



DC Commission on the Arts and Humanities

FY2013

Sister Cities International Arts Grant (SCIAG)

Program Guidelines

Individuals and Organizations may request up to \$20,000

Letter of Intent Deadline: Thursday, January 3, 2013 by 6:00PM

Full Application Deadline: Tuesday, February 19, 2013 by 6:00PM

Applicants may submit one Sister Cities International Arts Grant application per fiscal year

Sister Cities International Arts Grant Description

The Sister Cities International Arts Grant (SCIAG) provides one-time project support and covers travel expenses to foster cultural exchange and diplomacy between the District of Columbia and DC's Sister Cities (For a complete list of Sister Cities go to page 7 or visit: <http://os.dc.gov/service/dc-sister-cities>). SCIAG grants support high quality dance, music and theatre ensembles, visual arts exhibitions and literary readings, as well as individual and multi-disciplinary artists. SCIAG may also support participation in arts festivals.

SCIAG supports projects that:

- Showcase international artist(s) from outside of the US within the District of Columbia to present or exhibit work that enriches the cultural fabric of DC;
- Or
- Showcase DC artists outside of the US to present, perform or exhibit their work and promote the District as a world class cultural capital.

Individuals are not required to match grant funds. Organizations applying to the Sister Cities International 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 DCCA's funds may be used to satisfy the matching requirement. Funds must be spent within DCCA's FY2013 (December 3, 2012 to September 30, 2013). At the end of the grant period, all grantees will participate in a DCCA forum to share their SCIAG experience.

Sister Cities International Arts Grant Program Goals

- Provide artists and arts organizations from the District and the District's Sister Cities the opportunity to engage in international exchange through the presentation of their art; and
- Raise the profile of the District of Columbia and promote the city as a world class cultural capital.

Eligibility Requirements

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

- Must be professional artists aged 18 or older;
- Must be a U.S. citizen and legal DC residents for at least one year prior to the application deadline and must maintain residency during the entire grant period;



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- Must have a permanent DC address, as listed on proper identification or tax returns. PO Boxes may not be used as a primary address;
- Must possess a valid passport and appropriate credentials to travel abroad; and
- 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.

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 annually scheduled arts activities occur within the District of Columbia and at least fifty-one percent (51%) of your participants in annually scheduled arts programming are 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 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;
- Fiscal agents are strictly prohibited; and
- Colleges, universities, service organizations, foreign governments or other DC government agencies, including DC Public Schools, are prohibited from applying for any DCCA grants.

Letter of Intent

SCIAG uses a Letter of Intent process. Eligible applicants begin the application process by submitting a Letter of Intent (LOI) describing their mission and the program or activities for which funding is being requested. LOIs should be no more than two pages and must include: executive summary, project summary, project goals/creative economy, timeline and budget. Please see page 7 for details.

Application Process

DCCA 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. **DCCA 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 DCCA 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;



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- c) Project Discipline;
 - 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, DCCAH's online grant application website. Zoom Grants provides a step-by-step tutorial on how to submit the application [here](#);
 4. Once registered, select the Sister Cities International Arts Grant and complete the pre-application letter of intent;
 5. If your LOI is selected for further consideration, you will be invited to complete the full application, including the application questions and budget/budget narrative data, etc.;
 6. Upload all required documents and supplementary material;
 7. Upload the required work sample(s). Work samples must speak to the artistic content of the applicant as it relates to the grant request;
 8. 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

DCCAH staff members are available to help develop grant applications through group and individual technical assistance. Between December 2012 and January 2013, the DCCAH 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.dcarts.dc.gov) under [Grant Writing Assistance](#). In addition, DCCAH staff members are available for individual assistance by appointment only, up to one week before the deadline. Contact information for the DCCAH staff members is available at www.dcarts.dc.gov under [Who We Are – DCCAH Staff](#). ***The DCCAH urges all applicants to attend these workshops.***



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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 DCCAH office. Contact Kelly Garner at 202-724-5613 or Kelly.garner@dc.gov to RSVP for grant writing workshops.

