



DC Commission on the Arts and Humanities

FY2013

Public Art Building Communities

Program Guidelines

Individuals may apply for up to \$50,000

Organizations may apply for up to \$100,000

~~Deadline #1: Wednesday, August 15, 2012 at 6:00PM~~

Deadline #2: Wednesday, December 5, 2012 at 6:00PM

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

Public Art Building Communities Description

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 the project's presence on the upcoming ANC agenda and to invite them to attend the meeting in order to discuss the 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 2013 (October 1, 2012 to September 30, 2013). Individual applicants are not required to match grant funds.

Public Art Building Communities Goals

- 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:

- Must be artists or arts professionals (e.g., presenters, producers and educators), aged 18 or older;
- Must be legal DC residents for at least one year prior to the application deadline and must maintain residency during the entire grant period;
- Must have a permanent DC address, as listed on proper identification or tax returns. PO Boxes may not be used as a primary address; and
- Applicants must be in good standing with DCCAH. Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2012, are ineligible to receive an additional award from DCCAH in FY2013.

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

- 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;
- Principal offices 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;
- 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; and
- Applicants must be in good standing with DCCAH. Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2012, are ineligible to receive an additional award from DCCAH in FY2013;
- Fiscal agents are prohibited; and
- Colleges, universities, service organizations, foreign governments or other DC government agencies, including DC Public Schools, are prohibited from applying for any DCCAH grants.

DCCAH Application Process

DCCAH utilizes an online grant application website called [Zoom Grants](#). All applicants **MUST SUBMIT** the application online via Zoom Grants by 6:00PM on the deadline date. **DCCAH will not accept mailed, emailed or hand-delivered copies of grant applications. Late applications will not be accepted.**

Grant Application Procedure

1. Download the [Classification Sheet](#) on the DCCAH website. For each of the five (5) classification categories, select one classification that best describes the applicant and the grant request(s):
 - a) Institution Type;
 - b) Applicant Discipline;
 - c) Project Discipline;
 - d) Artist Type;
 - e) and Type of Activity.



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2. Review the FY13 Guide to Grants and the grant guidelines thoroughly and determine eligibility of the applicant, project and project activities;
3. Go to the [Apply for Grants](#) page and register with Zoom Grants, DCCAH's online grant application website. Zoom Grants provides a step-by-step tutorial on how to submit the application [here](#);
4. Once fully registered, select the desired grant program(s) and complete the application questions and budget/budget narrative data;
5. Upload all required documents and supplementary material;
6. Upload the required work sample. Please note that work samples must speak to the artistic content of the applicant as it relates to the grant request;
7. Submit the application by 6:00pm on the grant program's deadline date;

For technical assistance, contact Zoom Grants toll free at 866-323-5404.

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.

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 nor can Zoom Grants' staff. DCCAH staff will review applications for completeness and contact applicants for any missing documents within 5 business days of the deadline. Applicants are responsible for adding missing documents within 5 business days of DCCAH's notification. Incomplete applications may not be forwarded to the Advisory Review Panel for review.

Technical Assistance and Workshops

DCCAH staff members are available to help develop grant applications through group and individual technical assistance. Between May and June 2012, 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 at [Grant Writing Assistance](#). In addition, DCCAH staff members are available for individual assistance by appointment only up to one week before the deadline.. Contact information for the DCCAH staff members is available [Who We Are – DCCAH Staff](#).

Public Art Building Communities workshops will take place at the offices of the DC Commission on the Arts and Humanities and the Dorothy I. Height Benning Library. **Workshop dates, times and locations listed below are subject to change.**



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Deadline #2

Wednesday, September 26th from 1:00 – 2:30PM

DC Commission on the Arts and Humanities

200 I (Eye) Street, SE

Washington, DC 20003

Wednesday, October 17th from 6:00 – 7:30PM

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200 I (Eye) Street, SE

Washington, DC 20003

Review Process

All applicants are scored according to four categories: artistic content, community engagement and impact, level of participation, capacity and sustainability. These evaluation criteria are specific to each grant program and explained on pages 7-8. A volunteer Advisory Review Panel is comprised of arts and humanities professionals independent of the DCCAH. The panel scores applications using the criteria and makes funding recommendations to the Commission Board. The Commission Board reviews panel recommendations and makes all final funding determinations. Funding decisions are not determined by DCCAH staff.

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 1, 2012.

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.

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 valid expenditures.

Examples of allowable costs for Public Art Building Communities Grant:

- Artist Fees;
- Materials;
- Insurance;
- Engineering;
- Shipping;
- Fabrication and Installation Services;
- Permits;



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- Copyright Registration;
- Transportation Costs (directly related to the project);
- Plaque and Dedication Costs; and
- Project Documentation.

Examples of unallowable costs for Public Art Building Communities Grant:

- Food and beverages;
- Operational reserves;
- 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.

Notification and Payment

Applicants will be notified in writing of their application status after October 1, 2012. 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 FY2013 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 FY13 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. FY2012 grantees with unfulfilled reporting, in any funding program, as of October 15, 2012, are ineligible to receive any additional awards from DCCAH.

Risk Management and 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.



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All FY13 grant recipients must complete final reports by October 15, 2013. Grantees are required to document payment of all expenses paid by grant funds as well as the required match. 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 tax professionals and the IRS.

Contact Information

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 or 202-724-5613.



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Application Review Criteria

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;



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- 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.



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Checklist

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 Zoom Grants prior to the application deadline. These documents are in addition to the required narrative questions.

MANDATORY DOCUMENTS

- Completed application, submitted on Zoom Grants
- Signed W-9 (Request for Taxpayer Identification and Certificate)
- 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.
- **(REQUIRED ONLY FROM ORGANIZATIONS)** One-page Organizational Chart
- Letter of Agreement from project site(s)
- 5 Digital Images of proposed project site
- Submit 10 digital images of at least five different works. **Be sure to include examples of lead artist's past work.** Follow the formatting and labeling instructions in the Guide to Grants
- Image identification list, as described on in the Guide to Grants
- Letter(s) of agreement from owner(s) of the project site(s), stating their support of this project
- 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
- Letters of support from community and neighborhood partnerships including full ANCs and, Neighborhood Associations
- Flyer(s) demonstrating your outreach to the community notifying businesses and residents of your project's presence on the upcoming agenda
- Written verification that the applicant has gone to DC Consumer and Regulatory Affairs to obtain information about the types of permits and approvals that are needed to complete the proposed project
- **(If applicable)** 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
- Support Material – up to six additional items, e.g., publicity, letters of support, programs, brochures, evaluations, strategic plans, etc.
- **(REQUIRED ONLY FROM ORGANIZATIONS)** IRS Letter of Determination
- **(REQUIRED ONLY FROM ORGANIZATIONS)** District of Columbia Certificate of Incorporation
- **(REQUIRED ONLY FROM ORGANIZATIONS)** List of current board of directors, including officers, occupations and term limits
- **(REQUIRED ONLY FROM ORGANIZATIONS)** Current Annual Organizational Budget with Year-To-Date Income and Expenses
- **(REQUIRED ONLY FROM ORGANIZATIONS)** Current FY Balance Sheet from within the last financial quarter



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- **(REQUIRED ONLY FROM ORGANIZATIONS)** Previous FY Organizational Budget with Year-To-Date Income and Expenses
- **(REQUIRED ONLY FROM ORGANIZATIONS)** IRS FY11 990