



DC Commission on the Arts and Humanities

FY2013

Cultural Facilities Projects

Program Guidelines

Organizations may apply for up to \$100,000

Deadline: Friday, June 08, 2012 by 6:00 PM

Applicants may submit one Cultural Facilities application per fiscal year

Cultural Facilities Projects Description

The purpose of the Cultural Facilities Projects (CFP) grant is to support nonprofit arts and cultural institutions' abilities to create or enhance high-quality arts and humanities experiences for residents of the District of Columbia.

Funding supports three areas: planning and design, capital projects, and/or purchase of long-term fixtures and equipment. Funds may only support these focus areas, and as such, these needs should be fully addressed within each application. Examples of capital projects include theatre seating, flooring for rehearsal and stage performances, permanent light and/or sound equipment, assistive listening devices and installation of ramps for accessibility. Funding may not be spent on repairs and maintenance for existing items. Additional information on allowable and unallowable costs can be found on page 5 under "Funding Restrictions".

DCCAH encourages applications intended to support or spur economic development initiatives, as well as those that demonstrate environmental responsibility and sustainable building practices. Applicants whose facilities are not fully accessible to individuals with disabilities are urged to learn about and work toward compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

The Cultural Facilities Projects grant has 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 DCCAH funds may be used to satisfy the matching requirement. Funds must be spent within DCCAH's FY2013 (October 1, 2012 to September 30, 2013).

Cultural Facilities Projects Goals

- Provide access to high-quality arts and humanities experiences for all District of Columbia residents;
- Ensure that facilities are safe, comfortable and efficient, so that arts groups may expand audiences and enhance their art form.

Eligibility Requirements



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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;
- 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.
- 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;
- Applicants must be in good standing with DCCA. Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2012, are ineligible to receive an additional award from DCCA 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 DCCA grants.

DC Cultural Data Project (DC CDP)

Beginning in 2012, DCCA will require **Grants-In-Aid, Arts Education Program, UPSTART, Cultural Facilities Projects and City Arts Projects** applicants to complete the DC Cultural Data Project (DC CDP) Data Profile.

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.DCulturaldata.org. The information entered into the Data Profile will be used to generate application and report materials for the DCCA and other funders.

Complete instructions for getting started with the DC CDP are available here: <http://www.DCulturaldata.org/orientation.aspx>. Further instructions on how to use the DC Cultural Data Project are below.

Instructions for the use of the DC CDP:

1. Go to www.DCulturaldata.org and click on "New User Registration."
2. Create new Data Profile. **Complete a Data Profile for each of the TWO most recently completed fiscal years; start with the earliest year.**



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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 DCCAH 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.

Online training is also available here: <http://www.DCculturaldata.org/training.aspx>.

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 EST.

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

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;



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- b) Applicant Discipline;
 - c) Project Discipline;
 - d) Artist Type;
 - e) and Type of Activity.
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, DCCA'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. DCCA staff cannot make corrections to applications on behalf of applicants nor can Zoom Grants' staff. DCCA 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 DCCA's notification. Incomplete applications may not be forwarded to the Advisory Review Panel for review.

Technical Assistance and Workshops

DCCA staff members are available to help develop grant applications through group and individual technical assistance. Between May and June 2012, the DCCA 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.dcartarts.dc.gov) under [Grant Writing Assistance](#). In addition, DCCA staff members are available for individual, pre-scheduled 30-minute appointments, up to one week before



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the deadline. Contact information for the DCCA staff members is available at www.dcartarts.dc.gov under [Who We Are – DCCA Staff](#).

Cultural Facilities Projects 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.**

Wednesday, May 23rd from 1:00 – 2:30 PM
Dorothy I. Height Benning Library Room #2
3935 Benning Rd. NE
Washington, DC

Wednesday, May 23rd from 6:00 – 7:30 PM
DC Commission on the Arts and Humanities
1371 Harvard Street NW
Washington, DC 20009

Review Process

All applications are scored according to four categories: Artistic Content, Community Impact and Engagement, Sustainability and Capacity, and Overall. These evaluation criteria are specific to each grant program and explained on page 8. A volunteer Advisory Review Panel is comprised of arts and humanities professionals independent of the DCCA. 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 DCCA staff.

