# PROJECT-BASED GRANTS

Applicants may submit one City Arts Project application per grant cycle

## FY 2015
## Sister Cities International Arts Grant (Organization)

### Projects by Organizations

Individuals may request up to $20,000
Deadline: May 16, 2014 at 6:00PM

**Sister Cities International Arts Grant (Organization) Questions**

## Work Samples & Uploads

Provide a statement describing how and why the artistic content of the work sample best represents the applicant and/or the project. Describe how this artistic work delivers artistic excellence and achieves stated goals.
(400 Words)
(Required)

Work Sample
(Required)

Support Material
(Required)

Resume(s) of Key Personnel
(Required)

Letter of Project Agreement (e.g. a signed letter of invitation, contract, or memorandum of understanding that includes details such as dates, description of any financial support and performance fee details. If applicable, please include an English translation.)
(Required)

CDP Profile (Review Complete)
(Required)

Current Board of Directors
(Required)

W-9
(Required)

IRS Letter of Determination
(Required)

DC Certificate of Incorporation
(Required)


## Overview

Project Title / Artist and/or Group Name
(Required)

Amount Requested
(Required)

Type of Support
(Required)

Project Begin Date
(Required)

Project End Date
(Required)

Please provide a description of the grant request.  Briefly detail the arts and humanities activities and goals during the grant period (October 1, 2014 – September 30, 2015).
(250 Words)
(Required)

Have you received a grant from DCCAH within the past 5 years?
 (Required)

Has your address changed in the past 12 months?
 (Required)

## Request

### Organization Profile
In which Ward is the applicant located?
(Required)

Legal Status
(Required)

Applicant Discipline
(Required)

Institution Type
(Required)

Organization Founding Date
(Required)

Organization Fiscal Year (i.e. Jan-Dec or 7/1-6/30)
(Required)

What are the organization's mission and vision and history? Please include the top three recent accomplishments.
(300 Words)

## Request Details

Select which District of Columbia Sister City the applicant will work with. Select all that apply. (Press control and click to select multiple cities.)
(Required)

Project Discipline
(Required)

Artist Type
(Required)

Type of Activity
(Required)

Arts Education Population, if applicable
(Required)

Project Descriptors
(Required)

Provide a timeline and/or schedule of planned activities related to the grant request.
(300 Words)
(Required)

If applicable, provide past examples executing activities similar to this request. If not applicable, please describe why. Responses can include examples of the applicant fabricating, installing, managing, producing and/or presenting similar projects with a Sister City and/or other international partners before.
(300 Words)
(Required)

What personnel does the applicant use to implement the project? Of these, how many are DC-based?
(200 Words)
(Required)

Expected number of artists paid by this grant request (in whole or in part):
(Required)

## Impact & Engagement

Which ward(s) do your activities and/or programs impact through audience attendance and/or participation, if applicable?
(Required)

Expected number of individuals served by this request during the grant period
(Required)

Define the target audience and/or participants as related to the activities and/or programs and the grant request. In what ways do the applicant's distinct activities and/or programs meet the needs of the targeted population? Consider how the applicant's work is differentiated from other applicants within the discipline.
(400 Words)
(Required)

How will the applicant market its activities and/or programs to specified target audiences and/or participants?  What are the direct efforts to engage the applicant's audience and/or participants? How does the applicant evaluate this engagement?
(300 Words)
(Required)

What modes of programmatic evaluation has the applicant used in the past? Provide examples of changes as a result of the evaluation(s).  If not, explain why.  What are the anticipated modes of evaluation the applicant will employ?
(300 Words)
(Required)

Describe the Sister City partnership(s) involved in the activities or efforts discussed above. Note them with relevant details such as financial, resource sharing and/or as in-kind. Explain why it is important to work this international partner at this time in your professional and/or artistic career.
(300 Words)
(Required)

How does the applicant work to ensure that all activities and modes of engagement are accessible to individuals of all abilities and backgrounds? Discuss the applicant's strategies to address language barriers and 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, review the Americans with Disabilities Act, the FY15 Guide to Grants and DC Human Rights Act of 1977.)
(200 Words)
(Required)

## Budget Narrative, Capacity & Sustainability

Total FY13 Organizational Expenses
(Required)

Total Project Budget
(Required)

Provide a budget narrative explaining items and amounts listed in the "Budget" tab with all relevant information. The narrative must detail whether funding from other sources is secured or pending. If applicable include the sources of any matching funds. Example: Expense: Personnel – Artistic - $9,000 (5 artists @ $300 x 6 days) Income: Contributed: GOV'T: Federal – $7,500 – pending
(400 Words)
(Required)

Describe the applicant's revenue strategy to sustain artistic programming over the course of FY15 and provide the cash match for DCCAH funds.
(200 Words)
(Required)

Describe how the applicant uses appropriate electronic financial monitoring systems to track expenditures related to this grant request.
(50 Words)
(Required)

Is there anything specific that the panel should know about the applicant's finances? Please explain any large variance(s) reported on the CDP profile.
(200 Words)
(Required)

## Budget
(Budget Tab, Required)