



DC COMMISSION ON THE ARTS & HUMANITIES

## FY 2021 RELIEF AND RECOVERY FUND GRANT PROGRAM

### REQUEST FOR APPLICATIONS

The DC Commission on the Arts and Humanities (CAH) is soliciting applications from qualified individual artists and humanities practitioners for its Fiscal Year 2021 CAH-RRF grant program.

**RFA Release: Monday | June 14, 2021 | 3:00pm**

**Submission Deadline: Monday | June 28, 2021 | 11:59pm**

Incomplete or late applications or applications that do not follow the instructions and guidelines may be deemed ineligible for review and funding.

Prospective applicants should read through this Request for Applications (RFA) in its entirety before submitting an application.

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**The DC Commission on the Arts and Humanities (CAH) is an independent agency within the District of Columbia government that 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. As the official arts agency for Washington, DC, CAH is supported by District government funds and in part by the National Endowment for the Arts, a federal agency.**

Government of the District of Columbia  
Commission on the Arts and Humanities  
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## **Table of Contents**

Overview	3
Grant Program Goal	3
Eligibility Requirements	3
Allowable Costs	4
Successful Applications	4
Technical Assistance and Workshops	4
Grant Application Process	5
Notification and Payment	6
Conditions of Funding, Reporting Requirements, and Grant Cancellations	7
Risk Management	7
Application Checklist	8

# FY 2021 RELIEF AND RECOVERY FUND GRANT PROGRAM

## REQUEST FOR APPLICATIONS

The DC Commission on the Arts and Humanities (CAH) is soliciting applications from qualified individual artists and humanities practitioners for its Fiscal Year 2021 Relief and Recovery Fund (CAH-RRF) grant program.

Applicants may submit one (1) CAH-RRF grant application per fiscal year cycle.

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### OVERVIEW

DC Commission on the Arts and Humanities (CAH) is committed to supporting individual artists and humanities practitioners living in the District of Columbia and realizes that the path to financial recovery from the COVID 19 pandemic is a gradual one. CAH releases its CAH-RRF opportunity in recognition of the ongoing support that is needed to help the community rebound and thrive again.

Award amounts to eligible individuals are dependent on the total number of eligible applications received by the published deadline.

### GRANT PROGRAM GOAL

These funds will be disbursed through one-time grants with the intention of helping sustain individual artists and humanities practitioners whose projects and livelihoods have been adversely impacted by COVID-19.

### ELIGIBILITY REQUIREMENTS

Eligible applicants must be individual artists or humanities practitioners who are DC residents and whose core work must contribute to the arts and/or humanities landscape of the city. Applicants must be able to demonstrate that their work has been significantly impacted by COVID-19, and as a result, they have lost income used to sustain themselves and their work. Artists and humanities practitioners who have begun to recover from the impacts of the pandemic and who are beginning to generate artistic/humanities content, are also encouraged to apply.

Prior to submitting applications, individual applicants must meet all of the following eligibility requirements:

- Be legal District of Columbia residents for at least one (1) year prior to the application deadline and must maintain residency during the entire grant period (proof of residency is required);

- Be artists, arts professionals and/or humanities practitioners (e.g., presenters, producers and educators), aged 18 or older;
- 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 primary address;
- If an applicant is a current or previous grantee, they must be in “good standing” with CAH. Note: an applicant who is a current or previous grantee who has failed, as of June 28, 2021, to comply with all applicable CAH-related mandates (e.g. failed to submit to CAH required reports related to prior CAH funding), is not in “good standing” with CAH and, accordingly, is ineligible to receive additional funds from CAH in FY 2021); and
- Must not use fiscal agents.

Grants are competitive. The number of awards is subject to CAH’s availability of funds. Grant funds must be spent within CAH’s Fiscal Year 2021 (FY 2021); October 1, 2020 to September 30, 2021.

### **ALLOWABLE COSTS**

CAH-RRF grant funds may be used as general operating support to sustain the artist or humanities practitioner, or their practice.

### **SUCCESSFUL APPLICATIONS**

Successful individual applicants shall, in their respective grant applications:

1. Provide a brief overview of the adverse impact COVID-19 has had, and/or continues to have, on their programs/projects and associated income streams;
2. Demonstrate ways in which they have begun to rebound and begun to generate artistic/humanities content once again (where applicable); and
3. Provide documentation that supports the adverse impact COVID-19 has had, or they anticipate having, on their programs/projects and associated income streams between October 2020 and September 2021.

