



DC COMMISSION REARTS & HUMANITIES

FY24 Capital Projects Grant (formerly known as Facilities and Buildings) Applicant Workshop

Workshops and additional materials are provided as general orienting/introductory documents. Their use does not guarantee funding or any level of funding. In the event of conflict or inconsistency between the grant's Request for Applications (RFA) and any other document, the terms in the RFA prevail.



Today's Capital Projects Program Workshop Agenda

- 1. Introduction to CAH and Mission
- 2. Overview of CP Guidelines, Eligibility, Restrictions & Application Process
- 3. Inclusion, Diversity, Equity, & Access (I.D.E.A.)
- 4. Creating an application (and Budget guidance)
- 5. Application Review Criteria
- 6. Notifications & Awards Disbursement
- 7. Performance Monitoring
- 8. Tips/General Advice
- 9. Large Capital Projects (*new*)
- 10. Q & A





Recruiting Grant Review Panelists

Panelists are integral to the grantmaking process, providing a critical review, comments, and scores of all applications to a particular grant program.

CAH seeks panel diversity in all forms: age, race, gender, disabilities, sexual orientation, artistic discipline, location, etc.

There is a paid stipend for completed participation.

www.dcarts.dc.gov/node/408342

Apply to be a CAH Panelist | dcarts



DCCAH Agency Mission

The **Mission** of the DC Commission on the Arts and Humanities (CAH) is to provide grants, programs and educational activities that encourage diverse artistic expressions and learning opportunities so that all District of Columbia residents and visitors may experience the rich culture of our city.





Summer Application Deadlines

Launch Date	Program	Closing Date
June 26, 2023	Juried Exhibition Grant	July 28, 2023
July 14, 2023	Capital Projects (CP)	Aug 21, 2023







CP Description

CP provides support for arts and humanities capital projects, including project planning, professional services, equipment purchases, renovations, repairs, historic preservation, facility purchases, and digital assets.

Typical funded projects have included major equipment purchases, facility renovation, expansion, or repair; historic preservation; HVAC replacement; technology and digital infrastructure; preservation planning; website overhauls, property purchase, and more.

Interested organizations **DO NOT** need to own their facility in order to apply.





CP Description continued

Maximum awards for a new facility purchase: \$500,000 Maximum awards for non-facility purchase: \$250,000

• Regardless of the CP grant size, the first \$100,000 do not require a match.

CP grants in excess of \$100,000 require a 1:1 award cash match for every award dollar over \$100,000

 e.g.- a \$130,000 award/application requires \$30,000 in matched expenses, resulting in a \$160,000 project

All eligible organizations are encouraged to apply.



Capital Projects Program Goals

- Promote the stability, sustainable growth, and longevity of the District's arts and humanities organizations;
- Preserve and strengthen structures, systems, and infrastructure for arts and humanities organizations, their constituents, and their collections;
- Enable and ensure access to high-quality physical spaces and equipment for the District's arts and humanities;
- Reduce the risk of organizational displacement; and
- Foster and promote arts and humanities access for all District residents.
- To accomplish this, CP awards are an investment in the applicant, not their landlord



DC COMMISSION & ARTS & HUMANITIES

Capital Projects Request Types

7	Digital and Planning Projects	Short-Term Capital Project	Long-Term Capital Project
Eligibility	No lease required	Have more than one year remaining on the lease of an arts & humanities facility	Own a facility, have more than seven years remaining on a lease, or seeking support for purchase or construction of an arts & humanities facility
What?	 Consultants' fees and expenses to execute digital projects including website overhauls, archives, etc. Consultants' fees and expenses for facility plan, feasibility study, architects, preservation, etc. Regulatory Expenses <25% admin/staff support 	 Eligible expenses for Digital and Planning, plus: Portable equipment (non- consumable); computers, lighting/sound/AV gear, mobile displays, etc. Capital projects that increase physical access (no greater than \$20,000) 	 Eligible expenses for Short-Term Capital Projects, plus: Parts and labor for capital improvements Fixed equipment (non-consumable) Construction of a new facility, or expansion/renovation/preservation of an existing facility Direct costs associated with acquisition of property
How much?	\$250,000 maximum 1:1 cash match for awards >\$100k	\$250,000 maximum 1:1 cash match for awards >\$100k	\$500,000 maximum for purchase Otherwise, \$250,000 maximum 1:1 cash match for awards >\$100k





General Eligibility Criteria

Organizations may apply if they meet all of the following eligibility requirements, in addition to the specific eligibility criteria of their given request type:

- Arts and/or Humanities Organization
- 501(c)3 for 1 year (prior to application due date) with an active board
- 51% of applicant's activities and constituents are in DC
- 100% of project deliverables must support DC programming
- In good standing with DC and federal agencies, including CAH
- Obtain Clean Hands Certification
- Headquartered in DC
- Project for an eligible arts and humanities space
- INELIGIBLE: individuals, private clubs, colleges/universities, foreign government, charter schools, organizations requiring fiscal agents, other DC government agencies, including DC Public Schools





Inclusion, Diversity, Equity, & Access (I.D.E.A.)

