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## **DC COMMISSION ON THE ARTS AND HUMANITIES**

The mission of DCCAHA is to provide 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.



## **SISTER CITIES INTERNATIONAL ARTS GRANT (SCIAG)**

Individuals and Organizations may request up to \$20,000

Letter of Intent Deadline: January 3, 2013 by 6:00PM

Full Application Deadline: February 19, 2013 by 6:00PM

Applicants may submit 1 SCIAG application each fiscal year

Grant Period: December 3, 2012 - September 30, 2013



## **SISTER CITIES INT'L ARTS GRANT GOALS**

- Provide artists and arts organizations with the opportunity to engage in international arts exchange; and
- Raise the profile of the District of Columbia and promote the city as a world class cultural capital.



## **SISTER CITIES INT'L ARTS GRANT DESCRIPTION**

- Provides project support to foster cultural exchange AND diplomacy between the District of Columbia and DC's Sister Cities.
- May support dance, music and theatre ensembles, visual arts exhibitions and literary readings; individual and multi-disciplinary artists; and participation in arts festivals.
- SCIAG supports projects that:
  - Showcase international artist(s) from outside of the US here in the District of Columbia; or
  - Showcase DC artists outside of the US to present, perform or exhibit their work internationally.



## DISTRICT OF COLUMBIA'S SISTER CITIES

- Accra, Ghana
- Ankara, Turkey
- Athens, Greece
- Bangkok, Thailand
- Beijing, China
- Brussels, Belgium
- Dakar, Senegal
- Paris, France
- Rome, Italy
- Seoul, Korea
- Sunderland, UK- George Washington's Ancestral Home
- Tshwane (Pretoria), South Africa



## **MATCHING REQUIREMENT**

- No match for individuals.
- SCIAG has a 1:1 cash matching requirement for organizations designed to assist an organization's fundraising by leveraging funding from additional sources.
- Neither in-kind services nor other DCCAHA funds may be used to satisfy the matching requirement. Funds must be spent within DCCAHA's FY2013 (December 3, 2012 to September 30, 2013).



## **IMPORTANT NOTE**

- At the end of the grant period, all grantees will participate in a DCCAHA forum to share their SCIAG experience.





## **INDIVIDUAL ELIGIBILITY REQUIREMENTS:**

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

- Must be professional artists aged 18 or older;
- Must be a U.S. citizen and legal DC residents for at least one year prior to the application deadline;
- Must have a permanent DC address. No PO Boxes;
- Must possess a valid passport and appropriate credentials to travel abroad;
- and
- 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.



## **ORGANIZATION ELIGIBILITY REQUIREMENTS:**

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

- Incorporated as a nonprofit, with a 501(c)(3) tax exempt status under US Internal Revenue Code and DC;
- Principal offices are located in the District of Columbia. No PO boxes. 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.;
- Have a primary function to exhibit, present or train in the arts and humanities as defined by the organization's Articles of Incorporation and Bylaws;
- Applicants must be in good standing with DCCAHA.;
- Fiscal agents are strictly prohibited; and
- Colleges, universities, service organizations, foreign governments or other DC government agencies, including DC Public Schools, are prohibited from applying for any DCCAHA grants.



## **EXAMPLES OF ALLOWABLE COSTS FOR SCIAG:**

- Performance Fees;
- Artistic personnel;
- Travel and transportation directly related to project implementation;
- Airfare equivalent to economy class rates;
- Accommodations;
- Per diem ([http://aoprals.state.gov/web920/per\\_diem.asp](http://aoprals.state.gov/web920/per_diem.asp));
- International Communication;
- Visa Fees;
- Consultants;
- Space rental and fees; and
- Materials and supplies directly related to project implementation; and
- Equipment purchases that equal 25% or less of the grant award.



