



DC COMMISSION ON THE ARTS & HUMANITIES

FY 2023 COMMEMORATIVE WORKS TECHNICAL ASSISTANCE PROGRAM CONCEPT DESIGN PROJECT REQUEST FOR APPLICATIONS

The DC Commission on the Arts and Humanities (CAH), in partnership with the District of Columbia Office of Planning offers this call to artists relative to the Commemorative Works Technical Assistance Program (TAP).

CAH 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) selected artists/artist teams will collaborate with consultants from OP that will provide design and project management services directly to communities and organizations sponsoring commemorative works projects. These design services will assist community organizations in Wards 4, 5, 7, and 8. Assistance will include preparing for a site in each Ward a site analysis and vision board, three initial design concepts for a commemorative work honoring a specific subject in a specific location, revising concepts based on feedback from the public, completing commemorative work applications for review by the District's [Commemorative Works Committee \(CWC\)](#), completing other required reviews for the commemorative works, and preparing a preferred concept based on feedback from other review bodies, the CWC, and in consultation with the public.

RFA Release: Monday, January 23, 2023
Submission Deadline: Monday, **March 20, 2023**
Finalist Notification: On or about **May 1, 2023**

**EXTEND
ED**

Applicants may submit one (1) application; award amount is \$30,000 per selected artist/artist team.

Incomplete or late applications or applications that do not follow the instructions and guidelines will be automatically deemed ineligible for review and funding. Prospective applicants should read through these guidelines in their entirety before submitting an application.

CAH's Authority to Make Grants: CAH has grantmaking authority under the Commission on the Arts and Humanities Act of 1975, as amended (D.C. Law 1-22; D.C. Official Code § 39-204).

Staff Contact: Lauren Dugas Glover, Public Art Manager, lauren.glover@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.

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COMMEMORATIVE WORKS TECHNICAL ASSISTANCE PROGRAM CONCEPT DESIGN PROJECT

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

OVERVIEW

The DC Commission on the Arts and Humanities (CAH), in partnership with the District of Columbia Office of Planning (OP) seeks applications from qualified public artists to be part of a concept design team for the Commemorative Works Technical Assistance Program (TAP) to provide design and project management services directly to communities and organizations sponsoring commemorative works projects. Up to four (4) selected District-based artists or artist teams experienced in designing and fabricating large-scale outdoor public art, commemoration, memorials, and public engagement will be a part of a collaborative concept design team (CDT) that 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. These design services will assist community organizations in Wards 4, 5, 7, and 8.

The CDT will develop three initial concepts for a Commemorative work at four (4) sites. Each site will be in a different community and will include a commemorative work honoring a subject identified by that community. Concepts will be tailored to each site and its context that will include different forms of public art that will be the focal point of each commemorative work. The type of public art will be determined by the project team as part of the preferred concept for each site.

Meeting facilitators who previously worked with community groups to identify commemorative work subjects and sites will be provided by OP to assist in developing design concepts in collaboration with CDT. The team will work with community groups to facilitate discussions on commemorative subjects and sites. Specific subjects and sites will be identified for commemoration from these discussions. Meeting facilitators will work with the CDT to develop initial and final concept designs. The CDT and designated community partners will participate in three rounds of public engagements for each of the four sites for a minimum of 12 community public engagement sessions.

The artists will work collaboratively with the consultant to complete all tasks associated with taking the commemorative work concepts through the design review process and completing all required reviews. This includes preparing the commemorative work application and presentation drawings, coordinating with all District and federal agencies with review and approval authority of the commemorative work, and participating in formal presentations to review bodies. Additional meetings and presentations will be required with these organizations, which could include the National Capital Memorial Advisory Commission, Commission of Fine Arts, National Capital Planning Commission, CWC, and DC Public Space Committee.

GRANT PROGRAM GOALS

- Provide design services to under resourced communities and organizations to participate in the Commemorative Works Program.
- Promote creation of commemorative works in District neighborhoods using the District’s location strategy and realizing the vision plan.
- Increase commemoration of Black Washingtonians and other leaders of color to promote cultural heritage of Black Washingtonians and other leaders of color in the District.
- Increase the number of commemorative works located outside of the monumental core of the District, particularly in Ward 4, 5, 7, and 8.
- Complete the District’s design review and approval process for commemorative works in public space.