Monday, December 10 from 6:00 – 7:30 PM

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

Thursday, December 20 from 2:00pm – 3:30pm

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

Wednesday, January 2 from 6:00 – 7:30 PM

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

Review Process

Eligible applicants begin the application process by submitting a Letter of Intent and answering the pre-application questions. The pre-application questions and LOI will first be reviewed by DCCAH staff to ensure basic eligibility requirements are met. The Office of the Secretary of the District of Columbia will then submit the eligible LOI to the proposed project's Sister City for approval. Applicants whose LOI is approved by the Sister City will be invited to submit a full SCIAG application. Applicants will be notified of the status of their LOI by Friday, January 18, 2013.

Full SCIAG applications are scored according to five categories: Artistic Content, Applicant's Community Engagement and Impact, Project Engagement and Impact, Sustainability and Capacity, and Overall. These evaluation criteria are specific to each grant program and explained on page 9. A volunteer Advisory Review Panel, comprised of arts and humanities professionals independent of DCCAH, 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 DCCAH staff.

For more information regarding the grant review process for SCIAG, please contact the grant manager, Regan Spurlock. To nominate a person(s) to serve on DCCAH Advisory Review Panels, complete an [Advisory Panelist Nomination](#) form and submit it by January 7, 2013.

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

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 SCIAG grant on overhead and administration costs.

Examples of allowable costs for International Arts Grant:

- Performance Fees;
- Artistic personnel;
- Travel and transportation directly related to project implementation;
Note: Any foreign air travel funded through SCIAG must be undertaken on an approved U.S. flag air carrier as part of the Fly American Act, or a foreign air carrier under an air transport agreement with the United States when these services are available. (Approved U.S. flag carriers can be found at: <http://ctrl.msu.edu/COTravel/FlagAirCarriersUS.aspx>); Fly American Act guidelines can be found at: <http://www.tvlon.com/resources/FlyAct.html>)
- Airfare equivalent to economy class rates;
- Accommodations;
- Per diem;
- International Communication;
- Visa Fees;
- Consultants;
- Space rental and fees; and
- Materials and supplies directly related to project implementation;
- Equipment purchases that equal 25% or less of the grant award; and

Examples of unallowable costs for International Arts Grant:

- Overhead, maintenance and administration exceeding 35% of the grant and match;
- Food and beverages not included in the per diem;
- First Class Airfare;
- Tuition and scholarships;
- Costs related to fundraisers and special events;
- Equipment purchases that exceed 25% of the grant award;
- Travel not directly related to the execution of the project;
- Projects or events that are commercial in nature or in which the arts are not the primary focus (e.g., sidewalk sales, food festivals, firework displays, etc.); and
- College tuition or to fund universities, service organizations, foreign governments, or DC government agencies, including DC Public Schools.

All expenses must 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.



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Notification and Payment

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

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

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

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 Sister Cities International Arts Grant program may be referred to Regan Spurlock, Sister Cities International Arts Grant Manager at regan.spurlock@dc.gov or 202-724-5613.



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Pre-Application and Letter of Intent Checklist

The following is a checklist for requirements to submit a Letter of Intent to the Sister Cities International Arts Grant program. The Pre-Application questions must be completed and Letters of Intent (LOI) uploaded through Zoom Grants prior to the pre-application deadline of January 3, 2013. If your LOI is selected for further consideration, you will be invited to complete the full SCIAG application.

MANDATORY DOCUMENTS FOR PRE-APPLICATION

- Completed Pre-Application, submitted via Zoom Grants
Letter of Intent (LOI) uploaded to Zoom Grant – see below for details on how to create an LOI

SCIAG LOI INSTRUCTIONS

- LOI may not exceed two pages so responses must be concise.
All LOI must be uploaded in PDF form via Zoom Grants.
LOI must be on organization letterhead, if applicable.
LOI file names should indicate the name of the applicant or recognizable acronym for the applicant followed by "LOI.pdf".
If applying as an individual, the LOI must be signed by the applicant.
If applying as an organization, the LOI must be signed by Executive Director.
USE THE TEMPLATE FORMAT ON PAGE 8 FOR ALL LOI RESPONSES – Applicants must use headings in bold

