



DC Commission on the Arts and Humanities

FY2013

Arts and Healing Grant (AHG)

Program Guidelines

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

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

Applicants may submit one Arts and Healing Grant application per fiscal year

Arts and Healing Grant Program Description and Goals

The Arts and Healing Grant (AHG) supports arts projects of various artistic disciplines by providing access to arts for residents of the District of Columbia to improve their quality of life. This grant program gives the applicant the opportunity to identify target participants, define the needs of those participants and determine how the proposed project will improve the well-being of participants through the arts.

- Target populations may include but are not limited to persons of all ages living with illness, disabilities, cancer, HIV/AIDS, Post Traumatic Stress Disorder, Traumatic Brain Injury, and/or dementia; recovering from addiction, domestic violence, and/or other traumatic experience; and U.S. Military veterans.
- Target populations may include incarcerated citizens and citizens reentering society after incarceration.
- Target populations may also include the participants' families and caregivers.
- Activities may include, but are not limited to arts projects which focus on music, dance, theater, film, writing, and visual arts.
- Projects must provide access to high quality arts programming that promotes healing and/or improves the quality of life for District residents.

Sample projects that would be eligible to apply to AHG include but are not limited to: making an art exhibition accessible to individuals living with dementia; helping children living with cancer and their families to compose songs together; offering hands-on art classes to citizens reentering society after incarceration; or conducting poetry workshops for individuals living with HIV/AIDS.

- **Applicants with questions about eligibility requirements are strongly encouraged to attend an AHG workshop or consult with Regan Spurlock, the AHG grant manager, prior to applying; and**
 - **If requested activities have a primary focus involving public art installations, the applicant must request funds through the Public Art Building Communities program.**

There is no matching requirement for individuals or organizations applying to AHG. Funds must be spent within the grant period (December 3, 2012 to September 30, 2013).

Project Eligibility Requirements

To be eligible for funding, projects must adhere to the following eligibility requirements:



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- Include mandatory planning/pre-evaluation meeting(s) and post-evaluation meeting(s). Optional sessions may include orientations, workshops or culminating events;
- Employ artists who have a background and training in arts and healing methodologies and modalities or are accredited in DC by their respective professional credentialing bodies;
- Establish partnership(s) between artist(s) and an organization or facility:
 - Individual artists, groups of artists and arts professionals must partner with at least one organization or facility where the project will take place;
 - Individual artists, groups of artists and arts professionals who plan to work with youth must submit additional mandatory documents, please see pages 8 & 9 for details;
 - Organizations are required to partner with at least one artist or group of artists; and
- If applicant receives funding from the Developmental Disabilities Administration's waiver program or other government agencies, applicant must disclose those funds in the budget.

Applicant Eligibility Requirements

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

- Must be professional artists or arts presenters, producers or educators, ages 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; and
- 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 programming 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;
- 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;
 - d) Artist Type; and
 - e) 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, DCCAH'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. DCCAH 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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DCCAHA staff members are available to help develop grant applications through group and individual technical assistance. Between December 2012 and January 2013, the DCCAHA 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.dccaha.org) under [Grant Writing Assistance](#). In addition, DCCAHA staff members are available for individual assistance by appointment only, up to one week before the deadline. Contact information for the DCCAHA staff members is available at www.dccaha.org under [Who We Are – DCCAHA Staff](#). ***The DCCAHA 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 gain access to the DCCAHA office. Contact Kelly Garner at 202-724-5613 or kelly.garner@dc.gov to RSVP for grant writing workshops.

Wednesday, December 12 from 2:00 – 3:30 PM

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

Wednesday, December 19 from 6:00 – 7:30 PM

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

Friday, January 11 from 2:00 – 3:30 PM

Free conference call: 877-691-0789
Contact Regan Spurlock to RSVP and for access code
regan.spurlock@dc.gov

Review Process

All applications are scored in 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, humanities, and arts in healing professionals independent of the DCCAHA. 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 DCCAHA staff.

For more information regarding the grant review process please visit the [Guide to Grants](#). To nominate a person(s) to serve on DCCAHA Advisory Review Panels, complete an [Advisory Panelist Nomination](#) form and submit it by January 7, 2013.



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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.

Funding Restrictions

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 AHG grant on overhead and administration costs.

