



DC COMMISSION ON
THE ARTS & HUMANITIES

PROJECT-BASED GRANTS

Applicants may submit one UPSTART application per grant cycle

FY 2015

UPSTART (Organization)

Funds determined upon selection of participants and approval of work-plans

Deadline: May 16, 2014 at 6:00PM

UPSTART (Organizations) 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.

(500 Words)

(Required)

Work Sample:

(Required)

Support Material:

(Required)

Resume(s) of Key Personnel (Artistic/Executive/Managing Director, Training Heads, Project Managers):

(Required)

Current Board of Directors:

(Required)

CDP Report (Review Complete):

(Required)

For current fiscal year, Organization's Year-to-Date Statement of Financial Position (Balance Sheet)

(Required)

W-9:

(Required)

IRS Letter of Determination:
(Required)

DC Certificate of Incorporation:
(Required)

Overview

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

Type of Support
(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)
(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

Organizational Profile

Organization Name:
(Required)

Street 1:
(Required)

City:
(Required)

State:
(Required)

Zipcode:
(Required)

Website:
(Required)

EIN:
(Required)

Legal Status:

(Required)

Institution Type:

(Required)

Organization Founding Date

(Required)

Organization Fiscal Year

(Required)

In which Ward is the applicant located?

(Required)

What is the organization's mission and vision and history? Please include the top three recent accomplishments.

(200 Words)

Request Details

Project Descriptors (To select multiple project descriptors, press control and click each item to select multiples):

(Required)

District Impact & Engagement

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

(Required)

Expected number of individuals served by this request during the grant period:

(Required)

Define the DC 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 DC population? Consider how the applicant's work is differentiated from other applicants in DC within the discipline.

(400 Words)

(Required)

How does the applicant work to ensure that all activities and modes of engagement are accessible to District residents and visitors of all abilities and backgrounds? Discuss the applicant's strategies 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)

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 to provide the cash match of grant funds.

(200 Words)

(Required)

Describe how the applicant uses appropriate electronic financial monitoring systems to track expenditures related to the grant request.

(50 Words)

(Required)

Is there anything specific that the panel should know about the applicant’s finances? Please describe any larger variance(s) reported on the CDP profile.

(200 Words)

(Required)

UPSTART:

Please select status with the UPSTART program:

(Required)

Has your organization conducted any formal strategic planning efforts in the past three years?

(Required)

Describe the planning process or needs assessment that led your organization to a capacity-building request. Include a description of the organization’s readiness to engage in capacity building.

(350 Words)

(Required)

What capacity building activities does the organization propose to undertake during the grant period?

(200 Words)

(Required)

Choose up to 5 staff and board members to answer the following three questions. Please encourage respondents to be candid. The answers will be considered consensus statements. List the titles and names of participants participating:

(100 Words)
(Required)

What are the organization's greatest strengths? What are the organization's challenges?

(350 Words)
(Required)

If the organization receives funding from UPSTART, what tangible outcomes you hope the organization will achieve?

(200 Words)
(Required)