



DC COMMISSION ON
THE ARTS & HUMANITIES

PROJECT-BASED GRANTS

Applicants may submit one Cultural Facilities Project application per grant cycle

FY 2015

Cultural Facilities Projects (Organization)

Organizations may request up to \$200,000

Deadline: May 12, 2014 at 6:00PM

Cultural Facilities Projects (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)

Signed W-9:

(Required)

IRS Letter of Determination:

(Required)

DC Certificate of Incorporation:

(Required)

List of Current Board of Directors, including officers, occupations and term limits:

(Required)

Current FY Balance Sheet from within the last financial quarter
(Required)

2013 CDP Report (Review Complete):
(Required)

Copy of signed lease agreement or deed of property:
(Required)

Certificate of Occupancy/Statement of Certificate of Occupancy Planning:
(Required)

Architectural drawings and/or sketches indicating ADA compliance:
(Required)

Potential Contractors Bids [For project support only, for purchase support upload document with "N/A"]:
(Required)

Sources and Uses [For purchase support only, for project support upload document with "N/A"]:
(Required)

Five-Year Pro-Forma [For purchase support only, for project support upload document with "N/A"]:
(Required)

Two-Page Pro-Forma Narrative [For purchase support only, for project support document with "N/A"]:
(Required)

Notarized Loan Agreement [For purchase support only, for project support document with "N/A"]:
(Required)

Overview

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

Amount Requested
(Required)

Type of Support
(Required)

Project Begin Date
(Required)

Project End Date
(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

In what ward is the application located?

(Required)

Legal Status:

(Required)

Applicant Discipline:

(Required)

Institution Type:

(Required)

Organization Founding Date

(Required)

Organization Fiscal Year

(Required)

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

(200 Words)

Request Details

Project Descriptors:

(Required)

Type of Activity:

(Required)

Project Discipline:

(Required)

Provide a timeline and/or schedule of planned activities related to the grant request.

(300 Words)

(Required)

Define how critical the project or purchase is to the overall mission:

(200 Words)

(Required)

If applicable, provide past examples executing activities similar to this request. If not applicable, please describe why. Responses can include examples of the applicant fabricating, installing, managing, producing and/or presenting similar projects.

(300 Words)

(Required)

What personnel does the applicant use to implement the project? Of these personnel, how many reside in DC? [For purchase support, enter "N/A"]:

(200 Words)

(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)

Total Project Budget:

(Required)

Is this budget based on actual costs or estimates?

(Required)

Has the applicant received individual bids? For purchase support, select "N/A"]

(Required)

Provide a budget narrative. Explain and justify all items and amounts listed in the budget with relevant detail and additional information. Example: Artistic Personnel = \$9,000 (5 artists @ \$300 stipend x 6 days). Include the sources of required matching funds, if applicable, and whether the funding is secured or 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)

Fabrication:

Specifically describe the scope of work proposed, including information on materials, dimensions, and numbers as relevant [For purchase support, enter "N/A"]:

(200 Words)

(Required)

Where is the location of the proposed project? Why is this site good? How is the work relevant to the community and site location?

(350 Words)

(Required)

Who owns the site? If not owned by the applicant, has permission been obtained for the proposal? [For purchase support, enter "N/A"]:

(200 Words)

(Required)

Describe the maintenance plans for the project or purchase.

(100 Words)

(Required)

Describe preparations required to begin the project or purchase.

(200 Words)

(Required)

Are permits or other approvals needed for the project? If so, please specify.

(100 Words)

(Required)

Has a contractor been engaged? Will LSDBE contractors/vendors be used for the project? [For support for purchase, enter "N/A"]

(100 Words)

(Required)

What methods of fabrication and installation will be used to execute the project? [For support for purchase, enter "N/A"]:

(100 Words)

(Required)

Does the project require use of licensed machinery and/or hazardous materials? If yes, please describe [For support for purchase, enter "N/A"]:

(100 Words)

(Required)

Budget

Please enter the Project Income and Project Expense line items. Use the "Description" field below to denote which expenses will be charged to the DCCAH award and the amount of those expenses.

(Required)