



DC Commission on the Arts and Humanities

FY 2013 GUIDE TO GRANTS





DC Commission on the Arts and Humanities

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DC Commission on the Arts and Humanities

About the DC Commission on the Arts and Humanities

Mission

The DC Commission on the Arts and Humanities provides grants, programs and educational activities that encourage diverse artistic expressions and learning opportunities, so that all District of Columbia residents and visitors can experience the rich culture of our city.

About

Established in 1968, the DC Commission on the Arts and Humanities (DCCAH) is the official government agency for arts and culture in the District of Columbia. The Commission supports and promotes stability, vitality and diversity of artistic expression. The Commission is comprised of up to eighteen private residents who serve as the governing body and final funding decision-makers for the Agency, each of whom is appointed by the Mayor and approved by the Council of the District of Columbia. It also includes a professional staff, assisted annually by Advisory Review Panelists and a host of volunteers. The DC Commission on the Arts and Humanities is supported in part by the National Endowment for the Arts.

Goals

To carry out DCCAH's mission, the following goals have been established:

- Provide access to the arts for all District residents;
- Promote lifelong learning and interest in the arts and arts education for all ages;
- Build communities through public and private partnerships in the arts; and
- Preserve the cultural diversity of the District of Columbia through the arts and humanities.

Board of Commissioners

A Board of Commissioners appointed by the Mayor of the District of Columbia governs DCCAH. Applicants and patrons are encouraged to notify the Commissioners and staff of their artistic activities and include them on mailing lists. It is appropriate to send invitations, notices of exhibitions, readings, performances, etc. It is not appropriate to send personal letters of introduction or persuasion.

Telephone communication with Commissioners and Advisory Review Panelists is a breach of Commission regulations and may lead to disqualification.

A list of Commissioners and contact information is provided on the next page.



DC Commission on the Arts and Humanities

DC Commission on the Arts and Humanities Board of Commissioners

Ms. Judith F. Terra, Chair (Ward 4) 4845 Colorado Ave., NW Washington, DC 20011	Ms. Rhona Wolfe Friedman (Ward 2) 2441 Tracy Place, NW Washington, DC 20008
Ms. Lavinia Wohlfarth, Vice Chair (Ward 5) 1331 Allison St., NE Washington, DC 20017	Ms. Philippa Hughes, Secretary (Ward 1) 2125 14th St., NW Washington, DC 20009
Mr. Marvin Bowser, At-Large (Ward 7) 2501 33 rd St., SE Washington, DC 20020	Alma H. Gates (Ward 3) 4911 Ashby St., NW Washington, DC 20007
Ms. Susan Clampitt (Ward 6) 13 Ninth St., SE Washington DC 20003	Rogelio A. Maxwell (Ward 3) 3133 38th St., NW Washington, DC 20016
Mr. Carl C. Cole (Ward 8) 1431 S St., SE Washington, DC 20020	MaryAnn Miller (Ward 3) 3001 Veazey Terrace, NW #1531 Washington, DC 20008
Mr. Christopher Cowan, At-Large (Ward 5) 5101 44 th St., NW Washington, DC 20016	Danielle M. St. Germain-Gordon (Ward 7) 3300 Carpenter St., SE Washington, DC 20020
Mr. Edmund C. Fleet (Ward 7) 3608 Alabama Ave., SE Washington, DC 20020	Ms. Gretchen Wharton (Ward 2) 1726 5 th St., NW Washington, DC 20001



DC Commission on the Arts and Humanities

About the DC Commission on the Arts and Humanities (cont.)

Access and Equal Opportunity

Persons needing accessibility accommodations for DCCAH services and programs may contact the Accessibility Coordinator, Carolyn Parker, at (202) 724-5613 or (202) 724-4493 TDD/TTY to request assistance. A large print or audio version of this document is available with advance notice. Sign language or foreign language interpretation is available for DCCAH workshops and events with two weeks' notice.

Federal and District of Columbia statutes require all applicants to comply with laws and regulations governing nondiscrimination. These include: Title VII of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin, Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1686), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 - 12213) which prohibits discrimination on the basis of disabilities; and the DC Human Rights Act of 1977.



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Eligibility Requirements

Each grant program specifies individualized criteria that the applicant must meet in order to apply for those funds. In general, the Commission uses these standard eligibility requirements:

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

- 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. PO Boxes may not be used as a primary business address. Please do not use the address of a board member or volunteer;
- A demonstrated commitment to provide arts and humanities to the residents of Washington, DC. A majority, at least fifty-one percent (51%), of scheduled arts activities occur within the District of Columbia;
- Applicants must be in good standing with DCCA. Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2012, are ineligible to receive an additional award from DCCA in FY13; and
- Fiscal agents are strictly prohibited
- Colleges, universities, service organizations, foreign governments or other DC government agencies, including DC Public Schools, are prohibited from applying for any DCCA grants.