Examples of allowable costs for Arts and Healing Grant:

- Artistic personnel / Artists in Healing;
- Travel and transportation directly related to project implementation;
- Materials and supplies directly related to project implementation;
- Equipment purchases that equal 25% or less of the grant award; and
- Overhead, maintenance and administration not exceeding 35% of the grant.

Examples of unallowable costs for Arts and Healing Grant:

- Overhead, maintenance and administration exceeding 35% of the grant;
- Food and beverages;
- Equipment purchases that exceed 25% of the grant award;
- Tuition and scholarships;
- Costs related to fundraisers and special events;
- Travel not directly related to the execution of the project; and
- College tuition or to fund universities, service organizations, foreign governments, or DC government agencies, including DC Public Schools.

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

Applicants will be notified in writing of their application status by mail. 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**



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strongly recommends FY13 grant recipients register for direct deposit. For more information on direct deposit, visit [Manage Grant Award](#) on our website.

DCCAHA 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 DCCAHA.

Risk Management and Performance Monitoring

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 DCCAHA to establish standards for grantees in making determinations of demonstrated performance prior to the award of all grants.

All activities funded by DCCAHA 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 DCCAHA'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

For more information regarding DCCAHA'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 Arts and Healing Grant program can be referred to Regan Spurlock, Arts and Healing Grant Manager at regan.spurlock@dc.gov or 202-724-5613.



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Review Criteria

Artistic Content 40%

- The applicant's work samples and support materials (brochures, articles, letter of confirmation from partner facility or artist(s), letters of support, etc.) demonstrate high standards of artistic excellence within the chosen artistic discipline(s);
- The described artistic activities significantly advance the quality of life of participants through the arts and humanities;
- 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);
- The applicant and/or personnel demonstrate arts and arts in healing expertise to plan and implement artistic content according to the proposed schedule; and
- The applicant demonstrates understanding of the project participants' needs and how the artistic discipline advances healing and/or improves well-being.

Community Engagement and Impact 30%

- The described arts activities directly target District of Columbia residents and meet the unique needs of the participants;
- The applicant partners with appropriate artist(s) or organization(s) to carry out the project to the targeted population and to leverage resources;
- The applicant presents evaluation methods specific to the project and to the participants, which are used to measure the project's effectiveness and to improve future activities and services; and
- The proposed activities and services are accessible to people with disabilities.

Organizational Capacity and Sustainability 20%

- The applicant demonstrates proper oversight with well-rounded expertise;
- The applicant is sufficiently stable, in terms of arts expertise, organizational capacity, financial status, to implement the proposed project;
- The applicant demonstrates the internal capacity to administer the grant and has appropriate financial monitoring systems in place to track expenditures; and
- 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.

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 Arts and Healing Grant.



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Checklist

The following is a checklist for all mandatory and supplementary documents required to submit the Arts and Healing 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 through Zoom Grants
- Work Sample(s) – see [Guide to Grants](#) for more information on Work Sample Requirements. *Flyers and brochures DO NOT count as work samples.* Please include at least one work sample by artist and at least one work sample by a participant in the artist's past programs.
- Support Material – up to six additional items, e.g., publicity, letters of support, programs, brochures, evaluations, strategic plans, etc.
- Resume(s) of key personnel involved in the project, such as artistic staff, educators and project administrators
- A professional letter of recommendation for the artist regarding a recent project in which the artist worked with similar participants on a similar project;
- Letter of support or memoranda of understanding from partnering entity:
 - **(FOR INDIVIDUALS ONLY)*** Letter from partnering organization or facility;
 - **(FOR ORGANIZATIONS ONLY)** Letter from partnering artist and/or partnering organization or facility as applicable;
- **(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)** FY11 IRS Form 990



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- Signed W-9 (Request for Taxpayer Identification and Certificate)

***(FOR INDIVIDUALS WORKING WITH CHILDREN)** Signed affirmation from partnering organization or facility that confirms their understanding that they are legally responsible for ensuring the safety and well-being of any youth served by the individual artist. The organization or facility must confirm that they are responsible for obtaining background checks and TB tests, and that they are solely responsible for the supervision of the artist while at the facility.

FAILURE TO SUBMIT MANDATORY DOCUMENTS WILL AUTOMATICALLY RESULT IN DISQUALIFICATION.

NO EXCEPTIONS.