



DC COMMISSION ON  
THE ARTS & HUMANITIES

# **FY14**

# **CAPITAL PROJECTS**

# **PUBLIC ART BUILDING COMMUNITIES**

Applicants may submit two Public Art Building Communities applications per fiscal year

Individuals may apply for up to \$50,000

Organizations may apply for up to \$100,000

Deadline 1: Thursday, August 15, 2013 at 6:00PM

Deadline 2: Thursday, December 5, 2013 at 6:00PM

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Deadline 1: Thursday, August 15, 2012 at 6:00PM

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### Public Art Building Communities Description

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The Public Art Building Communities grant (PABC) is available to individual artists and organizations to create and install temporary or permanent public artwork that enhances District neighborhoods. Eligible projects include, but are not limited to: sculpture, mosaics, artistic streetscape improvements, murals, paving patterns, video installations, custom benches, stained glass windows, artistic gates and railings, etc. Funding is available for all fees associated with the design, fabrication and installation of the artwork(s) including: artist fees, materials, insurance, engineering, shipping, fabrication and installation services, permits, copyright registration, and photographic documentation. Permanent projects must have a lifespan of at least five (5) years. Temporary projects have a lifespan of less than 5 years.

**Applicants must distribute flyers within a three (3) block radius of the project site to notify businesses and residents of your project's presence on the upcoming ANC agenda and to invite them to attend the meeting in order to discuss your project. Be sure to emphasize that funding for the project is still pending Commission approval.**

Organizations are required to have a 1:1 cash matching requirement, designed to assist an organization's fundraising by leveraging funding from additional sources. Neither in-kind services nor other federal or local government funds may be used to satisfy the matching requirement. Funds must be spent within DCCA's FY 2014 (October 1, 2013 to September 30, 2014). Individual applicants are not required to match grant funds.

## **Public Art Building Communities Goals**

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- Encourage the creation and installation of quality public art throughout the city;
- Support local artists in the creation and installation of quality public art;
- Provide community exposure to the public art process;
- Further the learning opportunities and encourage greater participation in local arts activities; and
- Promote robust and diverse artistic experiences throughout the District of Columbia.

## **Eligibility Requirements**

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

- Be artists or arts professionals (e.g., presenters, producers and educators), aged 18 or older;
- Be legal DC residents for at least one year prior to the application deadline and must maintain residency during the entire grant period;
- Have a permanent DC address, as listed on proper identification or tax returns. PO Boxes may not be used as a primary address; and
- Be in good standing with DCCAH. Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2012<sup>3</sup> are ineligible to receive an additional award from DCCAH in FY2014.

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

- Be incorporated as a nonprofit, with a designated tax exempt status under section 501(c)(3) of the United States Internal Revenue Code, as well as in the District of Columbia;
- Have their Federal and DC tax exempt statuses (subject to DCRA verification) in good standing for one year prior to the application deadline;
- Be incorporated as an arts or cultural organization, with exhibition, presentation or training in the arts as its primary function, as documented within its mission statement.
- Have principal offices that are located in the District of Columbia, as demonstrated by the address on the organization's official 990 document. PO Boxes may not be used as a primary business address. Please do not use the address of a board member or volunteer;
- Have a demonstrated commitment to provide arts and humanities to the residents of Washington, DC. At least fifty-one percent (51%) of scheduled arts activities occur within the District of Columbia;
- Be in good standing with DCCAH. Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2013, are ineligible to receive an additional award from DCCAH in FY2014;
- Not use fiscal agents; and
- Colleges, universities, service organizations, foreign governments or other DC government agencies, including DC Public Schools, are prohibited from applying for any DCCAH grants.

## **Funding Restrictions**

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As a District of Columbia agency, the DCCAH must ensure that all grant funds are expended in a fiscally responsible manner. Allowable costs are those that District government and the DCCAH have determined as valid expenditures.

### **Examples of allowable costs for Public Art Building Communities Grant:**

- Artist Fees;
- Materials;
- Insurance;
- Engineering;
- Shipping;
- Fabrication and Installation Services;
- Permits;
- Copyright Registration;
- Plaque and Dedication Costs; and
- Photographic Documentation.

