



DC COMMISSION ON  
THE ARTS & HUMANITIES

## TECHNICAL ASSISTANCE

DCCAH staff members are available to help develop grant applications through group and individual technical assistance. Between April and May 2014, the DCCAH will conduct free workshops for participants to learn useful information about the agency's funding opportunities and how to submit a grant application. More information about the dates and times of these workshops may be found at [www.dcart.sdc.gov](http://www.dcart.sdc.gov) under [Grant Writing Assistance](#). **The DCCAH urges all applicants to attend these workshops.** In addition, DCCAH staff members are available for 30-minute appointments up to one week before the deadline.

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. 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.

Date	Time	Topic	Location
Tuesday, April 8	1:00pm-2:00pm	<b>CAP ORG</b>	DCCAH
Tuesday, April 8	2:30pm-3:30pm	<b>AFP &amp; CAP - Individual</b>	DCCAH
Tuesday, April 8	4:00pm-5:00pm	<b>Evaluations &amp; Assessments Workshop</b>	DCCAH
Tuesday, April 8	6:30pm-7:30pm	<b>GIA</b>	DCCAH
Wednesday, April 9	1:00pm-2:30pm	<b>Grant Writing Clinic: General Information Conducted by Humanities Council of DC</b>	DCCAH Multi-Purpose Room
Wednesday, April 9	3:00pm-4:00pm	<b>GIA</b>	MHCDO
Wednesday, April 9	6:30pm-7:30pm	<b>CAP ORG</b>	DCCAH
Thursday, April 10	9:00am-12:00pm	<b>Open Hours</b>	MHCDO
Thursday, April 10	1:00pm-2:00pm	<b>EOR</b>	MHCDO
Thursday, April 10	2:30pm-3:30pm	<b>AFP &amp; CAP - Individual</b>	MHCDO
Thursday, April 10	2:00pm-3:00pm	<b>AEP</b>	DCCAH
Thursday, April 10	6:30pm-7:30pm	<b>SCIAG</b>	DCCAH
Monday, April 14	2:00pm-3:30pm	<b>CDP Webinar for DC Orgs.</b>	Online
Tuesday, April 15	1:00pm-2:00pm	<b>GIA</b>	DCCAH
Tuesday, April 15	6:30pm-7:30pm	<b>CFP</b>	DCCAH
Wednesday, April 16	<b>HOLIDAY</b>	<b>HOLIDAY</b>	<b>HOLIDAY</b>
Thursday, April 17	9:00am-12:00pm	<b>Open Hours</b>	MHCDO
Thursday, April 17	12:00pm- 1:00pm	<b>SCIAG</b>	MHCDO
Thursday, April 17	1:00pm-2:00pm	<b>AEP</b>	MHCDO
Thursday, April 17	2:30pm-3:30pm	<b>UPSTART</b>	MHCDO

Thursday, April 17	6:30pm-7:30pm	<b>Work Sample Workshop</b>	DCCAHA Multi-Purpose Room
Monday, April 21	4:00pm-5:30pm	<b>CDP Webinar for DC Orgs.</b>	Online
Tuesday, April 22	1:00pm-2:00pm	<b>SCIAG</b>	DCCAHA
Tuesday, April 22	2:30pm-3:30pm	<b>EOR</b>	DCCAHA Multi-Purpose Room
Tuesday, April 22	6:30pm-7:30pm	<b>UPSTART</b>	DCCAHA
Wednesday, April 23	2:30pm-3:30pm	<b>CFP</b>	MHCDO
Thursday, April 24	9:00am-12:00pm	<b>Open Hours</b>	MHCDO
Thursday, April 24	1:00pm-2:00pm	<b>Evaluations &amp; Assessments Workshop</b>	MHCDO
Thursday, April 24	2:30pm-3:30pm	<b>CFP</b>	DCCAHA
Thursday, April 24	6:30pm-7:30pm	<b>AFP &amp; CAP - Individual</b>	DCCAHA
Monday, April 28	6:30pm-7:30pm	<b>General Workshop</b>	<b>THEARC</b>
Tuesday, April 29	9:00am-12:00pm	<b>Open Hours</b>	MHCDO
Tuesday, April 29	1:00pm-2:00pm	<b>PABC</b>	MHCDO
Tuesday, April 29	2:30pm-3:30pm	<b>CAP ORG</b>	MHCDO
Tuesday, April 29	6:30pm-7:30pm	<b>EOR</b>	DCCAHA Multi-Purpose Room
Thursday, May 1	1:00pm-2:00pm	<b>UPSTART</b>	DCCAHA
Thursday, May 1	2:30pm-3:30pm	<b>Work Sample Workshop</b>	DCCAHA
Thursday, May 1	2:30pm-3:30pm	<b>PABC</b>	DCCAHA
Thursday, May 1	6:30pm-7:30pm	<b>AEP</b>	DCCAHA

