DC COMMISSION ON THE ARTS & HUMANITIES

FY 2014

GUIDE TO GRANTS

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ABOUT THE
D.C. COMMISSION ON THE
ARTS AND HUMANITIES

Mission
The D.C. Commission on the Arts and Humanities (DCCAH) provides grants, programs and educational activities that encourage diverse artistic expressions and learning opportunities, so that all District of Columbia residents and visitors can experience the rich culture of our city.

About
Established in 1968, the D.C. Commission on the Arts and Humanities is the official government agency for arts and culture in the District of Columbia. The Commission supports and promotes stability, vitality and diversity of artistic expression. The Commission is comprised of up to eighteen private residents who serve as the governing body and final funding decision- makers for the Agency, each of whom is appointed by the Mayor and approved by the Council of the District of Columbia. It also includes a professional staff, assisted annually by Advisory Review Panelists and a host of volunteers. The D.C. Commission on the Arts and Humanities is supported in part by the National Endowment for the Arts.

Goals
To carry out DCCAH's mission, the following goals have been established:
  • Provide access to the arts for all District residents;
  • Promote lifelong learning and interest in the arts and arts education for all ages;
  • Build communities through public and private partnerships in the arts; and
  • Preserve the cultural diversity of the District of Columbia through the arts and humanities.

Board of Commissioners
A Board of Commissioners appointed by the Mayor of the District of Columbia governs DCCAH. Applicants and patrons are encouraged to notify the Commissioners and staff of their artistic activities and include them on mailing lists. It is appropriate to send invitations, notices of exhibitions, readings, performances, etc. It is not appropriate to send personal letters of introduction or persuasion.

Telephone communication with Commissioners and Advisory Review Panelists is a breach of Commission regulations and may lead to disqualification.

A list of Commissioners and contact information is provided on the next page.

ABOUT THE
D.C. COMMISSION ON THE
ARTS AND HUMANITIES

Board of Commissioners

Ms. Judith F. Terra, Chair (Ward 4)
4845 Colorado Ave., NW
Washington, DC 20011

Ms. Lavinia Wohlfarth, Vice Chair (Ward 5) 1331 Allison St., NE Washington, DC 20017	Ms. Rhona Wolfe Friedman (Ward 2) 2441 Tracy Place, NW Washington, DC 20008
Mr. Marvin Bowser (Ward 7) 2501 33rd St., SE Washington, DC 20020	Ms. Philippa Hughes (Ward 1) 2125 14th St., NW Washington, DC 20009
Ms. Susan Clampitt (Ward 6) 13 Ninth St., SE Washington DC 20003	Ms. Alma H. Gates (Ward 3) 4911 Ashby St., NW Washington, DC 20007
Mr. Carl C. Cole (Ward 8) 1431 S St., SE Washington, DC 20020	Mr. Rogelio A. Maxwell (Ward 3) 3133 38th St., NW Washington, DC 20016
Mr. Christopher Cowan (Ward 5) 5101 44th St., NW Washington, DC 20016	Ms. MaryAnn Miller (Ward 3) 3001 Veazey Terrace, NW #1531 Washington, DC 20008
Mr. Darrin L. Glymph (Ward 4) 1152 15th St. NW Washington, DC 20005	Ms. Danielle M. St. Germain-Gordon (Ward 7) 3300 Carpenter St., SE Washington, DC 20020
Mr. Edmund C. Fleet (Ward 7) 3608 Alabama Ave., SE Washington, DC 20020	Ms. Gretchen Wharton (Ward 2) 1726 5th St., NW Washington, DC 20001

ABOUT THE
D.C. COMMISSION ON THE
ARTS AND HUMANITIES

Access and Equal Opportunity

Persons needing accessibility accommodations for DCCAH services and programs may contact the Accessibility Coordinator, Carolyn Parker, at (202) 724-5613 or (202) 724-4493 TDD/TTY to request assistance. A large print or audio version of this document is available with advance notice. Sign language or foreign language interpretation is available for DCCAH workshops and events with two weeks' notice.

Federal and District of Columbia statutes require all applicants to comply with laws and regulations governing nondiscrimination. These include: 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), and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 - 12213) which prohibits discrimination on the basis of disabilities; and the DC Human Rights Act of 1977.

ELIGIBILITY
REQUIREMENTS

Each grant program specifies individualized criteria that the applicant must meet in order to apply for those funds. In general, the Commission uses these standard eligibility requirements.

