



DC COMMISSION ON
THE ARTS & HUMANITIES

DC COMMISSION ON THE ARTS AND HUMANITIES

The mission of DCCAHA 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.



DC COMMISSION ON THE ARTS AND HUMANITIES

Community Arts Grant #2 CAG

Organizations may request up to \$10,000

Individuals may request up to \$10,000

Deadline: Thursday, January 17, 2013 by 6:00 pm

Grant Period: December 3, 2012 – September 30, 2013

Applicants may not request or receive funding for the same project activities through more than one Commission grant program or grant category.



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GRANT 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.



GRANT PROGRAM DESCRIPTION

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 DCCA, “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.



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MATCHING REQUIREMENT

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 DCCAHA funds may be used to satisfy the matching requirement. Funds must be spent within DCCAHA's FY2013 funding time frame for CAG #2 (December 3, 2012 to September 30, 2013)



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ELIGIBILITY REQUIREMENTS: INDIVIDUALS

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;



ELIGIBILITY REQUIREMENTS: INDIVIDUALS **CONTINUED**

- Applicants must be in good standing with DCCA. Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2012, are ineligible to receive an additional award from DCCA in FY2013;



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ELIGIBILITY REQUIREMENTS: ORGANIZATIONS

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;



ELIGIBILITY REQUIREMENTS: ORGANIZATIONS CONTINUED

- 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;
- 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 DCCAHA grants.



Examples of Allowable Costs:

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



Examples of Unallowable Costs :

- Overhead, maintenance and administration exceeding 35% of the grant and match;
- Food and beverages;
- Tuition and scholarships;
- Costs related to fundraisers and special events;
- Pieces of 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.



APPLICATION PROCESS

- DCCAHA 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, January 17, 2013.
- **DCCAHA will not accept mailed, emailed or hand-delivered copies of grant applications.**



Application Tips

Providing an Executive Summary- In addition to providing us with your mission and recent accomplishments, it is important to clearly define the purpose of the grant request by including an explanation of the proposed project activities, target population, and number of individuals served.

Programming - As related to the grant request, describe your major arts and humanities activities, project activities, and goals that will be supported by DCCA H funding.



Application Tips Continued

Artistic Content - How do the work sample and support materials (brochures, articles, letters of support, etc.) demonstrate how you, or your organization delivers a high level of artistic excellence while achieving project goals? Provide a detailed description of why and how the artistic programming is of the highest quality.

Work Samples – It is beneficial for you to provide work samples that represent the proposed project as much as possible.

Community Engagement and Impact - Describe the target audience. If applicable, detail how you differentiate between DC audiences (District residents) and regional audiences (outside of DC).



REQUIRED DOCUMENTS FOR INDIVIDUALS

- Signed W-9 form
- Resumes of key personnel
- Work Sample(s)
- Support Materials – up to six additional items, e.g., publicity, letters of support, programs, brochures, evaluations, strategic plans, etc.
- Letter of Agreement from Project Sites





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REQUIRED DOCUMENTS FOR ORGANIZATIONS CONTINUED

- District of Columbia Certificate of Incorporation.
- List of current board of directors, including officers, their occupations and term limits.
- Current FY Organizational Budget with Year-To-Date Income and Expenses.
- Current FY Balance Sheet from within the last financial quarter.
- One page Organizational Chart
- FY12 IRS Form 990





Important Note

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. Incomplete applications may not be forwarded to the Advisory Review Panel for review.



REVIEW PROCESS

Applications are reviewed according to the following criteria:

- Artistic Content - 40%
- Community Engagement and Impact - 35%
- Organizational Capacity and Sustainability- 15%
- Overall – 10%

Volunteer Advisory Panel is comprised of arts and humanities professionals independent of the Commission. The panel scores applications using the criteria and makes recommendations to the Commission Board.

The Commission Board reviews panel recommendations and makes all final funding determinations. Funding decisions are not determined by DCCA staff.



NOTIFICATIONS & PAYMENTS

- Applicants will be notified in writing of their application status. This notification may consist of:
 - grant package
 - letter of ineligibility
 - or letter of denial

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

- **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.* DCCAHA works with other DC government agencies to pay grant recipients in a timely manner but DCCAHA does not create or distribute payments onsite.**

PERFORMANCE MONITORING

- All grant recipients are subject to monitoring requirements in the [City-Wide Grants Manual and Sourcebook](#)
- **ALL** Activities funded by DCCAHA will be monitored and evaluated by staff through the use of:
 - interim reports
 - site visits (including performances and presentations)
 - email correspondence
 - phone calls.

Be sure to forward information and invitations regarding upcoming activities to the Grants Manager & Director of Grants and Legislative Affairs and other pertinent staff on a regular basis!



PERFORMANCE MONITORING cont'd

- All grantees must complete a final report by October 15, 2013. Grantees are required to document payment of all expenses paid by grant funds as well as the required match. Only organizations need to demonstrate the match with the final report.
- FY2012 grantees with unfulfilled reporting, in any funding program, as of October 15, 2012, are ineligible to receive any additional awards from DCCA for a full grant period.



CONTACT INFORMATION

For more information regarding DCCA's grant programs, or clarification about accessibility requirements, work sample submissions and the grant making process, please refer to the [Guide to Grants](#) or:

Tierra Buggs

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Southeast, Washington, DC 20003

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202.724.5613



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GRANT WRITING ASSISTANCE

Workshops

- Between December 10th and January 14th, DCCAHA will conduct free workshops at DCCAHA offices and The Foundation Center.
- More information about the dates and times of these workshops can be found at www.dcartarts.dc.gov.

One on One

- In addition, DCCAHA staff members are available for individual assistance by ½ hour appointment only.

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How to find more information

- Visit our website: dcarts.dc.gov
- Select “Grants” from the left-hand menu
- Select “Getting Started”
- For more information about Zoom Grants, there are Step by Step Instructions in the Guide to Grants and on our website.

Office Hours

Monday-Friday, 9 am to 5:30
pm

How to Reach Us

200 I (Eye) Street, Suite 1400
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www.dcartс.dc.gov

Phone: (202) 724-5613

Fax: (202) 727-4135

TTY: (202) 724-4493



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Questions?

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