



GOVERNMENT OF THE DISTRICT OF COLUMBIA
COMMISSION ON THE ARTS AND HUMANITIES

REQUEST FOR APPLICATIONS

FY24 ARTS AND HUMANITIES FELLOWSHIP PROGRAM GRANT

All applications must be submitted online by 10:00 PM ET on Tuesday, June 13, 2023

SECTION I: DESCRIPTION OF FUNDING OPPORTUNITY

The Commission on the Arts and Humanities (“CAH” or “the Agency”) seeks applications for the FY24 Arts and Humanities Fellowship Program (AHFP). AHFP furthers CAH’s mission by encouraging progress in the arts and humanities in the District of Columbia by supporting qualified individual artists and humanities practitioners who significantly contribute to the District of Columbia as a world-class cultural capital. AHFP recognizes the impact of individual artists and humanities practitioners within the District and supports the vitality that those individuals bring to the local community. This grant opportunity encourages progress in the arts and humanities by sustaining, highlighting, and elevating the accomplishments of individual District-based artists and humanities practitioners.

AHFP is open to ten (10) arts and humanities disciplines identified for the purpose of panel organization. Applicants must select one of the following categories that best represents their discipline, and how they wish to be reviewed:

- Dance
- Design Arts
- Go-Go Musician
- Humanities
- Interdisciplinary
- Media Arts
- Music
- Teaching Artists
- Theatre
- Visual Arts

Past applicants and grantees have included actors, archeologists, authors, curators, dancers, directors, filmmakers, historians, instrumentalists, mixed-media artists, muralists, painters, photographers, podcasters, poets, preservationists, producers, puppeteers, scholars, sculptors, singers, stage designers, and more, including practitioners of experimental or interdisciplinary mediums. Arts and humanities practitioners of all levels and career status are encouraged to apply.

A. Grant Activities

AHFP grantees will expend funds for allowable costs in support of progress in the arts and humanities in the District of Columbia.

B. Statutory Authority

Under D.C. Code §§ 39-201 – 206, the DC Commission on the Arts and Humanities evaluates and initiates action on matters relating to the arts and humanities and encourages the development of programs that promote progress in the arts and humanities in the District of Columbia. CAH is supported by District government funds and, in part, by the National Endowment for the Arts. As such, all applicable federal and District regulations, such as OMB Circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215 govern this grant.

SECTION II: AWARD INFORMATION

Please see the table below for the AHFP award information.

Table 1. AHFP Award Information

Total Amount of Funding to be Awarded	Contingent upon funding
Anticipated Number of Awards	Contingent upon number of applicants
Expected Amount of Individual Awards	TBD
Anticipated Start Dates	October 1, 2023
Periods of Performance	October 1, 2023 - September 30, 2024

Funding for this award is contingent on availability of funding to CAH. This RFA does not commit the Agency to make an award. The Agency may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant’s proposal that may result from negotiations. The Agency reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA. The Agency reserves the right to accept or deny any or all applications if the Agency determines it is in the best interest of the Agency to do so. The Agency may suspend or terminate an outstanding RFA pursuant to its own grantmaking rule(s) or any applicable federal regulation or requirement.

SECTION III: ELIGIBILITY INFORMATION

A. Eligible Applicants

The list below details the minimum eligibility requirements for AHFP. All eligibility requirements must be met upon application submission. Applicants must:

1. be an artist, arts professionals and/or humanities practitioner at least 18 years of age.
2. be a District of Columbia resident for at least one (1) year prior to the submission deadline.
3. have a permanent District of Columbia address, as listed on government issued identification or tax returns. Post office boxes may not be used as a permanent address. If the applicant is experiencing homelessness, the applicant may contact the grant manager listed below to discuss eligibility.
4. maintain District of Columbia residency during the entire granting fiscal year period (October 2023-September 2024).
5. be in good standing with CAH.
6. current on all taxes and liabilities owed to the District or have an approved plan to resolve such taxes and liabilities as demonstrated by a certification of “Citywide Clean Hands” (CCH) from the District of Columbia Office of Tax and Revenue.