CAH has placed increased focus on using an Inclusion, Diversity, Equity and Access (I.D.E.A.) lens in its grantmaking process, with the goal of creating a more equitable arts and humanities landscape in the District.

CAH's goal for the arts and humanities community is to have a comprehensive and actionable plan in place by FY 2024.

- 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 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.





Inclusion, Diversity, Equity, & Access (I.D.E.A.) cont.

- 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, disability, etc. An equitable framework centers awareness of these hierarchies and creates systems that are actively anti-racist, anti-classist, anti-sexist, anti-homophobic, and anti-ableist.
- 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.



Frequently Asked Questions (Round 1)

- Are mortgage and rent expenses eligible for CP consideration?
- Can I apply for a project with planning elements AND a small renovation?
- Can we use a mortgage for the match of a new facility?
- What if I already bought the facility in FY23?
- Must every grant dollar be spent in FY24? What about projects that start before the fiscal year starts?
- What kind of technology can I apply for?



Creating an Application





Application Process

- CAH uses an online grant application portal, accessible from the CAH website: dcarts.dc.gov
- All applicants must submit applications online by **10:00 PM Eastern Time** on **Friday, August 21, 2023**.
- CAH will not accept mailed, emailed or hand-delivered copies of grant applications or components of an application such as a W-9, work sample or emailed PDF of support material.



NEW-ish WEBSITE (dcarts.dc.gov)





tps://dcarts.dc.gov/service/cah-grants



Grant Portal







Grant Portal

DCCAH Grants	About Instructions	Contact	Clean Hands	Support			
***	Your App	licatio	ons				
DC COMMISSION ON THE ARTS & HUMANITIES	Note: You have alread	dy started an	application. If y	ou would like to start a	new application, please of	click here	lew Application
My Open Applications							
My Closed Applications	Organizations					_	
My Media Library	My Fake Organization	Contraction and a second					
My Document Library							
★ My Awards	Requests						
	Open Requests 1-3 of 3	₩ 4	N 4				
	Action	Colleagues		Request	Organization	Amount Requested	Workflow St
	Projects Events and F	estivals (Org	anization)				
15	Edit Del	View Add N	ew Add Existing	Project Just Kidding	My Fake Organization	\$10,000.00	Draft
	Special Arts Initiative	(Individuals)					
	Edit Del	View Add N	ew Add Existing	Ray Gun Test		\$10.00	Draft
	Upstart (Organization))					
	Edit I Del	View Add N	ew Add Existing	Fake Ord's UPS Tes	t Mv Fake Organization		Draft





Grant Portal

CAH Grants About Instru	ictions Contact Clean Hands	Support	
DC COMMISSION ON THE ARTS & HUMANITIES	Program Description Capital Projects (CP) supports organizations that own or rent	ect Grant Program	
 My Open Applications My Closed Applications My Media Library My Document Library 	facilities, intend to own facilities, or seek capital project support for permanent property, technology, equipment, or digital assets designed for the training, management, production, or	Currently Open Programs (Select the appropriate button to begin an application)	
★ My Awards	presentation of performances or exhibitions of the arts or humanities. Program goals can be found in the grant guidelines. Maximum awards for a facility	Capital Projects OPreview Juried Exhibition Grant (Individuals)]
	purchase are up to \$500,000. All other project maximum awards are up to \$250,000. The first \$100,000 of each award requires no match. For every award dollar over \$100,000, a 1:1 cash award match is required. Grant Program Manager: Kevin Hasser	Eligibility Questionnaire Capital Projects guidelines thoroughly and do you understand the tions for applying to CAH? (Current guidelines may be found at ice/grants.)	Please Select V
		as a 501c3 Organization? d a Capital Projects workshop? If not, contact kevin.hasser@dc.gov	Please Select v
		which you are applying either already ADA compliant, or is this to bring it into compliance? (For questions about ADA compliance, es.)	Please Select V
	Is your application	n in support of an eligible arts and humanities facility?	Please Select V
	Does your organiz	zation have an EIN?	Please Select ∨