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 District or Federal government issued identification or tax returns. PO Boxes may not be used as a primary address;
- Applicants must be in good standing with DCCA. Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2012, are ineligible to receive an additional award from DCCA in FY13.



DC Commission on the Arts and Humanities

FY2013 Grant Opportunities

The DC Commission on the Arts and Humanities awards grants to nonprofit organizations and individuals. Eligibility requirements are listed above. Returning applicants will notice some changes in DCCA’s FY2013 grant opportunities—we are here to help! If you have questions about which grant programs you should apply to, please refer to the chart below. If you still have questions, do not hesitate to contact the grant manager.

Matching Requirements

The majority of the grant programs require organizations to provide matching funds. The matching requirements are listed in the table below. Matching requirements are designed to assist an organization’s fundraising by leveraging funding from additional sources. Neither in-kind nor other DCCA funds may be used to satisfy the matching requirements. Both DCCA grants and matching funds must be spent within DCCA’s FY2013 (October 1, 2012 to September 30, 2013).

Individuals are not required to provide matching funds.

FY13 Grant Cycle – Program Descriptions and Dates

GRANT PROGRAM & DESCRIPTION	MANAGER	DEADLINE
Arts Stabilization Grant (ASG) - Provides one-time general operating support to established arts and humanities organizations that support the sustainability of the District of Columbia's creative economy.	Carlyn Madden	1/18/2013
Arts and Healing Grant (AHG) - Supports arts projects of various artistic disciplines by providing access to arts for residents of the District of Columbia to improve their quality of life.	Regan Spurlock	1/17/2013
Sister Cities International Arts Grant (SCIAG) - Provides one-time project support and covers travel expenses to foster cultural exchange and diplomacy between the District of Columbia and DC’s Sister Cities	Regan Spurlock	LOI – 1/3/2013 Application– 2/15/2013
Special Project Funding Opportunity - Awards to projects that improve the quality of life for District residents, highlight the cultural diversity and vibrancy of the District of Columbia and promote the creative economy through strong partnerships.	Moshe Adams	LOI – 1/9-2013
City Arts Projects (CAP) - Supports large-scale projects and festivals (budget over \$100,000) to promote arts and humanities activities to DC residents. <u>Maximum Award:</u> \$30,000 – Organizations (1:1 Match)	Steven Mazzola	6/8/2012



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<p>Cultural Facilities Projects (CFP) - Supports capital projects to defray costs related to the improvement, expansion and rehabilitation of existing buildings owned/leased by nonprofit cultural institutions. <u>Maximum Award:</u> \$100,000 – Organizations (1:1 Match)</p>	Steven Mazzola	6/8/2012
<p>Art Education Program (AEP) - Supports arts activities for youth in educational settings from early childhood through high school. <u>Maximum Award:</u> \$30,000 – Organizations (1:1 Match)</p>	Carlyn Madden	6/11/2012
<p>Community Arts Grant (CAG) - Supports small-scale projects (budget under \$100,000) to promote arts and humanities activities to DC residents. <u>Maximum Award:</u> \$10,000 – Organizations (1:1 Match), \$10,000 – Individuals</p>	Tierra Buggs	6/12/2012 and 1/17/2012
<p>UPSTART (UPS) - Supports capacity building projects for arts nonprofits through consulting and grants for administrative systems, leadership development and operating reserves. <u>Maximum Award:</u> \$75,000 – Organizations (average award is \$50,000) Up to 30% of total award can be matched</p>	Carlyn Madden	6/14/2012
<p>East of the River (EOR) – Supports access to high-quality arts and humanities experiences for residents living east of the Anacostia River. <u>Maximum Award:</u> \$25,000 – Organizations</p>	Ebony Blanks	6/15/2012
<p>Grants-In-Aid (GIA) – General support for arts and humanities organizations. <u>Maximum Award:</u> \$30,000 – Organizations (1:1 Match)</p>	Steven Mazzola	6/15/2012
<p>Artist Fellowship Program (AFP) – Supports individual artists who significantly contribute to the arts and substantively impact the lives of District of Columbia residents through artistic excellence. <u>Maximum Award:</u> \$5,000 – Individuals</p>	Ebony Blanks	6/18/2012
<p>Artist Residencies in Schools (ARIS) – Supports individual artists who work as teaching artists in K-12 classrooms of DC public and charter schools. <u>Maximum Award:</u> \$2,500 – Individuals</p>	Carlyn Madden	6/19/2012
<p>Art Bank - Artwork is purchased each year to expand the District’s Art Bank Collection, a growing collection of moveable works funded through the District’s Art in Public Places Program and loaned to other District Government agencies for display in public areas of government buildings.</p>	Zoma Wallace	7/13/2012
<p>Public Art Building Communities (PABC) - Supports the creation and installation of permanent or temporary public artwork that enhances District neighborhoods. <u>Maximum Award:</u> \$100,000 – Organizations (1:1 Match), \$50,000 – Individuals</p>	Keona Pearson	8/15/2012 and 12/5/2012



