



## DC Commission on the Arts and Humanities

# FY2013

## Community Arts Grant Deadline #2

### Program Guidelines

**Individuals and Organizations may request up to \$10,000**

**Deadline: Thursday, January 17, 2013 by 6:00PM**

**Applicants may submit one Community Arts Grant application for deadline #2**

### Community Arts Grant Program Description

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The Community Arts Grant (CAG) provides support for small-scale projects to promote arts and humanities activities to a diverse range of communities in the District of Columbia. For DCCAH, "Community Arts" refers to artistic projects that impact District residents based on geographic location, common interests or shared identities. This grant program gives the applicant the opportunity to expand on its own definition of community.

Projects must have a total budget of less than \$100,000. Eligible activities include, but are not limited to: concerts, visual arts exhibitions, literary readings, and festivals that focus on dance, folk art, film, music, theater and other art forms.

Priority will be given to applicants who have not received funding for FY13.

- **If requested activities have a primary focus involving children and youth, the applicant must request funds through the Arts Education Program;**
- **If requested activities have a primary focus involving public art installations, the applicant must request funds through the Public Art Building Communities program;**
- **Applicants with questions about either of these requirements are strongly encouraged to consult with Tierra Buggs at 202-724-5613, prior to applying to discuss the proper application category for the request.**

Individuals are not required to match grant funds. Organizations applying to the Community Arts Grant have a 1:1 cash matching requirement. This is designed to assist an organization's fundraising by leveraging funding from additional sources. Neither in-kind services nor other DCCAH funds may be used to satisfy the matching requirement. Funds must be spent within DCCAH's fiscal year for CAG Deadline #2 (December 3, 2012 to September 30, 2013).

### Community Arts Grant Program Goals

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- Provide access to high-quality arts and humanities experiences for all District of Columbia residents;
- Increase quality of life by supporting a vibrant community identity through the arts and humanities; and
- Stimulate the creative economy through investments in local artists and arts organizations.



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### Eligibility Requirements

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Individuals may apply if they meet all of the following eligibility requirements at the time of application:

- Must be artists or arts professionals (e.g., presenters, producers and educators), aged 18 or older;
- Must be legal DC residents for at least one year prior to the application deadline and must maintain residency during the entire grant period;
- Must have a permanent DC address, as listed on proper identification or tax returns. PO Boxes may not be used as a primary address;
- Applicants must be in good standing with DCCAH. Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2012, are ineligible to receive an additional award from DCCAH in FY2013;

Organizations may apply if they meet all of the following eligibility requirements at the time of application:

- Incorporated as a nonprofit, with a designated tax exempt status under section 501(c)(3) of the United States Internal Revenue Code, as well as in the District of Columbia;
- Principal offices are located in the District of Columbia, as demonstrated by the address on the organization's official 990 document. PO Boxes may not be used as a primary business address. Please do not use the address of a board member or volunteer;
- A demonstrated commitment to provide arts and humanities to the residents of Washington, DC. At least fifty-one percent (51%) of scheduled arts activities occur within the District of Columbia and at least fifty-one percent (51%) of participants must be residents of Washington, DC;
- Have a primary function to exhibit, present or train in the arts and humanities as defined by the organization's Articles of Incorporation and Bylaws;
- Applicants must be in good standing with DCCAH. Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2012, are ineligible to receive an additional award from DCCAH in FY2013;
- Fiscal agents are prohibited; and
- Colleges, universities, service organizations, foreign governments or other DC government agencies, including DC Public Schools, are prohibited from applying for any DCCAH grants.

### Application Process

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DCCAH utilizes an online grant application website called [Zoom Grants](#). All applicants **MUST SUBMIT** the application online via Zoom Grants by 6:00PM on the deadline date. **DCCAH will not accept mailed, emailed or hand-delivered copies of grant applications. Late applications will not be accepted.**

### Grant Application Procedure

1. Download the [Classification Sheet](#) on the DCCAH website. For each of the five (5) classification categories, select one classification that best describes the applicant and the grant request(s):
  - a) Institution Type;
  - b) Applicant Discipline;
  - c) Project Discipline;



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- d) Artist Type;
  - e) and Type of Activity.
2. Review the FY13 Guide to Grants and the grant guidelines thoroughly and determine eligibility of the applicant, project and project activities;
  3. Go to the [Apply for Grants](#) page and register with Zoom Grants, DCCA's online grant application website. Zoom Grants provides a step-by-step tutorial on how to submit the application [here](#);
  4. Once fully registered, select the desired grant program(s) and complete the application questions and budget/budget narrative data;
  5. Upload all required documents and supplementary material;
  6. Upload the required work sample. Work samples must speak to the artistic content of the applicant as it relates to the grant request;
  7. Submit the application by 6:00pm on the grant program's deadline date;

For technical assistance, contact Zoom Grants toll free at 866-323-5404.

**The application process is competitive and subject to the availability of funds. Applicants may not request or receive funding for the same project activities through more than one Commission grant program or grant category.**

Applicants are fully responsible for the content of their application packages. An automated confirmation of an application's submission does not guarantee an application's eligibility nor recommendation for funding by the Advisory Review Panel. DCCA staff cannot make corrections to applications on behalf of applicants nor can Zoom Grants' staff. Incomplete applications will not be forwarded to the Advisory Review Panel for review. Failure to submit mandatory documents will automatically result in disqualification. No exceptions.

