



DC COMMISSION ON
THE ARTS & HUMANITIES

FY14
CAPITAL PROJECTS
Cultural Facilities Projects

Applicants may submit one Cultural Facilities Projects application per grant cycle

Organizations may request up to \$200,000

Deadline: July 2, 2013 at 6:00PM



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Cultural Facilities Projects Questions

Organization Name

Phone

EIN

Fax

DBA

Website

What is the Organization's fiscal year?

Legal Status

Applicant Discipline

Institution Type

What is the date on the applicant's DC Articles of Incorporation?

Organization Founding Date

Address

Street Address 1

Street Address 2

State

ZIP/Postal Code
City
Country

In which Ward is the applicant located?

Contact

Contact Title
Contact Name
Contact Phone
Contact Email

Secondary Contact Title
Secondary Contact Name
Secondary Contact Phone
Secondary Contact Email

What is the applicant's mission and vision and history? Please include the top three recent accomplishments.
(200 Words)

Executive Summary

Amount Requested

Provide a description of the grant request. Briefly also detail the arts and humanities activities and goals during the grant period:
(200 Words)

Have you received a grant from DCCAH within the past 5 years:

Has your address changed in the past 12 months:

Request Details

Project Descriptors

Provide Title of Project:
(15 Words)

Project Begin Date: Project End Date:

Provide a timeline and/or schedule of planned activities related to the grant request:
(500 Words)

Define how the project helps achieve the applicant's mission and/or furthers the applicant's goals:
(200 Words)

Define how critical the project is to the overall mission:
(200 Words)

For applicant, what resources will be needed to sustain the program over time? How will those resources be secured?:

(200 Words)

Describe how the applicant's artistic personnel (full and part-time, contractors, and artist(s)) exemplify distinguished arts expertise:

(200 Words)

What personnel does the applicant use to implement the project? Of these, how many are DC-based?:

(200 Words)

Fabrication

What materials and/or media will be used for the project? For support for purchase, enter N/A:

(200 Words)

Who owns the site?:

What are the dimensions of the project?:

Does your project require the use of licensed machinery and/or hazardous materials? If yes, please describe:

What permits are needed to begin the project? What is your plan to obtain them?:

(100 Words)

What methods of fabrication and installation will be used to execute the project?

(100 Words)

Describe the maintenance plans for the project.

(100 Words)

If this is a temporary installation, please provide the dates of lifespan. If not applicable, enter N/A

Where is the location of the proposed project? Why is this a good site? How is the work relevant to the community and site location?:

(500 Words)

Describe the necessary preparations in order to begin the project:

(500 Words)

Has a contractor been engaged?

Has the applicant been in contact with an LSDBE?

Impact & Engagement

Which ward(s) does the project impact?:

Expected number of individuals served by this request during the grant period:

Discuss the applicant's strategies to include people with disabilities as well as other underserved populations, which include those whose access to professional arts and humanities experiences is limited by geography, ethnicity, and/or economics. (For more information on the Americans with Disabilities Act, review the FY14 Guide to Grants.):

(200 Words)

Budget, Capacity & Sustainability

FY 2012 Budget:

Total Project Budget:

Is the budget based on actual costs or estimates?:

Has an applicant received individual bids?:

Project Income:

Project Expenses:

Provide a budget narrative. Explain and justify all items and amounts listed in the budget above with relevant detail and additional information. Example: Artistic Personnel = \$9,000 (5 artists @ \$300 stipend x 6 days). Include the sources of required matching funds, if applicable, and whether the funding is secured or pending.:

(500 Words)

Describe the applicant's current revenue strategy to sustain artistic programming over the course of FY2014 and to provide the cash match of grant funds if applicable:

(200 Words)

Describe how the applicant uses appropriate electronic financial monitoring systems to track expenditures related to this grant request? Is there anything specific about FY13 and FY14 that the panel should know about the applicant's finances?:

(200 Words)

Work Samples & Uploads

Describe the artistic content of the work sample and support materials. Applicants must detail how the work sample and support materials demonstrate the methods the applicant uses deliver a high level of artistic excellence while achieving stated goals. Provide a detailed description of why and how the artistic content is of the highest quality. Be sure to use terminology specific to the artistic discipline(s) that the applicant uses and demonstrates to constituents.

(500 Words)

Work Sample:

Support Material:

Resume(s) of Key Personnel:

Instruct the Advisory Review Panelists on where to look in the work sample and, if applicable, the support materials. Be specific:

(100 Words)

W-9:

IRS Letter of Determination:

DC Certificate of Incorporation:

Board of Directors:

Current Fiscal Year Budget:

Current Fiscal Year Balance Sheet:

CDP Report:

Signed Lease:

Potential Contractor Bids:

Architectural Sketches:

Project Budget:

Sources and Uses:

Certificate of Occupancy:

Five Year Pro Forma:

Two Page Pro Forma Narrative:

Notarized Loan Agreement: