



## FY 2023 EAST ARTS GRANT PROGRAM REQUEST FOR APPLICATIONS

The DC Commission on the Arts and Humanities (CAH) requests applications from qualified arts, humanities, arts education, and service organizations for its Fiscal Year 2023 East Arts (EA) grant program.

<b>Award Amount:</b>	Up to \$35,000
<b>Number of Awards:</b>	Multiple
<b>RFA Release:</b>	Monday   June 6, 2022
<b>Submission Deadline:</b>	Friday   July 15, 2022   10 pm

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.

**Source of Funds:** The source of funds for the grant(s) is the portion of the Agency's annual grants budget allocated for grant programs established by CAH in accordance with D.C. Official Code § 29-205(c-1)(2)(C). CAH may make multiple awards under this RFA.

**CAH's Authority to Make Grants:** CAH has grantmaking authority under the Commission on the Arts and Humanities Act of 1975, as amended (D.C. Law 1-22; D.C. Official Code § 39-204).

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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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## **EAST ARTS GRANT PROGRAM**

Applicants may submit one (1) East Arts Grant application per fiscal year cycle

### **OVERVIEW**

The East Arts Project (EA) grant offers support to qualified non-profit organizations that identify as BIPOC-centered organizations (Black, Indigenous, and people of color) to deliver exemplary arts and humanities experiences to DC residents who reside within the northeast (NE) and southeast (SE) quadrants of the District of Columbia. Projects can include, but are not limited to the following disciplines: dance; design; folk and traditional arts; literature; media arts; music; theater; visual arts, and humanities. Grant award funds must be spent within CAH's fiscal year 2023 (October 1, 2022 to September 30, 2023).

Grants are competitive and applicants are reviewed in cohorts as outlined in the Application Review section. The number and amounts of grant awards are subject to CAH's availability of funds and are based upon the applicant's advisory review panel score and ranking. There is no matching requirement for East Arts (EA) grants.

### **PROGRAM OBJECTIVES**

By making its EA grant awards, CAH endeavors to meet the following goals:

- Provide access to high-quality arts and humanities experiences for residents who reside in the NE and SE quadrants of the District of Columbia.
- Enhance the quality of life by supporting a vibrant community identity through the arts and humanities.
- Support activities that highlight and elevate the creative excellence and accomplishments of artists and arts programming in the NE and SE quadrants of the District.

### **APPLICATION REQUIREMENTS**

Applicants shall, in their respective grant applications:

- Demonstrate experience and proficiency in the applicant's selected discipline.
- Provide a statement describing the organization's mission outlining the driving force behind the work.
- Demonstrate an understanding of the needs of NE and/or SE quadrant communities through the proposed scope of work in the application.

### **ELIGIBILITY REQUIREMENTS**

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

- Be incorporated as a nonprofit with a federally-designated tax exempt status under section 501(c)(3) of the United States Internal Revenue Service (IRS) code, as evidenced by an IRS determination letter that is dated at least one year prior to the application deadline date.

- Be registered with, and authorized to do business in, the District as either a “Domestic” entity (that is, an entity that was incorporated in the District) or a “Foreign” entity (that is, an entity that was incorporated in another state).
- Ensure that at least fifty-one percent (51%) of the organization’s activities occur within the District of Columbia.
- Ensure that one hundred percent (100%) of the grant award dollars are used to support District of Columbia personnel and programming.
- Have an active Board of Directors.
- Register and comply with the regulatory requirements of pertinent government agencies, including (but not limited to): DC Department of Consumer and Regulatory Affairs (DCRA), DC Office of the Chief Financial Officer (OCFO), DC Department of Employment Services (DOES), and the US Internal Revenue Service (IRS).
- Obtain certification of “Citywide Clean Hands” (CCH) from the District of Columbia Office of Tax and Revenue.
- Be in “good standing” with CAH. Note: a CAH grant applicant that has failed 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 2023).
- Have a principal business office address that is located in the NE or SE quadrant of District of Columbia, subject to an on-site visit. (Note: CAH will not allow post office boxes or the addresses of board members or volunteers as evidence of the principal business address). Have an operating budget (Total Cash Expenses) not exceeding \$500,000.00 as demonstrated on the organization’s most recently submitted IRS Form 990.
- Identify as a BIPOC-centered organization. This distinction includes at least **one** of the following criteria:
  - At least 66% of staff identify as Black, Indigenous, and people of color (BIPOC).
  - At least 51% of the board, steering committee, or other leadership body and volunteers in leadership positions identify as BIPOC.
  - The executive director, highest paid staff, or equivalent, identify as a BIPOC individual.

