DC COMMISSION ON THE ARTS & HUMANITIES

AGENDA

▶ Introduction to CAH
▶ Overview of GOS Guidelines and Program Goals

o Application Process, Tips, and Mandatory Paperwork
o Review Criteria
o Grants Portal (Jungle Lasers)

❖ Panel Process, Awards, Payments, and Monitoring
❖ Q & A

MISSION

DC COMMISSION ON THE ARTS AND HUMANITIES

First established in 1968, the DC Commission on the Arts and Humanities (CAH) is an independent agency in the District of Columbia government that evaluates and initiates action on matters relating to the arts and humanities and encourages programs and the development of programs that promote progress in the arts and humanities.

CAH is the designated state arts agency for the District of Columbia and is supported primarily through District government funds and in part by the National Endowment for the Arts.

GENERAL OPERATING SUPPORT GRANT MANAGERS (FY22)

Ashford, Camille

Clark, Alorie

Costanzo, Andrew

Hasser, Kevin

Hisle, Jeanne

Howard, Marcia

Kalisa, Kamanzi

Seit, Krystle

CAH GRANT PROGRAMS
(CURRENTLY AVAILABLE)

Grant Program	Applications Open	Application Deadline
FY23 General Operating Support	Friday, January 28, 2022	Monday, February 28, 2022 (10:00pm EST)

GOVERNMENT OF THE DISTRICT OF COLUMBIA

TYPES OF SUPPORT
(WITHIN GOS)

General Operating Support:

Generalists

General Operating Support:

Service Organizations

OVERVIEW

▶ Provides unrestricted funds to non-profit arts, humanities, arts education, and service organizations.

▶ Funding can be used for programs, salaries, maintenance, equipment, or expenses required for an organization to achieve its mission.

▶ Funding based on Form 990 organizational cash expenses.

▶ Organizations are divided into cohorts by purpose and budget size.

CAH'S PROGRAM GOALS (GENERALISTS)

▶ Ensure District residents are engaged in a diverse array of accessible arts, humanities, and arts education programming and services.

▶ 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.

▶ Enhance the capacity and stability of arts, humanities, and arts education organizations.

▶ Strengthen resilience, cohesion, and community within the District's arts and humanities ecosystems.

CAH'S PROGRAM GOALS
(SERVICE ORGANIZATIONS)

▶ 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.

GOS: ELIGIBILITY
(SEE RFA FOR COMPLETE LISTING)

▶ 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.

▶ Have received CAH funding in FY21 or FY22.

▶ Be incorporated in the District of Columbia as a foreign/non-foreign entity.

▶ Be in good standing with DCRA, OTR, IRS, DOES, CAH.

▶ Be headquartered in DC.

▶ Have 501(c)3 status for at least one year prior to the application deadline.

GOS: ALLOWABLE COSTS
(SEE RFA FOR COMPLETE LISTING)

- Salaries
- Programmatic expenses
- Overhead and maintenance.
- Equipment, materials and supplies directly related to programs and services.
- Consultants.
- Travel directly related to the cost of producing arts and humanities programming and arts education activities in the District of Columbia.
- Indirect Costs. (NEW)
- Reserve Fund. (NEW)

GOS: UNALLOWABLE COSTS
(SEE RFA FOR COMPLETE LISTING)

▶ Food and beverages.

▶ Tuition and scholarships.

▶ Debt reduction.

▶ Re-granting.

▶ Costs related to fundraisers and special events.

▶ Travel not directly related to executing DC-based projects.

APPLICATION PROCESS

o Eligible organizations may submit one (1) grant application, accessible from the CAH website: dcarts.dc.gov.

o All applicants must submit applications online by **10:00 PM Eastern Time** on **February 28, 2022**.

o CAH will not accept mailed, emailed or hand-delivered copies of grant applications or components of an application.

APPLICATION TIPS

o Print/Download the Word version of application questions. Draft responses in the document. **Before the deadline day**, copy and paste application responses into the portal.

o Gather common upload elements such as W9, work samples, and support materials into one folder. Ensure all attachments are PDFs.

o If video work samples are more than 5 minutes in length, include start/stop time codes.

o Do not upload a document with a list of links.

APPLICATION TIPS

o Keep a copy of the scoring criteria nearby when writing. **Write to the criteria.**

o Avoid "grantspeak" and hyperbole, substantiating any questionable claims.

o If claims are made in the application, back them up with support materials and work samples.

o Have someone outside of the organization read the narrative responses for feedback.

GOVERNMENT OF THE
DISTRICT OF COLUMBIA

MANDATORY DOCUMENTS

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

o **Balance Sheet** (from most recently completed fiscal year).

o **Certificate of Clean Hands** (dated no more than 30 days prior to the deadline).

o **Certificate of Liability Insurance** (general coverage).

o **Current Organizational Budget** (approved by the organization's Board of Directors).

o **IRS 501(c)(3) Letter of Determination.**

o **IRS Form 990** (most-recently submitted); Organizations under $50K submitting Form 990 Postcard must include bank statements for most recent 12 months.

