



DC COMMISSION ON THE ARTS & HUMANITIES

FY24 East Arts Grant for Organizations

For applicants new to CAH,
Organization headquarters must be in NE or SE



DC COMMISSION ON THE ARTS & HUMANITIES
50th ANNIVERSARY

AGENDA

- Review the mission of the DC Commission on the Arts and Humanities
- Review grant program goals, overview, eligibility, and mandatory requirements when drafting applications
- How to navigate the online grants portal
- Overview of the criteria for East Arts
- Recruitment of panelist
- Adjournment

The Mission of the DC Commission on the Arts and Humanities 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 can experience the rich culture of our city.



DC COMMISSION ON THE ARTS & HUMANITIES
50th ANNIVERSARY

East Arts Program Goals

- Encourage the contributions of artists and humanities practitioners to the District.
- Highlight the professional accomplishments and creative excellence of artists and humanities professionals residing in the District;
- Provide support to participants who demonstrate exceptional creativity; and,
- Cultivate a city with a dynamic cultural sector and a large contingent of artists and humanities practitioners.

EA Overview

- Awards up to \$35,000 for Arts and Humanities organizations who significantly contribute to DC.
- EA is a project-based grant. Funds may be used for those expenses. There is no matching requirement.
- EA is open to all artistic disciplines with a headquarters in Northeast and/or Southeast. Established as well as emerging practitioners are encouraged to apply.

EA Eligibility Requirements

Applicants must:

- be incorporated as a nonprofit with a federally-designated tax exempt status under section 501(c)(3) of the United States Internal Revenue Service (IRS) code, as evidenced by an IRS determination letter that is dated at least one year prior to the application deadline date
- have an active Board of Directors
- Have a principal business office address that is located in the NE or SE quadrant of District of Columbia, subject to an on-site visit. (Note: CAH will not allow post office boxes or the addresses of board members or volunteers as evidence of the principal business address).
- Be in good standing with DCCAH;
- Identify as a BIPOC centered organization;
- Have a budget not exceeding \$500K as recently submitted by your 990



BIPOC – centered Organizations

Identify as a BIPOC-centered organization. This distinction includes at least one of the following criteria:

- At least 66% of staff identify as Black, Indigenous, and people of color (BIPOC).
- At least 51% of the board, steering committee, or other leadership body and volunteers in leadership positions identify as BIPOC.
- The executive director, highest paid staff, or equivalent, identify as a BIPOC individual.

EA Grandfather Provision

Applicants must:

- Must have received funding during FY22 and EA FY 23 cycles;
 - Have a total cash expenses over \$500,000; or
 - Organizations that do not identify as BIPOC- centered.
-
- The grandfather provision will only be provided for East Arts FY 2024 grant cycle,

MANDATORY DOCUMENTS

1. Certificate of Clean Hands
2. Certificate of General Liability Insurance
3. Current Annual Organizational Budget
4. IRS Form W-9
5. IRS 501(c)(3) Letter of Determination.
6. IRS Form 990
7. Resumes of Key Personnel
8. Statement of Certification
9. Support Documents (2)
10. Work Samples: at least two (2)

MANDATORY DOCUMENTS

1. Certificate of Clean Hands

- Apply on [My Tax DC.](https://mytax.dc.gov) (myTax.dc.gov)
- Dated within one week of your application submission

2. Certificate of General Liability Insurance

- CAH requires grantees maintain liability insurance of at least \$1,000,000 per occurrence
- The certificate should include a waiver of subrogation

MANDATORY DOCUMENTS

3. Current Annual Organizational Budget

4. Signed IRS Form W-9

- Only the October 2018 version of the W9 form may be used
- Post office boxes are prohibited
- 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
- Must be dated at the time of application submission
- Must be signed with an ink or verified electronic signature

Use October 2018 version

Name should match on all documents

Address must be in DC and match other documents; No PO Boxes

Applying as an ORGANIZATION -- use the EIN

Signature must be manual or verified electronic with date/stamp

Date: within 30 days of applying

W-9
Form (Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Taxpayer's name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

4 Exemptions (boxes apply only to certain entities, not individuals; see instructions on page 3).
Example: payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Mark to account number within the U.S.)