### **Technical Assistance and Workshops**

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DCCA staff members are available to help develop grant applications through group and individual technical assistance. Between December 2012 - January 2013, the DCCA will conduct free workshops for participants to learn useful information about the agency's funding opportunities and how to submit a successful grant application. More information about the dates and times of these workshops can be found on our website ([www.dccarts.dc.gov](http://www.dccarts.dc.gov)) under [Grant Writing Assistance](#). In addition, DCCA staff members are available for individual assistance by appointment only, up to one week before the deadline. Contact information for the DCCA staff members is available at [www.dccarts.dc.gov](http://www.dccarts.dc.gov) under [Who We Are – DCCA Staff](#). ***The DCCA urges all applicants to attend these workshops.***

Workshops will take place at the offices of the DC Commission on the Arts and Humanities and the Foundation Center. **Workshop dates, times and locations listed below are subject to change.** All workshops are free and open to the public, however, participants are encouraged to RSVP in order to



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gain access to the DCAH office. Contact Kelly Garner at 202-724-5613 or [Kelly.garner@dc.gov](mailto:Kelly.garner@dc.gov) to RSVP for grant writing workshops.

**Wednesday, December 12th from 6:00 – 7:30 PM**

**DC Commission on the Arts & Humanities  
200 I (Eye) Street, Suite 1400, SE  
Washington, DC 20003**

**Wednesday, December 19th from 2:00 – 3:30 PM**

**The Foundation Center  
1627 K Street, NW  
Third Floor  
Washington, DC 20006**

**Wednesday, January 9th from 2:00pm-3:30pm**

**DC Commission on the Arts & Humanities  
200 I (Eye) Street, Suite 1400, SE  
Washington, DC 20003**

**Friday, January 11<sup>th</sup> from 12:00pm-1:30pm**

**Free Conference Call 877-691-0789  
Contact Tierra Buggs for attendee code  
[tierra.buggs@dc.gov](mailto:tierra.buggs@dc.gov)**

### **Review Process**

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All applications are scored according to four categories: Artistic Content, Community Impact and Engagement, Sustainability and Capacity, and Overall. The evaluation criteria are specific to each grant program and explained on page 7. A volunteer Advisory Review Panel is comprised of arts and humanities professionals independent of the DCAH. The panel scores applications using the criteria and makes funding recommendations to the Commission Board. The Commission Board reviews panel recommendations and makes all final funding determinations. Funding decisions are not determined by DCAH staff.

For more information regarding the grant review process please visit the [Guide to Grants](#). To nominate a person(s) to serve on DCAH Advisory Review Panels, complete an [Advisory Panelist Nomination](#) form and submit it by January 4, 2012.

The evaluation process will also take 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.



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### **Funding Restrictions**

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As a District of Columbia agency, the DCCAH must ensure that all grant funds are expended in a fiscally responsible manner. Allowable costs are those that District government and the DCCAH have determined as valid expenditures.

Grantees may not spend more than 35% of the CAG grant on overhead and administration costs.

#### **Examples of allowable costs for Community Arts Grants:**

- Artistic personnel;
- Artists / consultants;
- Space rental and fees;
- Travel and transportation directly related to project implementation; and
- Materials, supplies and equipment under \$500 directly related to project implementation;
- Overhead, maintenance and administration not exceeding 35% of the grant and match;

#### **Examples of unallowable costs for Community Arts Grants:**

- Overhead, maintenance and administration exceeding 35% of the grant and match;
- Food and beverages;
- Tuition and scholarships;
- Costs related to fundraisers and special events;
- Equipment over \$500;
- Travel not directly related to the execution of the project;
- College tuition or to fund universities, service organizations, foreign governments, or DC government agencies, including DC Public Schools.
- Operational Reserve-CAG awards cannot go toward Operational Reserves.

All expenses will be approved by the grant program manager before the grant agreement is processed for payment.

**Please refer to the Guide to Grants for detailed information regarding funding restrictions.**

### **Notification and Payment**

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Applicants will be notified in writing of their application status after March 29, 2013. This notification may consist of a grant package, letter of ineligibility, or letter of denial. More information about grant notification may be found in the FY2013 Guide to Grants.

**Please note that the date of payment disbursement is subject to change depending on the availability of funds.** The date eligible for payment does not ensure the date of payment; it provides a general timeframe. DCCAH works with other DC government agencies to pay grant recipients in a timely manner but DCCAH does not create or distribute payments onsite. **To expedite the payment process, DCCAH strongly recommends FY13 grant recipients register for direct deposit.** For more information on direct deposit, visit [Manage Grant Award](#) on our website.



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DCCAH reserves the right to rescind any and all grant awards for non-compliance with grant guidelines, policies and regulations. FY2012 grantees with unfulfilled reporting, in any funding program, as of October 15, 2012, are ineligible to receive any additional awards from DCCAH.