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, 2013, 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 incorporated within the District of Columbia;
- Have their Federal and DC tax exempt status (subject to DCRA verification) in good standing for one year prior to the application deadline;
- 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 programs to the residents of Washington, DC. At least fifty-one percent (51%) of scheduled arts and humanities activities occur within the District of Columbia;
- Are 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;
- Do not use fiscal agents; and
- Are not colleges, universities, service organizations, foreign governments or other DC government agencies, including DC Public Schools.

FY 2014
GRANT
OPPORTUNITIES

The DC Commission on the Arts and Humanities awards grants to nonprofit organizations and individuals. Eligibility requirements are listed on the previous page. Returning applicants will notice some changes in DCCAH's FY2014 grant opportunities—we are here to help! If you have questions about which grant programs you should apply to, please refer to the chart below. If you still have questions, contact the grant manager.

NEW to FY14!!!
· Applications from individuals will be adjudicated entirely separate from organizational applications.
· Arts Education has an additional category for Professional Development.
· Grants-In-Aid (general operating support) has an increase maximum award amount of $150,000 not to exceed 10% of the applicant's operational budget.
· City Arts Projects (project-based support) has been restructured into 3 categories:
> Project budgets $100,000 and up – Maximum request is $30,000 with 1:1 match
> Project budgets Less than $100,000 – Maximum request is $20,000 with 1:1 match
> Projects from Individuals – Maximum request is $10,000 with no required match

Matching Requirements
Most DCCAH grant programs require organizations to provide matching funds. The matching requirements are listed in the table below. Matching requirements are designed to assist an organization's fundraising by leveraging funding from additional sources. Neither in-kind nor other DCCAH funds may be used to satisfy the matching requirements. Both DCCAH grants and matching funds must be spent within DCCAH's FY2014 (October 1, 2013 to September 30, 2014.)

Individuals are not required to provide matching funds.

FY14 Grant Cycle – Program Descriptions and Dates

GRANT PROGRAM & DESCRIPTION	MANAGER	DEADLINE
Art Education Program (AEP) - Supports arts activities for youth in educational settings from early childhood through high school. Maximum Award: $30,000 – Organizations (1:1 Match)	Carlyn Madden	Monday 6/24/2013
Artist Fellowship Program (AFP) – Supports individual artists who significantly contribute to the arts and substantively impact the lives of District of Columbia residents through artistic excellence. Maximum Award: $10,000 – Individuals (No Required Match)	Regan Spurlock	Friday 6/21/2013
City Arts Projects (CAP) – Project Budget $100,000 and up - Supports large-scale projects and festivals (budget over $100,000) to promote arts and humanities activities to DC residents. Maximum Award: $30,000 – Organizations (1:1 Match)	Steven Mazzola	Tuesday 7/2/2013
City Arts Projects (CAP) – Project Budget Less than $100,000 - Supports small-scale projects (budgets under $100,000) to promote arts and humanities activities to DC residents. Maximum Award: $20,000 – Organizations (1:1 Match)	Tierra Buggs	Tuesday 6/25/2013
City Arts Projects (CAP) – Individuals - Supports projects to promote arts and humanities activities to DC residents. Maximum Award: $10,000 – Individual (No Required Match)	Regan Spurlock	Friday 6/28/2013
Cultural Facilities Projects (CFP) - Supports capital projects to defray costs related to the improvement, expansion and rehabilitation of existing buildings owned/leased by nonprofit cultural institutions. Maximum Award: $200,000 – Organizations (1:1 Match)	Steven Mazzola	Tuesday 7/2/2013

East of the River (EOR) – Supports access to high-quality arts and humanities experiences for residents living east of the Anacostia River. Maximum Award: $25,000 – Organizations (No Required Match)	Tierra Buggs	Thursday 6/27/2013
Grants-In-Aid (GIA) – General support for arts and humanities organizations. Maximum Award: $150,000 – Organizations (1:1 Match)	Steven Mazzola	Wednesday 6/26/2013
Public Art Building Communities (PABC) - Supports the creation and installation of permanent or temporary public artwork that enhances District neighborhoods. Maximum Award: $100,000 – Organizations (1:1 Match), $50,000 – Individuals (No Required Match)	Keona Pearson	Thursday 8/15/2013 Thursday 12/5/2013
UPSTART (UPS) - Supports capacity building projects for arts nonprofits through consulting and grants for administrative systems, leadership development and operating reserves. Maximum Award: $75,000 – Organizations (average award is $50,000) Up to 30% of total award can be matched	Carlyn Madden	Monday 6/24/2013
Mid Atlantic Performing Arts Presenters (PAPI) - Supports projects for arts nonprofits through touring the region. Maximum Award: **Visit** http://www.midatlanticarts.org/ for information.	Steven Mazzola	Friday 11/1/2013
Art Bank – Artwork is purchased each year to expand the District's Art Bank Collection, a growing collection of moveable works funded through the District's Art in Public Places Program and loaned to other District Government agencies for display in public areas of government buildings.	Zoma Wallace	

FUNDING
RESTRICTIONS

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 appropriate expenditures. Examples of allowable costs for the different grant programs can be found in each program guideline.