For more information regarding the grant review process please visit the [Guide to Grants](#). To nominate a person(s) to serve on DCCA 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 DCCA must ensure that all grant funds are expended in a fiscally responsible manner. Allowable costs are those that District government and the DCCA have determined as valid expenditures.

The Cultural Facilities Projects grant has very specific requirements for allowable and unallowable costs, and all funding must contribute to capital expenses. DCCA defines a capital expense as a permanent part or fixture of the building with an anticipated lifespan of 30 years. Items not affixed to the building



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that may be replaced often in those 30 years – such as furniture, equipment like phones, computers, printers – are not considered to be a capital expense.

Examples of allowable costs for CULTURAL FACILITIES PROJECTS

- Capital expenses (walls, doors, flooring, lighting, wiring, ductwork, HVAC, sprinklers, etc.);
- Contractors and consultants;
- Building permits, licenses and fees; and
- Planning and design projects.

Examples of unallowable costs for CULTURAL FACILITIES PROJECT

- Salaries;
- Operational reserves;
- Artistic Expenses;
- Overhead and maintenance;
- Materials, supplies and pieces of equipment under \$500 that are not directly related to the capital and structural enhancement;
- Consultants;
- Travel directly related to the cost of producing arts programming in the District of Columbia.
- Food and beverages;
- Tuition and scholarships;
- Costs related to fundraisers and special events;
- Travel and transportation; and
- 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.

Individuals are not restricted from receiving funds from multiple grant programs. However, organizations cannot receive more than 2 grant awards through the **Arts Education Program, City Arts Projects; and Grants-in-Aid, but may apply to all. An applicant is not restricted from receiving additional grant awards from any other grant program(s).**

Please refer to the Guide to Grants for detailed information regarding funding restrictions.

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



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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 to 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.

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. 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

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 Cultural Facilities Projects can be referred to Steven Mazzola, Grants Program Manager at Steven.Mazzola@dc.gov or 202-724-5613.



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Review Criteria

Project Implementation / Artistic Content 35%

- The applicant's primary focus is presentation, exhibition or training in the arts and humanities;
- 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);
- Project is of high-quality, based on support materials (photographs, plan, work estimates, and clarity of ADA accessible drawings, if applicable);
- The project goals and schedule of planned activities are feasible; and
- The applicant uses personnel and contractors with demonstrated expertise in the project area;

Community Engagement and Impact 25%

- Project is consistent with community needs and interests;
- The improved facility will enable the organization to provide cultural events and expand use of their public facility for DC residents;
- Applicant has a history of providing cultural events for the DC community, and there is evidence that there are on-going, well-planned cultural activities that are open to the public;
- The proposed activities and services are available to people with disabilities.

Organizational Capacity and Sustainability 20%

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

Overall 20%

- The applicant provides a clear explanation of the grant request and intended outcomes;
- The grant request aligns with and supports the applicant's mission;
- The applicant has a demonstrated commitment to providing similar programs and/or services to residents of Washington, DC; and
- The application, grant request and intended outcomes support the goals of the Cultural Facilities Project grant program.



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Checklist

The following is a checklist for all mandatory and supplementary documents required to submit the Cultural Facilities Project 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 G
- Signed W-9 (Request for Taxpayer Identification and Certificate)
- Resume(s) of key personnel involved in the project, such as artistic staff and educators
- One-page Organizational Chart
- Work Sample(s) – see Guide to Grants for more information on Work Sample Requirements. *Flyers and brochures DO NOT count as work samples.*
- Support Material – up to six additional items, e.g., publicity, letters of support, programs, brochures, evaluations, strategic plans, etc.
- IRS Letter of Determination
- District of Columbia Certificate of Incorporation
- List of current board of directors, including officers, occupations and term limits
- Current FY Organizational Budget with Year-To-Date Income and Expenses
- Current FY Balance Sheet from within the last financial quarter
- 2011 CDP Funders Report
- Copy of signed lease agreement or deed of property
- Copies of 3 bids from potential contractor for the project.
Note: Preference will be given to applicants whose contractors are District approved and certified Local, Small or Disadvantaged Business Enterprises (LSBDE) per District Procurement Law.
- Architectural drawings and sketches