DC Commission on the
Arts and Humanities

grants 2015

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.

Grants Department

Staff Member	Title	Grant Program
Moshe Adams	• Director of Grants	
David Markey Ariel Wilson	• Arts Education Coordinator • Arts Education Program Associate	• Arts Education Program • Larry Neal Awards • Poetry Out Loud
JR Russ	• Grant Manager	• Artist Fellowship Program - Performing & Literary Arts
Keona Pearson	• Grant Manager	• Public Art Building Communities
Regan Spurlock	• Grant Manager	• Artist Fellowship Program - Visual & Media Arts • City Arts Projects – Individuals • Sister Cities International Arts Grant
Steven Mazzola	• Grants Program Manager	• Cultural Facilities Projects • Grants In Aid • UPSTART
Tierra Buggs	• Grant Manager	• City Arts Projects – Organizations • East of the River

Grant Programs

Grant Program	Maximum Award	Required Match
Arts Education Program (AEP)	$50,000 – Organizations	Organizations – 1:1
Artist Fellowship Program (AFP)	$10,000 – Individuals	None
City Arts Projects (CAP) – Organizations	$30,000 – $50,000	Organizations – 1:1
City Arts Projects (CAP) – Individuals	$10,000 – Individuals	Individuals – None
Cultural Facilities Projects (CFP)	$200,000 – Organizations	Organizations – 1:1
East of the River (EOR)	$40,000 – Organizations	None
Grants-In-Aid (GIA)	$250,000 – Organizations	Organizations – 1:1
Public Art Building Communities (PABC)	$50,000 – Individuals $100,000 – Organizations	Individuals – None Organizations – 1:1
Sister Cities International Arts Grant (SCIAG)	$20,000 – Individuals $20,000 – Organizations	Individuals – None Organizations – 1:1
UPSTART (UPS)	$100,000 – Organizations	Up to 30% of total award

Application deadlines

GRANT PROGRAM & DESCRIPTION	DEADLINE
City Arts Projects (CAP) – Less than $100,000	Wednesday, May 7, 2014
City Arts Projects (CAP) - $100,000-$199,000	Wednesday, May 7, 2014
City Arts Projects (CAP) - $200,000 and above	Wednesday, May 7, 2014
City Arts Projects (CAP) – Individuals	Wednesday, May 7, 2014
Artist Fellowship Program (AFP)	Friday, May 9, 2014
Grants-In-Aid (GIA)	Friday, May 9, 2014
Cultural Facilities Projects (CFP)	Monday, May 12, 2014
East of the River (EOR)	Monday, May 12, 2014
Arts Education Program (AEP)	Wednesday, May 14, 2014
Sister Cities International Arts Grant (SCIAG)	Friday, May 16, 2014
UPSTART (UPS)	Friday, May 16, 2014
Public Art Building Communities (PABC)	Friday, July 25, 2014 and Friday, October 17, 2014

DCCAH GRANTS STRUCTURE

DCCAH offers two types of grants:

- **General Operating Support**

- **Project Based Grants.**

General Operating Support Grants:
Fund costs associated with the continued functioning of an individual or organization. This can include overhead costs, staff salaries, programmatic costs, and marketing plans.

General Operating Support Programs:

- Artist Fellowship Program (Individual Artists)

- Grants-In-Aid (Organizations)

DCCAH GRANTS STRUCTURE

General Operating Support Program Goals:
- Provide access to high-quality arts and humanities experiences for all District of Columbia residents;
- Stimulate the creative economy through investments in local arts organizations and artists; and
- Ensure sustainability for arts and humanities organizations so that they may continue to contribute to the District of Columbia's diverse cultural landscape.

Examples of allowable costs included in General Operating Support Grants:
- Salaries;
- Artistic Expenses;
- Overhead and maintenance;
- Equipment, materials and supplies directly related to expanding access to artistic programming, including capital expenses and technological resources; Consultants; and
- Travel directly related to the cost of producing arts programming in the District of Columbia.

DCCAH GRANTS STRUCTURE

Project Based Grants: Provide support for individuals and organizations to execute projects that promote arts and humanities activities to a diverse range of communities within the District of Columbia. DCCAH encourages small, medium and large projects that have a city-wide impact, as well as those that represent community-based projects that are based on geographic location, common interests or a shared identity.

Project Based Grants
- Arts Education Program (Organizations)
- City Arts Projects (Organizations)
- Cultural Facilities Projects (Organizations)
- East of the River Grant (Organizations)
- Public Art Building Communities (Individuals & Organizations)
- Sister Cities International Grant (Individuals & Organizations)
- UPSTART (Organizations)

DCCAH GRANTS STRUCTURE

Project Based Grants Program Goals:
- 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.