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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 appropriate expenditures. **Examples of allowable costs for the different grant programs can be found in each program guideline.**

There are a number of expenses that may not be charged to DCCAH grants. **Unallowable costs for all DCCAH grants include:**

- Food and beverages;
- Tuition and scholarships;
- Costs related to fundraisers and special events;
- Travel not directly related to the execution of the project; and
- College and university tuition.

All expenses must be approved by the grant program manager before the grant agreement is processed for payment. Questions regarding allowable costs should be referred to the grant program manager.

There are also restrictions on organizations receiving funds from select multiple grant programs. Individuals are not restricted from receiving multiple grants. Organizations cannot receive more than 2 grant awards through the **Arts Education Program, City Arts Projects; and Grants-in-Aid. An applicant is not restricted from receiving additional grant awards from any other grant program(s).**

Each fiscal year, an organization may submit a maximum of two applications through Arts Education Program (AEP), two applications through City Arts Projects (CAP) and one application through Grants in Aid (GIA). The Advisory Review Panel may recommend funding for all five applications, however, the applicant may only receive funding for two of these awards. Following Commission Board review, applicants recommended for multiple awards in the restricted categories will be contacted by the Director of Grants and Legislative Affairs in order to determine which two awards the organization will accept. This decision rests entirely with the organization. DCCAH has no opinion on the organization's choice.



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Technical Assistance

DCCAH staff is always available to help you develop the best grant application possible, offering group and individual assistance. Before application due dates, staff members conduct **grant writing workshops** where participants learn useful information about all of DCCAH’s funding opportunities and the steps to take to submit a grant application. Workshops will feature additional information about a different program each week. Workshop dates, times and locations listed below are subject to change.

FY13 DCCAH Workshop Schedule				
Date	Time	Topic	Location	
Wednesday	May 9, 2012	1:00PM- 2:30PM	Overview	Benning Library (Room #1)
Wednesday	May 9, 2012	6:00PM - 7:30PM	UPSTART	DCCAH
Friday	May 11, 2012	1:00PM- 2:30PM	City Arts Projects	DCCAH
Monday	May 14, 2012	1:00PM- 2:30PM	Arts Education Program	DCCAH
Monday	May 14, 2012	6:00PM - 7:30PM	East of the River	DCCAH
Wednesday	May 16, 2012	9:30AM - 12:00PM	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 16, 2012	6:00PM - 7:30PM	Grants-In-Aid	DCCAH
Friday	May 18, 2012	1:00PM- 2:30PM	Artist Fellowship Program	DCCAH
Friday	May 18, 2012	6:00PM - 7:30PM	Public Art Building Communities	DCCAH
Monday	May 21, 2012	1:00PM- 2:30PM	Artist Residency in Schools	DCCAH
Monday	May 21, 2012	6:00PM - 7:30PM	City Arts Projects	DCCAH
Wednesday	May 23, 2012	1:00PM- 2:30PM	Cultural Facilities Projects	Benning Library (Room #2)
Wednesday	May 23, 2012	6:00PM - 7:30PM	Cultural Facilities Projects	DCCAH
Thursday	May 24, 2012	2:00PM - 3:30PM	DC CDP - Cultural Data Project	Online Webinar
Friday	May 25, 2012	1:00PM- 2:30PM	East of the River/Art Bank	DCCAH
Wednesday	May 30, 2012	9:30AM - 12:00PM	East of the River	Benning Library (Room #2)
Wednesday	May 30, 2012	1:00PM- 2:30PM	Grants-In-Aid	Benning Library (Room #2)
Wednesday	May 30, 2012	6:00PM - 7:30PM	Community Arts Grant	DCCAH
Friday	June 1, 2012	1:00PM- 2:30PM	UPSTART	DCCAH
Monday	June 4, 2012	1:00PM- 3:00PM	Artist Fellowship Program/ Public Art	Benning Library (Room #1)
Monday	June 4, 2012	6:00PM - 7:30PM	DC CDP - Cultural Data Project	DCCAH - with representative from CDP
Wednesday	June 6, 2012	1:00PM- 2:30PM	Arts Education Program	Benning Library (Room #1)
Wednesday	June 6, 2012	6:00PM - 7:30PM	Artist Residency in Schools	DCCAH
Friday	June 8, 2012	1:00PM - 2:30PM	Public Art Bldg Comm./ Art Bank	DCCAH



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One-on-One Assistance

Once you have begun working on a grant application, you can make an appointment with the coordinator of the grant program(s) of interest. We encourage you to send DCCA staff members your drafts and meet with them to discuss strategies to help showcase your activities in the best possible manner.