5 Address (number, street, and apt. or suite no.) (See instructions).

6 City, state, and ZIP code

7 List account number(s) (see instructions)

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.
Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number to Give the Requestor* for guidelines on whose number to enter.

Part II Certification
Under penalties of perjury, I certify that:
1. the number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. the FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contribution to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person _____ Date _____

General instructions
Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. For the latest information about developments related to Form W-9 and its instructions, such as bulletins or notices, after they were published, go to www.irs.gov/formw9.

Purpose of Form
An individual or other (Form W-9) requestor who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:
• Form 1099-INT (interest earned or paid)
• Form 1099-DIV (dividends, including those from stocks or mutual funds)
• Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
• Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
• Form 1099-S (proceeds from real estate transactions)
• Form 1099-K (prepaid card and third party network transactions)
• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
• Form 1099-C (canceled debt)
• Form 1099-A (acquisition or abandonment of secured property)
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
If you do not return Form W-9 to the requestor with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Cat. No. 102310X Form **W-9** (Rev. 10-2018)

MANDATORY DOCUMENTS

5. IRS 501(c)(3) Letter of Determination

6. IRS Form 990

- Most recently submitted Form 990

7. Resumes of Key Personnel

- may be substituted for a list of projects completed by the applicant within the last three (3) years.

8. Statement of Certification

- Available on the CAH website: <https://dcarts.dc.gov/page/grantee-resources-0>
- Must include the correct grant program name and fiscal year (FY24 RRFo)
- Address on this form must match other documents

IMPORTANT!

Include the CORRECT
Grant Program name
and fiscal year here

“FY24 CAH-EA”

or

“FY24 East Arts Fund
Organizations”



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DC COMMISSION ON THE ARTS AND HUMANITIES

STATEMENT OF CERTIFICATION

As the duly authorized officer of [NAME _____], a
 501(c)3 NON-PROFIT ORGANIZATION or INDIVIDUAL (“Applicant”), with an address of
[ADDRESS _____], an applicant for Grant Program/RFA
[GRANT PROGRAM _____] of the DC Commission on the Arts
and Humanities (“DCCA”), I hereby swear and attest as follows, under the penalty of perjury:

- 1) That the following individual(s) are authorized to negotiate with DCCA on behalf of the Applicant:

Name: [NAME _____]

Title: [TITLE _____]

Address: [ADDRESS _____]

[ADDRESS _____]

Phone: [PHONE _____]

Email: [EMAIL _____]

- 2) Applicant has, and will continue to have if the Applicant is awarded the grant, adequate staff and resources to maintain adequate files and records and can and will meet all reporting requirements;

Available on the CAH website:

<https://dcarts.dc.gov/page/grantee-resources-0>

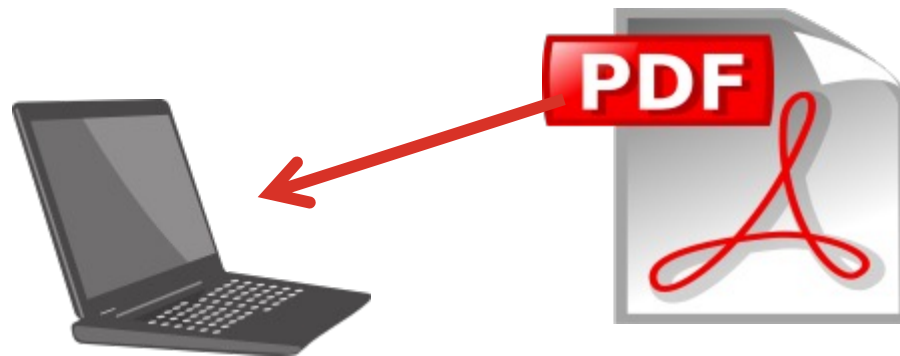
MANDATORY DOCUMENTS

9. Support Documents:

8. Work Samples (2)

- Provide at least two (2) work samples that demonstrate work currently being done by the applicant or work completed since October 1, 2021.
- No work sample may be more than 3 years old.
- See the Work Sample Addendum in the Guide to Grants at (<https://dcarts.dc.gov/node/1579326>) to determine what materials may best support the application.

