC within the discipline.

(400 Words)

(Required)

How will the applicant market its activities and/or programs to specified target audiences and/or participants in DC? What are the direct DC efforts to engage the applicant’s DC audience and/or participants? How does the applicant evaluate this engagement?

(300 Words)

(Required)

What modes of programmatic evaluation has the applicant used in the past? Provide examples of changes as a result of the evaluation(s). If none, explain why. What are the anticipated modes of evaluation the applicant will employ?

(300 Words)

(Required)

If partnerships are involved in any of the activities or efforts discussed above, note them with relevant details such as financial, resource sharing and/or as in-kind. If not, explain why.

(300 Words)

(Required)

How does the applicant work to ensure that all activities and modes of engagement are accessible to District residents and visitors of all abilities and backgrounds? Discuss the applicant's strategies to include people with disabilities as well as other underserved populations, which include those whose access to professional arts and humanities experiences is limited by geography, ethnicity, and/or economics. (For more information, review the Americans with Disabilities Act, the FY15 Guide to Grants and DC Human Rights Act of 1977.)

(200 Words)

(Required)

### **Budget Narrative, Capacity & Sustainability**

Total FY14 Organizational Expenses:

(Required)

Total Project Budget:

(Required)

Provide a budget narrative explaining items and amounts listed in the "Budget" tab with all relevant information. The narrative must detail whether funding from other sources is secured or pending. If applicable include the sources of any matching funds.

Example:

Expense: Personnel – Artistic - \$9,000 (5 artists @ \$300 x 6 days)

Income: Contributed: GOV'T: Federal – \$7,500 – pending

(400 Words)

(Required)

Describe the applicant's revenue strategy to sustain artistic programming over the course of FY2016 and to provide the cash match of grant funds if applicable.

(200 Words)

(Required)

Please explain any large variances on the CDP profile. Is there anything specific that the panel should know about the applicant's finances?

(300 Words)

(Required)

## **Budget**

(Budget Tab, Required)

Project Income:

(Required)

Project Expenses:

(Required)