B. Inclusion, Diversity, Equity and Access (I.D.E.A.)

CAH embraces a commitment to the philosophy of Inclusion, Diversity, Equity and Access (I.D.E.A.) and complies with the Americans with Disabilities Act (ADA) (42 U.S.C. §§ 12101 et seq.) in its work. CAH encourages applicants and grantees to be as inclusive, diverse, equitable, and accessible in their work throughout the District of Columbia, beyond participants with disabilities. Successful applications will consider a broad definition of “accessibility” by addressing financial, geographic, demographic, cultural, and developmental access in their programming/projects. Please review *Addressing Inclusion, Diversity, Equity and Access (I.D.E.A.) in Grant Applications* in the [Guide to Grants](#) for full details.

C. Financial Misconduct or Fraud Disclosure

Applicants must disclose in a sworn, written statement whether the applicant has been indicted or convicted of any crime or offense involving financial misconduct or fraud within the last three (3) years of the date of submitting the application. If the response is in the affirmative, the applicant will be required to describe the circumstances.

D. Cost Sharing or Match

There is no matching requirement or cost sharing for AHFP grants.

E. Other

Applicants may not request or receive AHFP funding for more than one of the ten listed disciplines.

Those ineligible for AHFP include:

- Those employed by CAH within the last three (3) years.
- Individuals applying with an EIN number.
- Individuals who reside outside of the District of Columbia.
- Individuals who use or require fiscal agents.
- Prospective applicants debarred from procurements by the federal government, the Government of the District of Columbia or any governmental entity.
- Organizations.

SECTION IV: APPLICATION AND SUBMISSION INFORMATION

A. Address to Request Application Package

CAH utilizes an online grant portal to receive grant applications. The AHFP application may be found online in the CAH [Grant Application Portal](https://jlweb.co/prod1/portal/portal.jsp?c=4193775&p=6947885&g=6947905), available at <https://jlweb.co/prod1/portal/portal.jsp?c=4193775&p=6947885&g=6947905> . Incomplete, incorrect, or late applications may be deemed ineligible for review and funding.

B. Technical Assistance

CAH staff is available to assist grant applicants during group or individual technical assistance sessions. Applicants may also request review of draft applications during a thirty (30) minute appointment during business hours scheduled no later than seven calendar days in advance of the grant application deadline. CAH staff will not write applications for applicants. To schedule a meeting, applicants may contact the CAH staff listed in Section VII below. Applicants must prepare their full draft application in the CAH Grants Application Portal along with any questions in advance of scheduling a meeting for technical assistance.

C. Workshops

To improve the strength of applications, CAH strongly recommends participating in one of the following virtual workshops listed below. All workshops are virtual, free, and open to the public. More information about workshops may be found at www.dcartz.dc.gov under Grant Writing Assistance, or by calling the CAH Point of Contact listed in Section VII. Workshops and Live Chats may be accessed by visiting <https://dcarts.dc.gov/page/live-chat-dccah-grants-specialist>. Interested artists and humanities practitioners may register for workshops via Eventbrite at <https://www.eventbrite.com/o/dc-commission-on-the-arts-and-humanities-cah-1252966799>

Workshop	Time	Live Chats	Time
Thursday, May 11	Noon -1 PM EST	Friday, May 12	2 - 3:30 PM EST
Monday, May 15	4 – 5 PM EST	Friday, May 19	2 - 3:30 PM EST
Wednesday, May 17	10 -11:00 AM EST	Friday, May 26	2 - 3:30 PM EST
Tuesday, May 23	6 - 7 PM EST	Friday, June 2	2 - 3:30 PM EST
Thursday, June 1	Noon -1 PM EST	Friday, June 9	2 - 3:30 PM EST

D. Application Forms and Content

CAH utilizes an online portal to receive grant applications. Each application shall:

1. Demonstrate experience and proficiency in the applicant’s selected discipline.
2. Include a statement describing the applicant’s mission— why the applicant does what they do, and what drives their work.
3. Include a statement describing the applicant’s artistic community, and commitment to the District of Columbia.
4. Convey an understanding of the applicant’s work in context of the applicant’s community/communities in the District.
5. 5. Include work samples created within three (3) years of the time of application submission which clarify, demonstrate, or unite the applicant’s mission and/or processes. Work samples are broadly recommended as one of the following:
 - o 10 still-images with an accompanying works list;
 - o 2-3 video or audio files with the recommended viewing/listening times articulated for panelists; or
 - o 10-15 pages of written materials.