For best results
save and upload grant application materials
as PDF files



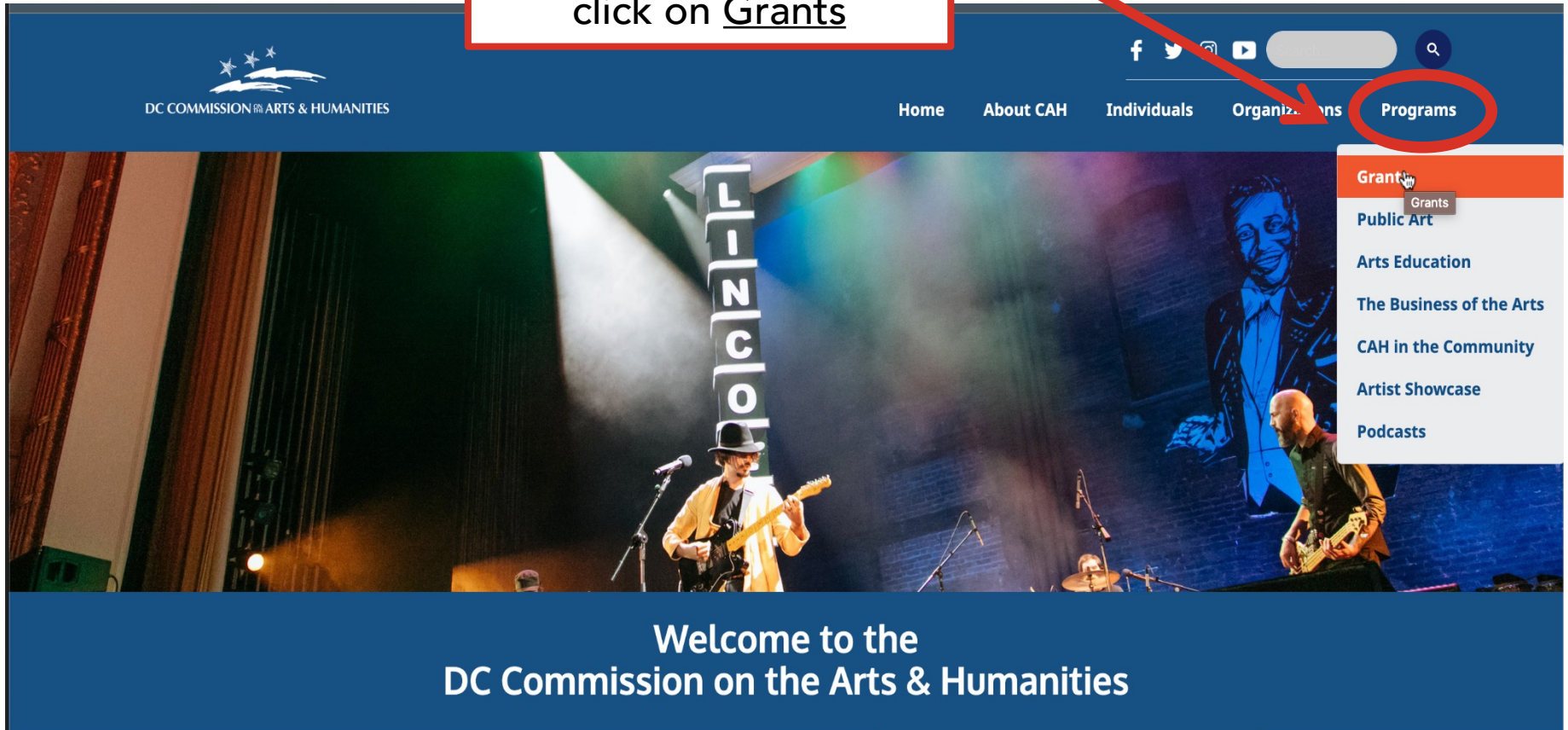
Using the CAH Grant Portal (Jungle Lasers)