### **Examples of unallowable costs for Public Art Building Communities Grant:**

- Food and beverages;
- Tuition and scholarships;
- Pieces of equipment over \$500;
- College tuition or to fund universities, service organizations, foreign governments, or DC government agencies, including DC Public Schools.

All expenses must be approved by the grant program manager before the grant agreement is processed for payment.

## **Technical Assistance and Workshops**

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DCCAH staff members are available to help develop grant applications through group and individual technical assistance. Between May and June 2013, the DCCAH will conduct free workshops for participants to learn useful information about the agency's funding opportunities and how to submit a successful grant application. More information about the dates and times of these workshops can be found on our website ([www.dcartz.dc.gov](http://www.dcartz.dc.gov)) under [Grant Writing Assistance](#). In addition, DCCAH staff members are available for 30-minute appointments up to one week before the deadline. Contact information for the DCCAH staff members is available at [www.dcartz.dc.gov](http://www.dcartz.dc.gov) under [Who We Are - DCCAH Staff](#). **The DCCAH urges all applicants to attend these workshops.**

Workshops will take place at the offices of the DC Commission on the Arts and Humanities and the Marshall Heights Community Development Organization (MHCDO). **Workshop dates, times and locations listed below are subject to change.**

All workshops are free and open to the public; however, participants are encouraged to RSVP in order to gain access to the DCCAH office. Be sure to bring photo identification when you arrive. Contact Alexis Hooks at [Alexis.Hooks2@dc.gov](mailto:Alexis.Hooks2@dc.gov) or call 202-724-5613.

**Workshops Schedule**

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<b>Day &amp; Date</b>	<b>Time</b>	<b>Topic</b>	<b>Location</b>
Tuesday, May 28	6:30pm-7:30pm	Public Art Building Communities	DCCAH Multi-Purpose Room
Tuesday, June 04	1:00pm-2:00pm	Public Art Building Communities	MHCDO Conference Room
Thursday, June 20	1:00pm-2:00pm	Public Art Building Communities	DCCAH Conference Room
Thursday, June 13	10:00am-12:00pm	<b>Grant Writing Clinic</b> *For description, see below	<b>Please see registration details below.</b> MHCDO Conference Room
Tuesday, May 28	9:00am-12:00pm	Open Hours	MHCDO Conference Room
Tuesday, June 04	9:00am-1:00pm	Open Hours	MHCDO Conference Room
Tuesday, June 11	9:00am-1:00pm	Open Hours	MHCDO Conference Room
Tuesday, June 18	9:00am-1:00pm	Open Hours	MHCDO Conference Room
Thursday, June 20	9:00am-1:00pm	Open Hours	MHCDO Conference Room

<p><b>FY14 Workshops will be located at:</b></p> <p><b>DC Commission on the Arts and Humanities</b>                  200 I (Eye) Street SE, Suite 1400                  Washington, DC 20003                  and  <b>Marshall Heights Community Development Organization</b>                  3939 Benning Road, NE                  Washington, DC 20019</p>
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## **Application Process**

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DCCAHA utilizes an online grant portal. All applicants **MUST SUBMIT** the application online via the online grant portal by 6:00PM on the deadline date. **DCCAHA will not accept mailed, emailed or hand-delivered copies of grant applications.**

### **Grant Application Procedure**

1. Review the FY14 Guide to Grants [PDF] and the grant guidelines thoroughly and determine eligibility of the applicant, project and project activities.;
2. Go to the [Apply for Grants](#) page and register with DCCAHA's online grant portal;
3. Once fully registered, select the desired grant program(s) and complete the application questions and budget/budget narrative data;
4. Upload all required documents and supplementary material including Cultural Data Project report and all required work samples, please note that work samples must speak to the artistic content application as it relates to the grant request; and
5. Submit the application by 6:00pm on the grant program's deadline date.

**The application process is competitive and subject to the availability of funds. Applicants may not request or receive funding for the same project activities through more than one DC Commission grant program or grant category.**

Applicants are fully responsible for the content of their application packages. An automated confirmation of an application's submission does not guarantee an application's eligibility nor recommendation for funding by the Advisory Review Panel. DCCAHA staff cannot make corrections to applications on behalf of applicants. DCCAHA staff will review applications for completeness and contact applicants for any incomplete documents within five business days of the deadline. Applicants are responsible for updating attachments within five business days of DCCAHA's notification. Failure to submit mandatory documents will automatically result in disqualification. No exceptions. Incomplete applications will not be forwarded to the Advisory Review Panel for consideration.