### East of the River Satellite Location Workshops

In preparation for the FY15 grant application process, DCCAHA will offer community based outreach at Marshall Heights Community Development Organization (MHCDO). This satellite location will be staffed by DCCAHA's Community Outreach Coordinator, Tierra Buggs. The goal of the DCCAHA satellite office is to provide potential applicants with one-on-one assistance related to DCCAHA FY15 grant applications. The satellite office open hours are: 9:00am-12:00pm and walk-ins are welcome.

In addition to one-on-one assistance, DCCAHA will also offer workshops at MHCDO. Please see the schedule below for all technical assistance opportunities available at Marshall Heights Community Development Organization.

Date	Time	Topic	Location
Wednesday, April 9	3:00pm-4:00pm	<b>GIA</b>	MHCDO
Thursday, April 10	9:00am-12:00pm	<b>Open Hours</b>	MHCDO
Thursday, April 10	1:00pm-2:00pm	<b>EOR</b>	MHCDO
Thursday, April 10	2:30pm-3:30pm	<b>AFP &amp; CAP - Individual</b>	MHCDO
Thursday, April 17	9:00am-12:00pm	<b>Open Hours</b>	MHCDO
Thursday, April 17	12:00pm- 1:00pm	<b>SCIAG</b>	MHCDO
Thursday, April 17	1:00pm-2:00pm	<b>AEP</b>	MHCDO
Thursday, April 17	2:30pm-3:30pm	<b>UPSTART</b>	MHCDO

Wednesday, April 23	2:30pm-3:30pm	<b>CFP</b>	MHCDO
Thursday, April 24	9:00am-12:00pm	<b>Open Hours</b>	MHCDO
Thursday, April 24	1:00pm-2:00pm	<b>Evaluations &amp; Assessments Workshop</b>	MHCDO
Tuesday, April 29	9:00am-12:00pm	<b>Open Hours</b>	MHCDO
Tuesday, April 29	1:00pm-2:00pm	<b>PABC</b>	MHCDO
Tuesday, April 29	2:30pm-3:30pm	<b>CAP ORG</b>	MHCDO

### **Workshop Registration Details**

**Cultural Data Project:** Learn the basics of participation in the Cultural Data Project. The CDP New User orientation will walk applicants through the process of completing their Data Profile, applying to participating grantmakers, and generating reports. This orientation is recommended for organizations that are new to the CDP, or as a refresher on using the online system.

For applicants interested in participating in the online Cultural Data Project workshops, please visit CDP <http://www.dcculturaldata.org/news.aspx>.

**Grants Writing Clinic:** The Humanities Council of Washington DC, a partner of DC Commission on the Arts & Humanities, will conduct a General Grants Writing Clinic for potential applicants. The goal of the workshop is to provide more in-depth assistance and feedback to the applicant’s questions regarding grant proposals, to increase the funding potential of the applicant.

Applicants interested in registering for the Grant Writing Clinic must email Tierra Buggs at [tierra.buggs@dc.gov](mailto:tierra.buggs@dc.gov) for specific instructions and preparation for the workshop.

<b>FY15 Workshops will be located at:</b>
<p><b>DC Commission on the Arts and Humanities</b>  200 I (Eye) Street SE, Suite 1400  Washington, DC 20003</p> <p><b>Marshall Heights Community Development Organization</b>  3939 Benning Road, NE  Washington, DC 20019</p> <p><b>THEARC</b>  1901 Mississippi Ave., SE  Washington, DC 20020</p>

**One-on-One Assistance**

DCCAH staff members are available for 30-minute appointments up to one week before the deadline. DCCAH encourages applicants to send drafts to DCCAH staff members in advance of the meeting. The purpose of one-on-one assistance is to discuss strategies that might help showcase the applicant's activities in the best possible manner.