CAH recommends using internet browser Google Chrome
for the smoothest applicant experience



Click on Programs,
then
on dropdown menu
click on Grants

www.dcartarts.dc.gov



The image shows a screenshot of the DC Commission on the Arts & Humanities website. The header is dark blue with the logo on the left and navigation links on the right. A red box highlights the 'Programs' link in the navigation menu, and a red arrow points to the 'Grants' option in the dropdown menu. The main content area features a photograph of a musician performing on stage with a 'LINCOLN' sign in the background. Below the photo is a blue banner with the text 'Welcome to the DC Commission on the Arts & Humanities'.

DC COMMISSION ON THE ARTS & HUMANITIES

Home About CAH Individuals Organizations **Programs**

- Grants
- Public Art
- Arts Education
- The Business of the Arts
- CAH in the Community
- Artist Showcase
- Podcasts

Welcome to the
DC Commission on the Arts & Humanities

www.dcartarts.dc.gov/service/cah-grants

CAH Grants

The DC Commission on the Arts and Humanities offers several funding programs for individuals and nonprofit organizations located in the District of Columbia. Individuals are not required to provide matching funds. Organizations are only required to provide matching funds as indicated.

Commission staff members conduct workshops at which participants learn about the Commission and the steps to submit a grant application. During these workshops, staff and applicants discuss each grant-making opportunity. [Workshop](#) dates, times and locations are subject to change.

Current Funding Opportunities

- [FY24 Art Bank Program RFA](#) - Deadline is 9:00 pm ET on Friday, June 30
- [FY24 Arts and Humanities Education Program RFA](#) - Deadline is 10 pm ET on Friday, July 14
- [FY24 Field Trip Experiences RFA](#) - Deadline is 10 pm ET on Friday, July 14
- [FY24 Public Art Building Communities RFA](#) - Deadline is 9 pm ET on Monday, July 17
- [FY24 East Arts RFA](#) - Deadline is 10 pm ET on Tuesday, July 18
- [FY24 Juried Exhibition Grant RFA](#) - Deadline is 9 pm ET on Friday, July 28