Applicants restricted from applying include:

- Arts and humanities organizations with a majority of their constituents who reside outside of the District of Columbia.
- Private clubs and organizations that prohibit membership based upon race, gender, color, religion, or any other class identified in the District of Columbia Human Rights Act;
- Individuals.
- Organizations that require “fiscal agents”; for-profit organizations; private foundations; political organizations; colleges; universities; foreign governments; federal government

entities; and other District of Columbia government agencies, including DC Public Schools.

- Organizations submitting an application whose content is combined with the application of another organization. Proposed projects must be “stand-alone” projects.

### Grandfather Provision

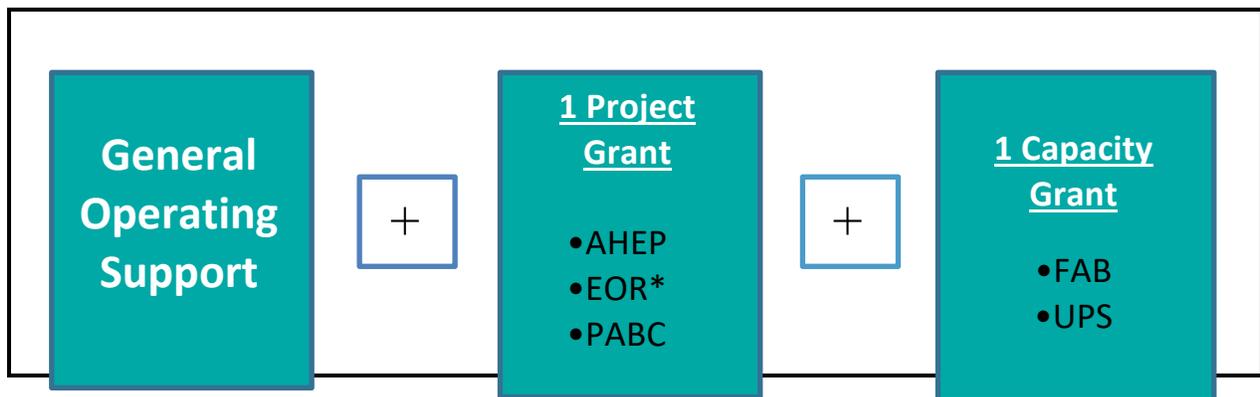
Organizations that previously received East of the River (EOR) grant funding during FY 2021 and FY 2022 grant cycles that anticipate being adversely affected by changes made in the transition from East of the River (EOR) to East Arts (EA) in FY 2023, will be classified as “grandfathered applicants” only if they identify as ONE of the following:

- Organizations with total annual cash expenses over \$500,000.00 or
- Organizations that do not identify as BIPOC-centered organizations, as described above.

NOTE: The Grandfather Provision will only be provided for the East Arts FY 2023 grant cycle.

### ALLOWABLE COSTS AND FUNDING RESTRICTIONS

Organizations that have applied to FY 2023 General Operating Support (GOS) are restricted from applying to FY 2023 East Arts (EA) grant program, except in cases where the majority of programming services and organizational budget is dedicated to providing services to residents of NE and/or SE, and their organization is headquartered in NE or SE. All GOS recipients are restricted from applying to the Projects, Events, or Festivals (PEF) grant.



\*Organizations headquartered in NE or SE receiving funding through FY 2023 GOS grants may apply to the East Arts (EA) Grant as long as the scope of their EA project is not duplicated in the scope of work for their FY 2023 GOS grant.

All FY 2023 GOS recipients may apply to only one “Project Grant” and one “Capacity Grant” as defined above.

