



DC COMMISSION ON THE ARTS & HUMANITIES

**FY 2024 GENERAL OPERATING SUPPORT
GRANT PROGRAM (GOS):
SERVICE ORGANIZATIONS**

REQUEST FOR APPLICATIONS

The DC Commission on the Arts and Humanities (CAH) is soliciting applications from qualified arts, humanities, or arts education for its Fiscal Year 2023 General Operating Support Grant Program (GOS). Award amounts vary.

Application Release: Monday | January 23, 2023

Application Deadline: Tuesday | February 21, 2023 | 10:00pm

Incomplete or late applications or applications that do not follow the instructions and guidelines may be deemed ineligible for review and funding. Prospective applicants should read through this Request for Applications (RFA) in its entirety before submitting an application.

Staff Contact: Terrell Johnson, Senior Grants Officer | terrell.johnson@dc.gov

Kamanzi Kalisa, Grant Manager | kamanzi.kalisa@dc.gov

Kerry Kaleba, Grant Manager | kerry.kaleba@dc.gov

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

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

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GENERAL OPERATING SUPPORT GRANT PROGRAM

SERVICE ORGANIZATIONS

Applicants may submit one (1) General Operating Support application per fiscal year cycle

OVERVIEW

The General Operating Support Grant Program (GOS) offers general operating support to non-profit arts, humanities, and arts education service organizations whose primary mission focus is in one or more arts or humanities disciplines referenced in [Guide to Grants](#). The mission, as submitted on the organization's most-recent IRS Form 990, should include the word(s) arts, humanities, and/or arts or humanities discipline. More than 51% of both the organization's previous year's cash expenses and programming/services must be devoted to the arts and humanities and/or arts education.

For the purposes of this grant, organizations dedicated to providing technical assistance and support services to DC arts and humanities practitioners, as outlined in the definition below, are deemed "service organizations."

GOS applicants must demonstrate the ways in which their ongoing programming aligns with the DC Commission on the Arts and Humanities (CAH) goal to encourage diverse artistic expressions and learning opportunities, so that all District of Columbia residents and visitors may experience the rich culture of the city. Successful GOS applications must clearly detail their organization's outstanding leadership and vision, history of arts/humanities programming and strong track record of broad and inclusive community engagement.

GOS: Service Organization applications are reviewed in a cohort with other arts & humanities service organizations. Award amounts are subject to CAH's availability of funds and are based upon the organization's advisory review panel score. The maximum award will not exceed thirty percent (30%) of an applicant's Form 990 organizational expenses.

DEFINITION

Service organizations are those whose primary mission is to provide specialized support to people or institutions within the arts and humanities through functions like networking, professional development, communication, convening, and various technical or managerial support. Service organizations are not typically arts producers or presenters, although some organizations supporting historically disenfranchised communities may be actively engaged in the creation and delivery of such work. While some social service organizations may use the arts and humanities as a vehicle for service delivery, GOS funds are intended for organizations whose primary mission is the support of the arts and/or humanities.

Dimensions of support provided by service organizations may include:

- Validation: Building a compelling “value proposition” for the arts and humanities through education for understanding, and in turn, support for the work.
- Demand/markets: Fostering society’s appetite for artists and humanities practitioners and building demand for their work.
- Material supports: Providing access to the financial and physical resources artists and humanities practitioners need for their work including: space; employment; health insurance; awards and grants; and equipment.
- Training and professional development: Offering opportunities to artists and humanities practitioners to develop themselves professionally through a range of opportunities.
- Communities and networks: Building internal and external communities of practice through convenings and networking.
- Information: Providing research about, and for, arts and humanities practitioners and organizations.

Award amounts are determined by an organization’s total cash expenses for its DC-based arts and humanities programming in the most recently completed fiscal year, as supported by the organization’s IRS Form 990. Award amounts are also subject to CAH’s availability of funds and are based upon the organization’s advisory review panel score. Due to the nature of CAH’s budget being sourced from dedicated tax revenue, any award determined at the beginning of FY 2024 may be further enhanced, by no more than 50% of the original award, later during that same fiscal year.

Organizations with current or recent unusual budgetary circumstances, which may cause a marked increase/decrease to a fiscal year budget should contact a GOS grant program manager to discuss their circumstances.