## Review Process

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All applicants are scored according to four categories: artistic content, community impact, level of participation, financial and managerial capability. The evaluation criteria are specific to each grant program and listed in each grant program's guidelines. **The application process is competitive and subject to the availability of funds. Applicants may not request or receive funding for the same project activities through more than one Commission grant program or grant category.**

Once an application has been successfully submitted, a grant manager will review each submission for eligibility and completeness. Receiving an automated confirmation of the applicant's submission does not guarantee the application's eligibility or recommendation for funding.

A volunteer Advisory Review Panel is formed annually for each grant program to make funding recommendations to the Commission Board. Comprised of arts and humanities professionals independent of the Commission, the invaluable contribution of Advisory Review Panelists ensures that the Commission continues to provide programs and services that meet the needs of the District's residents and visitors. All eligible applications will be forwarded to the Advisory Review Panelists for evaluation and scoring based on the published criteria for the grant program. Panelists will conduct a thorough review of all applications on their own and, later, convene as group to discuss each application and finalize scores.

The evaluation process will also take into consideration general standards of decency and respect for the diverse beliefs and values of the American public consistent with The National Foundation on the Arts and Humanities Act, as amended in 1990.

For more information regarding the grant review process please visit the [Guide to Grants](#). To nominate a person(s) to serve on DCCAH Advisory Review Panels, complete an [Advisory Panelist Nomination](#) form and submit it by June 14, 2013.

## Notification and Payment

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Applicants will be notified in writing of their application status. This notification may consist of a grant package, letter of ineligibility, or letter of denial.

**Please note that the date of payment disbursement is subject to change depending on the availability of funds.** The date eligible for payment does not ensure the date of payment; it provides a general timeframe. DCCAH works with other DC government agencies to pay grant recipients in a timely manner but DCCAH does not create or distribute payments onsite. **To expedite the payment process, DCCAH strongly recommends FY2014 grant recipients register for direct deposit.** For more information on direct deposit, visit [Manage Grant Award](#) on our website or contact the grant manager.

DCCAH reserves the right to rescind any and all grant awards for non-compliance with grant guidelines, policies and regulations. FY2014 grantees with unfulfilled reporting, in any funding program, as of October 15, 2013, are ineligible to receive any additional awards from DCCAH.

## **Risk Management and Performance Monitoring**

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All grant recipients are subject to risk assessments and monitoring requirements as outlined in the [City-Wide Grants Manual and Sourcebook](#) from the Office of the City Administrator (OCA). OCA requires the DCCAH to establish standards for grantees in making determinations of demonstrated performance prior to the award of all grants.

All activities funded by DCCAH will be monitored and evaluated by staff to assure compliance with all aspects of the District of Columbia's requirements, which may include evaluating allowable costs, meeting project benchmarks, providing proof of expenditures, etc.

All FY14 grant recipients must complete final reports by October 15, 2014. Grantees are required to document payment of all expenses paid by grant funds as well as the required match. Interim and final report forms are available online through the [Manage Grant Award](#) link on the DCCAH's website. All grantees are responsible for reporting grant awards as income on federal and local tax returns and are strongly encouraged to consult with the tax professionals and the IRS.

## **Contact Information**

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For more information regarding DCCAH's grant programs, or clarification about accessibility requirements, work sample submissions and the grant making process, please refer to the [Guide to Grants](#). Additional questions about Public Art Building Communities can be referred to Keona Pearson, Public Art Project Manager, at [Keona.Pearson@dc.gov](mailto:Keona.Pearson@dc.gov) or 202-724-5613.