CAH must ensure that all award funds are expended in a fiscally responsible manner. Allowable costs are those that the District government and CAH have determined as valid expenditures. All

awarded funds are subject to audit and Performance Monitoring (see Page 12 of these Guidelines).

**Examples of “Allowable Costs” Related to the Grant:**

- Salaries for arts and humanities professionals for nonprofit organizations.
- Teaching artists/humanists, or consultants.
- Travel and transportation directly related to project implementation.
- Materials, supplies and equipment purchases that are directly related to the work of the organization.
- Overhead, maintenance, and administration of the organization’s EA project.

**Examples of “Unallowable Costs” Related to the Grant:**

- Food and beverages.
- Tuition and scholarships.
- Expenses associated with an organization assuming the role of a fiscal agent for another organization.
- Costs related to fundraisers and special events.
- Expenses unrelated to the execution the organization’s scope of work.
- Funding to universities, foreign governments or DC government agencies, including DCPS.

Grantees with questions regarding allowable costs may contact CAH’s grant program manager. The grantee will be responsible for demonstrating expenses, as applicable, in Interim and Final Reports.

**INCLUSION, DIVERSITY, EQUITY, AND ACCESS (I.D.E.A.)**

CAH has placed increased focus on utilizing an Inclusion, Diversity, Equity and Access (I.D.E.A) lens in its grantmaking, with the goal of creating a more equitable arts and humanities landscape in the District. In addition to detailed plans for its compliance with the Americans with Disabilities (ADA) (42 U.S.C §§ 12101 et seq.), each applicant must demonstrate how its programming and services will be inclusive, diverse, equitable, and accessible throughout the District of Columbia, beyond participants with disabilities. Applicants should consider a broad definition of “accessibility” by addressing financial, geographic, demographic, cultural and developmental access. For more information, see CAH Grants Glossary, located in the [Guide to Grants](#).

**I.D.E.A. DEFINITIONS**

Below are definitions used by CAH of each component of I.D.E.A. CAH encourages applicants to develop short- and long-term plans to ensure each of these components is realized in their processes and programs. CAH’s goal for the arts and humanities community is to have a comprehensive and actionable plan in place by FY 2024. **Organizations in receipt of funding**

**from CAH will be required to demonstrate their progress in all future interim and final reports beginning in FY 2022.**

### **Inclusion**

Inclusion authentically welcomes, and intentionally brings, traditionally excluded individuals and/or groups into processes, activities, and decision/policymaking in a way that shares power.

### **Diversity**

Diversity refers to the various backgrounds and races that comprise a community, nation, or other grouping. In many instances, the term diversity does not only acknowledge the existence of diversity of background, race, gender, religion, sexual orientation etc., but applies a recognition of the value of these differences. Diversity enriches policies and practices by bringing people of diverse backgrounds and experiences together to inform, shape, and enrich these policies and practices.

### **Equity**

Equity is giving everyone what they need to be successful. Equity is different from treating everyone the same. Equity operates from the understanding that people and groups enter given situations from very different starting points. These starting points are often determined by certain social hierarchies such as race, class, gender, age, sexual identity etc. An equitable framework centers awareness of these hierarchies and creates systems that are actively anti-ableist, anti-racist, anti-classist, anti-sexist, anti-ageist, and anti-homophobic.

### **Access**

Access is defined in the broadest definition of the term as a means of ensuring individuals and/or groups are given financial, geographic, demographic, cultural, and developmental access to programming, services, and other opportunities.

## **GRANT PREPARATION AND TECHNICAL ASSISTANCE WORKSHOPS**

The parameters of CAH's grant programs change from year to year, and applicants are encouraged to utilize the agency's resources in developing grant applications. CAH staff members are available to assist grant applicants through group workshops and 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. Applicants should contact CAH to schedule a meeting by calling 202-724-5613. Please note that CAH requests the applicant prepare and deliver (by e-mail or via the online grants portal) their full draft application proposal along with any questions in advance of scheduling a meeting for agency staff assistance.