In addition to the required narrative questions within the online application, applicants must submit additional documents with the AHFP application. Documents must be uploaded in PDF form through CAH Grants Application Portal prior to the application deadline. Templates and instructions for compliance documents are available in [Grantee Resources](#).

Mandatory Documents		
1	Work Samples	CAH recommends reviewing the Work Sample Addendum (found within the Guide to Grants) to determine materials that would best support the application. Work samples must be no more than three (3) years old from the date of submission. Submitting older work samples may render the application ineligible for funding consideration.
2	Support Materials	Up to three (3) additional items (e.g., letters of support, awards, programs, publicity, etc.).
3	Applicant’s Resume	With content primarily addressing the applicant’s artistry or humanities practices.
4	Proof of Residency	If a valid driver’s license or DC Residency ID are unavailable, please submit two (2) other documents demonstrating proof of residency.
5	Certificate of Clean Hands	Issued within 30 days of the application deadline. Applicants may visit the following site to obtain more information: https://mytax.dc.gov/
6	Statement of Certification	Date must match that of the AHFP application submission
7	Signed IRS Form W-9	Post office boxes are prohibited. The applicant’s address must match the address in the grants portal, the address on file in the DC Government’s vendor registration system (PASS), and in the DC Vendor Portal. The October 2018 version of the form must be used and have the same date as the AHFP application submission.

Applicants are fully responsible for the content of their application materials. An automated confirmation of an applicant’s submission does not guarantee an applicant’s eligibility, and therefore review by the advisory review panel (see below, “Review Process”). CAH staff is not permitted to make corrections to applications on behalf of applicants. CAH staff reviews applications for completeness and contacts applicants for any incomplete documents within five (5) business days of the deadline. Applicants are then responsible for updating their application within five (5) business days of CAH’s notification. Failure to do so will disqualify the application.

E. Grant Application Process

1. Read the [Guide to Grants](#).
2. Read the RFA guidelines (for the desired grant program) and determine eligibility.
3. Go to [Apply for Grants](#) and select [Grant Application Portal](#) to register as a user.
(Note: To reset a user password either select “Forgot your password?” or click [here](#)).
4. Upon registration, applicants select the desired grant program(s).
5. Complete the application questions, budget and budget narrative data.
6. Upload required documents, supplementary material and work samples.
7. Double-check the application for thoroughness, clarity and typographical errors.
8. Submit the application by 10:00 PM ET on the grant program’s deadline date.
9. Ensure receipt of grant submission confirmation email, auto generated by the online portal, by the application deadline.

F. Submission Dates and Times

Complete AHFP applications must be submitted online via the CAH Grants Application Portal by 10:00 PM EST on Tuesday, June 13, 2023. CAH does not accept mailed, emailed or hand-delivered copies of grant applications or required attachments. Technical issues or failure to receive a confirmation email should be immediately brought to the attention of the CAH staff listed in Section VII below. Incomplete, incorrect, or late applications are deemed ineligible for review and funding.

CAH accepts reasonable accommodation requests from applicants with disabilities. To request a reasonable accommodation for application submission, contact Travis Marcus, Grant Management Specialist at travis.marcus@dc.gov and await request approval. Reasonable accommodation requests must be made no later than seven calendar days before the AHFP application deadline.

G. Technical Assistance

CAH staff is available to assist grant applicants during group or individual technical assistance sessions. Applicants may also request review of draft applications during a thirty (30) minute appointment during business hours scheduled no later than seven calendar days in advance of the grant application deadline. CAH staff will not write applications for applicants. To schedule a meeting, applicants may contact the CAH staff listed in Section VII below. Applicants must prepare their full draft application in the CAH Grants Application Portal along with any questions in advance of scheduling a meeting for technical assistance.

H. Funding Restrictions

As a District of Columbia agency, CAH must ensure that all award funds are expended in a fiscally responsible manner; all awarded funds are subject to audit and Performance Monitoring. Allowable costs are those that the District government and CAH have determined as valid expenditures. AHFP grantees should consider “salary for the applicant artist or humanities practitioner” as the sole or primary program cost. Grantees with questions regarding allowable costs may contact their grant program manager. Grantees will be responsible for demonstrating expenses in Final Reports.

