FY2013
Artist Fellowship Program

Program Guidelines
Fellowships are for $5,000
Deadline: Monday, June 18, 2012 by 6:00 PM
Applicants may submit one Artist Fellowship Program application per fiscal year

Artist Fellowship Program Description

The Artist Fellowship Program (AFP) offers a $5,000 award to individual artists who make a significant contribution to the arts and substantively impact the lives of District of Columbia residents through their artistic excellence. The AFP recognizes the impact of individual artists throughout the District of Columbia and supports the vitality that those artists bring to the community.

Although the AFP grant funds are unrestricted dollars, applicants will be required to propose at least one art-focused community engagement activity during the fiscal year that demonstrates that applicant's connection and commitment to the residents of the District of Columbia.

In FY 2013, the AFP grant is open to all artistic disciplines. Artistic disciplines may include, but are not limited to, dance, design, folk and traditional arts, literature, media arts, music, theater, and visual arts, as well as other emerging and experimental fields and multi-disciplinary media. **Established as well as emerging artist professionals are encouraged to apply.**

Artist Fellowship Program has no cash matching requirement. All project funds must be spent within DCCAH's FY2013 (October 1, 2012 to September 30, 2013).

Artist Fellowship Program Goals

- Increase quality of life by creating a vibrant community identity through the arts and humanities;
- Encourage the contributions of professional DC artists to the city's arts and humanities sector; and
- Stimulate the creative economy through investments in local artists.

Eligibility Requirements

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 government issued identification or tax returns. PO Boxes may not be used as a primary address;

DC Commission on the Arts and Humanities

- 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 strictly prohibited; and
- Funds may not be used for food, tuition or scholarships, or granted directly to colleges, universities, service organizations, foreign governments and DC government agencies, including the DC Public Schools.

Application Process

DCCAH utilizes an online grant application website called Zoom Grants. All applicants **MUST SUBMIT** the application online via Zoom Grants by 06:00PM on the deadline date. **DCCAH will not accept mailed, emailed or hand-delivered copies of grant applications.**

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;
   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 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. Please note that 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.

DC Commission on the Arts and Humanities

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. DCCAH staff will review applications for completeness and contact applicants for any missing documents within 5 business days of the deadline. Applicants are responsible for adding missing documents within 5 business days of DCCAH's notification. Incomplete applications may not be forwarded to the Advisory Review Panel for review.

Technical Assistance and Workshops

DCCAH staff members are available to help develop grant applications through group and individual technical assistance. Between May and June 2012, 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, pre-scheduled 30-minute appointments, 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.

Artist Fellowship Program workshops will take place at the offices of the DC Commission on the Arts and Humanities and the Dorothy I. Height Benning Library. **Workshop dates, times and locations listed below are subject to change.**

Friday, May 18th from 1:00 – 2:30 PM
DC Commission on the Arts and Humanities
1371 Harvard St. NW
Washington, DC 20009

Monday, June 4th from 1:00 – 2:00 PM
Dorothy I. Height Benning Library
3935 Benning Rd. NE
Washington, DC 20019

Review Process

All applications are scored according to four categories: Artistic Content, Community Impact and Engagement, Sustainability and Capacity, and Overall. These evaluation criteria are specific to each grant program and explained on page 6. A volunteer Advisory Review Panel is comprised of arts and humanities professionals independent of the DCCAH. 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 DCCAH staff.

For more information regarding the grant review process please visit the Guide to Grants. To nominate a person(s) to serve on DCCAH Advisory Review Panels, complete an Advisory Panelist Nomination form and submit it by June 1, 2012.

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

There are no funding restrictions on Artist Fellowship Program grants and no unallowable costs. Individual applicants are not restricted from receiving funds from multiple grant programs. Please note that payments may be taxable under the law, and each grant recipient should consult with a tax professional to determine how payments may impact individual circumstances.

Notification and Payment

Applicants will be notified in writing of their application status after October 1, 2012. 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.

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.

DC Commission on the Arts and Humanities

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 the grant making process, please refer to the Guide to Grants. Additional questions about the Artist Fellowship Program can be referred to Ebony Blanks, Associate Grant Manager, at Ebony.Blanks@dc.gov or 202-724-5613.

FY2013
Artist Fellowship Program
Review Criteria

Artistic Content 60%
- 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);
- Applicant demonstrates superior creativity and originality; and
- Applicant's artistic career/discipline/mission will be substantially advanced by the fellowship.

Community Engagement and Impact 30%
- The applicant demonstrates a substantial impact on the DC community;
- The applicant's proposed project clearly targets DC residents and articulates motivation or reason for engaging that audience through their artistic discipline; and
- The proposed activities and services are available to people with disabilities.

Capacity and Sustainability 5%
- The applicant demonstrates the capability to administer all aspects of the grant process.

Overall 5%
- The applicant provides a clear explanation of the grant request and intended outcomes;
- The grant request aligns with and supports the applicant's artistic mission; and
- The application, grant request and intended outcomes support the goals of the Artist Fellowship Program.

DC Commission on the Arts and Humanities

FY2013
Artist Fellowship Program
Checklist

The following is a checklist for all mandatory and supplementary documents required to submit the Artist Fellowship application. Documents must be uploaded through Zoom Grants prior to the application deadline. These documents are in addition to the required narrative questions.

MANDATORY DOCUMENTS

- Completed application, submitted on Zoom Grants

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

- Work Sample(s) – see Guide to Grants for more information on Work Sample Requirements. *Flyers and brochures DO NOT count at work samples.*

- Support Material – up to six additional items, e.g., publicity, letters of support, programs, brochures, awards, etc.

OPTIONAL DOCUMENTS

- Resume(s) of key personnel involved in the project, such as artistic staff and educators, if applicable.