Examples of allowable costs included in Project Based Grants:
- Artistic personnel;
- Artists / consultants;
- Space rental and fees;
- Travel and transportation directly related to project implementation; and
- Equipment purchases that equal up to 25% of the grant award, which are directly related to project implementation; and
- Overhead, maintenance and administration not exceeding 35% of the grant and match.
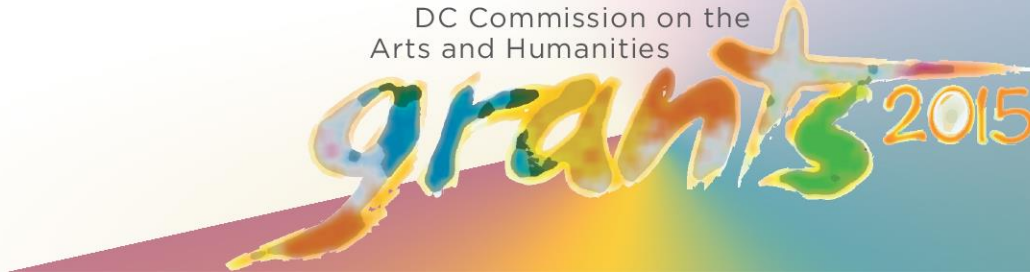
Eligibility Requirements

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

- Nonprofit, 501(c)(3) as well as incorporated in DC;
- Federal and DC tax exempt status in good standing;
- Principal offices located in DC. PO Boxes are not permitted;
- Commitment to provide arts and humanities programs to DC;
- In good standing with DCCAH;

Ineligible organizational applicants:
- Fiscal agents are ineligible to apply
- Colleges, universities, service organizations, foreign governments, other DC government agencies, and DC Public Schools.

Eligibility Requirements Cont.

Individuals may apply if they meet all of the following eligibility requirements. Individuals must:

- Be artists or arts professionals (e.g., presenters, producers and educators), aged 18 or older;
- For City Art Projects, be legal DC residents for at least one year prior to the application deadline;
- For Artist Fellowship Program, be legal DC residents for at least two years prior to the application deadline;
- Must maintain residency during the entire grant period;
- Have a permanent DC address, as listed on government issued identification or tax returns. PO Boxes may not be used as a primary address;
- Be in good standing with DCCAH; and
- Not use fiscal agents.

Application Process

- DCCAH uses an online grant application portal, which is accessible from the DCCAH website: www.dcarts.dc.gov

- All applicants must submit applications online by 6:00 PM on the deadline date of each program.

- DCCAH will not accept mailed, emailed or hand-delivered copies of grant applications.

DCCAH Grant Portal

DC Commission on the Arts and Humanities | Grants   About   Instructions   How to Zip   Contact   Sign In or Sign Up

You've been logged out.

DC COMMISSION ON
THE ARTS & HUMANITIES

Guide to Grants

The DC Commission on the Arts & 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. To find out more information about DCCAH policies, procedures and programs, read the complete Guide to Grants here.

Sign Up today

Already have a Login? Sign In

Apply Online

This online request is easy and intuitive for first-time applicants. Forms are streamlined and simple to use, ensuring that the application is complete and

Track Progress

You don't have to finish your request in a single session. Take your time, gather your information,

Stay Informed

You will always know the status of your request, and any additional information required of you by the grant-maker. All alerts, to-do's or notifications are on your

DCCAH Grant Portal

DCCAH Grant Portal

Work Samples and Artistic Content

- The DCCAH values and emphasizes artistic excellence in all grant programs within all disciplines.
- Artist content is one of several criteria on which an application is reviewed.
- Artistic content is demonstrated to the Advisory Review Panel through the applicant's:
  1. Work sample;
  2. Support materials;
  3. Résumé(s) of key personnel
  4. Assessment and Evaluation

Work Samples and Artistic Content

1. Work Sample

- The work sample caries the most weight.
- Must demonstrate the clearest depiction of the applicant's best work(s) of art.
- Panelists must be able to assess the skill level of the artist(s) involved in grant related activities.
- Applicants must pay close attention to the content of work sample submissions.
- Review the "Work Sample Requirements", which describe what to submit within a work sample.

Work Samples and Artistic Content

- All applicants must submit an artistic work sample(s).

- Work samples must be no more than two years old. Submitting older work samples will make the application ineligible for funding consideration.