CALENDAR OF KEY DATES

RFA/Call to Artists Released	Monday, January 23, 2023
Submission Deadline	Monday, March 20 , at 9 PM ET
Notifications Made to Applicants	On or before May 1 , 2023
Complete TAP	September 30, 2023

**EXTEND
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PROJECT SPECIFICATIONS

Public Artwork Specifications

Public art will be an integral part of the commemorative work’s concept design. Concepts will be tailored to each site and its context and include different forms of public art that will be the focal point of each commemorative work. The type of public art will be determined by the project team as part of the preferred concept for each site. In general, public art in public spaces are:

- engaging, welcoming, site specific, reflective of community perspectives
- highly durable, sustainable, and low maintenance, demonstrating maintainability, sustained structural and surface soundness and resistance to vandalism and weathering;
- can withstand light cleaning using power washing and water spray from potential sprinkler system;
- must be fire resistant;
- lighting components are low maintenance and energy efficient;
- can be functional, contemplative, complement the visual landscape.

BACKGROUND INFORMATION

The TAP will increase commemorative works in the District by emphasizing local subjects, build on previous work to identify commemorative subjects and sites, and assist groups that lack financial resources to participate in the District’s Commemorative Works Program. Today, the District lacks commemorative works honoring local subjects representing Black Washingtonians and other leaders of color. As the Nation’s capital, monuments and commemorative works have typically been focused on or reserved for individuals of national importance within the monumental core, the original L’Enfant City, and in Wards 1, 2, 3, and

6. Some of these commemorate subjects participated in slavery, systemic racism, and the mistreatment of, or actions that suppressed equality for, persons of color, women, etc. The program will emphasize commemoration of Black Washingtonians and other leaders of color and increase the number of commemorative works outside of the monumental core. These problems are highlighted in the findings of DC Mayor Muriel Bowser's DC FACES working group and reflected in the updated Comprehensive Plan (Policy UD-1.1.4: Siting and Design of Monuments and Memorials), the Diverse Washingtonians Act, and the work of the CWC.

The TAP's core strategy seeks to address the lack of commemoration of local and diverse Washingtonians, particularly in Wards 4, 5, 7 and 8, by providing direct technical support through a design consultant under contract with OP to reduce costs associated with developing commemorative works projects. Communities and individuals, especially Black, Indigenous, People of Color (BIPOC) communities, may lack the resources and discretionary income to fund design services associated with commemorative works, which are typically funded through private donations. To date, the only recent commemorative works honoring local Washingtonians have been sponsored and commissioned by District agencies.

APPLICATION REVIEW CRITERIA

All TAP applications will be scored according to the following three categories:

Artistic Capability/Capacity 50%

- The artist's work samples, and support materials demonstrate high standards of artistic excellence as an exterior, large-scale public artist/designer demonstrating high quality, innovation, and creativity. (10 points)
- Artist's portfolio of previous projects considers the dynamics of the site and provides aesthetic quality through innovation and thoughtful design.
- Artist has experience with site-specific, large-scale exterior projects, demonstrates ability to plan artistic content, translate artistic discipline to intended audience, with appropriate placement in an urban site. (10 points)
- The artist has experience with large scale, site-specific exterior public art projects with demonstrated expertise with commemorative works, memorials or recognition of significant events, people, or moments. (10 points)
- The artist is equipped with art-making expertise, demonstrates knowledge of visual arts design/public art projects as well as for installation processes. Budget reflects understanding of project. (10 points)

Community Engagement and Impact 25%

- The artist's portfolio demonstrates artwork that is responsive to the community, neighborhood, and site in which projects were realized (installed) (10 points)
- The artist's portfolio demonstrates sensitivity to the cultural, ethnic, and economic, background of the participants and the residents of the District of Columbia and shows evidence of a work that reflects the community and enhances the aesthetic quality of the

proposed site (10 points).

- Applicant demonstrates how community engagement has informed their practice (5 points).