**To improve the strength of the submitted application, participating in one of the three virtual workshops listed below is a requirement for all new (EA) and previously unsuccessful (EOR) applicants.** All workshops are virtual, free, and open to the public. More information about the dates and times of these workshops may be found at [www.dcartz.dc.gov](http://www.dcartz.dc.gov) under [Grant Writing Assistance](#), or by calling CAH at 202-724-5613.

Day and Date	Time	Topic	Location
Thursday, June 9, 2022	6:30 - 7:30 pm	East Arts	Online Workshop
Monday, June 13, 2022	10:00 - 11:00 am	East Arts	Online Workshop
Thursday, June 15, 2022	3:00 - 4:00 pm	East Arts	Online Workshop
Saturday, June 25, 2022	2:30 - 3:30 pm	East Arts	Online Workshop

Please register for workshops via CAH's [Eventbrite](#).

Day and Date	Time	Topic	Location
Friday, June 10, 2022	2:30 - 3:30 pm	Grants Livechat	Online Location
Friday, June 17, 2022	2:30 - 3:30 pm	Grants Livechat	Online Location
Friday, June 24, 2022	2:30 - 3:30 pm	Grants Livechat	Online Location
Friday, July 1, 2022	2:30 - 3:30 pm	Grants Livechat	Online Location
Friday, July 8, 2022	2:30 - 3:30 pm	Grants Livechat	Online Location

Livechats are “open hours” intended to respond to applicants’ questions. They are not part of the workshop schedule and do not offer the same information. Livechats may be accessed by visiting <https://dcarts.dc.gov/page/live-chat-dccah-grants-specialist>.

## 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.

CAH utilizes an online grant portal to receive grant applications. **All applications must be submitted online by 10:00 PM ET on Friday, July 15, 2022. A confirmation email is automatically generated upon submission of the application. 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 [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 may not request or receive funding for the same activities through more than one CAH program or grant category. Applicants may not submit an application with a co-applicant. An applicant's compliance or financial paperwork must not be commingled with that of another organization. Multiple applicants may not apply for funding for the same scope of work, whether through the same or different grant programs.

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.

**Application Review Process**

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. Panelists participate in a group review of CAH grant applications, according to their cohort, to discuss and comment on the merits and deficiencies of applications and finalize their application-related scores in the presence of CAH staff and Commissioner Conveners.

CAH staff, Commissioner Conveners and panelists are to remain impartial in their review of CAH grant applications. CAH ensures that all involved recuse themselves from review of any application that presents a personal or professional conflict of interest (or the appearance of a conflict of interest)

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. 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](#).

### **Notification and Award Disbursement**

CAH will notify applicants of this grant program as to the results of their application by October 1, 2022, via (1) letter of intention to award, (2) letter of ineligibility, or (3) letter of denial.

For award recipients, the date(s) of CAH grant award disbursement(s) is/are subject to the availability of funds and the processing of required documentation. CAH staff will advise grant award recipients on the award disbursement process on or after October 1, 2022. More details may be found on CAH's website at [Grantee Resources](#).

### **CONDITIONS OF FUNDING, REPORTING REQUIREMENTS, 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 2023 grant recipients with unmet reporting obligations regarding any CAH funding program as of close of business on Friday, October 14, 2022, are ineligible to receive additional awards from CAH.

### **Nonprofit Fair Compensation Act of 2020**

When making grant awards or contracts to non-profit organizations, the DC Government will honor an unexpired federal Negotiated Indirect Cost Rate Agreement (NICRA) or a similar rate negotiated with another DC Government agency in the last 2 years.

If grantee organizations do not have a negotiated indirect cost rate, those grantees may assign 10% of all direct costs in their awards to indirect costs.

Alternatively, grantees may elect to negotiate a new indirect cost rate with the DC government - or seek out an independent DC Certified Public Accountant to calculate an indirect cost rate using the Office of Management and Budget guidelines.

Applicants may include these indirect costs in their budget calculations and identify the basis for the calculation in supporting materials.

### **Reporting Requirements**

Each grantee is required to submit to CAH Interim and Final Reports regarding: (1) the extent to which they met their CAH grant award-related organizational and project goals; (2) the quality of the engagement and responsibility to community that its funded projects or activities have had on the District of Columbia; and (3) the growth that was made in advancing practices of equity with internal and external stakeholders.

