



DC COMMISSION ON THE ARTS & HUMANITIES

## FY 2022 RELIEF AND RECOVERY FUND (CAH-RRFo) GRANT PROGRAM: ORGANIZATIONS

### REQUEST FOR APPLICATIONS

The DC Commission on the Arts and Humanities (CAH) requests applications from qualified arts and humanities organizations for its Fiscal Year 2022 Relief and Recovery Fund (CAH-RRFo) grant program. Eligible organizations may request up to \$30,000, depending upon allowable expenses. The number and amounts of grant awards are subject to CAH's availability of funds.

**RFA Release: Monday | May 16, 2022 | 4:00pm**

**Submission Deadline: Friday | June 17, 2022 | 10:00pm**

Incomplete or late applications or applications that do not follow the instructions and guidelines may be deemed ineligible for review and funding.

Prospective applicants should read through this Request for Applications (RFA) in its entirety before submitting an application.

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**Staff Contacts:**      Jeanne Hisle, Grant Manager | [jeanne.hisle@dc.gov](mailto:jeanne.hisle@dc.gov)  
                                 Krystle Seit, Grant Manager | [krystle.seit@dc.gov](mailto:krystle.seit@dc.gov)  
                                 Marcia Howard, Grant Manager | [marcia.howard@dc.gov](mailto:marcia.howard@dc.gov)

The DC Commission on the Arts and Humanities (CAH) is an independent agency within the District of Columbia government that evaluates and initiates action on matters relating to the arts and humanities and encourages the development of programs that promote progress in the arts and humanities. As the official arts agency for Washington, DC, CAH is supported by District government funds and in part by the National Endowment for the Arts, a federal agency.

Government of the District of Columbia  
Commission on the Arts and Humanities  
200 I Street, SE, Suite 1400, Washington, DC 20003  
202-724-5613 | [dcarts.dc.gov](http://dcarts.dc.gov)

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# FY 2022 RELIEF AND RECOVERY FUND GRANT PROGRAM: ORGANIZATIONS

## REQUEST FOR APPLICATIONS

The DC Commission on the Arts and Humanities (CAH) is soliciting applications from qualified, District of Columbia-based arts and humanities organizations for its Fiscal Year 2022 Relief and Recovery Fund (CAH-RRF) grant program.

Applicants may submit one (1) CAH-RRF grant application per fiscal year cycle.

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### OVERVIEW

DC Commission on the Arts and Humanities (CAH) is committed to supporting arts and humanities organizations based in the District of Columbia and realizes that the path to financial recovery from the COVID 19 pandemic is a gradual one. CAH releases its CAH-RRF opportunity in recognition of the ongoing support that is needed to help the community rebound and thrive again. Grant award funds must be spent within CAH's Fiscal Year 2022 (October 1, 2021 to September 30, 2022).

### GRANT PROGRAM GOAL

These funds will be disbursed through one-time grants with the intention of helping sustain arts and humanities organizations that are new applicants to CAH and organizations that are not currently funded in CAH's FY 2022 grant cycle and whose programs and operations have been adversely impacted by COVID-19.

### ELIGIBILITY REQUIREMENTS

Applicants must be able to demonstrate that their work has been significantly impacted by COVID-19, and as a result, their non-profit arts or humanities organizations have lost contributed or earned income used to sustain their programs and operations. Artists and humanities organizations that have begun to recover from the impacts of the pandemic and that are beginning to generate artistic/humanities content, are also encouraged to apply.

All DC-based nonprofit arts and humanities organizations who meet all of the following requirements by the application deadline are encouraged to apply:

- Be incorporated as a 501(c)(3) nonprofit by application deadline.
- Have a principal business office address in the District of Columbia. CAH will not allow post office boxes as business addresses. Addresses are subject to site visits.
- Have a primary mission focus in at least one discipline of the arts or humanities, including: dance, design, folk and traditional arts, media and film, music, theater, visual arts, languages and literature, philosophy, history, archeology, religion, and law—as evidenced by either:

- (a) the organization’s most recently submitted IRS Form 990 or
- (b) the majority of the organization’s activities, personnel costs, and budget are dedicated to the planning and implementation of arts or humanities programming.
- Have a history of actively providing arts and humanities programs in the District of Columbia for at least six months prior to the application deadline.
- Ensure at least fifty-one percent (51%) of the organization’s activities occur in the District of Columbia.
- Register and comply with the regulatory requirements of pertinent government agencies, including (but not limited to): DC Department of Consumer and Regulatory Affairs (DCRA), DC Office of the Chief Financial Officer (OCFO), DC Department of Employment Services (DOES), and the US Internal Revenue Service (IRS).
- Be in “good standing” with CAH
  - Note: a CAH grantee that has failed to comply with any CAH mandates (e.g. grant reporting), may not be in “good standing” with CAH and may be ineligible to receive additional funds.