East of the River Satellite Location

FY13 DCCA EOR Satellite Location Schedule				
Date		Time	Topic	Location
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)

<p>FY13 Workshops will be located at:</p> <p>DC Commission on the Arts and Humanities</p> <p>1371 Harvard St. NW Washington, DC 20009</p> <p>and</p> <p>Dorothy I. Height - Benning Library</p> <p>3935 Benning Road NE Washington, DC 20019</p>



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DC Cultural Data Project (DC CDP)

Beginning in 2012, DCCAH will require any nonprofit applying to **Grants-In-Aid, Arts Education Program, UPSTART, Cultural Facilities Projects** and **City Arts Projects** to complete the DC Cultural Data Project (DC CDP) Data Profile. Other applicants do not need to meet this requirement.

The DC CDP is a District-wide, collaborative effort of public and private funders and consists of an online system for collecting and standardizing historical, financial and organizational data. The DC CDP will provide the cultural community with comprehensive data on arts and culture in DC, and enable organizations to view trends in their data, benchmark themselves against peer organizations, and enhance their financial management capacity.

The DC CDP Data Profile is an annual requirement completed through the CDP website www.DCculturaldata.org. The information you enter into the Data Profile will be used when you generate application and report materials for the DC Commission and other funders.

Complete instructions for getting started with the DC CDP are available here: <http://www.DCculturaldata.org/orientation.aspx>. Further instructions on how to use the DC Cultural Data Project are below.

Instructions for the use of the DC CDP:

1. Go to www.DCculturaldata.org and click on “New User Registration.”
2. Create new Data Profile. **Complete a Data Profile for each of the TWO most recently completed fiscal years; start with the earliest year.**
3. Enter data using your board-approved financial audit/review or year-end financial statements.
 - a) If your organization is not audited/reviewed, enter data based on board-approved year-end financial statements.
 - b) If your organization is an arts program/department within a larger institution, enter data based on internal financial statements of the arts program/department and indicate that you have a parent organization in Section 1.
 - c) DO NOT enter project budgets, budgets for future years, or data from incomplete or not-yet-approved audits/reviews/financial statements.
4. When finished entering data, click on Submit/Error Check; address any errors and call the Help Desk if you have questions.
5. On My CDP, go to the Funders Reports section, select the fiscal year for the report and click on “GO.” Click on the link for the DC Commission on the Arts and Humanities to generate the report and print.



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6. **Review your Funder Report;** if you need to make changes, call the Help Desk.
7. Attach the Funder Report along with your DC Commission application materials.

Please Note: As part of the effort to ensure the accuracy of your data, throughout the year the DC CDP Help Desk will review each of your submitted Data Profile(s) and contact you with suggested revisions. **It is your responsibility to respond to the Help Desk and to make any necessary changes to the submitted Cultural Data Profile(s).** This process **will not interfere** with your ability to run Funder Reports and apply for grants.

Online training is also available here: <http://www.DCculturaldata.org/training.aspx>.

Please direct questions concerning the Cultural Data Profile to:

DC CDP Help Desk:

Toll Free: 1-855-223-2237 (1-855-22-DCCDP)

Email: help@DCculturaldata.org

The DC CDP Help Desk is available Monday – Friday from 9:00am – 5:00pm DCST.

DC CDP website: <http://www.DCculturaldata.org>



DC Commission on the Arts and Humanities

Application Process

All of the FY2013 grant program guidelines are available www.dcartarts.dc.gov

DCCAH utilizes an online grant application website called [Zoom Grants](#). All applicants **MUST SUBMIT** the application online via Zoom Grants by 6:00PM 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 classifications that best describe the applicant and the grant request(s) for each of the following:
 - Institution Type;
 - Applicant Discipline;
 - Project Discipline;
 - Artist Type;
 - and Type of Activity.Within the application, provide the number and name of the classification that best describes the applicant;
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.



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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 DC 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.



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Work Samples

All applicants are required to submit artistic work samples, no more than two years old, for the evaluation of artistic content. If the applicant has conducted similar projects in the past two years, we recommend including samples of work that illustrate the core mission, theme or impact of both projects (for example, samples of artwork created by participants in a visual arts workshop). Advisory Review Panelists will spend 3-5 minutes reviewing work samples and we urge you to submit your very best work that represents the activities for which you are requesting funds.

All work samples must be digitally submitted through the Zoom Grants application. Individual files can be no more than 10 MB, though applicants may submit multiple 10 MB files.