Opportunity and Equity – 25%

- The artist's portfolio demonstrates how the project could provide shared learning opportunities that facilitate a greater understanding of the project content, represents the community, aims to promote a welcoming and inclusive environment, and awareness of and participation in public art. (10 points).
- The applicant demonstrates from previous work evidence of intentionality engaging a diverse audience based on culture, age, physical ability, or languages spoken in planning and implementation (10 points).
- The artist demonstrates in previous projects how the meaning, content, and themes of the artwork impacts the intended audience with consideration of culture, age, physical ability, languages spoken, or environment. (5 points)

APPLICATION REVIEW AND SELECTION PROCESS

CAH selects arts, humanities, subject matter experts, and/or other professionals independent of CAH to serve as advisory review panelists for each grant program. The role of a panelist is to review and score an eligible application's content to the established grant program review criteria. According to the grant program, panelists participate in a group review of CAH grant applications to discuss and comment on the merits and deficiencies of applications and finalize their application-related scores in the presence of CAH staff and Commissioner Conveners.

CAH staff, Commissioner Conveners, and panelists remain impartial in their review of CAH grant applications. CAH ensures that all involved recuse themselves from reviewing any application that presents a personal or professional conflict of interest (or the appearance of a conflict of interest).

CAH's grant application evaluation process considers 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 of 1965, as amended (P.L; 89-209, 20 U.S.C. 951 *et seq*). For more information regarding the grant review process, please contact Public Art Manager, Lauren Dugas Glover, at lauren.glover@dc.gov.

ELIGIBILITY REQUIREMENTS

This Request for Designs is for residents of the District of Columbia. Applicants who meet the following eligibility requirements at the time of application may apply.

Individual Artists or Artist Teams must (at the time of application):

- Be experienced artists or designers, over the age of 18 years.
- Artist/Lead Artist must be a legal resident of the District of Columbia as listed on government-issued identification or tax returns. The address provided on all application materials must match exactly the address provided on the submitted IRS W-9 form. Post office boxes are not allowable as a primary address.
- Maintain residency in the District of Columbia during the entire funding period (October 1, 2022, to September 30, 2023).
- Be in good standing with CAH. Applicants with incomplete or delinquent reports from any prior funding program, as of October 15, 2022 (or otherwise as determined by CAH), are ineligible to receive additional funds from CAH in FY 2022.
- Demonstrate at least 3-4 years' experience designing, fabrication, and installing exterior public art works.
- Artist Teams must identify a lead artist. All artists on the Team must meet all eligibility requirements listed above at the time of application.

Applicants restricted from applying include:

- Artists or Artist Teams with artists who reside outside of the District.
- Individuals that require "fiscal agents".
- Organizational entities, including, but not limited to non-profit or tax-exempt organizations; for-profit (commercial) businesses, ventures, or joint ventures; private foundations; political organizations; colleges or universities; foreign governments; federal government entities; and other District of Columbia government agencies, including DC Public Schools and charter schools.

ALLOWABLE COSTS

As an agency of the Government of the District of Columbia, CAH must ensure that all grant funds are expended in a fiscally responsible manner. CAH grant-related "allowable costs" are costs that the District government (through its subordinate agency, CAH) has determined to be valid expenditures in its sole discretion.

Examples of Allowable Costs (valid expenditures) are, but are not necessarily limited to:

- Artist Fees (up to 20% of the project budget)
- Materials and supplies
- General Liability Insurance
- Engineering costs related to the project.
- Travel and transportation directly related to project implementation.
- Copyright registration fees
- Contingency

Examples of Unallowable Costs:

- Prefabricated or pre-existing artworks

- Project sustaining and /or maintaining equipment and/ or technology purchases (projects must be self-sustaining)
- Food or beverage expenses
- Equipment purchases over five hundred US dollars (\$500)
- Capital expenses.
- Sub-granting or re-granting of grant funds
- Debt reduction
- Tuition and scholarships, or award ceremonies
- College/University tuition or to fund universities, service organizations, foreign governments, or DC government agencies, including DC Public Schools or DC Public Charter Schools
- Costs related to special events, fundraisers, and lobbying.
- Travel other than as noted above (see "Examples of Allowable Expenses" above)

All expenses must be documented by the grantee within the budget of the grant agreement. The grant program manager reviews and approves all expenses before each invoice is processed for payment. Grantees with questions regarding allowable costs may contact CAH's grant program manager. The grantee will be responsible for demonstrating the cash expenses and a final report. The grant period is from October 1, 2022, to September 30, 2023. CAH restricts a grantee's grant-funded activity expenses that are beyond the grant period.

TECHNICAL ASSISTANCE

CAH staff is available for technical application assistance and are available to review draft applications for thirty (30) minute appointments on government business days up to one (1) week before the grant application deadline. Staff members do not write applications for applicants. One-hour Live Chats will be held on the following dates and times. Go to the CAH website for registration details.