There are a number of expenses that may not be charged to DCCAH grants. Unallowable costs for all DCCAH grants include:
- · Food and beverages;
- · Tuition and scholarships;
- · Costs related to fundraisers and special events;
- · Travel not directly related to the execution of the project; and
- · College and university tuition.

All expenses must be approved by the grant program manager before the grant agreement is processed for payment. Questions regarding allowable costs should be referred to the grant program manager.

Applicants can receive only two (2) grant awards per fiscal year from Arts Education Program, City Arts Projects and Grants-In-Aid. An applicant is not restricted from receiving additional grant awards from any other grant program(s).

Individuals are not restricted from receiving multiple grants.

Applicants recommended for multiple awards in the restricted categories will be contacted by the Director of Grants in order to determine which two awards the organization will accept. This decision rests entirely with the organization. DCCAH has no opinion on the organization's choice.

TECHNICAL ASSISTANCE

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.dcarts.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.dcarts.dc.gov under Who We Are - DCCAH Staff. **The DCCAH urges all applicants to attend these workshops.**

FY14 DCCAH Workshop Schedule			
Date	Time	Topic	Location
Tuesday May 28, 2013	9:00am-12:00pm	Open Hours	MHCDO
Tuesday May 28, 2013	12:00pm- 1:00pm	AEP	MHCDO
Tuesday May 28, 2013	1:00pm-2:00pm	GIA	MHCDO
Tuesday May 28, 2013	2:30pm-3:30pm	AFP & CAP (Indv.)	MHCDO
Tuesday May 28, 2013	2:00pm-3:00pm	AEP	DCCAH Conference Room
Tuesday May 28, 2013	6:30pm-7:30pm	PABC	DCCAH Multi-Purpose Room
Thursday May 30, 2013	1:00pm-2:00pm	EOR	DCCAH Conference Room
Thursday May 30, 2013	2:30pm-3:30pm	AFP & CAP (Indv.)	DCCAH Conference Room
Thursday May 30, 2013	6:30pm-7:30pm	EOR	DCCAH Multi-Purpose Room
Tuesday June 4, 2013	9:00am-1:00pm	Open Hours	MHCDO
Tuesday June 4, 2013	1:00pm-2:00pm	PABC	MHCDO
Tuesday June 4, 2013	2:30pm-3:30pm	CFP	MHCDO
Tuesday June 4, 2013	6:30pm-7:30pm	UPSTART	DCCAH Mutli-Purpose Room
Thursday June 6, 2013	4:30pm-5:30pm and 6:30pm-7:30pm	Cultural Data Project	Please see registration details below. MHCDO
Thursday June 6, 2013	2:30pm-3:30pm	UPSTART	DCCAH Conference Room
Thursday June 6, 2013	6:30pm-7:30pm	AFP	DCCAH Conference Room #1
Thursday June 6, 2013	6:30pm-7:30pm	AEP	DCCAH Multi-Purpose Room
Monday June 10, 2013	6:30pm-7:30pm	Cultural Data Project	Please see registration details below. DCCAH Multi-Purpose Room
Tuesday June 11, 2013	9:00am-1:00pm	Open Hours	MHCDO
Tuesday June 11, 2013	1:00pm-2:00pm	CAP	MHCDO
Tuesday June 11, 2013	2:30pm-3:30pm	EOR	MHCDO
Tuesday June 11, 2013	6:30pm-7:30pm	CFP	DCCAH Multi-Purpose Room
Thursday June 13, 2013	10:00am-12:00pm	Grant Writing Clinic	Please see registration details below. MHCDO Conference Room
Thursday June 13, 2013	2:30pm-3:30pm	GIA	DCCAH Conference Room

Thursday	June 13, 2013	6:30pm-7:30pm	CAP	DCCAH Multi-Purpose Room
Tuesday	June 18, 2013	9:00am-1:00pm	Open Hours	MHCDO
Tuesday	June 18, 2013	2:30pm-3:30pm	CAP (Orgs.)	DCCAH Conference Room
Tuesday	June 18, 2013	6:30pm-7:30pm	Grants-In-Aid	DCCAH Multi-Purpose Room
Thursday	June 20, 2013	9:00am-1:00pm	Open Hours	MHCDO
Thursday	June 20, 2013	1:00pm-2:00pm	PABC	DCCAH Conference Room
Thursday	June 20, 2013	2:30pm-3:30pm	CFP	DCCAH Conference Room
Thursday	June 20, 2013	6:30pm-7:30pm	CAP	DCCAH Multi-Purpose Room
Monday	September 30, 2013	4:00 pm-5:00 p.m	Mid Atlantic Performing Arts Presenters	DCCAH Multi-Purpose Room