CAH reporting requirements are determined by award size:

- All grantees must submit a Final Report (due by Friday, October 20, 2023).
- Awards greater than \$12,500 must also submit an Interim Report (due by April 21, 2023).

Grantees who do not submit Final Reports are ineligible for further CAH funding.

### **Grant Management and Rescindment**

Grantee agrees that it will include a CAH logo and a credit line in all of its grant-related announcements and promotional materials and that they will make their 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;
- Fails to notify CAH of changes in project collaborators or other significant management; changes or changes in the project scope without advance approval;
- Refuses to provide access for monitoring;
- Fails to comply with the terms of the grant award contract requirements;
- Fails to demonstrate adequate financial management and oversight of the project; and/or
- Fails to properly publicly credit CAH's support of the applicant's scope of work.

### **Citywide Clean Hands (CCH)**

**All applicants must obtain clean hands certification, in order to receive a grant award from CAH. This certification is required before any related grant disbursement may be made.** Certification may be obtained by registering with the DC Office of Tax and Revenue using the following link: [My Tax DC](#).

### **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).

### **Americans with Disabilities Act**

CAH is committed to ensuring that all grant recipients 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 CAH must make reasonable accommodations to ensure that people with disabilities have equal physical and communications access, as defined by federal law.

An organization applying for funding from CAH must include, in its grant application, a response to the information request set forth in the I.D.E.A. section of its grant application, by providing the following information:

1. The process for formulating plans to increase its diversity, access, inclusion, and ultimately overall equity for its staff, board, and audiences.
2. The process for formulating accessibility plans (e.g. creating an accessibility advisory committee, board and staff disability-rights training, budgeting for reasonable accommodation requests, etc.).
3. The current progress/status of an organization's physical accessibility. If the location is not barrier-free, include in the grant application a plan for project/program modification that ensures access in a barrier-free environment, when needed.
4. The current progress/status of the organization's accessibility in presenting activities – communications access (e.g. TDD, large print or Braille materials, audio description or assistive listening devices, interpreted performances, etc.) and marketing/advertising.

#### **COVID-19 Vaccination Certification Requirement**

The grantee(s) selected in response to this Request for Applications is/are required to comply with [Mayor's Order 2021-099, COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees, dated August 10, 2021](#), and all substantially similar vaccine requirements including any modifications to this Order, unless and until they are rescinded or superseded.

#### **Credit/Acknowledgment**

Grant recipients agree to include a CAH logo or a credit line in all of its grant-related announcements and promotional materials. Also, the grant recipient will make its best efforts to publicly credit CAH support in any and every public event that is held and that is related to CAH's funding of programs and activities.

Awards made under this RFA may be comprised, in whole or in part, of Federal funds from the National Endowment for the Arts (NEA) and/or funds that are used to meet CAH's required cost share/match for its NEA State Partnership Federal award. As such, grant recipients are required to comply with all applicable Federal mandates. Grant recipients must ensure that the funded project is implemented in full accordance with the U.S. Constitution, Federal Law, and public policy requirements: including, but not limited to, those protecting free speech, religious liberty, public welfare, the environment, and prohibiting discrimination ([2 CFR 200.300](#)).

Grant recipients must acknowledge both CAH's support and the NEA's support of the grant-related project in all materials and announcements related to the project.

- i. For print and online project materials, a basic requirement is a phrase acknowledging support from both agencies using the following language: "This project is supported in part by the DC Commission on the Arts and Humanities, which receives support from the National Endowment for the Arts."
- ii. For radio or television broadcast, the following language is required: "This project is supported in part by an award from the National Endowment for the Arts." For television broadcast, display of the current NEA logo and web address, [www.arts.gov](http://www.arts.gov), is required.
- iii. Acknowledgment of NEA support must be limited to the project funded by this specific CAH grant award only; do not imply the NEA's support of any other activity. All references and credits to the NEA must be removed from all materials at the end of the grant period.

### **RISK MANAGEMENT AND PERFORMANCE MONITORING**

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 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, evaluation of allowable costs, assessment of efforts to meet projected grant applicant benchmarks, providing proof of expenditures, etc.