- *__For much more detailed information on Work Samples, read Addendum A: Work Samples, which is located in the guidelines.__*
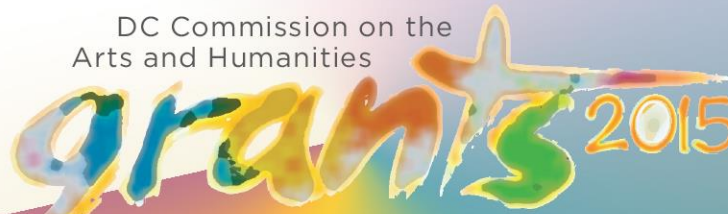
Work Samples and Artistic Content

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 artistic disciplines(s).

Some examples of support materials are:

- Theater/exhibition reviews;
- Letters of recommendation;
- Certificates;
- Sample lesson plans;
- Assessments and evaluations; and
- Awards.
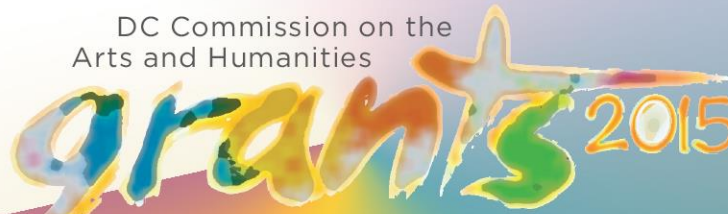
Work Samples and Artistic Content

3. Résumé(s) of key personnel

- The Advisory Review Panel determines the artistic content of each application by reviewing the résumés of the key artists, administrators, and facilitators involved in the grant activities.
- The professionals involved in the project determine the capacity of the project and ability for the applicant to effectively create an excellent artistic product and/or experience.
- Their backgrounds as artists and administrators should be relevant to the project and clearly demonstrated through their professional résumés.

Work Samples and Artistic Content

4. Assessment and Evaluation

Purpose of Assessment & Evaluation

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

Types of Assessment & Evaluation

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

Assessment & 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 assessment.

Mandatory Documents for Organizations

May include:
- Work Sample(s) Support Material
- Resume(s) of key personnel
- Signed W-9
- IRS Letter of Determination
- DC Certificate of Incorporation
- Board list
- 2013 CDP Funders Report

Mandatory Documents for Individuals

May include:
- Work Sample(s) Support Material
- Resume(s) of key personnel
- Signed W-9

Review Process

| Applicant submits application | DCCAH distributes to volunteer panel | Panel scores application & makes recommendations | Commission board makes funding determination |

Applications are reviewed according to the following criteria:

- Artistic Content
- District Impact and Engagement
- Capacity and Sustainability
- Overall

Review Criteria

Artistic Content

- High standards of artistic excellence
- Personnel with demonstrated arts experience
- Commitment to hiring DC-based artists
- Effective evaluation methods

District Impact & Engagement

- Targets DC residents
- Appropriate marketing methods & partnerships
- Accessibility of proposed activities

Review Criteria

Capacity and Sustainability

- Proper oversight with well-rounded expertise
- Realistic planning
- Ability to implement the project
- For festivals, required permits and permissions
- Financial Capacity - realistic/accurate budget
- Ability to match funds, where applicable

Overall Application

- Application provides a clear explanation
- Grant request and outcomes support the program goals

Notifications and Payments

- Applicants will be notified in writing after October 1, 2014. This notification may consist of:
  - grant package
  - letter of ineligibility
  - letter of denial

- The original copy of the grant agreement and all associated documents must be completed and returned to DCCAH.

- Please note that the date of payment disbursement is subject to change depending on the availability of funds.

Performance Monitoring

- All grant recipients are subject to monitoring requirements in the [City-Wide Grants Manual and Sourcebook](#).

- All activities funded by DCCAH will be monitored by staff through:
  - o Interim reports
  - o Site visits (including performances and presentations)
  - o Email correspondence and phone calls

- All grantees must complete a final report by October 15, 2015.

How to find more information

- Visit our website: www.dcarts.dc.gov

- Select "Apply for Grants" from the menu

- Select "Getting Started"

- For more information about the DCCAH grant portal, there are Step by Step Instructions in the Guide to Grants and on our website.

Questions?

Office Hours

Monday-Friday, 9 am to 5:30 pm

200 I (Eye) Street SE, Suite 1400

Washington, DC 20003

www.dcarts.dc.gov

Phone: (202) 724-5613
Fax: (202) 727-4135
TTY: (202) 724-4493

DC COMMISSION ON THE ARTS & HUMANITIES

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grants, programs and education 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.