CAH grant funds must be spent within CAH’s Fiscal Year 2024 (FY 2024) (October 1, 2023 to September 30, 2024).

GRANT PROGRAM GOALS

By making its GOS grant awards, CAH endeavors to:

- Provide deeper, specialized support for arts, humanities, and/or arts education practitioners, organizations, and their staffs and boards to enhance their ability to meet their collective needs.
- Enhance the capacity, stability, and effectiveness of individual artists and scholars, small community-based organizations, and large arts and humanities institutions.
- Increase the level of technical and managerial support available to constituencies of small or historically under-resourced organizations, artists and humanists.
- Encourage District arts and humanities organizations to utilize an equitable lens in the creation of their programming and services for their staff/board and audiences.

- Strengthen resilience, cohesion, and community within the District’s arts and humanities ecosystems.

SUCCESSFUL APPLICATIONS

Successful GOS applicants shall, in their respective grant applications:

- Provide work samples and other support materials that best represent the work of the applicant organization and realization of its mission.
- Demonstrate the applicant’s clear commitment to inclusion, diversity, equity, and access among audiences, participants, staff, and board leadership.
- Articulate the depth and breadth of programming and programmatic impact provided to the DC community.
- Provide detailed, accurate and feasible budget information and clear information on any large variances therein.

ELIGIBILITY REQUIREMENTS

Prior to submitting applications, applicants must meet all the following eligibility requirements:

- Have the primary mission focus of providing specialized support to people or institutions within the arts and humanities through functions such as: networking; professional development; communication; convening; and various technical or managerial supports.
- 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.
- Be registered with, and authorized to do business in, the District as either a “Domestic” entity (that is, an entity that was incorporated in the District) or a “Foreign” entity (that is, an entity that was incorporated in another state).
- Have the primary mission focus in one or more of the arts or humanities disciplines referenced in the [Guide to Grants](#), such that the majority of its activities and/or services are concentrated on and devoted to the arts and humanities and/or arts education.
- Have received funding through a CAH competitive grant that was awarded in the District’s Fiscal Year 2022 (FY 2022) and/or Fiscal Year 2023 (FY 2023). Organizational relief grants, including CAH’s Facilities and Buildings - Rent and Mortgage Relief grant program, are not considered to be competitive, and therefore, organizations that are recipients of these grants alone are ineligible to apply to GOS.
- Ensure that at least fifty-one percent (51%) of the organization’s activities occur within the District of Columbia.
- Ensure that one hundred percent (100%) of the grant award dollars are used to support District of Columbia personnel and programming.
- Have an active Board of Directors.

- Register and comply with the regulatory requirements of pertinent government agencies, including (but not limited to): Department of Licensing and Consumer Protection (DLCP), DC Office of the Chief Financial Officer (OCFO), DC Department of Employment Services (DOES), and the US Internal Revenue Service (IRS).
- Obtain certification of “Citywide Clean Hands” (CCH) from the District of Columbia Office of Tax and Revenue (see page 13).
- Be in “good standing” with CAH.
 - Note: a CAH grantee that has failed to comply with any CAH mandates (e.g. grant reporting), may not be in “good standing” with CAH and may be ineligible to receive additional funds.
- Have a principal business office address that is in the District of Columbia, subject to 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).

Applicants restricted from applying include:

- Individuals.
- Arts and humanities organizations with a majority of their constituents who reside outside of the District of Columbia.
- Organizations established primarily to provide social services, even if those organizations use the arts, humanities, and arts education programs as a vehicle for service delivery.
- Private clubs and organizations that prohibit membership based upon race, gender, color, religion, or any other classes identified in the District of Columbia Human Rights Act.
- Organizations that require “fiscal agents”; for-profit organizations; political organizations; foreign governments; federal government entities; and other District of Columbia government agencies, including DC Public Schools and charter schools.

ALLOWABLE COSTS

CAH must ensure that all award funds are expended in a fiscally responsible manner. Allowable costs are those that District government and CAH have determined as valid expenditures, all awarded funds are subject to Risk Management and Performance Monitoring (see page 14).