District of Columbia Sister Cities

Table with 2 columns and 7 rows listing sister cities: Bangkok, Thailand; Athens, Greece; Dakar, Senegal; Seoul Metropolitan Government, Republic of Korea; Beijing Municipality, People's Republic of China; Accra, Ghana; Brussels Capital Region, Belgium; Sunderland, United Kingdom – George Washington's Ancestral Home; Tshwane (Pretoria), South Africa; Rome, Italy; Paris, France; Ankara, Turkey



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[INSERT APPLICANT'S LETTERHEAD/LOGO]

or

[INSERT APPLICANT'S CONTACT INFORMATION]

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Letter of Intent [TEMPLATE]

Date:

Executive Summary:

[Applicants response must include the following sections: Applicant's History, Mission, Recent Accomplishments, Target Population and Number of Individuals Served.]

Project Summary:

[Describe proposed international arts project and activities. Provide specific information about artistic discipline(s) delivered; communities served in DC and/or in the Sister City; venue(s) used; and major partnerships or community resources, both in DC and in the Sister City.]

Project Goals/Creative Economy:

[How will the project foster cultural exchange and be mutually beneficial, artistically and economically?]

Timeline:

[Provide a projected timeline and/or schedule of planned activities related to the grant request. Include main project activities, key dates and location of activities.]

Budget:

[Provide estimated costs and budget items related to the grant request. Do not include in-kind support. Only Organizations are required to match.]

Signature:

Signatory Name:

Signatory's Title:



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Full Application Review Criteria

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, and professional artists) to plan and implement artistic content;
- The project is of a high quality and is in alignment with the applicant's artistic mission, discipline and capacity; and
- The applicant presents effective evaluation methods specific to the project, which are used to improve future activities and services.

Applicant's Community Engagement and Impact 20%

- The applicant's DC-based activities directly target District of Columbia residents;
- The applicant partners with similar or complementary organizations to leverage resources for the annually scheduled DC-based activities; and
- The annually scheduled DC-based activities and services are available to people with disabilities.

Project Engagement and Impact 20%

- The project offers a rich, artistic experience that promotes international, cultural exchange;
- The project offers a unique international arts experience that the target audience may not otherwise have access to;
- The project significantly impacts the applicant's long-term artistic vision for the District of Columbia; and
- The applicant partners with similar or complementary artists and/or organizations to leverage resources for the described activities.

Capacity and Sustainability 10%

- The applicant demonstrates proper oversight with well-rounded expertise;
- The applicant is sufficiently stable, in terms of arts expertise and financial status to implement the proposed request;
- 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; and
- 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 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 Sister Cities International Arts Grant.



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Full Application Checklist

If your LOI is selected for consideration, you will be invited to complete the full SCIAG application.

The following is a checklist for all mandatory and supplementary documents required to submit the full Sister Cities International Arts Grant application. Documents must be uploaded through Zoom Grants prior to the application deadline of February 19, 2013. These documents are in addition to the required narrative questions.

MANDATORY DOCUMENTS

- Completed application, submitted via Zoom Grants
- Work Sample(s) – For projects that will take place in DC, include a work sample by the applicant and a work sample by the international artist(s) performing or exhibiting in DC. For projects that will take place in a Sister City, the work sample should be relevant to the proposed activity; if possible, include a sample of the work to be performed at the proposed engagement(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.
- Resume(s) of key personnel and principle artists involved in the project, such as artistic staff and educators
- Signed Letter(s) of invitation or signed contract(s) from the event(s) or venue(s) (and an English translation)

The authorized memorandum of understanding must include:

- a. description of all financial support offered by the event(s) or venue(s)
 - b. performance dates, if known
 - c. number of performances, if known
 - d. if providing an artists' performance fee (the amount)
- Signed W-9 (Request for Taxpayer Identification and Certificate)
 - **(FOR ORGANIZATIONS ONLY)** One-page Organizational Chart must include name of staff members
 - **(FOR ORGANIZATIONS ONLY)** IRS Letter of Determination
 - **(FOR ORGANIZATIONS ONLY)** District of Columbia Certificate of Incorporation



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- **(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

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