Incomplete or late applications or applications that do not follow the instructions and guidelines may be deemed ineligible for review and funding.

Applicants restricted from applying include:

- Individuals.
- Public charter schools and parent teacher organizations/associations.
- Private clubs and organizations that prohibit membership based upon race, gender, color, religion, or any other classes identified in the District of Columbia Human Rights Act.
- Organizations that require “fiscal agents”; for-profit organizations; private foundations; political organizations; colleges; universities; foreign governments; federal government entities; and other District of Columbia government agencies, including DC Public Schools.

Grants are competitive. The number of awards is subject to CAH’s availability of funds. Grant funds must be spent within CAH’s Fiscal Year 2022 (FY 2022); October 1, 2021 to September 30, 2022.

### **ALLOWABLE COSTS**

Allowable costs are those that the District Government and CAH have determined as valid expenditures:

Examples of “Allowable Costs” Related to the Grant:

- Administrative and artistic salaries for arts and humanities professionals for nonprofit organizations
- Teaching artists/humanists, or consultants.
- Travel and transportation directly related to the work of the organization.
- Materials, supplies, and equipment purchases that are directly related to the work of the organization.
- Overhead, maintenance, and administrative costs directly related to the work of the organization.

### Examples of “Unallowable Costs” Related to the Grant:

- Food and beverages.
- Tuition and scholarships.
- Expenses associated with an organization assuming the role of a fiscal agent for another organization.
- Costs related to fundraisers and special events.
- Expenses unrelated to the execution of the organization’s scope of work.
- Funding to universities, foreign governments or DC government agencies, including DCPS.

### **SUCCESSFUL APPLICATIONS**

Successful applicants shall, in their respective grant applications:

1. Provide a brief overview of the adverse impact COVID-19 has had, and/or continues to have, on their programs/projects and associated income streams.
2. Demonstrate ways in which they have begun to rebound and begun to generate artistic/humanities content once again (where applicable).
3. Provide documentation that supports the adverse impact COVID-19 has had, or they anticipate having, on their programs/projects and associated income streams between October 2021 and September 2022.

### **GRANT PREPARATION AND TECHNICAL ASSISTANCE WORKSHOPS**

The parameters of CAH’s grant programs change from year to year, and applicants are encouraged to utilize the agency’s resources in developing grant applications. **To improve the strength of the submitted application, participating in one of the virtual workshops listed below is strongly recommended for new and previously unsuccessful applicants.**

CAH staff members are available to assist grant applicants through group workshops and individual technical assistance sessions. CAH staff members will not write applications for applicants. CAH staff members are available to review draft applications for thirty (30) minute appointments, on government business days up to one (1) week prior to the grant application deadline. Applicants should contact CAH to schedule a meeting by calling 202-724-5613. Please note that CAH requests the applicant prepare and deliver (by e-mail or via the online grants portal) their full draft application proposal along with any questions in advance of scheduling a meeting for agency staff assistance.

All workshops for the FY22 RRF grant program will be virtual. Workshop dates and times listed below are subject to change. All workshops are free and open to the public; however, participants are strongly encouraged to RSVP. More information about the dates and times of these workshops may be found at [www.dcartts.dc.gov](http://www.dcartts.dc.gov) under Application [Assistance](#), or by calling CAH at 202-724-5613.