Examples of “Allowable Costs” Related to the Grant:

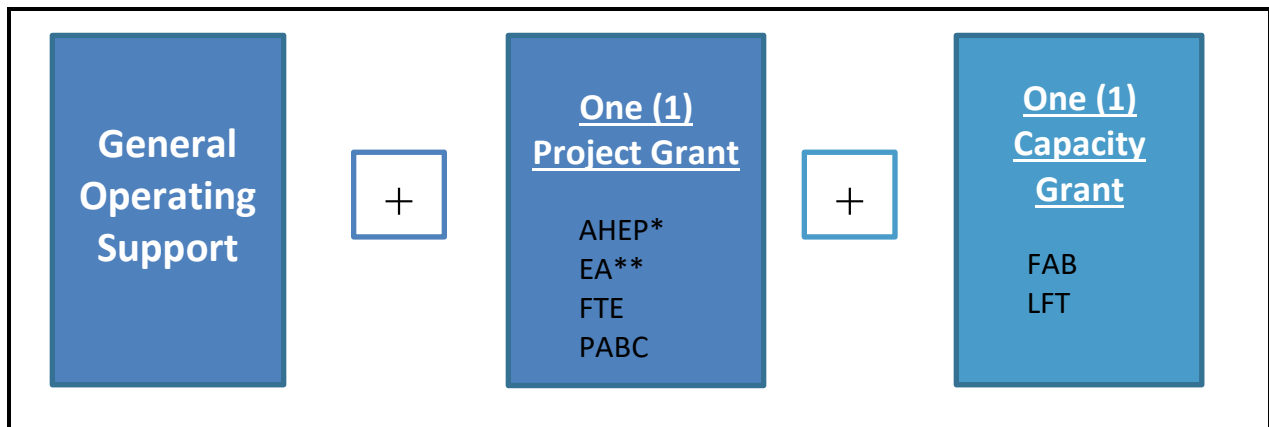
- Staff salaries of applicant organization.
- Teaching artists/humanists, or consultants.
- Travel and transportation directly related to the scope of the arts or humanities programming of the organization.
- Materials, supplies, and equipment purchases that are directly related to the services offered to artists and humanities practitioners.
- Overhead, maintenance and administration of the organization’s programs.
- Indirect Costs (see page 12).

- Operating Reserve: A percentage of the award may be used to create or expand a board-approved operating reserve fund. This percentage may change from one fiscal year to the next and will be determined by CAH at the beginning of each fiscal year. Grantees are not required to have an operating reserve in place prior to receiving the FY 2024 GOS award but must submit a request to CAH before accepting the award. If a grantee has an operating reserve policy in place, the organization must be in good standing with its own policy. Grantees must present evidence of clearly articulated policies about the management of the reserve that have been formulated and ratified by its Board of Directors by the end of the GOS grant period.

Examples of “Unallowable Costs” Related to the Grant:

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

Organizations that apply to FY 2024 General Operating Support (GOS) may be restricted from applying to select FY 2024 project-based grants. The scope of work articulated in an FY 2024 GOS application may not be duplicated in an FY 2024 project-based application. All GOS recipients are restricted from applying to Projects, Events, or Festivals (PEF) Grants.



*Only GOS organizations that identify as Arts Education entities may apply to the Arts or Humanities Education Project (AHEP) grant program.

**Organizations with annual budgets under \$500,000, headquartered in the District’s NE and SE quadrants applying to FY 2024 GOS grants may also apply to the East Arts (EA) grant program.

Field Trip Experiences (FTE)
Public Art Building Communities (PABC)

Facilities and Buildings (FAB)

LiftOff (LFT) will onboard a new cohort of applicants in FY 2024

All FY 2024 GOS recipients may apply to only one “Project Grant” and one “Capacity Grant” as detailed above.

The grantee will be responsible for demonstrating expenses, as applicable, in Interim and Final Reports. Grantees with questions regarding allowable costs may contact one of CAH’s grant program managers.

This GOS grant period is from October 1, 2023 to September 30, 2024. CAH mandates that all of a grantee’s grant-funded activity expenses must be made during the District’s Fiscal Year 2024 (that is, from October 1, 2023 until the end of the day on September 30, 2024).

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 CAH Grants Glossary, located in the [Guide to Grants](#).