CAH Grants

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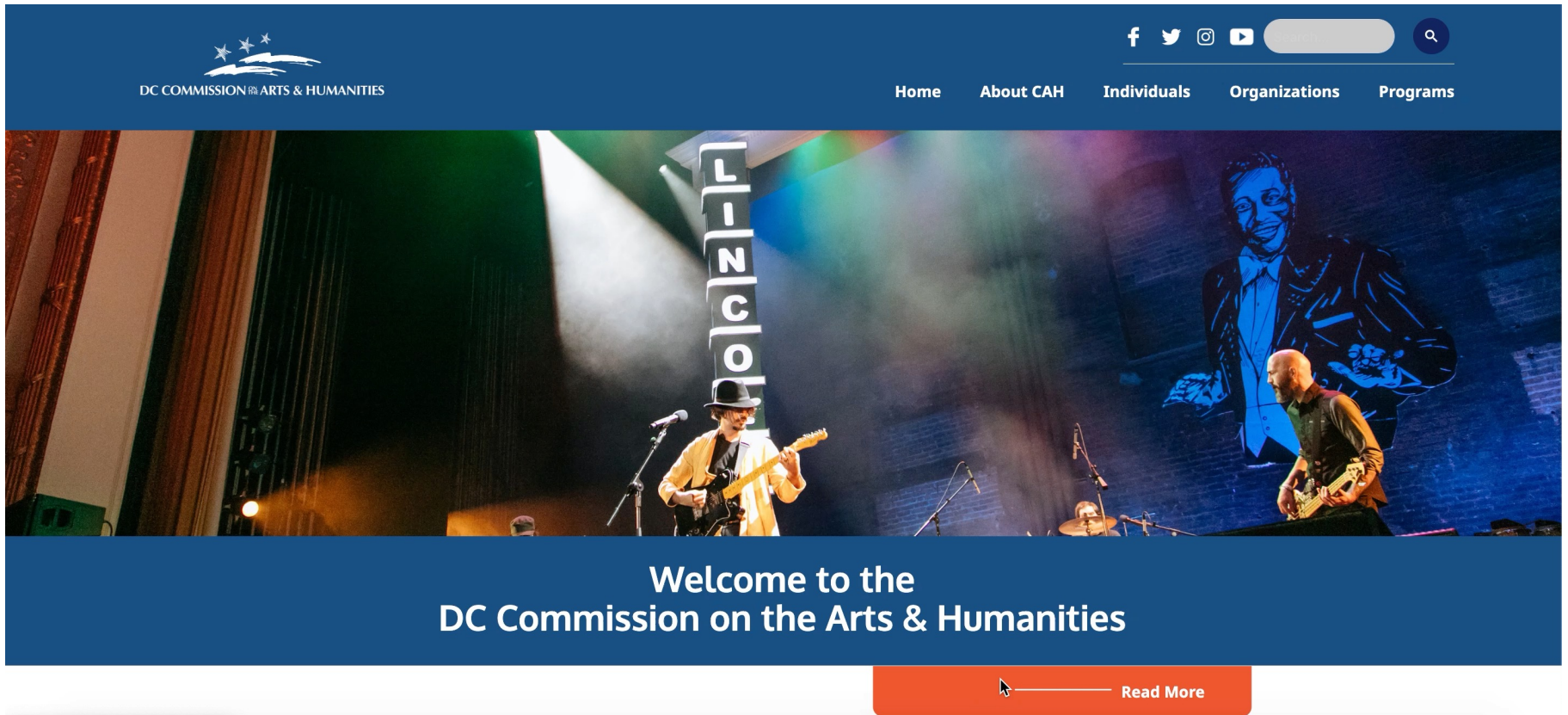
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Click here for the EA Grant RFA

Link to the EA Grant Application:



DC COMMISSION ON THE ARTS & HUMANITIES

Home About CAH Individuals Organizations Programs

Welcome to the
DC Commission on the Arts & Humanities

Read More

<https://dcarts.dc.gov/node/404502>


www.dcartarts.dc.gov

[DC Commission on the Arts and Humanities | Applicant Portal \(jlweb.co\)](http://www.dcartarts.dc.gov)

CAH GRANT PORTAL

The screenshot shows the CAH Grant Portal website. At the top, there is a navigation bar with links for 'CAH | Grants', 'About', 'Instructions', 'Contact', 'Clean Hands', 'Support', and 'Sign In or Sign Up'. The main content area features the DC Commission on the Arts & Humanities logo on the left and a 'Guide to Grants' section on the right. The 'Guide to Grants' section contains text explaining the funding programs and provides links for more information and downloading Google Chrome. Below the text, there are two call-to-action buttons: a green 'Sign Up today' button and a blue 'Returning' button. A red arrow labeled 'New' points to the 'Sign Up today' button, and a blue arrow labeled 'Returning' points to the 'Returning' button. At the bottom of the page, there are three main sections: 'Apply Online', 'Track Progress', and 'Stay Informed'.

CAH | Grants About Instructions Contact Clean Hands **Support** Sign In or Sign Up



Guide to Grants

The DC Commission on the Arts & Humanities (CAH) offers several funding programs for individuals and nonprofit organizations located in the District of Columbia. Individuals are not required to provide matching funds. Organizations are only required to provide matching funds as indicated. To find out more information about CAH policies, procedures and programs, read the complete Guide to Grants [here](#).

CAH recommends using internet browser Google Chrome for the smoothest applicant experience. You may download Google Chrome by clicking [here](#).