East of the River Satellite Location Workshops

In preparation for the FY14 grant application process, DCCAH will be offering community based outreach at Marshall Heights Community Development Organization (MHCDO). This satellite location will be staffed by DCCAH's Community Outreach Coordinator, Tierra Buggs. The goal of the DCCAH satellite office is to provide potential applicants with one-on-one assistance related to DCCAH FY14 grant applications. Unless otherwise noted, the satellite office open hours are: 9:00am-11:00am by appointment only; 11:00am-1:00pm walk-ins are welcome. If you are interested in scheduling an appointment, please contact Tierra Buggs at tierra.buggs@dc.gov.

In addition to one-on-one assistance, DCCAH will also offer grant program specific workshops at MHCDO. There is no appointment necessary to attend these workshops however, some may require a registration. Please check the Location/Instructions column for proper preparation of you workshop of choice. Please see the schedule below for all technical assistance opportunities available at Marshall Heights Community Development Organization.

FY14 DCCAH Community Outreach Satellite Location Schedule				
Date		Time	Topic	Location/Instructions
Tuesday	May 28, 2013	9:00am-12:00pm	Open Hours	MHCDO
Tuesday	May 28, 2013	12:00pm- 1:00pm	AEP	MHCDO
Tuesday	May 28, 2013	1:00pm-2:00pm	GIA	MHCDO
Tuesday	May 28, 2013	2:30pm-3:30pm	AFP & CAP (Indv.)	MHCDO
Tuesday	June 4, 2013	9:00am-1:00pm	Open Hours	MHCDO
Tuesday	June 4, 2013	1:00pm-2:00pm	PABC	MHCDO
Tuesday	June 4, 2013	2:30pm-3:30pm	CFP	MHCDO
Thursday	June 6, 2013	4:30pm-5:30pm and 6:30pm-7:30pm	Cultural Data Project Completing the Mandatory CDP report for organizations.	Please see registration details below. MHCDO
Tuesday	June 11, 2013	9:00am-1:00pm	Open Hours	MHCDO
Tuesday	June 11, 2013	1:00pm-2:00pm	CAP	MHCDO

Tuesday	June 11, 2013	2:30pm-3:30pm	EOR	MHCDO
Thursday	June 13, 2013	10:00am-12:00pm	Grant Writing Clinic Facilitated by Humanities Council	Please see registration details below.
Tuesday	June 18, 2013	9:00am-1:00pm	Open Hours	MHCDO
Thursday	June 20, 2013	9:00am-1:00pm	Open Hours	MHCDO

Workshop Registration Details

Cultural Data Project - Learn the basics of participation in the Cultural Data Project. The CDP New User orientation will walk you through the process of completing your Data Profile, applying to participating grantmakers, and generating reports. This orientation is recommended if your organization is new to the CDP, or if you need a refresher on using our online system. Please feel free to attend this session with more than one representative of your organization, including your executive director, your development director, or program staff. Since this is not a hands-on session, you do not need to bring your laptop or financial statements. See Addendum B for more details.

Applicants interested in participating in the Cultural Data Project workshop must complete registration at http://www.dcculturaldata.org/news.aspx.

Grants Writing Clinic: The Humanities Council of Washington, a partner of DC Commission on the Arts & Humanities, will conduct a Grants Writing Clinic for 10-12 potential applicants. The goal of the workshop is to provide more in-depth assistance and feedback to the applicant's draft proposal, to increase the funding potential of the applicant. A rough draft of the applicant's proposal must be submitted one week prior to the clinic, as well as a questionnaire about the applicant's previous grant writing experience. This is to ensure that the facilitators are able to prepare for the participants properly, and provide the most valuable information.

Applicants interested in registering for the Grant Writing Clinic must email Tierra Buggs at tierra.buggs@dc.gov for specific instructions and preparation for the workshop. Walk-in attendees will not be accepted.

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

One-on-One Assistance

Once you have begun working on a grant application, you can make an appointment with the coordinator of the grant program(s) of interest. We encourage you to send DCCAH staff members your drafts and meet with them to discuss strategies to help showcase your activities in the best possible manner.

APPLICATION
PROCESS

All of the FY2014 grant program guidelines are available www.dcarts.dc.gov.

