



DC Commission on the Arts and Humanities

FY2013

Community Arts Grant Deadline #2

Application Questions

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

- 1. Total Project Budget during the grant period**
The FY13 grant period runs from 12/3/2012 - 9/30/2013.
- 2. Briefly summarize the project.**
- 3. What is the range of dates for all project activities?**
The date range must include planning, implementation, and evaluation stages.
- 4. What is the anticipated date(s) of the event(s)?**
- 5. In 500 words or less, please provide an executive summary.**
Include the following sections: History, Mission, Recent Accomplishments, Purpose of the Request, Target Population and Number of Individuals Served.
- 6. Programming and Artistic Content - As related to the grant request, describe your major arts and humanities activities/goals to be supported by DCCAH funding. Provide a timeline and/or schedule of planned activities related to the grant request.**
Provide specific information about what discipline(s) are delivered, neighborhoods or wards served; venues used; and major partnerships or community resources. Where applicable, refer to attachments and support materials.
- 7. If applicable, provide past examples of supporting, producing or presenting activities similar to this request. If not applicable, please describe why.**
- 8. Artistic Content - How do the work sample and support materials (brochures, articles, letters of support, etc.) demonstrate how the applicant delivers a high level of artistic excellence while achieving project goals?**
Provide a detailed description of why and how the artistic programming is of the highest quality. Use terminology specific to the artistic disciplines that you use and demonstrate to your constituents.
- 9. Personnel - What personnel (volunteer, contract, full- and part-time employees) does the applicant use to deliver artistic content (such as arts administrators, teaching artists,**



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educators, and professional artists)? Of these, how many are DC-based?

10. **Evaluation Methods - How does the applicant evaluate their activities and services? How is this evaluation used to improve future activities and services? For instance, personnel assessments, strategic planning, annual audits etc.**
11. **Community Engagement & Impact - Describe the target audience. If applicable, detail how you differentiate between District residents and regional audiences. How will you market project's activities and services to specific audiences within DC?**
Please describe the target audience in detail, and provide examples of the marketing activities related to the grant request.
12. **Community Engagement and Impact - How do you partner with similar or complementary organizations to leverage resources for the activities related to the grant request?**
Attach letters of support or memoranda of understanding, if applicable.
13. **Community Engagement and Impact - How do you plan to make project activities accessible to District residents with disabilities?**
Include any accessibility services currently offered, including those that comply with the Americans with Disabilities Act. Please refer to the Guide to Grants for more information.
14. **Capacity and Sustainability - How do you use appropriate electronic financial monitoring systems to track expenditures related to this grant request? What resources (financial, personnel, etc.) will be needed to sustain the program over time?**
Please explain how you will acquire these resources if they have not yet been secured. If this does not apply to your project, enter "N/A" below.
15. **Capacity and Sustainability - Is there anything specific about FY12 or FY13 that the panel should know about your finances?**
16. **In which ward are you located?**
17. **The applicant's activities impact Ward(s):** *Please state all wards that apply.*
18. **What date was the organization founded?**
Organizations must provide a response. Individual applicants, please enter "N/A" if not applicable.
19. **Total Organizational Expenses from FY11 IRS Form 990**
Organization must provide a response. Individual applicants, please enter "N/A" if not applicable.



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20. Legal Status

21. Institution Type

22. Applicant Discipline

23. Project Discipline

24. Artist Type

25. Type of Activity

26. Has your address changed in the past 12 months?

27. If so, provide the previous address.

28. Have you received a grant from DCCA within the past 5 years?

29. If so, provide the grant number, fiscal year and amount of the grant awards for the 4 most recent grant awards.

30. Expected number of employees paid by this grant request (in whole or in part):

31. Expected number of individuals served by the organization during the grant period:

The FY13 CAG #2 grant period is from December 3, 2012 to September 30, 2013.

32. What is the organization's fiscal year?

Most individual applicants will select "January - December".

Contact Information

If you need assistance regarding application questions for the Community Arts Grant, please contact Tierra Buggs at tierra.buggs@dc.gov, or 202-724-5613.