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 are currently required to demonstrate their progress in all future interim and final reports.**

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.

TECHNICAL ASSISTANCE AND WORKSHOPS

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

CAH conducts free workshops for participants to learn useful information about the agency's funding opportunities and how to submit a grant application. All workshops are delivered virtually, and dates and times listed below are subject to change. Participants are strongly encouraged to attend. More information about the dates and times of these workshops may be found at www.dcartts.dc.gov under [Grant Writing Assistance](#), or by calling CAH at 202-724-5613.

Day and Date	Time	Topic	Location
Thursday, January 25, 2023	10:00 am – 12:00 pm	I.D.E.A. by Design	Virtual
Friday, January 27, 2023	2:30 pm – 3:30 pm	Open	Livechat
Wednesday, February 1, 2023	12:00 pm – 1:30 pm	GOS: First Time Applicants	Virtual
Friday, February 3, 2023	2:30 pm – 3:30 pm	Open	Livechat
Saturday, February 4, 2023	11:00 am – 12:30 pm	GOS	Virtual
Tuesday, February 7, 2023	4:00 pm – 5:30 pm	GOS	Virtual
Thursday, February 9, 2023	10:00 am -11:30 am	GOS	Virtual
Thursday, February 9, 2023	4:00 pm – 6:00 pm	I.D.E.A. by Design	Virtual

Friday, February 18, 2023	2:30 pm – 3:30 pm	I.D.E.A. Open Conversation	Livechat
Wednesday, February 15, 2023	2:00 pm – 3:30 pm	GOS	Virtual
Friday, February 25, 2023	2:30 pm – 3:30 pm	Open	Livechat

Livechats may be accessed by visiting <https://dcarts.dc.gov/livechat> or by registering via: <https://www.eventbrite.com/o/dc-commission-on-the-arts-and-humanities-cah-1252966799>

GRANT APPLICATION PROCESS

1. Read the [Guide to Grants](#).
2. Read the RFA guidelines (for the desired grant program) and determine eligibility.
3. Go to [Apply for Grants](#) and select [Grant Application Portal](#) to register as a user.
(Note: To reset a user password either select “Forgot your password?” or click [here](#))
4. Upon registration, applicants select the desired grant program(s).
5. Complete the application questions, budget, and budget narrative data.
6. Upload required documents, supplementary material, and work samples.
7. Double-check the application for thoroughness, clarity, and typographical errors.
8. Submit the application by 10:00 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 10:00 PM ET on Tuesday, February 21, 2023. A confirmation email is automatically generated 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 202-724-5613 or 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. Applicants may not apply with a co-applicant. An applicant’s compliance or financial paperwork must not be commingled with that of another organization. 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. CAH staff reviews applications for completeness and contacts applicants for any incomplete documents within five (5) business days of the deadline. Applicants are then responsible for updating their application within five (5) business days of CAH’s notification. Failure to do so will disqualify the application.

APPLICATION REVIEW PROCESS

CAH selects individuals who are arts, humanities and/or business 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. Panelists participate in a group review of CAH grant applications, according to their cohort, 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 are to remain impartial in their review of CAH grant applications. CAH ensures that all involved recuse themselves from review of 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 takes into consideration 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](#), as amended in 1990. For more information regarding the grant review process please visit the [Guide to Grants](#). To volunteer or nominate a person to serve as an advisory review panelist for a grant program, see CAH’s [Call for Panelists](#).

CONDITIONS OF FUNDING, REPORTING REQUIREMENTS, AND GRANT CANCELLATIONS

CAH will notify applicants on the results of their application on or before October 1, 2023 via (1) letter of intention to award, (2) letter of ineligibility, or (3) letter of denial.

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

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

The date of award disbursements is subject to the availability of funds and the processing of required documentation. CAH does not disburse grant award installment directly through its office. To expedite grant award fund delivery, CAH advises grantees to register to receive a direct deposit for the grant

award, by completing an Automated Clearing House (ACH) Vendor Payment Enrollment Form available from the [Procurement Center of Excellence](#).