DCCAH utilizes an online grant portal. All applicants MUST SUBMIT the application online via the online grant portal by 6:00PM on the deadline date. DCCAH 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 DCCAH'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. DCCAH staff cannot make corrections to applications on behalf of applicants. DCCAH 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 DCCAH's notification. Incomplete applications will not be forwarded to the Advisory Review Panel for consideration.

ADDRESSING
ACCESSIBILITY IN
GRANT APPLICATIONS

The DC Commission on the Arts and Humanities is committed to ensuring that all grantees 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 DCCAH must make reasonable accommodations to ensure that people with disabilities have equal physical and communications access, as defined by federal law. Organizations applying for funding from DCCAH should include a response to the accessibility section of their applications by detailing the following three items:

1. The process for formulating your accessibility plan (i.e. advisory committee, board and staff training, budgeting, etc.)
2. The current progress/status of your organization's physical accessibility. If your location is not barrier free, include a timeline or steps being undertaken to make the facility compliant.
3. The current progress/status of your organization's accessibility in presenting activities – communications access (TDD, large print or Braille materials, audio description or assistive listening devices, interpreted performances, etc.) and marketing/advertising.

For more information on accessibility or to receive an accessibility checklist, please call (202) 724-5613. You may also download the checklist from DCCAH's website at http://dcarts.dc.gov or contact the office by TDD/TTY at (202) 724-4493 to request that the checklist be sent by mail or fax.

Nondiscrimination
In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code Section 2-1401.01et seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination, which is prohibited by the Act. In addition, harassment based on any of the above-protected categories is prohibited by the act. Discrimination in violation of the Act will not be tolerated. Violators will be subjected to disciplinary action.

Limited English Proficiency
DCCAH is committed to ensuring that its programs and services are accessible to all people. This document can be translated with a minimum of two weeks' notice. The agency will seek the assistance of appropriate expert panelists to review applications and materials in other languages, in addition to obtaining literal translation services when needed.

GRANT
REVIEW
PROCESS

All applications are scored according to four categories: Artistic Content, Community Impact and Engagement, Sustainability and Capacity, and Overall. 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.

Applicants are fully responsible for the content of their application packages. Failure to submit mandatory documents will automatically result in disqualification. Incomplete applications will not be forwarded to the Advisory Review Panel for review. No exceptions. DCCAH staff cannot make corrections to applications on behalf of applicants.

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 cultural community. 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.

To nominate a person(s) to serve on DCCAH Advisory Review Panels, complete an Advisory Review Panelist Nomination Form and submit it to the DCCAH.

Advisory Review Panel Process and Approval of Awards

A separate Advisory Review Panel is formed annually for each grant program to make funding recommendations to the Commission Board. Panelists conduct a personal review of grant applications for three to four weeks in advance of Advisory Review Panel meetings. Panelists then convene for one to two days as a group (or Panel) to review work samples and discuss the applications. A Commissioner presides over each Advisory Review Panel meeting, but does not participate in discussion or scoring.

Each panelist reviews the grant applications and makes preliminary scores based on unique evaluation criteria established for the particular grant program. At the Advisory Panel meeting, the panelists discussion of the applications and score each applicant according to the criteria. Applicants are then ranked in order of their scores and the Advisory Review Panel votes to establish the minimum score that is required to merit funding. The Advisory Review Panel also discusses policy recommendations to improve the application and review process. A member of the group is identified to serve as the Panel Representative to present the final ranking and policy recommendations to the Grants Allocation Committee.

The Grants Allocation Committee is comprised of DCCAH commissioners who take the Advisory Review Panel's final ranking and allocate funds to the applicants based on their rank. Please note that the DCCAH does award partial funding to applicants based on the availability of funds.

The final funding recommendations are then presented to the DCCAH Board. The Commission Board reviews the Advisory Review Panel ranking and the Grants Allocation Committee's funding recommendations and votes on all final funding amounts. Funding decisions are not determined by DCCAH staff.

Panel Nominations

All residents of the District of Columbia are encouraged to recommend potential Advisory Review Panelists. Qualified individuals may also self-nominate. Advisory Review Panelist Nomination Process is posted year-round on the DCCAH website at http://dcarts.dc.gov. After submitting, staff will contact the nominees and request the submission of a professional résumé reflecting your/their artistic engagement.

Eligibility
Advisory Review Panelists must live in the Washington Metropolitan area and be knowledgeable about the arts in the District of Columbia. Artists, administrators, educators and critics in the arts with at least a two-year history of involvement in the District arts community are eligible for nomination.

Advisory Panelists must be able to devote approximately six to eight hours of preparation time to read grant applications plus and an additional one to two full days to participate in the panel meetings. Panel meetings are held on weekdays during regular business hours.