# FY2014

## Public Art Building Communities

### Review Criteria

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#### **Artistic Content 40%**

- The applicant's work sample and support materials (brochures, articles, letters of support, etc.) demonstrate high standards of artistic excellence within the chosen discipline(s);
- Artist(s) and/or applicant's written concept exhibits high quality, innovation and creativity
- Applicant has experience with site specific public art projects and uses personnel with demonstrated arts expertise (such as arts administrators, teaching artists, educators, professional artists) to plan and implement artistic content;
- The described project, goals and schedule of planned activities are feasible;
- The applicant demonstrates a commitment to hiring DC-based artists, where applicable, to deliver artistic content (such as arts administrators, teaching artists, professional artists); and
- Artist(s) and/or applicant demonstrate the ability to translate artistic discipline to project participants.

#### **Community Engagement and Impact 30%**

- Project provides shared learning opportunities in the District that facilitate a greater participation in the arts, relative to the artistic discipline
- Applicant demonstrates sensitivity to the cultural, ethnic and economic background of the participants and the residents of the District of Columbia
- The applicant partners with similar or complementary organizations to leverage resources for the described activities;
- Project addresses significant diversity of expression;
- Project addresses needs of the community;
- Project location(s) and presentation(s) are accessible to persons with disabilities; and
- Applicant has substantive experience working with community representatives, landscape architects, business and government entities

#### **Level of Participation 15%**

- Applicant demonstrates effective outreach to project participants;
- Applicant involves District residents (artist(s), active participants, audience); and
- Applicant involves the community in the planning of project activities.

#### **Capacity and Sustainability 15%**

- The organization demonstrates proper oversight with a committed Board of Directors with well-rounded expertise;
- The applicant is sufficiently stable, in terms of arts expertise, organizational capacity, and financial status to implement the proposed request;
- The applicant demonstrates 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, and directly related to the grant request. All items funded with grant dollars are eligible expenses under the grant;
- The applicant has experience in producing similar public art projects; and
- The applicant clearly demonstrates ability to attract the financial support necessary to sustain the activities and match required funds, if applicable.

# FY2014

## Public Art Building Communities

### Application Checklist

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The following is a checklist for all mandatory and supplementary documents required to submit the Public Art Building Communities application. Documents must be uploaded through with DCCA's online grant portal prior to the application deadline. These documents are in addition to the required narrative questions.

#### MANDATORY DOCUMENTS

- Work sample- Submit 10 digital images of at least five different works. See [Guide to Grants](#) for more information on Work Sample Requirements. *Flyers and brochures DO NOT count as work samples.*
- Support Materials - up to six items of additional material, e.g., newspaper articles, reviews, letters of support (ANC, neighborhood associations, community stakeholders, etc), programs, brochures, etc.
- Résumé(s) of key personnel involved in the project including the artistic director and executive/managing director- up to two pages each. Bios are not acceptable.
- Signed W-9 Form (Request for Taxpayer Identification Number and Certificate)
- Image Identification List of applicant and lead artist work samples (if applicable)
- The proposed art in the form of detailed scale drawings renderings, models and/or other documents in order to present a meaningful representation of the proposed artwork – At least 3 different perspectives
- 5 Digital Images of proposed project site
- Site Owner Contact Information
- Letter(s) of agreement from owner(s) of the project site(s), stating their support of this project
- Written verification that the applicant has gone to DC Consumer and Regulatory Affairs, Department of Transportation, Public Space and the Historical Preservation (if applicable) to obtain information about the types of permits and approvals that are needed to complete the proposed project
- Flyer(s) demonstrating your outreach to the community notifying businesses and residents of your project's presence on the upcoming agenda

- Security statement that, if funded, the applicant will provide a current Metropolitan Police Department Background Check and copy of Tuberculosis Screening for individuals directly working with children and youth **(if applicable)**
- Potential Contractor Bids (if applicable)
- Equipment Estimates- submit 3 estimates for equipment purchases (not to exceed \$500 per item)
- Letter of Intent for equipment purchases if the equipment has a life span of more than 2 years
- Architectural Sketches

**Additional Mandatory Documents**

**For Organizations Only**

- Lead Artist Work samples- Submit 5 digital images of at least five different works
- IRS Letter of Determination
- DC Tax Exempt Certificate
- One-page Organizational Chart
- List of current board of directors, including officers, occupations and term limits
- Current Annual Organizational Budget with Year-To-Date Income and Expenses
- Current FY Balance Sheet from within the last financial quarter
- Previous FY Organizational Budget with Year-To-Date Income and Expenses
- IRS Form 990 (Fiscal Year 2013)



## ADDENDUM A: WORK SAMPLES AND SUPPORT MATERIALS

The DCCA values artistic content heavily in all grant programs. Artistic content is scored primarily based on the artistic work sample that is required for each application. However, support materials and résumés of key personnel also impact the Artistic Content score. All applicants are required to submit artistic work samples for the evaluation of artistic content. These samples must represent the applicant's best work.

