



## DC Commission on the Arts and Humanities

# FY2013

## East of the River

### Program Guidelines

**Organizations may apply for up to \$25,000**

**Deadline: Friday, June 15, 2012 by 6:00 PM**

**Applicants may submit one East of the River application per fiscal year**

### East of the River Program Description

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The East of the River (EOR) grant provides access to high-quality arts and humanities experiences for DC residents who live east of the Anacostia River. Activities may be programs or projects that include, but are not limited to, dance, design, folk and traditional arts, literature, media arts, music, theater, and visual arts. Funding may be used to support operational and programmatic costs directly related to the East of the River activities described in the application.

**Priority will be given to organizations with a principal place of business in Wards 7 or 8.**

- **If requested activities have a primary focus involving public art installations, the applicant must request funds through the Public Art Building Communities program;**
- **Applicants with questions about these requirements are strongly encouraged to consult with a DCCAH staff member prior to applying to discuss the proper application category for the request.**

The East of the River Program does not require matching funds. Funds must be spent within DCCAH's FY2013 (October 1, 2012 to September 30, 2013). The program is supported in part by the National Endowment for the Arts to increase access for underserved communities.

### East of the River Goals

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- Provide access to high-quality arts and humanities experiences for residents who live east of the Anacostia River;
- Increase quality of life by supporting a vibrant community identity through the arts and humanities; and
- Stimulate the creative economy located east of the Anacostia River through investments in local artists and arts organizations.

### Eligibility Requirements

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

- East of the River Program Applicants must meet at least one of the following:



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- Have a principal place of business located in Wards 7 or 8, 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;
- Have a satellite location located in Wards 7 or 8, as demonstrated by a lease, bill, letter of support or a memorandum of understanding;
- Have established programs or project partnership with a business or nonprofit located in Wards 7 or 8, as demonstrated by a letter of support or memorandum of understanding.
- 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.
- A demonstrated commitment to provide arts and humanities to the residents of Washington, DC. At least fifty-one percent (51%) of scheduled arts activities occur within the District of Columbia;
- 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 prohibited; and
- Colleges, universities, service organizations, foreign governments or other DC government agencies, including DC Public Schools, are prohibited from applying for any DCCAH grants.

### **DCCAH Application Process**

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DCCAH utilizes an online grant application website called [Zoom Grants](#). All applicants **MUST SUBMIT** the application online via Zoom Grants by 6:00 PM on the deadline date. **DCCAH 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 DCCAH website. For each of the five (5) classification categories, select one classification 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;



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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 6:00 pm 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. 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

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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.dcartt.dc.gov](http://www.dcartt.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.dcartt.dc.gov](http://www.dcartt.dc.gov) under [Who We Are – DCCAH Staff](#).

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.**

**Monday, May 14<sup>th</sup> from 6:00 – 7:30 PM**  
**DC Commission on the Arts and Humanities**  
**1371 Harvard St. NW**  
**Washington, DC 20009**

**Friday, May 25<sup>th</sup> from 1:00 – 2:30 PM**  
**Joint Presentation with Art Bank**  
**DC Commission on the Arts and Humanities**  
**1371 Harvard St. NW**



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**Washington, DC 20009**

In addition to the workshops above, the DCCAHA has created an offsite satellite office that will offer supplemental assistance to District residents within Wards 7 and 8. The satellite location will be located at:

**Dorothy I. Height - Benning Library  
3935 Benning Road NE  
Washington, DC 20019**

The dates and hours of operation are below:

<b>FY13 DCCAHA EOR Satellite Location Schedule</b>				
<b>Date</b>		<b>Time</b>	<b>Topic</b>	<b>Location</b>
Wednesday	May 9, 2012	9:30AM- 12:30PM	Open Hours	Benning Library (Room #1)
Wednesday	May 9, 2012	1:00PM - 2:30PM	Overview	Benning Library (Room #1)
Wednesday	May 16, 2012	9:30AM - 12:30PM	East of the River	Benning Library (Room #2)
Wednesday	May 16, 2012	1:00PM - 2:30PM	Community Arts Grant	Benning Library (Room #2)
Wednesday	May 23, 2012	9:30AM - 12:30PM	Open Hours	Benning Library (Room #2)
Wednesday	May 23, 2012	1:00PM- 2:30PM	Cultural Facilities Projects	Benning Library (Room #2)
Wednesday	May 30, 2012	9:30AM - 12:30PM	East of the River	Benning Library (Room #2)
Wednesday	May 30, 2012	1:00PM - 2:30PM	Grants-In-Aid	Benning Library (Room #2)
Monday	June 4, 2012	9:30AM - 12:30PM	Open Hours	Benning Library (Room #1)
Monday	June 4, 2012	1:00PM - 2:00PM	Artist Fellowship Program	Benning Library (Room #1)
Monday	June 4, 2012	2:00PM - 2:30PM	Public Art Building Communities	Benning Library (Room #1)
Monday	June 4, 2012	2:30PM - 3:00PM	Art Bank	Benning Library (Room #1)
Wednesday	June 6, 2012	9:30AM- 12:30PM	Open Hours	Benning Library (Room #1)
Wednesday	June 6, 2012	1:00PM - 2:30PM	Arts Education Program	Benning Library (Room #1)
Monday	June 11, 2012	9:30AM- 12:30PM	Open Hours	Benning Library (Room #1)
Wednesday	June 13, 2012	9:30AM- 12:30PM	Open Hours	Benning Library (Room #1)

**Review Process**

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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 DCCAHA. 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 DCCAHA staff.