Day and Date	Time	Topic	Location
Friday, May 20, 2022	2:30pm - 3:30pm	Live Chat	<a href="#">Webex</a>
Tuesday, May 24, 2022	4:00pm - 5:00pm	CAH-RRFo Workshop	<a href="#">Webex</a>
Thursday, May 26, 2022	12:00-1:00pm	CAH-RRFo Workshop	<a href="#">Webex</a>
Friday, May 27, 2022	2:30pm - 3:30pm	Live Chat	<a href="#">Webex</a>
Saturday, June 4, 2022	1:00pm - 2:00pm	CAH-RRFi&o Workshop	<a href="#">Webex</a>

Livechats may be accessed by visiting <https://dcarts.dc.gov/page/live-chat-dccah-grants-specialist>

Interested artists and humanities organizations may register for workshops via Eventbrite:

<https://www.eventbrite.com/o/dc-commission-on-the-arts-and-humanities-cah-1252966799>

Contact any of the following grant managers/program specialists:

Jeanne Hisle | [jeanne.hisle@dc.gov](mailto:jeanne.hisle@dc.gov)

Krystle Seit | [krystle.seit@dc.gov](mailto:krystle.seit@dc.gov)

Marcia Howard | [marcia.howard@dc.gov](mailto:marcia.howard@dc.gov)

## GRANT APPLICATION PROCESS

1. Read the RFA guidelines and determine eligibility.
2. Go to [Grant Application Portal](#) to register as a user.
3. Upon registration, select the desired grant program(s).
4. Complete the application questions.
5. Upload required documents and supplementary materials.
6. Double-check the application for thoroughness, clarity and typographical errors.
7. Submit the application by 10:00 PM ET on the grant program's deadline date.
8. Ensure receipt of grant submission confirmation email (auto-generated by the online portal) by the application deadline.

CAH utilizes an online grant portal to receive grant applications. **All applications must be submitted online by 10:00 PM ET on Friday, June 17, 2022.** Technical issues or failure to receive a confirmation email should be immediately brought to the attention of CAH staff. Incomplete or late applications or applications that do not follow the instructions and guidelines are deemed ineligible for review and funding. CAH does not accept mailed, emailed or hand-delivered copies of grant applications and/or the required attachments.

CAH will accept reasonable accommodation requests from applicants with disabilities in advance of the application due date to assist them in submitting grant applications via mail, email or

hand-delivery. To request a reasonable accommodation, contact Travis Marcus at 202-724-5613 or [travis.marcus@dc.gov](mailto:travis.marcus@dc.gov) and await request approval.

**CAH's grant application process is competitive and subject to the availability of funds. Applicants are fully responsible for the content of their application materials. An automated confirmation of an applicant's submission does not guarantee an applicant's eligibility or confirmation of funding.**

### **INCLUSION, DIVERSITY, EQUITY, AND ACCESS (I.D.E.A.)**

CAH has placed increased focus on utilizing an Inclusion, Diversity, Equity and Access (I.D.E.A.) lens in its grantmaking, with the goal of creating a more equitable arts and humanities landscape in the District. In addition to detailed plans for its compliance with the Americans with Disabilities Act (ADA) (42 U.S.C. §§ 12101 et seq.), each applicant must demonstrate how its programming and services will be inclusive, diverse, equitable, and accessible throughout the District of Columbia, beyond participants with disabilities. Applicants should consider a broad definition of "accessibility" by addressing financial, geographic, demographic, cultural and developmental access. For more information, see the Americans with Disabilities Act section located in the [Guide to Grants](#). For reference, applicants may use this link to access the text of the ADA: <https://www.law.cornell.edu/uscode/text/42/12101>). Notwithstanding the fact that it has shared hyperlinks attached immediately above and later below, the District government does not represent that shared text of the ADA (or any other text) is the latest version of the subject law.

### **I.D.E.A. DEFINITIONS**

Below are definitions used by CAH of each component of I.D.E.A. CAH encourages applicants to develop short- and long-term plans to ensure each of these components is realized in their processes and programs. CAH's goal for the arts and humanities community is to have a comprehensive and actionable plan in place by FY 2024. **Organizations in receipt of funding from CAH will be required to demonstrate their I.D.E.A progress in all future interim and final reports beginning in FY 2022.**

#### **Inclusion**

Inclusion authentically welcomes, and intentionally brings, traditionally excluded individuals and/or groups into processes, activities, and decision/policymaking in a way that shares power.

#### **Diversity**

Diversity refers to the various backgrounds and races that comprise a community, nation, or other grouping. In many instances, the term diversity does not only acknowledge the existence of diversity of background, race, gender, religion, sexual orientation etc., but applies a recognition of the value of these differences. Diversity enriches policies and practices by bringing people of diverse backgrounds and experiences together to inform, shape, and enrich these policies and practices.