I. Other Submission Requirements

The Agency shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant’s sole responsibility.

SECTION V: APPLICATION AND REVIEW INFORMATION

CAH selects individuals who are arts, humanities and/or business professionals, independent of CAH, to serve as advisory review panelists for each grant program. The role of a panelist is to review and score an eligible application’s content to the established grant program review criteria. CAH’s grant application evaluation

process takes 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. For more information regarding the grant review process please visit the [Guide to Grants](#). To volunteer or nominate a person to serve as an advisory review panelist for a grant program, see CAH's [Call for Panelists](#).

A. Criteria, Review and Selection Process

The Agency reserves the right to accept or deny any or all applications if the Agency determines it is in the best interest of the Agency to do so. The Agency shall notify the applicant if it rejects that applicant's proposal. The Agency may suspend or terminate an outstanding RFA pursuant to its own grantmaking rule(s) or any applicable federal regulation or requirement. The Agency may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended. If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

Each application shall be reviewed as detailed below.

Category	Criteria	Weight
Arts and Humanities Practice	<ol style="list-style-type: none"> The applicant demonstrates creative and original theories, ideas, and/or perceptions; AND/OR holds, preserves, perpetuates, and interprets traditional forms. The applicant's statement and work sample(s) demonstrate a personal voice and artistic vision (a clear and unified body of work). 	40%
Technical Skill	<ol style="list-style-type: none"> The applicant's statement and work sample(s) demonstrate exemplary technical capabilities within the chosen discipline. 	40%
Community	<ol style="list-style-type: none"> The applicant defines their artistic and/or humanities communities and how their work intersects, reflects, advances, or impacts those communities. The applicant or the applicant's arts and humanities work engages, reflects, or responds to the District's residents and visitors, or represents DC arts and humanities work in other markets. 	20%

SECTION VI: AWARD ADMINISTRATION INFORMATION

A. Award Notices, Anticipated Announcement and Award Dates

CAH will notify applicants of the results of their application and the applicable award disbursement process on or shortly after October 1, 2023, via (1) letter of intention to award, (2) letter of ineligibility, or (3) letter of denial. These notifications will be sent via the applicant's email as it appears in the CAH Grants Portal.

For award recipients, the date of CAH grant award payment disbursement(s) is subject to the availability of funds and the processing of required documentation. CAH staff will advise grant award recipients on the payment disbursement process on or after October 1, 2023. More details may be found on CAH's website at [Managing Grant Awards](#). CAH reserves the right to rescind any grant award for non-compliance with CAH policies, regulations, and RFA guidelines at any time. Grant recipients with unmet reporting obligations regarding any CAH funding program are ineligible to receive additional awards from CAH.

B. Programmatic, Administrative and National Policy Requirements

Grant award funds must be spent within CAH's Fiscal Year 2024, October 1, 2023, to September 30, 2024. Federal and District of Columbia law require all grant applicants to comply with all applicable laws and regulations that regard non-discrimination. The list of those laws and regulations include: Title VI of the Civil

Rights Act of 1964 (which provides that grant recipients must take adequate steps to ensure that people with limited English proficiency receive the language assistance necessary to afford them meaningful access to grant-related programs, activities and services); 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); the DC Human Rights Act of 1977; and the Americans with Disabilities Act of 1990 (42 U.S.C. §§12101 - 12213) (which prohibits discrimination on the basis of disabilities). If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control, and it shall be the responsibility of the applicant to ensure compliance.

All grant recipients are subject to risk assessments and monitoring requirements. Those practices are discussed in greater detail in the applicants’ grant agreements with CAH. Activities funded by CAH will be monitored and evaluated by its staff, to assure compliance with all applicable District of Columbia’s statutes, regulations, orders and other requirements. This monitoring process may include site visits, an evaluation of allowable costs, as assessment of efforts to meet projected grant applicant benchmarks, providing proof of expenditures, etc. Additionally, grantees agree to include a CAH logo and a credit line in all grant-related announcements and promotional materials and that it will make its best efforts to publicly credit CAH’s support in all related public events.