An individual may not serve as a panelist for any grant program under which they have submitted a pending application or under which an organization they work for has submitted a pending application.

Conflicts of Interest
All advisory review panelists must declare all conflicts of interest prior to the advisory panel meeting and complete a Conflict of Interest form during the actual meeting. An appearance of a conflict of interest would arise when the individual, any member of the individual's immediate family, the individual's partner; or an organization that employs, or is about to employ, any of the aforementioned, has a financial or personal interest in the applicants selected for grants or subgrants. The officers, employees, or agents of the Agency and Review Panel members making the awards will neither solicit on behalf of themselves, their immediate family members, their partners, or any organization that employs or is about to employ any of these people, nor accept gratuities, favors, employment, or anything of monetary value from grantees, potential grantees or applicants. If you have any questions regarding this matter, please d contact the Director of Grants Moshe Adams at (202) 724-5613 or by email at moshe.adams@dc.gov.

Terms of Service
Panelists are appointed for a one-year term per grant program. A panelist may be reappointed for up to three years, for a maximum of four consecutive years of service. The rotation of advisory panel members ensures that each year brings varying perspectives to the grants review process.

NOTIFICATION
AND PAYMENT

Applicants will be notified in writing of their application status after October 1, 2013. This notification may consist of a grant package, letter of ineligibility, or letter of denial. More information about grant notification may be found in the FY2014 Guide to Grants.

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.

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.

PERFORMANCE MONITORING

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.

APPEALS
POLICY

All applicants are encouraged to schedule debriefings with program staff to get comprehensive feedback on their proposals. Applicants that have been denied funding through a DC Commission on the Arts and Humanities grant program may submit a formal written appeal to the attention of the Director of Grants and Legislative Affairs after they have met with the appropriate staff to review the panelists' comments and declared conflicts of interest, both of which will be detailed with the letter notifying the applicant of their funding status. Dissatisfaction with the denial of an application or with the amount of an award is not sufficient reason to appeal. Below, please find the process for pursuing an appeal, noting the acceptable circumstances for filing:

Step 1: Applicants must meet with the appropriate program staff to review the advisory panelists' comments on the application within thirty (30) days of the date of the notification letter. The meeting will determine the following:

• Whether application narrative and budget statistics did not adhere to the criteria in the Commission's published guidelines;

• Whether the final decision was unduly influenced by a panelist with undisclosed conflicts of interest; or

• Whether required information submitted by the applicant was withheld from the review panel or the Board of Commissioners.

Step 2: If the applicant demonstrates evidence of the above, a letter should be sent to the Director of Grants and Legislative Affairs within ten (10) business days of the meeting date with the program staff outlining the evidence and requesting that the application be reconsidered for funding.

Step 3: Staff will acknowledge receipt of the written appeal within two (2) business days of receipt. The Director of Grants and Legislative Affairs will meet with the appropriate staff member(s), the Executive Director and the Commissioner convener of the advisory panel to review the application, the minutes of the advisory panel's meeting and the published evaluation criteria.

Step 4: If the Executive Director finds that the appeal is supported by sufficient evidence and if funds are available, he will make a recommendation to the Board of Commissioners, who will review the appeal at the next regularly scheduled (monthly) meeting.

Step 5: If the Executive Director does not find sufficient evidence to support reconsideration of the application, the applicant will be notified that the panelists' decision is being upheld.

Step 6: The applicant will be notified of the Commission's decision within ten (10) days of the meeting date.

Please note that all funding and policy decisions made by the Board of Commissioners are final and subject to availability of funds.

ADDENDUM A:
WORK SAMPLES AND
SUPPLEMENTARY
MATERIALS

The DCCAH 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 DCCAH 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 DCCAH 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 effective 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 DCCAH 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.

ADDENDUM B:
DC CULTURAL DATA
PROJECT (DC CDP)

DCCAH will require any organization applying to Arts Education Program, City Arts Projects, Cultural Facilities Projects, East of the River, Grants-In-Aid, and UPSTART to complete the DC Cultural Data Project (DC CDP) Data Profile. Other applicants do not need to meet this requirement.

The DC CDP is a District-wide, collaborative effort of public and private funders and consists of an online system for collecting and standardizing historical, financial and organizational data. The DC CDP will provide the cultural community with comprehensive data on arts and culture in DC, and enable organizations to view trends in their data, benchmark themselves against peer organizations, and enhance their financial management capacity.

The DC CDP Data Profile is an annual requirement completed through the CDP website www.DCculturaldata.org. The information you enter into the Data Profile will be used when you generate application and report materials for the DC Commission and other funders.