MANDATORY DOCUMENTS

o **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.

o **List of current Board of Directors**
Provide board roles (e.g. president, treasurer, etc.), responsibilities and home addresses/wards.

o **Organizational Demographics Overview Form**

Will be required of applicants before award notification issued.

o **Profit and Loss Statement** (from most recently completed fiscal quarter).

o **Résumés of Key Personnel**
Examples include: artistic/managing/executive directors; arts educators; etc. Provide roles, areas of responsibility, and home addresses.

MANDATORY DOCUMENTS

o **Statement of Certification** (signed at the time of application).

o **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.).

o **Work Samples**
CAH recommends reviewing the Work Sample Addendum to determine materials that might best support the application.

ALL DOCUMENTS/MATERIALS MUST BE UPLOADED TO THE PORTAL. EXTERNAL LINKS WILL NOT BE REVIEWED BY PANELISTS.

WORK SAMPLES

o CAH values and emphasizes arts, humanities, and arts education content in all grant programs within all disciplines.

o No work sample may be more than 3 years old. Check the work sample appendix in the program guidelines.

o Arts, humanities, and arts ed. content is demonstrated to the panel through the applicant's:

  o Work samples.
  o Support materials.
  o Résumés of key personnel.
  o General suggestions from CAH staff.

SUPPORT MATERIALS & RESUMES

Support Materials

- 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.

- **Internally produced**: up to 3 subscription brochures, curricula, strategic plans, etc.

- **Externally produced**: up to 3 certificates of achievement, letters of recommendation, reviews, etc.

Résumé(s) of key personnel

- Advisory Review Panel reviews the résumés of the key artists, administrators, and facilitators involved in the grant activities.

PROGRAMS & PROJECTS

List up to five (5) core programs, projects, or initiatives that will take place during the upcoming fiscal year. Please group activities into categories, e.g. "Season of 5 classical American plays."

Program type: Arts Education
Program cost: $15,000
# of audience/youth served: 5000
Brief description (100 words): 30 classroom workshops at 5 schools in Ward 6.

Program type: Festivals & Projects
Program cost: $350,000
# of audience/youth served: 18,000
Brief description (100 words): Annual June literary festival.

REVIEW CRITERIA

District Impact and Engagement (30%)

o The organization demonstrates that DC residents are its core audience for its programming and services. (10%)

o The organization demonstrates a commitment to hiring DC-resident arts and humanities professionals to deliver its programming and services. (10%)

o The organization includes evaluation strategies to determine organizational impact and details changes implemented to ensure continued and future growth. (10%)

DISTRICT IMPACT & ENGAGEMENT: ASSESSMENT & EVALUATION

Purpose of Assessment & Evaluation

o To determine the efficacy of a program – as articulated in the program goals and as required for grant reporting.

o To provide evidence to support changes in order to improve the program and its delivery.

Types of Assessment & Evaluation

o Qualitative Assessment is often subjective in approach and narrative in nature.

o Quantitative Assessment provides empirical data that demonstrates growth in the knowledge, skills, and understandings of the participants.

REVIEW CRITERIA

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%).

REVIEW CRITERIA

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%)

CAH GRANT PORTAL

CAH GRANT PORTAL

CAH 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.

Click Here when you are done uploading files to see your new media files

Upload Application Attachments
Photos: JPG, PNG, GIF | Videos: MP4, FLV | Audio: MP3

Description: Introduction video

Upload File: Choose File   No file chosen

(or) Youtube Video ID: V_ozofiGPJo

(or) Vimeo Video ID: 921038910

Submit

CAH PORTAL: MEDIA VIEWER

REVIEW PROCESS

❖ Applications submitted by 10:00pm on Monday, February 28, 2022.

❖ Grants staff check applications for eligibility and completeness.

❖ Applications are sent to panelists in cohorts for review.

❖ Panelists spend 3-4 weeks reviewing and pre-scoring applications.

❖ Panelists convene for a day-long panel to discuss and determine final scores for applicants in cohorts.

❖ Grants staff present panelists' rankings and recommended funding scenarios and rationales to CAH's executive director and Grants Committee.

❖ Grants Committee submit recommendations to the full board of commissioners for approval.

GOS NOTIFICATIONS & PAYMENTS

❖ Applicants will be notified of their application results with a **letter of intention to fund** in **early-summer.**

❖ In October 2022, the original copy of the grant agreement and all associated documents must be completed and returned to CAH via the portal.

❖ Date of payment disbursement is subject to change depending on the availability of funds and completion of all compliance documents.

PERFORMANCE MONITORING

❖ All grant recipients are subject to monitoring requirements as outlined in the City-Wide Grants Manual and Sourcebook.

❖ GOS participants will be monitored by assigned CAH program manager through all of the following:

  ❖ Interim & final reports via online portal.

  ❖ Site visits (including performances, presentations and meetings with leadership).

  ❖ Email correspondence and phone calls.

❖ All grantees must complete a final report by mid-October, 2023.

QUESTIONS

Office Hours
Monday-Friday, 9 am to 5:30 pm

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