



DC COMMISSION ON THE ARTS & HUMANITIES

COMMEMORATIVE WORKS TECHNICAL ASSISTANCE PROGRAM CONCEPT DESIGN PROJECT

Applicants may submit one (1) grant application to this program per fiscal year cycle

The District of Columbia Commission on the Arts and Humanities (CAH), in partnership with the District of Department of Planning (DCOP) offers this call to artists relative to the Commemorative Works Technical Assistance Program (TAP). This Request for Applications seeks District-based artists or artist teams experienced in designing and fabricating large-scale outdoor public art, commemorations, or memorials, and with public engagement to be a part of a collaborative concept design team for TAP. TAP will provide design services to District communities, Main Street Organizations, and/or other groups to support development of four commemorative works projects in the District. Up to four (4) Artists/Artist teams will be awarded grant funds to be used for planning, community engagement, personnel, design services, and project management.

FY 2023 Commemorative Works Technical Assistance Program (TAP) Concept Design Project

RFA Release: Monday | January 23, 2023 |

Submission Deadline: Monday | February 27, 2023 | 9:00 pm ET

Up to four selected artists/artist teams receive \$30,000 each

FY 2023 Commemorative Works Technical Assistance Program Concept Design Project

Application Questions

Please use this document to preview the application questions in the grant portal. It is recommended that you type your answers out in a separate word document then copy and paste your response in to the portal. For assistance contact Lauren Dugas Glover, Public Art Manager, lauren.glover@dc.gov

OVERVIEW

Artist and/or Team Name:

(Required – Name of applicant/lead artist as it appears on the applicant’s official tax documents)

Amount Requested:

(\$30,000)

Type of Support:

(Select “Project Support”)

Briefly detail the arts and humanities activities and goals during the grant period:

(Required)

Have you applied for a grant from CAH within the past 5 years? (Required)

Have you received a grant from CAH within the past 5 years? (Required)

Has your address changed in the past 12 months?

(Required) If address has changed, it must be updated in the grants portal.

REQUEST

Request Details

Artist Statement:

What is your motivation and passion as a public artist? Please describe your experience designing and fabricating large-scale outdoor public art, commemorations, memorials, or recognition of significant events, people, or moments in time. Describe how your practice is responsive to the community and the installation site. Consider the project goals listed in the RFA in your response. (350 Word limit)

(Required)

Work Impact Narrative:

Describe your approach to site-specific public art projects, community engagement, and ability to translate artistic discipline to the intended audience. Should include a discussion that demonstrates sensitivity to the cultural, ethnic, and economic, background of the participants and reflects the community/neighborhood, and project site. Consider the project goals listed in the RFA in your response. (500 Word limit)

(Required)

Budget:

Provide a detailed Budget Outline that breaks down how funds will be used. Up to 35% of the grant award can be used for administrative costs. Grant funds can be used for planning, community engagement activities, personnel (artist's designs), design services, materials, transportation, contingency, project management, etc. Please refer to Allowable Costs and Funding Restrictions in the RFA.

(Required)

Applicant Profile/Details

Applicant First Name:

(Required)

Applicant Middle Name:

Applicant Last Name:

(Required)

Applicant Suffix:

Applicant Street Address 1:
(Required)

Applicant Street Address 2:

Applicant City:
(Required)

Applicant State:
(Required)

Applicant Zip:
(Required)

DC Ward:
(Required)

Applicant SSN:
(Required)

Applicant Login Email Address:
(Required)

Applicant Secondary Email Address:

Applicant Phone:
(Required)

Applicant Secondary Phone:

Applicant Website:

Applicant Discipline:
(Required – Select 05 Visual Arts)

WORK SAMPLES & UPLOADS

Provide Work Samples:

Please provide five (5) to ten (10) images of previous relevant artwork submitting high-quality JPG files (do not use gifs, tiffs, or other image formats), uploaded to the Media Viewer in the application. See Addendum A for further guidance. If submitting as an artist team, samples of artist teams' work should also be submitted identifying their samples. Please do not embed images into PowerPoint or PDF documents.

Image Identification List:

Please provide an image list for the previous public artwork corresponding to the submitted images within the application. If an Artist Team, please differentiate to clearly define each artist/s' work samples and who was the lead artists. Please provide all requested details for each image. Number each image in the Media Viewer and match with corresponding numbers for the Image Identification

List. List must include the following information:

- Artist Name
- Lead Artist/ Artist's Role on the Project
- Title, Date
- Medium
- Size – Dimensions
- Location
- Project Budget

Artist Résumé/CV:

(Required)

Professional References:

List of at least three (3) Professional References. Please include name, address, phone number, and email address for each reference. You can also upload written professional referrals relevant for this project. (Required)

Support Material – See Addendum A in RFQ for more information. (Optional)

Bios of Artist Team Members:

(Required if applying as the Lead Artist for an Artist Team)

All CAH Compliance Documents:

Applicants must submit the following five (5) Compliance Documents (templates and instructions are here:

<https://dcarts.dc.gov/node/408702>)

Signed and Dated IRS Form W-9:

(Required) Post office boxes are prohibited. The applicant's address MUST match the address in the grants portal, the address on file in the DC Government's PASS system, and the 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 application submission: <http://dcarts.dc.gov/page/managing-grant-awards>

Certificate of Clean Hands:

(Required) For instructions on how to generate a certificate of clean hands, please visit: [My Tax DC](#). Clean hands certificate is required to be dated within 30 days of application submission.

List of Insurance Carries and Policies:

(Required) General liability form found at <http://dcarts.dc.gov/page/managing-grant-awards>)

Statement of Certification:

(Required) Dated and signed at the time of application . Form found at: <http://dcarts.dc.gov/page/managing-grant-awards>

Individual Demographic Overview Form:

(Required) Completion and submission of this form will have no impact on funding decisions. Responses

are used for statistical and diversity inclusion purposes only and will not be seen by the grant review panel.
Form found at:

https://dcarts.dc.gov/sites/default/files/dc/sites/dcarts/page_content/attachments/Individual_Demographic_Overview_06.04.21_3_2.pdf

Documents must be uploaded as PDFs through CAH's online grant portal prior to the application deadline. 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.