### **TECHNICAL ASSISTANCE AND WORKSHOPS**

CAH staff members are available to assist grant applicants through group or individual technical assistance sessions. CAH staff members will not write applications for applicants. CAH staff members are available to review draft applications for thirty (30) minute appointments, on government business days up to one (1) week prior to the grant application deadline. Please refer to the list of grant program managers/specialists below. CAH requests the applicant prepare (via the online grants portal) their full draft application along with any questions in advance of scheduling a meeting for agency staff assistance.

CAH conducts free workshops for participants to learn useful information about the agency’s funding opportunities and how to submit a grant application. All workshops for the FY21 RRF grant program will be virtual. Workshop dates and times listed below are subject to change. All workshops are free and open to the public; however, participants are strongly encouraged to

RSVP. More information about the dates and times of these workshops may be found at [www.dcarts.dc.gov](http://www.dcarts.dc.gov) under [Grant Writing Assistance](#), or by calling CAH at 202-724-5613.

**CAH wishes for individuals to be successful in their application to the CAH-RRF grant program and strongly encourages applicants to attend a workshop.**

Day and Date	Time	Topic	Location
Tuesday, June 15, 2021	5:30pm - 6:30pm	CAH-RRF Workshop	<a href="https://dcarts.dc.gov/node/408112">https://dcarts.dc.gov/node/408112</a>
Thursday, June 17, 2021	11:00am - 12:00pm	CAH-RRF Workshop	<a href="https://dcarts.dc.gov/node/408112">https://dcarts.dc.gov/node/408112</a>
Tuesday, June 22, 2021	3:00pm - 4:00pm	CAH-RRF Workshop	<a href="https://dcarts.dc.gov/node/408112">https://dcarts.dc.gov/node/408112</a>
Wednesday, June 23, 2021	10:00am - 12:00pm	CAH-RRF	<a href="#">Livechat</a>
Saturday, June 26, 2021	2:00pm - 3:00pm	CAH-RRF Workshop	<a href="https://dcarts.dc.gov/node/408112">https://dcarts.dc.gov/node/408112</a>

Livechats 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: <https://www.eventbrite.com/o/dc-commission-on-the-arts-and-humanities-cah-1252966799>

Contact any of the following grant managers/program specialists:

Andrew Costanzo | [andrew.costanzo@dc.gov](mailto:andrew.costanzo@dc.gov)  
 Camille Ashford | [camille.ashford1@dc.gov](mailto:camille.ashford1@dc.gov)  
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 Krystle Seit | [krystle.seit@dc.gov](mailto:krystle.seit@dc.gov)

### GRANT APPLICATION PROCESS

1. Read the RFA guidelines and determine eligibility.
2. Go to [Grant Application Portal](#) to register as a user.
3. Upon registration, select the desired grant program(s).
4. Complete the application questions.
5. Upload required documents and supplementary materials.
6. Double-check the application for thoroughness, clarity and typographical errors.
7. Submit the application by 11:59 PM ET on the grant program's deadline date.

8. Ensure receipt of grant submission confirmation email (auto-generated by the online portal) by the application deadline.

CAH utilizes an online grant portal to receive grant applications. **All applications must be submitted online by 11:59 PM ET on Monday, June 28, 2021. Technical issues or failure to receive a confirmation email should be immediately brought to the attention of CAH staff. Incomplete or late applications or applications that do not follow the instructions and guidelines are deemed ineligible for review and funding.** CAH does not accept mailed, emailed or hand-delivered copies of grant applications and/or the required attachments.

CAH will accept reasonable accommodation requests from applicants with disabilities in advance of the application due date to assist them in submitting grant applications via mail, email or hand-delivery. To request a reasonable accommodation, contact Travis Marcus at 202-724-5613 or [travis.marcus@dc.gov](mailto:travis.marcus@dc.gov) and await request approval.