CAH reserves the right to withhold, reduce or rescind a grant award for non-compliance with grant guidelines, policies, or regulations according to the terms and provisions of the grant agreement, or if the grantee exercises any of the following:

- Fails to comply with the terms of the grant award contract requirements.
- Fails to demonstrate adequate oversight and management of the project.
- Fails to properly publicly credit CAH's support.

CAH reserves the right to rescind all grant awards for non-compliance with CAH grant guidelines, policies, or regulations, at any time. FY 2024 grant recipients with unmet reporting obligations regarding any CAH funding program as of close of business on Friday, October 20, 2023 are ineligible to receive additional awards from CAH.

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 grantee organizations do not have negotiated indirect cost rate, those grantees may assign 10% of all direct costs in their awards to indirect costs.

Alternatively, grantees may elect to negotiate a new indirect cost rate with the DC government - or seek out an independent DC Certified Public Accountant to calculate an indirect cost rate using the Office of Management and Budget guidelines.

Applicants may include these indirect costs in their budget calculations and identify the basis for the calculation in supporting materials.

Reporting Requirements

Grantees are required to submit to CAH Interim and Final Reports regarding: (1) the extent to which they met their CAH grant award-related organizational and project goals; (2) the level to which the funded projects or activities were accessible to a diverse group of constituents in the city; and (3) the growth that was made in advancing practices of equity with internal and external stakeholders.

Each grantee's respective report must also include:

- Financial reporting regarding the funded activities that clearly shows how the subject grant funds were used.
- Proof of expenditures and related locations data.
- Numbers of people and communities served.
- Number of schools served (if applicable).
- Numbers of local artists and youth engaged.

Grantees who do not submit Final Reports are ineligible for further CAH funding.

Grantees awarded \$12,500 or less must submit a Final Report by Friday, October 20, 2024. Grantees awarded between \$12,500 and \$200,000 must submit an Interim Report by Friday, April 21, 2024 and a Final Report by Friday, October 20, 2024. Grantees with delinquent reports will not be eligible to receive subsequent payments or awards in current or future grant cycles. All the above-referenced reports must be completed and submitted to CAH through its online portal. Grantees may access the Interim and Final Report forms through the [Managing Grant Awards](#) page on CAH's website. CAH provides guidance on narrative and financial report content in a recorded workshop available on its website.

Grant Management and Rescindment

Grantees agree that they will include a CAH logo and a credit line in all its grant-related announcements and promotional materials and that they will make their best efforts to publicly credit CAH's support for the project in all related public events.

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

- Fails to meet deadlines for grant reports.
- 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 for monitoring.
- Fails to comply with the terms of the grant award contract requirements.
- Fails to demonstrate adequate financial management and oversight of the project.
- Fails to properly publicly credit CAH's support of the organization's scope of work.

Citywide Clean Hands (CCH)

All applicants must obtain a clean hands certification, in order to receive a grant award from CAH. This certification is required before any related grant disbursement may be made. Certification may be obtained by registering with the DC Office of Tax and Revenue using the following link: [My Tax DC](#).

Legal Compliance

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

Americans with Disabilities Act

CAH is committed to ensuring that all grant recipients 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.

An organization applying for funding from CAH must include, in its grant application, a response to the information request set forth in the I.D.E.A. section of its grant application, by providing the following information:

1. The process for formulating plans to increase its diversity, access, inclusion, and ultimately overall equity for its staff, board, and audiences.
2. The process for formulating accessibility plans (e.g. creating an accessibility advisory committee, board and staff disability-rights training, budgeting for reasonable accommodation requests, etc.).
3. The current progress/status of an organization's physical accessibility. If the location is not barrier-free, include in the grant application a plan for project/program modification that ensures access in a barrier-free environment, when needed.
4. The current progress/status of the organization's accessibility in presenting activities – communications access (e.g. TDD, large print or Braille materials, audio description or assistive listening devices, interpreted performances, etc.) and marketing/advertising.

Credit/Acknowledgment

Grant recipient agrees that it will include a CAH logo or a credit line in all 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. Certain CAH awards are underwritten in part or in whole by funding from the National Endowment for the Arts (NEA). Grant recipients in receipt of NEA funds as part of their GOS award must publicly credit NEA in any of their grants-related announcements and promotional materials.

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](#) (which is 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’s 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.