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Grant Portal: Work Sample

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***	Request Work Sample &	Uploads	2			
DC COMMISSION ON THE ARTS & HUMANITIES	My Fake Organization	Update Org	Arts E	ducation Pro	jects (Organ	ization)
My Open Applications	View Appl	cation Work Sample & Uploads	Dverview	Request	Budget	Final Review
My Closed Applications	Provide a statement describing how the conte	nt of the work sample best repres	ents the app	licant and/o	or the work	supported by the r
My Media Library	Let me tell you about how my work samples spe	ak to the proposed project				
My Document Library	Words remaining: 386					
★ My Awards	Media Viewer					
	Please upload your media files here					
	Attach Media From Library					
	# Action Media File					
	1 🗙					
		Work Sample #I				
	Required Documents					
	Please upload one document for each of the	available options for "Source", as	these are req	uired docu	ments. If y	ou uploaded a docum

GOVERNMENT OF THE DISTRICT OF COLUMBIA



Grant Portal: Media Viewer

Select existing Media Files or click the "Upload New Media File" button to upload a new Media File. You may use the items saved in My Media Files in one or more applications. After you have selected all of the media files you want to include, close this window.

Upload Ap	plication Attachments	
Photos: JPG, PNG, GI	F Videos: MP4, FLV /	Audio: MP3
Descriptio	n: Introduction video	
Upload Fil	e: Choose File No file chosen	
(or) Youtube Video II	D: V_ozofiGPJo	
(or) Vimeo Video II	D: 921038910	





YouTube Video Hyperlink



- YouTube- For licensed content, allow video embedding (unlisted/private videos are fine)
- Vimeo- Disable privacy options to embed on outside websites
 - **Passwords are fine, but need to be shared with panelists





Grant Portal: Media Viewer







Budget

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 an organization does not have a negotiated indirect cost rate, that grantee may assign 10% of all direct costs in its award to indirect costs.

The applicant may include these indirect costs in the budget calculation and identify the basis for the calculation in supporting materials.



Budget

- Only include direct project costs (in both request and matching funds)
 - ONLY EXCEPTION the NICRA rate or 10% minimum
 - No ineligible expenses (recurring expenses like rent, utilities, etc)
 - **Please** do not include your organization's operating budget/expenses

Requests of \$100k and Under

• Can provide match information, but not necessary

Requests of over \$100k

- Must provide 1:1 matched expenses for every dollar over \$100,000
- Must include match fund descriptions
- Cannot be and in-kind match
- ★ Cannot be a match from other CAH government funds
- If awarded, note that you may receive less than \$100k
 - Reduced funding may permit project modification, but project intent must remain constant





Budget

A complicated budget example						
(The Core Project)	\$90,000	HVAC upgrade (materials and labor)				
(Administrative/Staff support – MAXIMUM 25% of the total project)	\$30,000	% of salaries for impacted staff through project duration; facilities, executive dir., etc				
	\$120,000	(project subtotal)				
(10% NICRA) \$	\$12,000	(maximum allowable indirect expenses- does not require documentation)				
Proposed project amount	\$132,000	(project subtotal + NICRA)				
The project amount over \$100,000 that requires matching funds	\$32,000					
Matching funds	\$16,000	(Divide the project amount over \$100,000 by two; equal split between CAH and Match funds)				
FY24 CP project request	\$116,000	The \$100,000 project plus half the remaining expenses				
Applicants will cite both the \$132,000 and \$116,000 figures in the request. The details of the \$132,000 project						

Applicants will cite both the \$132,000 and \$116,000 figures in the request. The details of the \$132,000 project should be broken down in both the expense and income categories in the application

THE



Required Uploads

Required for all CP applications:

- Work samples
- Renderings, architectural drawings, sketches, and/or photographs depicting proposed project
- Support material
- Résumés of key personnel
- List of current board of directors, including roles, responsibilities, and home address or ward location
- Copy of co-signed deed, lease, or MOU demonstrating exclusive control of space
- A quote from potential contractors/vendors (three quotes are preferred)
- Current organizational budget
- P&L from most recently completed fiscal year
- Most recent audit (for orgs >\$1.25M)
- Balance sheet from most recently completed fiscal year
- Compliance documents, including: <u>Certificate of Clean Hands</u>, Certificate of Liability Insurance, IRS Letter of Determination, Statement of Certification, IRS forms W-9, and 990.



Certificate of Clean Hands

- Operated by the Office of Taxation and Revenue and the Office of the Chief Financial Officer
- Create an account and secure your clean hands certificate via <u>My Tax DC</u>.
- This is a newer system. If you haven't secured a clean hands in the last three years, apply early and read through the guidelines carefully posted on their website.
- Keep your most recent DC tax information at hand when applying.
- If locked out of the system, try accessing from a different browser. If still inaccessible, contact us.
- If you cannot secure a Certificate of Clean Hands before the application deadline, you are <u>STILL ELIGIBLE</u>.