Visual Arts and Crafts:

Individuals must submit digital images of ten different works. Organizations must submit 20 digital images of different works.

Media (Film/Video/Radio):

Submit up to two audio/video recordings of completed work or work-in-progress.

Music:

Submit up to two audio/video recordings.

Dance:

Submit up to two video recordings of performances.

Literature: Includes poetry, fiction, creative writing, screenwriting, etc.

Fiction and creative nonfiction writers must submit 10-20 pages from no more than three short works, or a portion from no more than two larger works up to 20 pages, and they must be labeled fiction or nonfiction. If your work is an excerpt, include a one-page statement in the manuscript about where it fits into the whole to orient the reviewers.

Poets must submit 10-15 pages of poetry from no fewer than five and no more than 10 poems. Shorter poems should be printed one to a page.

Interdisciplinary:

Individuals and organizations must submit up to 10 digital images or up to two audio/video recordings demonstrating the integration of disciplines in the work.

Theater:

Organizations submit up to two video recordings of performances or 10 digital images of productions. Playbills and programs may no longer be used as work samples. They may only be included as support material.

Actors must submit video recordings of two contrasting monologues or 10 still images of productions in digital format.



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Sound designers must submit up to three audio recordings.

Directors must submit a copy of a 1-3 page concept statement of a recently directed play.

Playwrights should see LITERATURE, above.

Multidisciplinary:

Provide the required work samples (as described above) for two (minimum) or three (maximum) of the artistic disciplines that are relevant to the grant request.

ORGANIZING WORK SAMPLES

All grant applications require work samples that best demonstrate the artistic merit of the application. The guidelines will assist in preparing work samples.

Image Identification List

Provide a numbered list of the images you are submitting. Arrange the list in the order that you would like the images to be viewed. Title the page with the words “Image Identification List” and the applicant’s name. For each image, include the artist’s name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.

Digital File Format

All files should be labeled as follows, in the appropriate file extension (jpg, gif, pdf, etc.)

Applicant’sLastName.FirstName.Image#.ArtworkTitle.jpg

e.g. DaVinci.Leonardo.1.MonaLisa.jpg

TIPS FOR A SUCCESSFUL SUBMISSION

Visual Arts

If you are a visual artist, artisan or visual arts organization, your digital images are one of your most important methods of communication. Make sure that the images are in-focus and correctly exposed. Shoot your work against a black backdrop and eliminate unnecessary visual information. Follow the instructions above to ensure that your work is presented properly to panelists for review.

Audio/Video Recordings

The recording should represent you or your organization accurately and effectively. Be sure to indicate in the Image Identification List of your application which track(s) or time markers you would like the panel to review.

Multidisciplinary

If you are submitting multidisciplinary work samples, please submit a separate work sample for each piece.



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Addressing Accessibility in Grant Applications

The DC Commission on the Arts and Humanities is committed to ensuring that all grantees comply with the Americans with Disabilities Act (ADA) of 1990. The ADA provides civil rights protection to individuals with disabilities in the areas of employment, services rendered by state and local government, places of public accommodation, transportation and telecommunication services. Organizations funded by DCCAH must make reasonable accommodations to ensure that people with disabilities have equal physical and communications access, as defined by federal law. Organizations applying for funding from DCCAH should include a response to the accessibility section of their applications by detailing the following three items:

1. The process for formulating your accessibility plan (i.e. advisory committee, board and staff training, budgeting, etc.)
2. The current progress/status of your organization's physical accessibility. If your location is not barrier free, include a timeline or steps being undertaken to make the facility compliant.
3. The current progress/status of your organization's accessibility in presenting activities – communications access (TDD, large print or Braille materials, audio description or assistive listening devices, interpreted performances, etc.) and marketing/advertising.

For more information on accessibility or to receive an accessibility checklist, please call (202) 724-5613. You may also download the checklist from DCCAH's website at <http://dcarts.dc.gov> or contact the office by TDD/TTY at (202) 724-4493 to request that the checklist be sent by mail or fax.

Nondiscrimination

In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code Section 2-1401.01et seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination, which is prohibited by the Act. In addition, harassment based on any of the above-protected categories is prohibited by the act. Discrimination in violation of the Act will not be tolerated. Violators will be subjected to disciplinary action.

Limited English Proficiency

DCCAH is committed to ensuring that its programs and services are accessible to all people. This document can be translated with a minimum of two weeks' notice. The agency will seek the assistance of appropriate expert panelists to review applications and materials in other languages, in addition to obtaining literal translation services when needed.



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Grant Review Process

Applications are reviewed according to detailed evaluation criteria specific to the grant program. These criteria are listed in each grant program's guidelines.

The evaluation process will 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.