CONTACT INFORMATION

More information regarding CAH’s grant programs, and clarification about related accessibility requirements, work sample submissions and grant making processes can be found in CAH’s [Guide to Grants](#). Specific questions about the General Operating Support Grant can be referred to one of the following CAH staff members:

Terrell Johnson | terrell.johnson@dc.gov

Kamanzi Kalisa | Kamanzi.kalisa@dc.gov

Kerry Kaleba | Kerry.kaleba@dc.gov

FY 2024 GENERAL OPERATING SUPPORT GRANT PROGRAM REQUEST FOR APPLICATIONS

REVIEW CRITERIA

District Impact and Engagement (30%)

- The organization demonstrates that DC residents are its core audience for its programming and services. (10%)
- The organization demonstrates a commitment to hiring DC-resident arts and humanities professionals to deliver its programming and services. (10%)
- The organization includes evaluation strategies to determine organizational impact and details changes implemented to ensure continued and future growth. (10%)

Equity (30%)

- **Inclusion:** The organization provides a detailed plan with measurable goals for the creation and sustainability of a welcoming and inclusive environment for its audiences, participants, staff, and board, with intentional focus placed on racial inclusion. (10%)
- **Diversity:** The organization provides a detailed plan with measurable goals for the creation and sustainability of a diverse environment that is rich and meaningful for its audiences, participants, staff, and board, with intentional focus placed on racial diversity. (10%)
- **Access:** The organization provides a detailed plan with measurable goals to ensure physical, geographic, cultural, racial, and financial access for audiences, participants, staff, and board. (10%)

Organizational Management (25%)

- The organization demonstrates the appropriate oversight, financial controls, and governance to deliver its services and programming. (12.5%)
- The organization has the necessary expertise and personnel in place to deliver its services and programming. (12.5%)

Arts, Humanities, and Arts Education Content (15%)

- The organization's mission in the arts and humanities is supported by the work samples and support materials provided. (5%)
- The organization's work samples, and support materials demonstrate their knowledge of, and skills in, their content area. (5%)
- The applicant uses personnel with demonstrated arts, humanities and/or arts education expertise to plan and implement their programming. (5%)

FY 2024 GENERAL OPERATING SUPPORT GRANT PROGRAM

REQUEST FOR APPLICATIONS

APPLICATION CHECKLIST

In order to submit an application:

- Ensure your organization meets all eligibility requirements listed in this request for applications.
- Complete all required questions in the online application.
- Attach the following mandatory documents to the online application:
(forms available at <https://dcarts.dc.gov/page/managing-grant-awards>)
 - **Balance Sheet** (from most recently completed fiscal year)
 - **Certificate of Clean Hands** (dated no more than 30 days prior to the deadline)
 - **Certificate of Liability Insurance** (general coverage)
 - **Current Organizational Budget** (approved by the organization's Board of Directors)
 - **IRS 501(c)(3) Letter of Determination**
 - **IRS Form 990** (most-recently submitted)
 - **IRS Form W-9**
Note: Post office boxes are prohibited. The organization's address MUST match the address in the grants portal, the address on file in the DC Government's PASS system, and address registered in the DC Vendor Portal. Only the October 2018 version of the W9 form may be used and the form must be dated at the time of application submission.
 - **List of current Board of Directors**
Provide board roles (e.g. president, treasurer, etc.), responsibilities and home addresses/wards.
 - **Organizational Demographics Overview Form**
The inclusion of this form is not required at the time of application but will be required of each applicant prior to award notification.
 - **Profit and Loss Statement** (from most recently completed fiscal quarter)
 - **Résumés of Key Personnel**
Examples include artistic/managing/executive directors; arts educators; etc. Provide roles, areas of responsibility, and home addresses.

- **Statement of Certification** (signed at the time of application)
- **Support Materials**
Up to three (3) internally produced items (e.g. curricula, strategic plans, marketing materials, etc.) and up to three (3) externally-produced items (e.g. reviews, commendations, testimonials, letters of support, etc.).
- **Work Samples**
CAH recommends reviewing the Work Sample Addendum to determine materials that might best support the application.

The **Arrest and Conviction Statement** and **Data Arts Report** are no longer required for CAH applications.

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.