Work Samples

- Work samples are the most crucial element of any application.
- Must depict the applicant's strongest arts and humanities output
- Panelists must be able to assess the skill and/or impact of the work
- Must not be older than three (3) years
- Focus the panelist attention. Generally, no more than three audio/video worksamples. A limited selection of images.

Review the FY24 Guide to Grants for more ideas

Submitting older work samples may render the application ineligible.



Support Materials

- Strengthen the application and provide additional information related to the grant request
- Do not take the place of a work sample or other uploads

Some examples of support materials are:

- Performance/exhibition reviews
- Assessments and evaluations
- Annotated images of your site
- Before/after renderings
- Evaluation, master facility plan, preservation plan, or strategic plan that supports this proposed project
- Photographs of a 3D model
- Detailed work plan / scope of work
- Estimates





Résumés of Key Personnel

The key personnel résumés are an opportunity to show:

- Your organization produces excellent programming
- You have the capacity to execute the project
- The project will be high quality.

Consider, and provide:

- Who is responsible for your organizations' arts and humanities output? (e.g. Artistic director, conductor, curator, lead scholar)
- Who is responsible for managing the proposed project? (e.g. Executive director, facilities manager, chief operating officer, etc.)
- Who is executing the project? (e.g. general contractor, consultant, architect, etc.)





Reviews, Awards & Monitoring







Applicants will be notified about their application status on or after October 1, 2023





Project Content and Execution (30%)

- The applicant's project is aligned with the organization's mission (10%);
- The applicant's project demonstrates critical organizational need (10%);
- The applicant's project is financially viable, with any matching funds committed or able to be raised during the grant period (5%); and
- The applicant details a reasonable and inclusive project timeline (5%).



District Impact and Engagement (30%)

- The applicant's project addresses a critical need in the District (10%);
- The applicant's project strategy is tailored to the unique aspects and features of place. If a registered historic entity, the project accommodates preservation and conservation needs (10%); and,
- The applicant provides meaningful arts and/or humanities programming with a strong impact on the District's residents and visitors (10%).



I.D.E.A (20%)

CAH prioritizes applicants who give intentional focus to working with District residents who have been historically excluded and who demonstrate authentic responsiveness to their identified needs.

- The applicant has a proven commitment to inclusion, diversity, equity and access for constituents, staff, board, and their broader communities (7.5%);
- The project increases access for DC residents according to geography, race and ethnicity, ability, discipline, or other categories (7.5%); and
- The project increases arts and humanities residential and/or studio spaces (5%).


Review Process

Organizational Management and Capacity (20%)

- The applicant demonstrates or can attain capacity in governance and management to complete the project; including personnel, policies, marketing, operations, and financial controls (5%);
- The applicant's operation and design process includes all relevant stakeholders (5%);
- The applicant demonstrates an understanding of the project's impact on the organization's future finances and operations (5%); and,
- The applicant's project costs are informed, itemized, thorough, and reasonable (5%).





Preparing for Your Award





Notifications and Award Disbursement

- Applicants will be notified in writing on/after October 1, 2023.
- This notification may consist of a grant package, letter of ineligibility, or letter of denial.
- The original copy of the grant agreement and all associated documents must be completed and returned to CAH.
- Please note the date of disbursement is subject to change depending on the availability of funds.
- If seeking direct deposit, all applicants should employ the Direct Deposit option at the time of application.



Performance Monitoring

- All grant recipients are subject to monitoring requirements.
- All activities funded by CAH will be monitored by staff through:

 Interim reports for awards ≥ \$12,500 due on April 19, 2024
 Site visits (including performances and presentations)
 Email correspondence and phone calls.
- All FY24 grantees must complete a final report by October 18, 2024



Tips and General Advice**

**Application content is the sole responsibility of the applicant. No tip or advice (taken or not) can guarantee funding or any level of funding.



What Project Should I Pick?

- Impossible question to answer!
- Take your time. Review the narratives. Review the scoring criteria
- Not every project answers every scoring criteria. Doesn't indicate that a project won't receive funding, or receive deep funding.
- Options
 - Website overhaul (digital)
 - Computer purchases (internal infrastructure)
 - Exhibition cases (programmatic infrastructure)
 - Elevator (accessibility)
 - Window replacement (efficiency)
 - Permanent home (stability)
 - Preservation/conservation plan (longevity)
- Kitchen sink
 - Not advised, even if tempting and eligible.