Complete instructions for getting started with the DC CDP are available here: http://www.dcculturaldata.org/training.aspx. To attend a free orientation session or take part in an orientation webinar, visit here: http://www.dcculturaldata.org/news.aspx. Further instructions on how to use the DC Cultural Data Project are below.

Instructions for new users of the DC CDP:

1. Go to http://www.dcculturaldata.org/registration.aspx.
2. Create new Data Profile. Complete a Data Profile for each of the TWO most recently completed fiscal years; start with the earliest year.
3. Enter data using your board-approved financial audit/review or year-end financial statements.
    a. If your organization is not audited/reviewed, enter data based on board-approved year-end financial statements.
    b. If your organization is an arts program/department within a larger institution, enter data based on internal financial statements of the arts program/department and indicate that you have a parent organization in Section 1.
    c. DO NOT enter project budgets, budgets for future years, or data from incomplete or not-yet-approved audits/reviews/financial statements.
4. When finished entering data, click on Submit/Error Check; address any errors and call the Help Desk if you have questions.
5. On My CDP, go to the Funders Reports section, select the fiscal year for the report and click on "GO." Click on the link for the DC Commission on the Arts and Humanities to generate   the report and print.
6. Review your Funder Report; if you need to make changes, call the Help Desk.
7. Attach the Funder Report along with your DC Commission application materials.

Please Note: As part of the effort to ensure the accuracy of your data, throughout the year the DC CDP Help Desk will review each of your submitted Data Profile(s) and contact you with suggested revisions. It is your responsibility to respond to the Help Desk and to make any necessary changes to the submitted Cultural Data Profile(s). This process will not interfere with your ability to run Funder Reports and apply for grants.

Please direct questions concerning the Cultural Data Profile to:

DC CDP Help Desk:
Toll Free: 1-855-223-2237 (1-855-22-DCCDP)
Email: help@DCculturaldata.org
The DC CDP Help Desk is available Monday – Friday from 9:00am – 5:00pm DCST.

DC CDP website: http://www.DCculturaldata.org

ADDENDUM C:
CLASSIFICATION
LIST

CLASSIFICATION LIST		
Select which classification(s) best describes you and your project. There are five (5) classification categories: Institution Type, Applicant Discipline, Project Discipline, Artist Type, and Type of Activity. Make note of the number and name of each selection. All applicants are required to provide this information within the application.		
Institution Type (Choose One)		
0	Unknown	
1	Individual Artist	
2	Individual Non artist	
3	Performing group	
4	Performing group-College/University	
5	Performing group -Community	
6	Performing group-For Youth	
7	Performance Facility	
8	Museum of Art	
9	Museum/other	
10	Gallery/Exhibition space	
11	Cinema	
12	Independent press	
13	Literary Magazine	
14	Fair/Festival	
15	Arts Center	
16	Arts Council/Agency	
17	Arts Organization	
18	Union/Professional Association	
19	School District	
20	School-Parent Teacher Organization	
21	School-Elementry School	
22	School-Middle School	
23	School-Secondary School	

24	School- Vocational/Technical School	
25	School-Other	
26	College/University	
27	Library	
28	Historical Society/Organization	
29	Humanities Council/Agency	
30	Foundation	
31	Corporation/Business	
32	Community Service Organization	
33	Correctional Institution	
34	Health Care Facility	
35	Religious Organization	
36	Seniors' Center	
37	Parks and Recreation	
38	Government- Executive	
39	Government- Judicial	
40	Government- Legislative (House)	
41	Government-Legislative (Senate)	
42	Media- Periodical	
43	Media- Daily Newspaper	
44	Media- Weekly Newspaper	
45	Media- Radio	
46	Media- Tv	
47	Cultural Series Organization	
48	School of the Arts	
49	Arts Camp/Institute	
50	Social Service Organization	
51	Child Care Provider	
52	Arts Organization/Arts Education	
99	None of the Above	
Applicant Discipline (Choose One) /		
Project Discipline (Choose One)		
01	Dance	
01A	Dance: Ballet	
01B	Dance:Ethnic/Jazz	
01C	Dance: Modern	
02	Music	
02A	Band(Jazz and Popular not included)	
02B	Chamber Music (only music)	
02C	Choral Music	