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.

### **RESERVATIONS**

CAH reserves the right to issue addenda and/or amendments subsequent to the issuance of the Notice of Funding Availability (NOFA) or Request for Applications (RFA), or to rescind the NOFA or RFA. CAH will post addenda or amendments online. Applicants are responsible to review and adhere to any RFA addenda or amendments. Funding for this award is contingent on the availability of funds. Publication of the NOFA or RFA does not commit CAH to make an award.

### **CONTACT INFORMATION**

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 [Guide to Grants](#). Specific questions about the East Arts grant can be referred to CAH staff member, Khalid Randolph ([Khalid.randolph@dc.gov](mailto:Khalid.randolph@dc.gov)).

## **FY 2023 EAST ARTS GRANT PROGRAM**

### **APPLICATION REVIEW CRITERIA**

#### **Arts and Humanities Content 40%**

- The applicant's work sample and support materials (brochures, articles, letters of support, etc.) demonstrate high standards of excellence within the chosen arts and/or humanities discipline(s).
- The related goals and schedule of planned activities are substantial and feasible.
- The applicant uses personnel with demonstrated arts and humanities expertise (such as arts administrators, humanities professionals, teaching artists, program managers, professional artists) to plan and implement arts and/or humanities content.
- The applicant demonstrates a commitment to hiring DC-based arts and humanities professionals, where applicable, to deliver arts and humanities content (such as arts administrators, teaching artists, educators, humanities professionals).
- The applicant presents effective evaluation methods specific to the project, which are used to improve future activities and services.

#### **NE and/or SE Impact and Engagement 20%**

- Applicant targets audience(s) in NE and/or SE and provides support for their selection.
- The described arts and humanities activities meet the unique needs of the target audience(s).
- Varied and appropriate marketing methods are used to reach the target audience(s).
- Applicant partners with similar or complementary organizations in NE and/or SE to leverage resources for the described activities.

#### **Inclusion, Diversity, Equity and Access ( I.D.E.A.) 20%**

- The project content and confirmed project collaborators demonstrate that the experience will be culturally relevant and inclusive to a diverse audience.
- The project design demonstrates the commitment to engage all participants by ensuring equity and access (considering factors such cultural, socio-economic, geographical, physical and intellectual ability, etc.).
- The applicant outlines how the project design will consider the evolving needs of the community it impacts, by ensuring the intended community is considered in project design and implementation.

#### **Financial Capacity, Management and Sustainability 20%**

- The organization demonstrates proper oversight with a committed board of directors with well-rounded expertise.
- The applicant is sufficiently stable, in terms of arts and humanities expertise, organizational capacity and financial status, to implement the project.
- The applicant demonstrates it has the internal capacity to administer the grant and has appropriate financial monitoring systems in place to track expenditures.

- The applicant's budget information is detailed, accurate, feasible, eligible, and directly related to the activities of the grant request as indicated in the RFA guidelines.

## FY 2023 EAST ARTS GRANT PROGRAM APPLICATION CHECKLIST

The following is a checklist for all mandatory and supplementary documents required to submit the East Arts project 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.dcartz.dc.gov](http://www.dcartz.dc.gov), click on the grants tab, select "Managing Grant Award" to obtain the OPGS Compliance Documents.

In order to submit an application:

- Ensure your organization meets all eligibility requirements listed in this request for applications;
- Complete all required questions in the online application;
- The **Arrest and Conviction Statement** is no longer required for CAH applications.
- Attach the following mandatory documents to the online application:

(available at <https://dcarts.dc.gov/page/grantee-resources-0>)

- **Balance Sheet** (from most recently completed fiscal year)
- **Certificate of Clean Hands** (dated no more than 30 days prior to the deadline)
- **Certificate of Liability Insurance** (general coverage)
- **Current Organizational Budget** (approved by the organization's Board of Directors)
- **IRS 501(c)(3) Letter of Determination**
- **IRS Form 990** (most-recently submitted)
- **IRS Form W-9**

Note: Post office boxes are prohibited. The organization'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