To schedule an individual technical assistance meeting, please contact Lauren Dugas Glover, Public Art Manager. Please note that CAH requests the applicant to prepare and deliver their complete draft application (by email) proposal along with any questions in advance of scheduling a meeting for assistance.

GRANT APPLICATION PROCESS

1. Read the RFA guidelines.
2. Determine eligibility.
3. Go to Apply for Grants and select [Grant Application Portal](#) to register as user. (Note: For previous applicants to reset a user password, select "Forgot your password?")
4. Upon registration, select "My Open Applications." Then click on "New Application" on the right side of the screen and choose the desired grant program from the list.

5. Complete the application's narrative questions and data sections.
6. Upload required documents, supplementary material, and work samples.
7. Double-check the application for accuracy, clarity, and typographical errors.
8. Submit the application by 9 PM ET on the grant program's deadline date.
9. 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 9 PM ET on Monday, March 20, 2023.**

- A confirmation email generates automatically upon submission of the application.
- 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 travis.marcus@dc.gov and await request approval.

CAH's grant application process is competitive and subject to the availability of funds.

Applicants may not request or receive funding for the same activities through more than one CAH program or grant category. Multiple applicants may not apply for funding for the same scope of work, whether through the same or different grant programs.

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, and therefore review by the advisory review panel (see below, "Review Process"). CAH staff is not permitted to make corrections to applications on behalf of applicants.

NOTIFICATION AND PAYMENT

CAH will notify applicants of this grant program as to the results of their application on or about April 1, 2023, via (1) letter of intent to award, (2) letter of ineligibility, or (3) letter of denial.

For award recipients, the date of CAH grant award payment disbursement(s) is subject to the availability of funds and the processing of required documentation. CAH does not disburse grant award payments through its office. However, in collaboration with other District of Columbia government agencies, and in a timely manner, CAH processes the grant award payment requests for grantees.

CONDITIONS OF FUNDING AND GRANT RESCINDMENT

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 as of the close of business on Friday, October 15, 2021, will be ineligible to receive further funding from CAH.

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 notify CAH of changes in project collaborators or other significant management changes or changes in the project scope without advance approval.
- Refuses to provide access to monitoring.
- Fails to comply with the terms of the grant award contract requirements.
- Fails to demonstrate adequate financial management and oversight of the project; and/or,
- Fails to properly publicly credit CAH's support of the funded project.

Citywide Clean Hands (CCH)

All grant award recipients must obtain a "Citywide Clean Hands Certification," from the District of Columbia's Office of Tax and Revenue at the time of application and prior to any grant award disbursement throughout the grant period. The CCH website application supports the "Clean Hands" Mandate (D. C. Code § 47-2862), which stipulates those individuals and businesses are to be denied District goods or services if there is a debt owed to the District of Columbia of more than one hundred dollars (\$100.00) for fees, fines, taxes, or penalties. Applicants may visit the following site to obtain more information: <https://ocfocleanhands.dc.gov/cch/>.

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 grantees 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 based on 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 based on 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).

Americans with Disabilities Act

CAH is committed to ensuring that all grantees comply with the Americans with Disabilities Act (ADA) of 1990. The ADA provides civil rights protection to individuals with disabilities in the areas of employment, services rendered by state and local government, places of public accommodation, transportation, and telecommunication services. Organizations funded by CAH must make reasonable accommodations to ensure that people with disabilities have equal physical and communications access, as defined by federal law.

Credit/Acknowledgment

Grant recipients agree to include a CAH logo or a credit line in all of its grant-related announcements and promotional materials. Also, the grant recipient will make its best efforts to publicly credit CAH support in any and every public event that is held and that is related to CAH's funding of programs and activities.

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 of these RFA guidelines (see page 11). 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 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-racist, anti-classist, anti-sexist, and anti-homophobic.

Access

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

RISK MANAGEMENT AND PERFORMANCE MONITORING

All grant recipients are subject to risk assessments and monitoring requirements, as outlined in the District's [Citywide Grants Manual and Sourcebook](#) (primarily managed by the District's Office of Partnerships and Grant Services (OPGS)). CAH has established standards for grant recipients to ensure compliance with risk assessment monitoring, and those standards are discussed in greater detail in the applicants' grant agreements with CAH.