A volunteer Advisory Review Panel is formed annually for each grant program to make funding recommendations to the Commission Board. Comprised of arts and humanities professionals independent of the Commission, the invaluable contribution of Advisory Review Panelists ensures that the Commission continues to provide programs and services that meet the needs of the District's cultural community.

Role of Advisory Review Panelists

A separate Advisory Review Panel is formed annually for each grant program to make funding recommendations to the Commission Board. Panelists conduct a personal review of grant applications for three to four weeks in advance of Advisory Review Panel meetings. Panelists then convene for one to three days as a group (or Panel) to review work samples and discuss the applications. A Commissioner presides over each Advisory Review Panel meeting, but does not participate in discussion or scoring.

Through the Zoom Grants website, each panelist reviews the grant applications and makes preliminary scores based on unique evaluation criteria established for the particular grant program. At the Advisory Panel meeting, the panelists discussion of the applications and score each applicant according to the criteria. Applicants are then ranked in order of their scores and the Advisory Review Panel votes to establish the minimum score that is required to merit funding. The Advisory Review Panel finalizes funding recommendations based on the established ranking and the total amount of funding available for the program. Full or partial funding may be recommended. The Advisory Review Panel also discusses policy recommendations to improve the application and review process. A member of the group is identified to serve as the Panel Representative to present funding and policy recommendations to the Commission Board for final review and approval. The Panel Representative makes the panel's recommendations to the Commission Board. The Commission Board reviews Advisory Review Panel recommendations and makes all final funding determinations. Funding decisions are not determined by DCCAH staff.



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Panelist Nomination Process

All residents of the District of Columbia are encouraged to recommend potential Advisory Review Panelists. Qualified individuals may also self-nominate. Advisory Panel nomination forms are posted year-round on the DCAAH website at <http://dcarts.dc.gov>, and include the submission of a professional résumé reflecting your/their artistic engagement is required.

Eligibility

Advisory Review Panelists must live in the Washington Metropolitan area and be knowledgeable about the arts in the District of Columbia. Artists, administrators, educators and critics in the arts with at least a two-year history of involvement in the District arts community are eligible for nomination.

Advisory Panelists must be able to devote approximately six-to-eight hours of preparation time to read grant applications plus and an additional one-to-three full days to participate in the panel meetings. Panel meetings are held on weekdays during regular business hours.

An individual may not serve as a panelist for any grant program under which they have submitted a pending application or under which an organization they work for has submitted a pending application.

All Advisory Review Panelists must sign conflict of interest forms before the panel takes place.

Terms of Service

Panelists are appointed for a one-year term per grant program. A panelist may be reappointed for up to three years, for a maximum of four consecutive years of service. The rotation of advisory panel members ensures that each year brings varying perspectives to the grants review process.



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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. The grant package will contain an unexecuted grant agreement, payment request form(s), Attachments A-D (including detailed scopes of work for each grant awarded), and a W-9 tax form. The **original copy** of the grant agreement and all associated documents must be completed and returned to DCCAH by the dates noted in Attachment D – Grant Payment Schedule. This attachment states when grant documents are due to be returned to DCCAH and when the grant recipient is eligible to receive payment. Be sure to make a copy of the entire contents of the grant package for your own records.

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 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.



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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. Each grant recipient will receive a risk level determination (1 – low-risk, 2 – medium-risk and 3 – high risk) that will guide the monitoring requirements.

These determinations take into consideration the following: adequate financial resources or the ability to obtain them, ability to meet performance goals, satisfactory record of past performance, including demonstrated quality of service delivery; documentation of legal status (i.e. federal and District incorporation); a satisfactory record of integrity, business ethics, and fiscal accountability; the necessary organization, experience, accounting or operational controls; and the technical skills necessary to perform the work.

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.

DCCAH may monitor grant recipients through the use of interim reports, site visits (including performances and presentations), email correspondence and phone calls. Information regarding upcoming programmatic activities should be provided to the Director of Grants and Legislative Affairs and other pertinent staff on a regular basis.

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.



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Appeals Policy

All applicants are encouraged to schedule debriefings with program staff to get comprehensive feedback on their proposals. Applicants that have been denied funding through a DC Commission on the Arts and Humanities grant program may submit a formal written appeal to the attention of the Director of Grants and Legislative Affairs after they have met with the appropriate staff to review the panelists' comments and declared conflicts of interest, both of which will be detailed with the letter notifying the applicant of their funding status. Dissatisfaction with the denial of an application or with the amount of an award is not sufficient reason to appeal. Below, please find the process for pursuing an appeal, noting the acceptable circumstances for filing:

Step 1: Applicants must meet with the appropriate program staff to review the advisory panelists' comments on the application within thirty (30) days of the date of the notification letter. The meeting will determine the following:

- Whether application narrative and budget statistics did not adhere to the criteria in the Commission's published guidelines;
- Whether the final decision was unduly influenced by a panelist with undisclosed conflicts of interest; or
- Whether required information submitted by the applicant was withheld from the review panel or the Board of Commissioners.