- **List of current Board of Directors**  
Provide board roles (e.g. president, treasurer, etc.), responsibilities and home addresses/wards
- **Organizational Demographics Overview Form:**  
The inclusion of this form is not required at the time of application, but will be required of each applicant prior to award notification.
- **Profit and Loss Statement** (from most recently completed fiscal quarter)
- **Project Budget** (Budget Form available on CAH's website)
- **Résumés of Key Personnel**  
Examples include: artistic/managing/executive directors; teaching artists; etc.  
Provide roles, areas of responsibility, and ward or state of residence
- **Statement of Certification** (signed at the time of application)

- **Support Materials**

Up to three (3) internally-produced items (e.g. curricula, strategic plans, marketing materials, etc.) and up to three (3) externally-produced items (e.g. reviews, commendations, testimonials, letters of support, etc).

- **Work Samples**

CAH recommends reviewing the Work Sample Addendum in the Guide to Grants (<https://dcarts.dc.gov/node/1579326>) to determine materials that might best support the application

## **ADDENDUM A: WORK SAMPLES AND SUPPLEMENTARY MATERIALS**

The DC Commission on the Arts and Humanities (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. Other criteria include: District Engagement and Responsibility to Community, Financial Capacity, Management and Sustainability, and others as dictated within the RFA guidelines. Arts and humanities 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 - Résumés of Key Personnel**

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 or demonstration of content of services provided to artists and humanities practitioners.

### **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 what to submit within a work sample submission depend on the grant application. Applicants must adhere to the work sample requirements below in order to be eligible 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 will 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.
- Awards.

### Assessment and Evaluation

#### Purpose:

- To determine the efficacy of a program, as articulated in the program goals and as required for grant reporting.
- To provide evidence to support changes in order to improve the program and its delivery.

#### Types:

- Qualitative assessment is often subjective in approach and narrative in nature.
- Quantitative assessment provides empirical data that demonstrates growth in the knowledge, skills, and understandings of the participants.

### Section 3 - Résumés of Key Personnel

Another way for the advisory review panelists to determine the artistic content of each application is to review the résumés of the key artists, administrators and facilitators involved in the grant activities. Those professionals involved in the organization determine the capacity of the organization and ability for the applicant to effectively create an excellent arts and humanities product and/or experience. Their backgrounds as artists and administrators should be relevant to the organization and clearly demonstrated through their professional résumés.

### Section 4 - General Suggestions from CAH Staff

When creating and preparing work samples, supporting materials and résumés, CAH recommends considering the following:

- Applicants should be able to view and/or play all work samples in the application before submitting. If a sample cannot be played, then panelists will experience the same.
- Select recent, high quality samples that relate as directly to the application as possible.
- Photograph uploads should be in JPEG (or JPG) format with a 72 dpi minimum resolution and should not exceed 8MB in size (each).
- Adding more than the recommended number of work samples to an application will often weaken it.
- Carefully chosen work samples (pictures, videos, excerpts, etc.) tend to make the biggest impact and create the strongest artistic impression.
- Advisory review panelists are required to review each applicant's work samples; however, they are not guaranteed to review multiple work samples within the same application.
- Each work sample and document must give the specific name and title, so that panelists can identify what they are reviewing.
- For project-based grants, include samples of similar projects completed to illustrate an ability to execute the proposed project.

- Panelists must be able to assess the skill level of the artist(s) involved in the project work to be created, exhibited or taught.

For video submission:

- Do not include highly edited commercial/promotional videos as work samples.
- Do not include poor quality video samples or samples with dim lighting, unstable video content, bright backlighting, or blurred images.
- If the video work sample is longer than five (5) minutes, indicate the embedded timecode of the video where panelists should begin viewing the work sample (e.g. 5:05:00).

For audio submissions:

- Panelists are unable to scan, rewind, or skip through a sample. Edit the audio clip to feature exactly the desired content.
- For audio submissions with visual components, consider submitting as a video clip instead.

For online materials and websites:

- Panelists review only within the “four corners” of the application. They are not expected to go to outside links or content, so a linked website may not be viewed.
- Websites can be screen-shot and attached as an image, but it is often an insufficient work sample. Submit a website only if it is an essential part of the project.

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