Activities funded by CAH will be monitored by its staff to assure compliance with all applicable District of Columbia statutes, regulations, orders, and other requirements. This monitoring process may include site visits, evaluation of allowable costs, assessment of efforts to meet projected grant applicant benchmarks, providing proof of expenditures, etc.

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.

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.

CONTACT INFORMATION

Specific questions about this RFA may be referred to Lauren Dugas Glover, Public Art Manager, lauren.glover@dc.gov

APPLICATION CHECKLIST

The following is a checklist of all mandatory and supplementary documents that applicants are required to submit with the FY22 Cooper-Gordon Park application. All documents must be uploaded through CAH's online grant portal by the application deadline. These documents should accompany the required narrative questions in the grant portal. Visit www.dcartz.dc.gov and click on the "Grants" tab, then select "Grantee Resources" to obtain the "Compliance Documents" listed below.

Mandatory Documents/File

1. **Artist(s)/designer(s) Résumé/CV:** Two (2) pages maximum. Should demonstrate at least 3-4- years' experience designing, fabrication, and installing exterior public art projects.
2. **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)
3. **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)
4. **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. Please refer to Allowable Costs and Funding Restrictions in the RFA.
5. **Work sample(s):** 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.
6. **Image Identification List** of 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

- Identification List Example:
- Artist Name
- Lead Artist/ Artist's Role on the Project
- Title, Date
- Medium
- Size - Dimensions
- Location
- Project Budget

7. **Professional References:** List of at least three (3). Please include name, address, phone number and email address for each reference.
8. **All CAH Compliance Documents:** Applicants must submit the following five (5) Compliance Documents (templates and instructions are here: <https://dcarts.dc.gov/node/408702>)
 - **Certificate of Clean Hands** dated within 30 days of application.
 - **Statement of Certification** dated at the time of application.
 - **IRS Form W-9 (version Oct-2018)** for the applicant dated within 30 days of application.
 - **List of Insurance Carriers and Policies** to certify an applicant's current general liability insurance carrier and coverage status.
 - **Individual Demographic Overview Form.** 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.

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.

General Suggestions

- Test the functionality of viewing image files in the application portal before the final submission of their application. If the applicant cannot view a work sample, it is unlikely that panelists will be able to view it.
- Use the Help/Support button in the grants portal for technical issues with the site with ample time to address the issue prior to the application deadline.
- Upload pictures as JPG files (less than 20MB, minimum resolution of 72 dpi).

ADDENDUM A: WORK SAMPLES AND SUPPORT MATERIALS

CAH values and emphasizes excellence in all grant programs within all disciplines. This section contains detailed information on CAH's requirements and suggestions regarding content. Arts and humanities content and/or merit is one of several criteria on which an application is reviewed. Other criteria may include District Impact and Engagement, Financial Capacity, Management and Sustainability, and others as dictated within the program guidelines and review criteria.

The arts content and merit are primarily demonstrated to the advisory review panel through the applicant's:

Section 1 - Work sample(s)

Section 2 - Support material(s)

Section 3 - Résumé(s) of key personnel

Section 4 - General Suggestions from CAH staff (see below)

The work sample carries significant weight because it must contain the clearest depiction of the applicant's best work(s) of art. All applicants must submit work samples of public or demonstration of content of services provided from public artists.

To further assist the applicant in submitting strong artistic content with an application, general suggestions are provided below.

Section 1 - Work Samples

- Work samples are critical to each application and are carefully considered during application review. CAH strongly recommends that applicants pay close attention to the content of work sample submissions.
- The guidelines on what to submit within a work sample submission depend on the grant application. Applicants must adhere to the work sample requirements below in order to be eligible for consideration.
- Work samples must be no more than four (4) years old from the date of submission. Submitting older work samples will render the application ineligible for funding consideration.

Section 2 - Support Materials

Support materials are documents that strengthen the application and provide additional information that directly relate to the grant request. Support materials do not replace a work sample. It does, however, reinforce the quality of the applicant's arts and humanities disciplines.

Examples of support material include:

- Installation reviews
- Letters of recommendation
- Certificates, commendations, or awards
- Assessments or work evaluation

Section 3 - Resumes of Key Personnel

Advisory review panelists may determine the capacity and sustainability of the proposed project by reviewing the résumés of the key artists, administrators, and facilitators involved in the grant activity.