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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.

### OPTIONAL INTERVIEW INFORMATION

Each applicant is invited to present to the Advisory Review Panel to clarify the organization's programs and structure. This is **OPTIONAL** for each applicant. An applicant must have a **CONFIRMED** appointment for an interview, which should be scheduled through Associate Grants Manager, Ebony Blanks at [ebony.blanks@dc.gov](mailto:ebony.blanks@dc.gov). DCCAH will not accept walk-ins.

Upon confirmation, applicants will be provided directions on how to prepare for the interview, including what types of questions may be asked. Applicants **MAY NOT** bring supplemental materials for the panelists, including, but not limited to video, photographs, artwork, etc.

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

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.

#### Examples of allowable costs for East of the River:

- Salary support for employees working East of the River;
- Artistic Expenses for projects occurring East of the River;
- Overhead and maintenance of buildings located East of the River;
- Materials, supplies and pieces of equipment under \$500 for projects occurring East of the River; and
- Travel directly related to the cost of producing arts programming East of the River.

#### Examples of unallowable costs for East of the River:

- Operating Reserves
- Expenses not directly associated with projects occurring East of the River;
- Food and beverages;
- Tuition and scholarships;
- Costs related to fundraisers and special events;
- Pieces of equipment over \$500;
- Travel not directly related to the execution of the project;
- College tuition or to fund universities, service organizations, foreign governments, or DC government agencies, including DC Public Schools.



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All expenses will 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.**

### **Notification and Payment**

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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.

### **Risk Management and Performance Monitoring**

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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**

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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](#)



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Grants. Additional questions about the East of the River Program can be referred to Ebony Blanks, Associate Grants Manager at [ebony.blanks@dc.gov](mailto:ebony.blanks@dc.gov) or 202-724-5613.



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### East of the River Program

#### Review Criteria

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##### **Artistic Content 30%**

- 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 related goals and schedule of planned activities are substantial and feasible;
- The applicant uses personnel with demonstrated arts expertise (such as arts administrators, teaching artists, educators, professional artists) to plan and implement artistic content;
- The applicant demonstrates a commitment to hiring EOR-based artists, where applicable, to deliver artistic content (such as arts administrators, teaching artists, educators, professional artists); and
- The applicant presents effective evaluation methods specific to the project, which are used to improve future activities and services.

##### **Community Engagement and Impact 30%**

- Applicant targets audience(s) in Wards 7 and 8 and provides support for their selection;
- The described arts activities meet the unique needs of the target audience(s);
- Varied and appropriate marketing methods are used to target the target audience(s);
- Applicant partners with similar or complementary organizations in Wards 7 or 8 to leverage resources for the described activities; and
- The proposed activities and services are available to people with disabilities.

##### **Organizational Capacity and Sustainability 15%**

- The organization demonstrates proper oversight with a committed Board of Directors with well-rounded expertise;
- The applicant is sufficiently stable, in terms of arts expertise, organizational capacity, financial status, to implement the project;
- The applicant demonstrates it has 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;
- The applicant clearly demonstrates ability to attract the financial support necessary to sustain the activities and match required funds, if applicable.

##### **Overall 25%**

- The applicant provides a clear explanation of the project and intended outcomes for Wards 7 or 8;
- The grant request aligns with and supports the applicant's mission;
- The applicant has a demonstrated commitment to providing similar programs and/or services to residents in Wards 7 or 8;
- The applicant has a principal place of business or satellite location in Wards 7 or 8;
- The application, grant request and intended outcomes support the goals of the East of the River Program.





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## East of the River

### Checklist

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The following is a checklist for all mandatory and optional documents required to submit the East of the River 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)
- Resume(s) of key personnel involved in the project, such as artistic staff and educators
- One-page Organizational Chart
- Work Sample(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.
- IRS Letter of Determination
- District of Columbia Certificate of Incorporation
- List of current board of directors, including officers, occupations and term limits
- Current FY Organizational Budget with Year-To-Date Income and Expenses
- Current FY Balance Sheet from within the last financial quarter
- Previous FY Organizational Budget with Year-To-Date Income and Expenses
- FY11 IRS Form 990

#### OPTIONAL DOCUMENTS

- Letter of Agreement from project site(s)