## **Equity**

Equity is giving everyone what they need to be successful. Equity is different from treating everyone the same. Equity operates from the understanding that people and groups enter given situations from very different starting points. These starting points are often determined by certain social hierarchies such as race, class, gender, age, sexual identity etc. An equitable framework centers awareness of these hierarchies and creates systems that are actively anti-ableist, anti-racist, anti-classist, anti-sexist, and anti-homophobic.

## **Access**

Access is defined in the broadest definition of the term as a means of ensuring that individuals and/or groups are given financial, geographic, demographic, cultural, and developmental access to programming, services, and other opportunities.

## **NOTIFICATION AND PAYMENT**

CAH will notify applicants on the results of their application on or about Friday, July 8, 2022 via (1) letter of intention to award, (2) letter of ineligibility, or (3) letter of denial.

**CAH strongly recommends applicants begin the process to secure the required documents in the steps below as soon as they have submitted their grant application:**

1. Certification of “Citywide Clean Hands” (CCH) from the DC Office of Tax and Revenue. Applicants may visit [My Tax DC](#) for more information and obtain their CCH certificate;
2. Registration with the [Procurement Center of Excellence](#) (if a new applicant to CAH); and
3. Registration with the [Invoicing Vendor Portal](#) (if a new applicant to CAH).

The date of award disbursements is subject to the availability of funds and the processing of required documentation. CAH does not disburse grant award installment directly through its office. To expedite grant award fund delivery, CAH advises grantees to register to receive a direct deposit for the grant award, by completing an Automated Clearing House (ACH) Vendor Payment Enrollment Form available from the [Procurement Center of Excellence](#).

## **CONDITIONS OF FUNDING, REPORTING REQUIREMENTS, AND GRANT CANCELLATIONS**

CAH reserves the right to rescind any and all grant awards for non-compliance with CAH grant guidelines, policies or regulations, at any time. FY 2022 grant recipients with unmet reporting obligations regarding any CAH funding program are ineligible to receive additional awards from CAH. Each grantee will be required to submit to CAH a brief Final Report through its online portal by October 21, 2022.

## **Grant Management and Rescindment**

Grantee agrees that it will include CAH logos and a credit line in all of its grant-related announcements and promotional materials and that it will make its best efforts to publicly credit CAH’s support for the project in all related public events.



CAH has the right to withhold, reduce or rescind a grant award according to the terms and provisions of the grant agreement or if the grantee exercises any of the following:

- Fails to meet deadlines for grant reports.
- Refuses to provide access for monitoring via in-person/on-site or virtual meetings.
- Fails to comply with the terms of the grant award contract requirements.

### **Reservations**

CAH reserves the right to issue addenda and/or amendments subsequent to the issuance of the Notice of Funding Availability (NOFA) or Request for Applications (RFA), or to rescind the NOFA or RFA. CAH will post addenda or amendments online. Applicants are responsible to review and adhere to any RFA addenda or amendments. Funding for this award is contingent on the availability of funds. Publication of the NOFA or RFA does not commit CAH to make an award.

### **Legal Compliance**

Federal and District of Columbia law requires all grant applicants to comply with all applicable laws and regulations that regard non-discrimination. The list of those laws and regulations include: Title VI of the Civil Rights Act of 1964 (which provides that grant recipients must take adequate steps to ensure that people with limited English proficiency receive the language assistance necessary to afford them meaningful access to grant-related programs, activities and services); Title VII of the Civil Rights Act of 1964 (P.L. 88-352) (which prohibits discrimination on the basis of race, color, or national origin); Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1686) (which prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794); the DC Human Rights Act of 1977; and the Americans with Disabilities Act of 1990 (42 U.S.C. §§12101 - 12213) (which prohibits discrimination on the basis of disabilities).