Step 2: If the applicant demonstrates evidence of the above, a letter should be sent to the Director of Grants and Legislative Affairs within ten (10) business days of the meeting date with the program staff outlining the evidence and requesting that the application be reconsidered for funding.

Step 3: Staff will acknowledge receipt of the written appeal within two (2) business days of receipt. The Director of Grants and Legislative Affairs will meet with the appropriate staff member(s), the Executive Director and the Commissioner convener of the advisory panel to review the application, the minutes of the advisory panel's meeting and the published evaluation criteria.

Step 4: If the Executive Director finds that the appeal is supported by sufficient evidence and if funds are available, he will make a recommendation to the Board of Commissioners, who will review the appeal at the next regularly scheduled (monthly) meeting.

Step 5: If the Executive Director does not find sufficient evidence to support reconsideration of the application, the applicant will be notified that the panelists' decision is being upheld.

Step 6: The applicant will be notified of the Commission's decision within ten (10) days of the meeting date.

Please note that all funding and policy decisions made by the Board of Commissioners are final and subject to availability of funds.



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Tips on Preparing Grant Applications

DO	DO NOT
Be concise and to the point (but specific) in your proposal.	Include cover letters.
Highlight specific areas of interest in your support materials (reviews, articles, etc.).	Photo-reduce text.
Send representative material that highlights activities related to your request.	Lose clarity with a vague, rambling, or wordy proposal.
Use statistics and cite facts that are relevant to your proposal.	Overload the grant application with too much support material.
Proof your proposal for spelling and grammatical errors.	Submit your application after 6:00 pm on the deadline date.
Proof your proposal for mathematical errors and consistency, especially on the Project Budget.	Attempt to submit materials after the stated deadlines.
Make sure that work samples are high quality. Images should be clear, in focus, and true to color. Audio recordings and video samples should have clear sound quality.	Forget to indicate your professional name if different from your legal name.
Double check to make sure the recording can be opened in another computer.	Provide outdated tax ID numbers.
Make sure you have submitted all the required materials.	



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ADDENDUM A

CLASSIFICATION LIST		
<p>Select which classification(s) best describes you and your project. There are five (5) classification categories: Institution Type, Applicant Discipline, Project Discipline, Artist Type, and Type of Activity. Make note of the number and name of each selection. All applicants are required to provide this information within the application.</p>		
Institution Type (Choose One)		
0	Unknown	
1	Individual Artist	
2	Individual Non artist	
3	Performing group	
4	Performing group-College/University	
5	Performing group -Community	
6	Performing group-For Youth	
7	Performance Facility	
8	Museum of Art	
9	Museum/other	
10	Gallery/Exhibition space	
11	Cinema	
12	Independent press	
13	Literary Magazine	
14	Fair/Festival	
15	Arts Center	
16	Arts Council/Agency	
17	Arts Organization	
18	Union/Professional Association	
19	School District	
20	School-Parent Teacher Organization	
21	School-Elementary School	
22	School-Middle School	
23	School-Secondary School	



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24	School- Vocational/Technical School	
25	School-Other	
26	College/University	
27	Library	
28	Historical Society/Organization	
29	Humanities Council/Agency	
30	Foundation	
31	Corporation/Business	
32	Community Service Organization	
33	Correctional Institution	
34	Health Care Facility	
35	Religious Organization	
36	Seniors' Center	
37	Parks and Recreation	
38	Government- Executive	
39	Government- Judicial	
40	Government- Legislative (House)	
41	Government-Legislative (Senate)	
42	Media- Periodical	
43	Media- Daily Newspaper	
44	Media- Weekly Newspaper	
45	Media- Radio	
46	Media- Tv	
47	Cultural Series Organization	
48	School of the Arts	
49	Arts Camp/Institute	
50	Social Service Organization	
51	Child Care Provider	
52	Arts Organization/Arts Education	
99	None of the Above	
Applicant Discipline (Choose One) /		
Project Discipline (Choose One)		
01	Dance	
01A	Dance: Ballet	