### Work Samples

Work samples are a critical part of your application and are considered carefully during application review. The DCCA recommends sending recent (not more than two years old), high quality samples that relate as directly to your project as possible. Panelist must be able to assess the skill level of the artist(s) involved in the project that will be created, exhibited or taught. If the applicant has conducted similar projects in the past two years, we recommend including samples of work that illustrate the core mission, theme or impact of those projects as long as they are no more than two years old. For projects involving the teaching, the DCCA requires work samples that illustrate the teaching artist's work as well as the work created by participants in the project.

Advisory Review Panelists are required to review all work samples. Be sure to label each work sample clearly and provide detailed description of each sample including where the Advisory Review Panel should begin viewing or listening. Supplying the Advisory Review Panel with numerous "work samples" does not strengthen any application. Carefully chosen work samples (pictures, videos, excerpts, etc.) tend to make the biggest impact and create the strongest artistic impression.

### Support Materials

Support materials are documents that strengthen the application by providing the Advisory Review Panel with additional information that directly relates to the grant request. Support materials do not take the place of work samples! They reinforce the quality of the applicant's artistic disciplines(s). Some examples of support materials are: theater/exhibition reviews, letters of recommendation, certificates, sample lesson plans, assessments, evaluations and awards.

### Résumés of Key Personnel

Including the résumés of the key artists, administrators, and facilitators another way for the Advisory Review Panel to determine the artistic content of each application. The professionals involved in the project determine the capacity of the project and ability for the applicant to effectively create a superior artistic product. Their backgrounds as artists and administrators should be relevant to the project and clearly demonstrated through their professional résumés.

All documents must be digitally submitted through the online grant portal.

## **WORK SAMPLE CONTENTS:**

Many work samples will need to be saved into a compressed folder in order to be uploaded to the website. The DCAH recommends converting any Microsoft Office documents into PDFs to ensure that the Advisory Review Panelists will all be able to view the uploads.

### **Educational Projects:**

Work sample should include artistic sample that demonstrates artists/teachers working with students or others and an artistic sample that demonstrates the students' work.

### **Visual Arts and Crafts:**

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

### **Media (Film/Video/Radio):**

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

### **Music:**

Submit up to two audio/video recordings. Each selection should not exceed five minutes. Upload each selection in a separate file.

### **Dance:**

Submit up to two video recordings of performances. Submit an ensemble selection unless your project involves a solo. Do not send promotional work samples (e.g., highly-edited booking tapes). Do not send dark work samples or samples with poor visibility.

### **Literature:**

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

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

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

### **Interdisciplinary:**

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

### **Theater:**

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

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

Sound designers must submit up to three audio recordings.

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

Playwrights should see LITERATURE, above.

### **Multidisciplinary:**

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

### **Websites**

Do not submit a general website. Only submit a website that is an essential part of the project.

Submit a PDF with a link to the website. For each site submitted, list the URLs for pages to be shown; include any necessary information on required plug-ins, passwords, or navigation paths.

## **ORGANIZING WORK SAMPLES**

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

### **Image Identification List**

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

### **Digital File Format**

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

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

Example – “DaVinci.Leonardo.1.MonaLisa.jpg”

## TIPS FOR A SUCCESSFUL WORK SAMPLE SUBMISSION

### Website Links to Work Samples

Be sure that the links to websites or online materials are fully functioning and maintained. Panelists will review work samples throughout the panel season. An inoperative link or website containing work samples very negatively affect your application score. DCCAH is not responsible for any material outside of the Online Grant Portal. If the submitted links do not work it is up to the applicant to fix them.

### Visual Arts

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

### Audio/Video Recordings

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

### Multidisciplinary

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