### **COVID-19 Compliance**

According to Section III of District of Columbia Mayor's Order 2021-099 (issued August 10, 2021), grant applicants must ensure that their employees, agents and subcontractors who conduct their work under the Grant Agreement have been either: (a) fully vaccinated against COVID-19; or (b) granted, by the Grantee or contractor, a Vaccination Certification exemption under the aforementioned Order, and are: (i) undergoing weekly COVID-19 testing; (ii) only reporting to the workplace when such test result is negative, and (iii) wearing masks while working. The above-referenced Mayor's Order is linked here: [Mayor's Order 2021-099, COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees, dated December 20, 2021.](#)

Grantee shall be responsible for ensuring compliance with the above-referenced mandates, and failure to ensure such compliance may result in adverse consequences up to and including grant noncompliance, grant award forfeiture, and/or future award ineligibility. Grantee shall, at the request of CAH, provide to the District government (through CAH) a certification of Grantee's compliance with the above-referenced vaccination certification requirements.

Applicants and grantees may impose stronger vaccination requirements on their employees, agents and subcontractors, subject to applicable federal and local laws and regulations.

### **Nonprofit Fair Compensation Act of 2020**

When making grant awards or contracts to non-profit organizations, the DC government will honor an unexpired federal Negotiated Indirect Cost Rate Agreement (NICRA) or a similar rate negotiated with another DC government agency in the last two years.

If a grantee organization does not have a negotiated indirect cost rate, that grantee may assign 10% of all direct costs in its award to indirect costs. Alternatively, a grantee may elect to negotiate a new indirect cost rate with the DC government - or seek out an independent DC Certified Public Accountant to calculate an indirect cost rate using the Office of Management and Budget guidelines. The applicant may include these indirect costs in the budget calculation and identify the basis for the calculation in supporting materials.

### **RISK MANAGEMENT**

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.

### **CONTACT INFORMATION**

More information regarding CAH's grant programs, and clarification about related accessibility requirements, work sample submissions and grant making processes can be found in CAH's [Guide to Grants](#). Specific questions about the CAH-RRFo grant can be referred to CAH staff member, Jeanne Hisle | [jeanne.hisle@dc.gov](mailto:jeanne.hisle@dc.gov).

# FY 2022 RELIEF AND RECOVERY FUND GRANT PROGRAM: ORGANIZATIONS

## APPLICATION CHECKLIST

The following is a checklist for all mandatory and supplementary documents required to submit the CAH-RRF application, in addition to the required narrative questions within the online application. Documents must be uploaded as PDFs through CAH's online grant portal prior to the application deadline. Visit [www.dcartz.dc.gov](http://www.dcartz.dc.gov), click on the grants tab, select "Grantee Resources" to obtain the compliance documents.

### Mandatory Documents for Organizations

- **Certificate of Clean Hands** (Note: Dated within one week of application submission) [My Tax DC](#).
- **Certificate of General Liability Insurance.**
- **Current Annual Organizational Budget** (as approved by the board of directors.)
- **IRS Form W-9** (Note: Post office boxes are prohibited. The individual's address MUST match the address in the grants portal, the address on file in the DC Government's PASS system, and address registered in the DC Vendor Portal. Only the October 2018 version of the W9 form may be used and the form must be dated at the time of submission.)
- **IRS 501(c)(3) Letter of Determination.**
- **IRS Form 990** (most-recently submitted) or bank statements for the most recent six-month period preceding the application submission.
- **Organizational Demographics Overview (ODO) Form** (The inclusion of this form is not required at the time of application, but may be required of each applicant prior to award notification.)
- **Resumes of Key Personnel:** These may be substituted for a list of projects completed by the applicant within the last three (3) years.
- **Statement of Certification** (<https://dcarts.dc.gov/page/grantee-resources-0>).
- **Support Documents:** Provide at least two (2) documents that speak to any of the following circumstances:
  - Cancellation of organizational performances/work products between October 2021 and September 2022. Evidence of current engagement in producing or presenting work e.g. performance schedule, residencies etc. between October 1, 2021 and September 30, 2022.
- **Work Samples:** Provide at least two (2) work samples that demonstrate work currently being done by the applicant or work completed since October 1, 2021. CAH recommends reviewing the Work Sample Addendum in the [Guide to Grants](#) to determine materials that might best support the application.

All documents must be uploaded as PDFs through CAH's online grant portal prior to the application deadline. Applications are reviewed by staff on submission. Incomplete or late

applications or applications that do not follow the instructions and guidelines may be deemed ineligible for review and funding.

An automated confirmation of an applicant's submission does not guarantee an applicant's eligibility or funding. Technical issues or failure to receive a confirmation email must be brought to the attention of CAH staff prior to the application deadline.