02D	New(includes experimental or electronic)	
02E	Ethnic Music	
02F	Jazz Music	
02H	Popular (including Rock)	
02G	Solo/Recital	
02I	Orchestral (includes symphonic and chamber)	
03	Opera/ Musical Theater	
03A	Opera	
03B	Musical Theater	
04	Theater	
04A	Theater (General/Classical/ Contemporary/Experimental)	
04B	Mime	
04D	Puppetry	
04E	Theater for Young Audience	
05	Visual Arts	
05A	Experimental (including Conceptual and New media)	
05B	Graphics(including printmaking and book arts)	
05D	Painting(including watercolors)	
05F	Sculpture	
06	Design Arts	
06A	Architecture	
06B	Fashion	
06C	Graphic Design	
06D	Industrial	
06E	Interior Design	
06F	Landscape Architecture	
06G	Urban/Metropolitan	
07	Crafts	
07A	Clay	
07B	Fiber	
07C	Glass	
07D	Leather	
07E	Metal	
07F	Paper Arts	
07G	Plastic	
07H	Wood	
07I	Mixed media	
08	Photography (Including Holography)	
09	Media Arts	

09A	Film	
09B	Audio(including radio and sound installations	
09C	Video	
09D	Technology/Experimental	
10	Literature	
10A	Fiction	
10B	Non-Fiction	
10C	Playwriting	
10D	Poetry	
11	Interdisciplinary	
12	Folklife/Traditional Arts	
12A	Folk/Traditional Dance	
12B	Folk/Traditional Music	
12C	Folk/Traditional Crafts and Visual Arts	
12D	Oral Traditions	
13	Humanitites	
14	Multi-Disciplinary	
15	Non-Arts/ Non-Humanities	
16	Arts Administration/ General Operating support	
Type of Activity (Choose One)		
01	Acquisition	
02	Audience Services	
03	Awards/fellowship	
04	Creation of a Work of Art	
05	Concert/Performance/Reading(including Production)	
06	Exhibition	
07	Facility Construction, Maintenance and Renovation	
08	Fair/Festival	
09	Identification/Documentation	
10	Institutional/Organization Establishment	
11	Institutional/Organization Support	
12	Arts Instruction/Class/Lecture	
13	Markerting	
14	Professional Support- Administrative	
15	Professional Support- Artistic	
16	Recording/Filming/Taping	
17	Publication	
18	Prepair/Restoration/Conservation	

19	Research/Planning	
20	School Residency	
21	Other Residency	
22	Seminar/Conference	
23	Equipment Purchase/Lease/Rental	
24	Distribution of Art(films,books,prints)	
25	Apprenticeship/Internship	
26	Regranting	
27	Translation	
28	Writing About Art(Criticism)	
29	Professional Development/Training	
30	Student Assessment	
31	Curriculum Development/Implementation	
32	Stabilization/Endowment/Challenge	
33	Building Public Awareness	
34	Technical Assistance	
35	Web Site/Internet Development	
36	Broadcasting	
99	None Of the above	

Artist Type

	Actor	Metalsmith
	Architect/Designer	Mime
	Art Historian	Mixed Media Artist
	Art Patron/Collector/Investor	Mosaic Artist
	Art Therapist	Music Director
	Artistic Director	Musician (general)
	Arts Administrator	Needlework
	Arts Educator	Oil/Pastel Painter
	Audio Artist	Papermaker
	Bagpiper	Pencil Artist
	Basketry	Percussionist
	Brass Player	Performance Artist
	Carpenter	Performing Arts Agent
	Ceramist	Performing Arts Teacher
	Choral Singer	Photographer
	Choreographer	Photographer of Art
	Circus Arts	Playwright
	Clogger	Preparator
	Composer	Presenter/Producer
	Computer generated animation	Printer/Binder/Typography

	Conductor	Printmaker
	Conservator/Restorer	Production Manager
	Costume Designer	Property Technician
	Curator	Puppeteer
	Dancer	Screenwriter
	Decorative Art Design (fashion, interior, textile)	Sculptor
	Decorative Arts/Antiques	Set/Property Designer
	Editor/Technical Writer	Singer
	Enamelist	Songwriter
	Environmental Artist	Sound Technician
	Exhibit Designer	Square Dancer
	Fiber Artist	Stage Manager
	Film/Video Animation	Stained Glass Artist
	Filmmaker	Storyteller
	Folkdancer	String Player
	Folklorist (folklore study)	Technical Director
	Fretted Instrument Player	Theater (general)
	Glassblower	Trainer/Vocational
	Graphic Artist	Translator
	Graphic Designer	Video Artist
	Ink Artist	Visual Artist (general)
	Installation Artist	Visual Arts Agent
	Interdisciplinary Artist	Visual Arts Teacher
	Jeweler	Wardrobe Technician
	Keyboard Instrumentalist	Watercolor Painter
	Leatherworker	Weaver
	Lighting Designer	Website Designer
	Lighting Technician	Woodwind Player
	Literary Agent	Woodworker
	Literary Arts Teacher	Writer/Poet
	Makeup Designer	