Project Analysis

Facilities Purchase

- Tempting funding amount, but requires a firm plan
- DC market is volatile. Funds restricted to the fiscal year
- Recent project support (past two years) has all been private-sale

Planning Grant

- Essential, but intangible, aspirational, theoretical.
- The more grounded, the better
- Consider developing a Plan of Action
- Consider substantiating the request with research, cost analysis
- Letters of support from informed individuals are sometimes helpful

Major Renovation

- Consider what can feasibly be done in the fiscal year window
- Consider future application opportunities

Digital projects

- Define the project
- Remember that recurring expenses are not eligible





Budget

Award, Installments, Grant Reporting

- Rare to receive 100% of request. In recent years, funded grantees received as little as 70% of their proposed budget.
- If you are awarded, we want you to be successful.
 - Draft your application with the timing of award receipt in mind
- October, grant paperwork is due
 - CAH will issue 50% of award funds up front
 - Usually takes 10 weeks, sometimes a little more
 - October projects still eligible, but require organization's liquidity
- Second half of award funds issued upon confirmation of interim report, ~April June '24
 - These funds are receipt-based; must have spent at least the funds you have been issued thus far (50% of expenses).

Logistics of Single-Ticket Items

- Single piece of equipment
- Single contractor
 - Do not pay a contractor in full up-front for work they haven't completed.
 - Can negotiate billing; making daily or weekly payments;
 - Paying for materials up front and paying labor costs at the end of the project.
- Early Deposits- retention required before the fiscal year starts?
 - Deposit not an eligible project expense
 - Work-begin statement after October 1st.



Application Tips

One more thing about the budget:

- Select a logical project. It is tempting to maximize request for the \$100k limit, or select a project that will strain your organization. Avoid the lure, and apply based on the project, not the maximized amount.
- Award amount point does not influence chance of success.

Remember your audience (and the rest of the applicant pool):

- The panel is weighing very wide-ranging projects
- Reviewed in cohorts arranged by organization budget size
- Paneled of peers who will not be familiar with your organization or the specifics of your project
- Write the application such that a panelist could execute it





Application Tips

Attachments & Work Samples:

- Restrict video to 5 minutes, include a start/stop time code if needed.
- Upload videos as YouTube or Vimeo links. There have been issues with uploading video files in the past (avoid audio uploads)
- Maintain elements such as W9, work samples, federal tax information and support materials. Requested in each application. Ensure all attachments are PDFs.
- Merge PDFs into single files. AKA- don't upload 9 resumes
- Do **not** upload a document with a list of links;
- Before the deadline day, copy and paste application responses onto the portal and upload requested materials to ensure submission is complete.
- Make sure your videos (and everything) appear how you intend them to appear in your portal.



Successful Applicants

Language:

- Keep a copy of the scoring criteria. Write to the criteria;
- Print/Download the PDF of application questions. Draft your responses to a Notepad or .txt-based application. There is no formatting in the portal;
- Avoid "grantspeak" and be able to substantiate any questionable claims;
- Have someone outside of your discipline read your narrative responses and get their feedback;

Project:

- Are usually for one discrete project (avoid laundry list applications)
- Help panelists understand why the project is critical
- Provide a clear overview of the project, planning process, timeline, and experts engaged
- Differentiate between the project budget and organization's budget
- Leave the panelists with no questions
- What, why, where, when, who, how much



FY24 Large Capital Projects (LCP)

Council passed legislation that will create this program in FY24.

No guidelines or timeline yet exist. Council will receive the proposed guidelines by November at the latest.

Legislation requires that:

- The minimum award size will be \$900,000
- Approved projects will improve a facility with a tax valuation of at least \$1,000,000
- Applicants must own or possess a 30-year lease on the impacted facility
- Grantees cannot receive both a grant from LCP and the pre-existing Capital Projects grant (FAB) in the same fiscal year
- Grantees cannot apply for another LCP for the following two fiscal years

I address Commission updates as of July 24:

https://www.youtube.com/watch?v=4ubAARBwZtM (starts at 53:19)

Actively seeking input. Please reach out with thoughts and help spread the word.



Questions?

Kevin Hasser, kevin.hasser@dc.gov (202-213-8848)

Office Hours Monday-Friday, 9:00am to 5:30pm 200 I (Eye) Street SE, Suite 1400 Washington, DC 20003 <u>dcarts.dc.gov</u> Phone: (202) 724-5613

The Mission of CAH is to provide grants, programs and education activities that encourage diverse artistic expressions and learning opportunities so that all District of Columbia residents and visitors can experience the rich culture of our city.