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01B	Dance:Ethnic/Jazz	
01C	Dance: Modern	
02	Music	
02A	Band(Jazz and Popular not included)	
02B	Chamber Music (only music)	
02C	Choral Music	
02D	New(includes experimental or electronic)	
02E	Ethnic Music	
02F	Jazz Music	
02H	Popular (including Rock)	
02G	Solo/Recital	
02I	Orchestral (includes symphonic and chamber)	
03	Opera/ Musical Theater	
03A	Opera	
03B	Musical Theater	
04	Theater	
04A	Theater (General/Classical/ Contemporary/Experimental)	
04B	Mime	
04D	Puppetry	
04E	Theater for Young Audience	
05	Visual Arts	
05A	Experimental (including Conceptual and New media)	
05B	Graphics(including printmaking and book arts)	
05D	Painting(including watercolors)	
05F	Sculpture	
06	Design Arts	
06A	Architecture	
06B	Fashion	
06C	Graphic Design	
06D	Industrial	
06E	Interior Design	
06F	Landscape Architecture	
06G	Urban/Metropolitan	
07	Crafts	
07A	Clay	
07B	Fiber	



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07C	Glass	
07D	Leather	
07E	Metal	
07F	Paper Arts	
07G	Plastic	
07H	Wood	
07I	Mixed media	
08	Photography (Including Holography)	
09	Media Arts	
09A	Film	
09B	Audio(including radio and sound installations)	
09C	Video	
09D	Technology/Experimental	
10	Literature	
10A	Fiction	
10B	Non-Fiction	
10C	Playwriting	
10D	Poetry	
11	Interdisciplinary	
12	Folklife/Traditional Arts	
12A	Folk/Traditional Dance	
12B	Folk/Traditional Music	
12C	Folk/Traditional Crafts and Visual Arts	
12D	Oral Traditions	
13	Humanities	
14	Multi-Disciplinary	
15	Non-Arts/ Non-Humanities	
16	Arts Administration/ General Operating support	
Type of Activity (Choose One)		
01	Acquisition	
02	Audience Services	
03	Awards/fellowship	
04	Creation of a Work of Art	
05	Concert/Performance/Reading(including Production)	



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06	Exhibition	
07	Facility Construction, Maintenance and Renovation	
08	Fair/Festival	
09	Identification/Documentation	
10	Institutional/Organization Establishment	
11	Institutional/Organization Support	
12	Arts Instruction/Class/Lecture	
13	Marketing	
14	Professional Support- Administrative	
15	Professional Support- Artistic	
16	Recording/Filming/Taping	
17	Publication	
18	Repair/Restoration/Conservation	
19	Research/Planning	
20	School Residency	
21	Other Residency	
22	Seminar/Conference	
23	Equipment Purchase/Lease/Rental	
24	Distribution of Art(films,books,prints)	
25	Apprenticeship/Internship	
26	Regranting	
27	Translation	
28	Writing About Art(Criticism)	
29	Professional Development/Training	
30	Student Assessment	
31	Curriculum Development/Implementation	
32	Stabilization/Endowment/Challenge	
33	Building Public Awareness	
34	Technical Assistance	
35	Web Site/Internet Development	
36	Broadcasting	
99	None Of the above	
Artist Type		
	Actor	Metalsmith
	Architect/Designer	Mime
	Art Historian	Mixed Media Artist



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	Art Patron/Collector/Investor	Mosaic Artist
	Art Therapist	Music Director
	Artistic Director	Musician (general)
	Arts Administrator	Needlework
	Arts Educator	Oil/Pastel Painter
	Audio Artist	Papermaker
	Bagpiper	Pencil Artist
	Basketry	Percussionist
	Brass Player	Performance Artist
	Carpenter	Performing Arts Agent
	Ceramist	Performing Arts Teacher
	Choral Singer	Photographer
	Choreographer	Photographer of Art
	Circus Arts	Playwright
	Clogger	Preparator
	Composer	Presenter/Producer
	Computer generated animation	Printer/Binder/Typography
	Conductor	Printmaker
	Conservator/Restorer	Production Manager
	Costume Designer	Property Technician
	Curator	Puppeteer
	Dancer	Screenwriter
	Decorative Art Design (fashion, interior, textile)	Sculptor
	Decorative Arts/Antiques	Set/Property Designer
	Editor/Technical Writer	Singer
	Enamelist	Songwriter
	Environmental Artist	Sound Technician
	Exhibit Designer	Square Dancer
	Fiber Artist	Stage Manager
	Film/Video Animation	Stained Glass Artist
	Filmmaker	Storyteller
	Folkdancer	String Player
	Folklorist (folklore study)	Technical Director
	Fretted Instrument Player	Theater (general)
	Glassblower	Trainer/Vocational
	Graphic Artist	Translator
	Graphic Designer	Video Artist



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	Ink Artist	Visual Artist (general)
	Installation Artist	Visual Arts Agent
	Interdisciplinary Artist	Visual Arts Teacher
	Jeweler	Wardrobe Technician
	Keyboard Instrumentalist	Watercolor Painter
	Leatherworker	Weaver
	Lighting Designer	Website Designer
	Lighting Technician	Woodwind Player
	Literary Agent	Woodworker
	Literary Arts Teacher	Writer/Poet
	Makeup Designer	