ADDENDUM A: WORK SAMPLES AND SUPPLEMENTARY MATERIALS

The DC Commission on the Arts and Humanities (CAH) values and emphasizes excellence in all grant programs within all disciplines. Organizations are encouraged to define excellence as it relates to the goals and desired outcomes of their programmatic activities. Support materials and work samples should be selected for inclusion in the application with this in mind. This section contains detailed information on the CAH's requirements and suggestions regarding content.

Arts and humanities content and/or merit are one of several criteria on which an application is reviewed. Arts and humanities content and/or merit is demonstrated to the advisory review panelists through the applicant's:

Section 1 - Work Samples

Section 2 - Support Materials

Section 3 - Résumés of Key Personnel

Of these, the work sample carries the most weight because it must contain the clearest depiction of the applicant's best work(s) of art and/or humanities. All applicants must submit arts and/or humanities work samples.

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 work sample submissions depend on the grant program. Applicants are encouraged to adhere to the suggested work samples or risk ineligibility for consideration of a grant award.

Work samples must be no more than three (3) years old from the date of submission. Submitting older work samples may 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 relates to the grant request. Support materials do not take the place of a work sample. They do, however, reinforce the quality of the applicant's arts and humanities disciplines(s).

Some examples of supporting materials include:

- Theater/exhibition reviews.
- Letters of recommendation.
- Certificates of achievement or recognition.

- Sample lesson plans.
- Assessments and evaluations.
- Awards.

Assessment and Evaluation

Purpose:

- To determine the efficacy of a program, as articulated in the program goals and as required for grant reporting; and
- To provide evidence to support changes to improve the program and its delivery.

Types:

- Qualitative assessment is often subjective in approach and narrative in nature; and
- Quantitative assessment provides empirical data that demonstrates growth in the knowledge, skills, and understandings of the participants.

Assessment and Evaluation Design

There are many ways to assess and evaluate programming including: needs assessments; pre- and post-testing; and formative, observational, and summative assessments that utilize mixed-method approaches such as portfolio/process-folio assessments.

Section 3 - Résumés of Key Personnel

Another way panelists determine the artistic content of each application is to review the résumés of the key artists, administrators and facilitators involved in the grant activities. Those professionals involved in the organization determine the capacity of the organization and ability for the applicant to effectively create an excellent arts and humanities product and/or experience. Their backgrounds as artists and administrators should be relevant to the organization and clearly demonstrated through their professional résumés.

Additional Suggestions from CAH Staff

When creating and preparing work samples, supporting materials and résumés, CAH recommends considering the following:

- Applicants should be able to view and/or play all work samples in the application before submitting. If a sample cannot be played, then panelists will experience the same.
- Select recent, high-quality samples that relate as directly to the application as possible.
- Photograph uploads should be in JPEG (or JPG) format with a 72-dpi minimum resolution and should not exceed 8MB in size (each).
- Adding more than the recommended number of work samples to an application will often weaken it.
- Carefully chosen work samples (pictures, videos, excerpts, etc.) tend to make the biggest impact and create the strongest artistic impression.

- Advisory review panelists are required to review each applicant’s work samples; however, they are not guaranteed to review multiple work samples within the same application.
- Each work sample and document must give the specific name and title, so that panelists can identify what they are reviewing.
- For project-based grants, include samples of similar projects completed to illustrate an ability to execute the proposed project; and/or
- Panelists must be able to assess the skill level of the artist(s) involved in the project work to be created, exhibited, or taught.

For video submissions:

- Do not include highly edited commercial/promotional videos as a work sample.
- Do not include poor quality video samples or samples with dim lighting, unstable video, bright backlighting, or blurred images.
- If the video work sample is longer than five (5) minutes, indicate the embedded timecode of the video where panelists should begin viewing the work sample (e.g. 5:05:00).

For audio submissions:

- Panelists are unable to scan, rewind, or skip through a sample. Edit the audio clip to feature exactly the desired content.
- For audio submissions with visual components, consider submitting as a video clip instead.

For online materials and websites:

- Panelists review only within the “four corners” of the application. They are not expected to go to outside links or content, so a linked website may not be viewed.
- Websites can be screen-shot and attached as an image, but it is often an insufficient work sample. Submit a website only if it is an essential part of the project.

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