New → [Sign Up today](#) ← **Returning**

Already have a Login? [Sign In](#)

Apply Online **Track Progress** **Stay Informed**

CAH GRANT PORTAL

DC Commission on the Arts and Humanities | Grants About Instructions How to Zip Contact regan.spurlock@dc.gov



Your Applications

Note: You have already started an application. If you would like to start a new application, please click here [New Application](#)

- [My Open Applications](#)
- [My Submitted Applications](#)

Organizations

Click on Organization to view/edit

- [My Fake Organization](#)

Below you will find a list of your currently in progress applications. You do not have to complete your applications in a single session, but may return here at any time to continue working on them.

Note: The colleague functions allow you to invite a person to work with you on the same application. Hover over the options for further instructions.

Requests

Open Requests 1-2 of 2

Action	Colleagues	Request	Organization	Amount Requested	Workflow Status	Date Submitted	Items Ne
Grants in Aid (Organization)							
Edit	Del View Add New Add Existing	Request			Draft		N/A
Upstart (Organization)							
Edit	Del View Add New Add Existing	Request			Draft		N/A

Review Criteria for EA Grant

Artistic Content (40%)

- High standards of arts, humanities and/or educational excellence;
- Work samples and support materials (brochures, articles, letters of support, etc.)
- Personnel with demonstrated art experience (arts administrators, teaching artists & professional artists);
- Effective evaluation methods specific to the project; and
- Commitment to hiring DC-based artists.

Review Criteria for EA Grant

Financial Capacity, Management and Sustainability (20%)

- Board of Directors expertise for oversight with well-rounded expertise;
- Ability and Internal Capacity to administer the grant;
- Ability to implement the project;
- Financial and Organizational Capacity - realistic/accurate budget; and
- Ability to attract financial support

Review Criteria for EA Grant

NE and/or SE Impact & Engagement (20%)

- Applicant targets audience(s) in NE and/or SE and provides support for their selection;
- The described arts and humanities activities meet the unique needs of target audience(s);
- Applicant partners with similar or complimentary organizations in NE and/or SE to leverage resources for the described activities;
- Applicant appropriate marketing methods are used to reach the target audience(s).

Review Criteria for EA Grant

Inclusion, Diversity, Equity and Access (I.D.E.A.) (20%)

- The project content and confirmed project collaborators demonstrate that the experience will be culturally relevant and inclusive to a diverse audience;
- The project design demonstrates the commitment to engage all participants by ensuring equity and access;
- The applicant outlines how the project design will consider the evolving needs of the community it impacts, by ensuring the intended community is considered in the project design and implementation.

DCCAH is Recruiting for Panelists

to assist in reviewing grant applications.

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 stipend paid for participation.

<https://dcarts.dc.gov/page/be-review-panelist>



The DC Commission on the Arts and Humanities (CAH) holds

Live Online Workshop Sessions

to assist with the completion of all grant program applications.

- [Thursday, June 15, 2023 2:00pm](#)
- [Tuesday, June 20, 2023 5:30pm](#)
- [Thursday, June 29, 2023 10:30am](#)
- [Thursday, July 6, 2023 12:00pm](#)

Information and links at www.dcartс.dc.gov

<https://dcarts.dc.gov/node/1115831>

The DC Commission on the Arts and Humanities (CAH) holds

Live Online Chat Sessions

to assist with the completion of all grant program applications.

Every Friday from 2:00 pm - 3:00 pm ET starting Friday, June 16, 2024

- [Friday, June 16, 2023](#)
- [Friday, June 23, 2023](#)
- [Friday, June 30, 2023](#)
- [Friday, July 7, 2023](#)
- [Friday, July 14, 2023](#)

Information and links at www.dcartс.dc.gov

<https://dcarts.dc.gov/node/1115831>

Khalid Randolph | Grants Programs Manager

DC COMMISSION ON THE ARTS AND HUMANITIES

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**DC COMMISSION ON
THE ARTS & HUMANITIES**



Questions?