**CAH's grant application process is competitive and subject to the availability of funds. 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 or confirmation of funding.**

## NOTIFICATION AND PAYMENT

CAH will notify applicants of this grant program as to the results of their application on or about Friday, July 23, 2021 via (1) letter of intention to award, (2) letter of ineligibility, or (3) letter of denial. **All awardees must submit the following paperwork to CAH by no later than 4:00 PM ET on Friday, July 30, 2021 in order to secure their award:**

1. Signed and dated grant agreement (issued at the time of award notification);
2. Certification of "Citywide Clean Hands" (CCH) from the District of Columbia Office of Tax and Revenue. The CCH website application supports the "Clean Hands" Mandate (D. C. Code § 47-2862) which stipulates that individuals and businesses are to be denied District goods or services if there is a debt owed to the District of Columbia of more than one hundred dollars (\$100.00) for fees, fines, taxes or penalties. Applicants may visit the following site to obtain more information and to secure their CCH certificate; [My Tax DC](#);
3. Proof of registration with the Procurement Center of Excellence; [Procurement Center of Excellence](#) (if a new applicant to CAH); and
4. Proof of registration with the DC Vendor Portal; [Invoicing Vendor Portal](#) (if a new applicant to CAH).

For award recipients, the date of CAH grant award payment disbursements is subject to the availability of funds and the processing of required documentation. CAH does not disburse grant award payments directly through its office but does so in collaboration with other District of

Columbia government agencies, CAH processes grant award payment requests for grantees in a timely manner.

## **CONDITIONS OF FUNDING, REPORTING REQUIREMENTS, AND GRANT CANCELLATIONS**

CAH reserves the right to rescind any and all grant awards for non-compliance with CAH grant guidelines, policies or regulations, at any time. FY 2021 grant recipients with unmet reporting obligations regarding any CAH funding program as of close of business on Monday, June 28, 2021 are ineligible to receive additional awards from CAH. Each grantee will be required to submit to CAH a brief Final Report through its online portal by October 15, 2021.

### **Grant Management and Rescindment**

Grantee agrees that it will include CAH logos and a credit line in all of its grant-related announcements and promotional materials and that it will make its best efforts to publicly credit CAH's support for the project in all related public events.

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 exercises any of the following:

- Fails to meet deadlines for grant reports;
- Refuses to provide access for monitoring; and/or
- Fails to comply with the terms of the grant award contract requirements.

### **Legal Compliance**

Federal and District of Columbia law requires 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).

## **RISK MANAGEMENT**

All grant recipients are responsible for reporting their respective grant award(s) as income on federal and local tax returns (in accordance with applicable law) and are strongly encouraged to consult with a tax professional and the United States Internal Revenue Service.

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## APPLICATION CHECKLIST

The following is a checklist for all mandatory and supplementary documents required to submit the CAH-RRF application, in addition to the required narrative questions within the online application. Documents must be uploaded as PDFs through CAH's online grant portal prior to the application deadline. Visit [www.dcartts.dc.gov](http://www.dcartts.dc.gov), click on the grants tab, select "Grantee Resources" to obtain the compliance documents.

### **Mandatory Documents for Individuals**

- **Signed IRS Form W-9** (Note: Post office boxes are prohibited. The individual's address MUST match the address in the grants portal, the address on file in the DC Government's PASS system, and address registered in the DC Vendor Portal. Only the October 2018 version of the W9 form may be used and the form must be dated at the time of application submission);
- **Certificate of Clean Hands** (Note: Dated no more than 60 days prior to application deadline) [My Tax DC](#);
- **Driver's License** (must be current. If driver's license or DC residency ID are unavailable, please submit two (2) other proofs of residency);
- **Individual Demographics Overview (IDO) Form** (<https://dcarts.dc.gov/page/grant-programs>);
- **Resume** (Individuals): This may be substituted for a list of projects completed by the applicant within the last three (3) years;
- **Statement of Certification** (<https://dcarts.dc.gov/page/grantee-resources-0>); and
- **Support Documents:** Provide at least two (2) documents that speak to any of the following circumstances:
  - Cancellation of a proposed or executed contract for work as an artist or humanities practitioner between October 2020 and September 2021 e.g. performance, installation of a work, or teaching contract.
  - Cancellation of a proposed or executed contract for purchase of an artistic product that was created by the applicant between October 2020 and September 2021 e.g. commission of a work of visual art, publication etc.
  - Evidence of applicant's current work as an artist or humanities practitioner e.g. current contract for performance, residency, or purchase of an artistic product.

**Note: Work Samples are not required for this application.**