### **Risk Management and Performance Monitoring**

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All grant recipients are subject to risk assessments and monitoring requirements as outlined in the [City-Wide Grants Manual and Sourcebook](#) from the Office of the City Administrator (OCA). OCA requires the DCCAH to establish standards for grantees in making determinations of demonstrated performance prior to the award of all grants.

All activities funded by DCCAH will be monitored and evaluated by staff to assure compliance with all aspects of the District of Columbia's requirements, which may include evaluating allowable costs, meeting project benchmarks, providing proof of expenditures, etc.

**All FY13 grant recipients must complete final reports by October 15, 2013.** Grantees are required to document payment of all expenses paid by grant funds as well as the required match. Interim and final report forms are available online through the [Manage Grant Award](#) link on the DCCAH's website. All grantees are responsible for reporting grant awards as income on federal and local tax returns and are strongly encouraged to consult with the tax professionals and the IRS.

### **Contact Information**

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For more information regarding DCCAH's grant programs, or clarification about accessibility requirements, work sample submissions and grant making process, please refer to the [Guide to Grants](#). Additional questions about the Community Arts Grant program can be referred to Tierra Buggs, Associate Grants Manager at [Tierra.Buggs@dc.gov](mailto:Tierra.Buggs@dc.gov) or 202-724-5613.



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### Review Criteria

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#### **Artistic Content 40%**

- The applicant's work sample and support materials (brochures, articles, letters of support, etc.) demonstrate high standards of artistic excellence within the chosen discipline(s);
- The described project, goals and schedule of planned activities are feasible;
- The applicant uses personnel with demonstrated arts expertise (such as arts administrators, teaching artists, educators, professional artists) to plan and implement artistic content;
- The applicant demonstrates a commitment to hiring DC-based artists, where applicable, to deliver artistic content (such as arts administrators, teaching artists, educators, professional artists); and
- The applicant presents effective evaluation methods specific to the project, which are used to improve future activities and services.

#### **Community Engagement and Impact 35%**

- The applicant directly targets District of Columbia residents;
- The described arts activities are enriching experiences that meet the unique needs of the target audience(s);
- Varied and appropriate marketing methods are used to target the target audience;
- The applicant partners with similar or complementary organizations to leverage resources for the described activities; and
- The proposed activities and services are available to people with disabilities.

#### **Organizational Capacity and Sustainability 15%**

- **(FOR ORGANIZATIONS ONLY)** The organization demonstrates proper oversight with a committed Board of Directors with well-rounded expertise;
- The applicant is sufficiently stable, in terms of arts expertise, organizational capacity, financial status, to implement the proposed request;
- For Festivals, the applicant has determined what required permits and permissions are necessary to produce the event;
- The applicant demonstrates the internal capacity to administer the grant and has appropriate financial monitoring systems in place to track expenditures;
- The applicant's budget information is detailed, accurate, feasible, and directly related to the grant request. All items funded with grant dollars are eligible expenses under the grant;
- **(FOR ORGANIZATIONS ONLY)** The applicant clearly demonstrates ability to attract the financial support necessary to sustain the activities and match required funds, if applicable.

#### **Overall 10%**

- The applicant provides a clear explanation of the grant request and intended project outcomes;
- The project aligns with and supports the applicant's mission;
- The applicant has a demonstrated commitment to providing similar programs and/or services to residents of Washington, DC; and
- The application, grant request and intended outcomes support the goals of the Community Arts Grant.



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## Checklist

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The following is a checklist for all mandatory and supplementary documents required to submit the Community Arts Grant application. Documents must be uploaded through Zoom Grants prior to the application deadline of January 17, 2013. These documents are in addition to the required narrative questions.

### MANDATORY DOCUMENTS

- Completed application, submitted on Zoom Grants
- Signed W-9 (Request for Taxpayer Identification and Certificate)
- Resume(s) of key personnel involved in the project, such as artistic staff, educators and project administrators
- Work Sample(s) – see [Guide to Grants](#) for more information on Work Sample Requirements. *Flyers and brochures DO NOT count as work samples.*
- Support Material – up to six additional items, e.g., publicity, letters of support, programs, brochures, evaluations, strategic plans, etc.
- **(FOR ORGANIZATIONS ONLY)** One-page Organizational Chart
- **(FOR ORGANIZATIONS ONLY)** IRS Letter of Determination
- **(FOR ORGANIZATIONS ONLY)** District of Columbia Certificate of Incorporation
- **(FOR ORGANIZATIONS ONLY)** List of current board of directors, including officers, occupations and term limits
- **(FOR ORGANIZATIONS ONLY)** Current FY Organizational Budget with Year-To-Date Income and Expenses
- **(FOR ORGANIZATIONS ONLY)** Current FY Balance Sheet from within the last financial quarter
- **(FOR ORGANIZATIONS ONLY)** Previous FY Organizational Budget with Year-To-Date Income and Expenses
- **(FOR ORGANIZATIONS ONLY)** FY12 IRS Form 990

**FAILURE TO SUBMIT MANDATORY DOCUMENTS WILL AUTOMATICALLY RESULT IN DISQUALIFICATION. NO EXCEPTIONS.**