C. Reporting

Each grantee is required to submit a Final Report regarding: (1) the extent to which they advanced their artistry, humanities work, and profession throughout the fiscal year, and (2) details regarding artistic and humanities-focused activities and engagement with communities within the District of Columbia. Grantees must submit a Final Report by Friday, October 25, 2024 or will be ineligible to receive future funding from CAH.

D. Payment

CAH has the right to withhold, reduce or rescind a grant award according to the terms and provisions of the grant agreement or if the grantee (1) fails to meet deadlines for grant reports, (2) refuses to provide access for monitoring; and/or, (3) fails to comply with the terms of the grant award contract requirements. Once the grantee has submitted the required post-award paperwork, a purchase order will be created. At that time, the grantee’s grant manager will notify the grantee and solicit an invoice from them for payment. Grantees may elect to either receive a paper check, mailed to their address on file, or to enroll in a direct deposit option (ACH) by registering through the District’s Integrated Financial System (DIFS).

SECTION VII: CAH CONTACTS

General questions regarding AHFP may be directed to:

Name	Kamanzi Kalisa, Grant Manager	Kerry Kaleba, Grant Manager
Email	Kamanzi.kalisa@dc.gov	Kerry.kaleba@dc.gov
Phone	(202) 724-5613	(202) 671-1362
Address	Commission on the Arts and Humanities 200 I Street, SE, Suite 1400, Washington, DC 20003	

Specific questions about AHFP grants can be referred to CAH staff members as detailed below:

Dance	Marcia Howard - marcia.howard@dc.gov
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Design Arts	Kerry Kaleba – kerry.kaleba@dc.gov
Go-Go Musicians	Robert Nuñez - robert.nunez@dc.gov
Humanities	Kamanzi Kalisa - kamanzi.kalisa@dc.gov
Interdisciplinary	Terrell Johnson - terrell.johnson@dc.gov
Media Arts	Terrell Johnson - terrell.johnson@dc.gov
Music	Robert Nuñez - robert.nunez@dc.gov
Teaching Artists	David Markey - david.markey@dc.gov
Theatre	Jeanne Hisle - jeanne.hisle@dc.gov
Visual Arts	Kerry Kaleba - kerry.kaleba@dc.gov

More information regarding CAH’s grant programs, and clarification about related accessibility requirements, work sample submissions and grant making processes can be found in CAH’s FY2024 Guide to Grants.

FY 2024 ARTS AND HUMANITIES FELLOWSHIP GRANT

ADDENDUM A: WORK SAMPLES AND SUPPLEMENTARY MATERIALS

CAH values and emphasizes excellence in all grant programs within all disciplines. This section contains detailed information on the CAH's requirements and suggestions regarding content. Arts and humanities content and/or merit are one of several criteria on which an application is reviewed. Content and/or merit is demonstrated to the advisory review panelists through the applicant's:

Section 1 - Work Samples

Section 2 - Support Materials

Section 3 – Artist/Humanities Practitioner Résumé

Of these, the work sample carries the most weight because it must contain the clearest depiction of the applicant's best work(s) of art and/or humanities. All applicants must submit arts and/or humanities work samples.

Section 1 - Work Samples

Work samples are critical to each application and are carefully considered during application review. CAH strongly recommends that applicants pay close attention to the content of work sample submissions.

The guidelines on work sample submissions depend on the grant program. Applicants are encouraged to adhere to the suggested work samples or risk ineligibility for consideration of a grant award.

Work samples must be no more than three (3) years old from the date of submission. Submitting older work samples may render the application ineligible for funding consideration.

Section 2 - Support Materials

Support materials are documents that strengthen the application and provide additional information that directly relates to the grant request. Support materials do not take the place of a work sample. They do, however, reinforce the quality of the applicant's arts and humanities disciplines(s).

Some examples of supporting materials include:

- Theater/exhibition reviews;
- Letters of recommendation;
- Certificates of achievement or recognition;
- Sample lesson plans;
- Assessments and evaluations; and/or
- Awards.
- Recordings of artistic process, creation or experience

Section 3 – Artist/Humanities Practitioner Résumé/CV

Another way panelists determine the artistic and humanities content of an application is to review the résumé of the artist or humanities practitioner. The content therein, should detail the breadth of work of the applicant along with the applicant's formal/informal training in their discipline of choice.