Section 4 - General Suggestions from CAH Staff

When creating and preparing work samples, support materials and résumés, CAH recommends that applicants consider the following:

- Applicant should test the functionality of viewing their work sample(s) in the application portal prior to final submission of their application. If the applicant cannot view a work sample, it is unlikely that panelists will be able to view it. For technical assistance, contact CAH with ample time to address the issue prior to the application deadline.
- Select recent, high-quality samples that relate as directly as possible to the application.
- Upload pictures as JPG files (less than 20MB) with a minimum resolution of 72 dpi.
- Exceeding the recommended number of work samples in an application may weaken the application.
- Carefully chosen work samples (pictures, renderings, etc.) tend to make the greatest impact and create a strong artistic impression.
- Advisory review panelists must review a work sample from all applicants. However, a review of all work samples of the same application is not compulsory for panelists.
- Label each work sample or document so that panelists can easily identify it.
- For project-based grants, such as PABC, including samples of similar completed projects help to illustrate the applicant's ability to execute the proposed project.
- Application materials should demonstrate the skill level of the artist(s) involved in the creation of artwork.

For online materials and website:

- A website is not a sufficient work sample. Only submit a website link that is an essential part of the project.
- Provide all passwords or include any necessary information required to view your work sample, such as plug-ins or navigation paths (hyperlinks).
- Ensure that the website links or online materials are functional and accessible through, at minimum, September 30, 2023 (the grant funding period). An inoperative link to a website containing your work sample will negatively affect the application. CAH is not responsible for any material outside of the online grants portal.

ADDENDUM B: RELATED MATERIALS

Several completed and ongoing reports, plans, regulations related to public space, commemoration and specific neighborhoods need to be considered when developing initial and final concept plans for commemorative works. Specific documents and regulations will be identified for each site by OP. They are summarized below:

Commemoration:

- Locate - The purpose of this strategy is to identify 40 sites for potential commemorative work, five in each Ward. This includes for each Ward one site along a primary transportation corridor intended for subjects that are important within a national context, one site that is a space where a broad cross section of residents come together and intended for subjects of significance to residents in all eight Wards, and three sites that are centers of neighborhood life and intended for subjects with a strong connection to a specific neighborhood. <https://planning.dc.gov/commemorative-works-location-strategy>
- DC FACES Executive Summary and Recommendations – This report documents the findings of Mayor Bowser’s District of Columbia Facilities and Commemorative Expressions (DCFACES) Working Group charged with evaluating named DC Government-owned facilities and make recommendations as to what, if any, actions need to be taken if the person the facility is named for is inconsistent with DC values and in some way encouraged the oppression of African Americans and other communities of color or contributed to our long history of systemic racism <https://mayor.dc.gov/dcfaces>

The following documents are also applicable to this project:

Item No.	Title	Date
1	District of Columbia Public Space Activation & Stewardship Guide Office of Planning https://planning.dc.gov/page/district-columbia-public-space-activation-stewardship-guide	2018
2	DC Cultural Plan Office of Planning https://app.box.com/s/nz05c2gpc51bxofqdh4vjadp4q3tooyd	2019
3	A Guide to Public Life Studies in DC Office of Planning https://planning.dc.gov/publication/guide-public-life-studies-dc	2019

4	Public Realm Design Manual (Version 2.1), DC Office of Planning and District Department of Transportation https://planning.dc.gov/publication/public-realm-design-manual	2019
5	A Comprehensive Plan for the National Capital: District Elements DC Office of Planning https://lims.dccouncil.us/Legislation/B24-0001	2021
6	Our City, Our Spaces! Office of Planning https://planning.dc.gov/our-city-our-spaces	2021
7	Public Art Master Plan DC Commission on the Arts and Humanities https://dcarts.dc.gov/node/402062	2021
8	Congress Heights Small Area Plan DC Office of Planning https://publicinput.com/CongressHeightsPlan	2022
9	Locate: A Strategy for Locating Commemorative Works in District of Columbia neighborhoods Office of Planning https://planning.dc.gov/commemorative-works-program	2022

DEFINITIONS

Comprehensive Plan – The District of Columbia’s Comprehensive Plan is a 20-year framework that guides future growth and development. The Comprehensive Plan addresses a wide range of topics that affect how we experience the city. These topics include land use, economic development, housing, environmental protection, historic preservation, transportation, and more.