## **EXAMPLES OF UNALLOWABLE COSTS FOR SCIAG:**

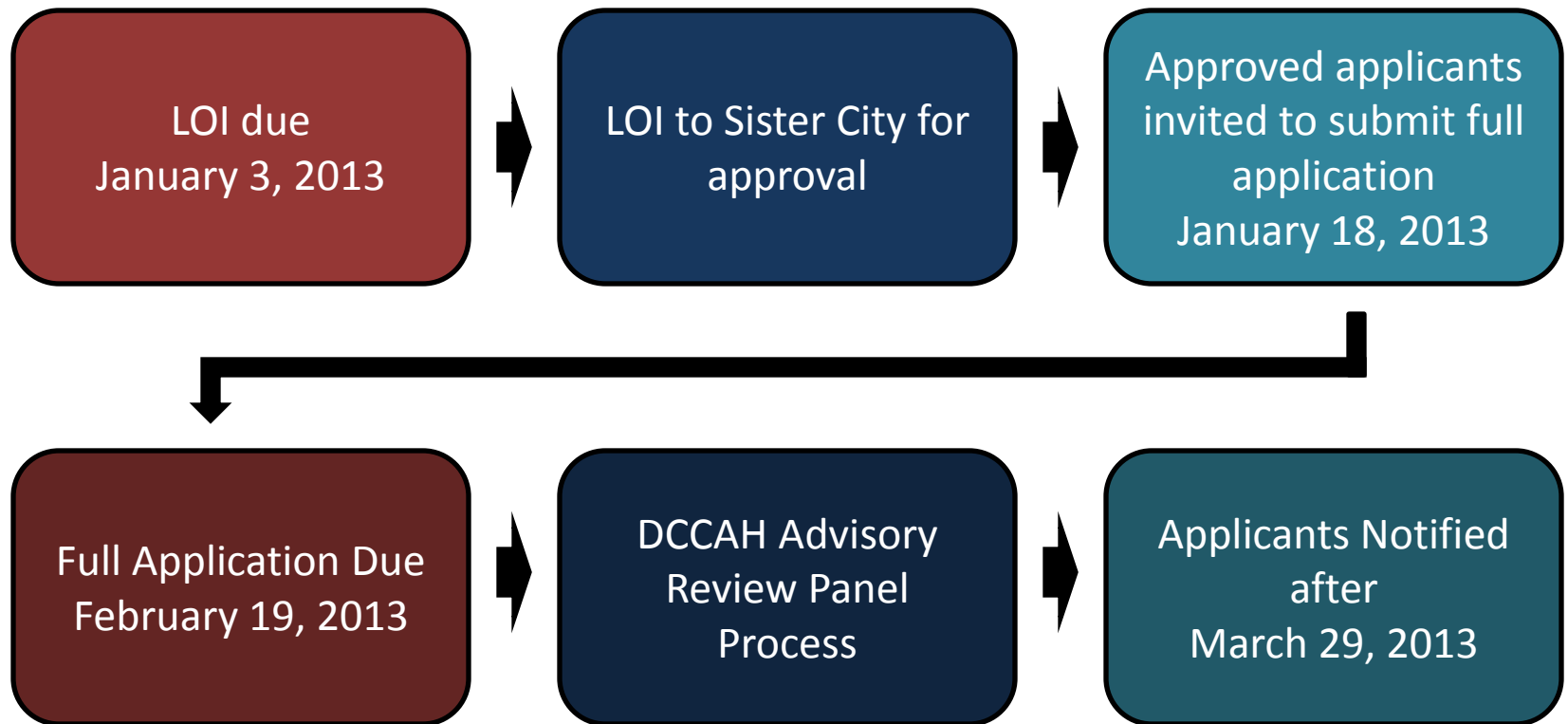
- Overhead, maintenance and administration exceeding 35% of the grant and match;
- Food and beverages not included in the per diem;
- First Class Airfare;
- Tuition and scholarships;
- Costs related to fundraisers and special events;
- Equipment purchases that exceed 25% of the grant award;
- Travel not directly related to the execution of the project;
- Fiscal agents;
- Projects or events that are commercial in nature or in which the arts are not the primary focus (e.g., sidewalk sales, food festivals, firework displays, etc.); and
- College tuition or to fund universities, service organizations, foreign governments, or DC government agencies, including DC Public Schools.



## **LETTER OF INTENT and APPLICATION PROCESS**

- DCCAHA utilizes the website called [Zoom Grants](#) for the Letter of Intent (LOI) and the full application
- SCIAG uses a LOI to determine who will be invited to submit a full application
- All applicants must submit the LOI online via Zoom Grants by 6:00 PM on the deadline date of January 3, 2013.
- DCCAHA will not accept mailed, emailed or hand-delivered copies of the LOI or the application.

## LETTER OF INTENT and APPLICATION PROCESS cont





## LETTER OF INTENT PROCESS

1. Download the [Classification Sheet](#) on the DCCAHA website. Select one of each:
    - Institution Type
    - Applicant Discipline
    - Project Discipline
    - Artist Type
    - and Type of Activity
  2. Go to the [Apply for Grants](#) page and register with Zoom Grants. Zoom Grants provides a step-by-step tutorial on how to submit your LOI/application.
- \* Applicants MUST register for Zoom Grant through our website: [dcarts.dc.gov](http://dcarts.dc.gov).
3. Once fully registered, select the SCIAG and complete the pre-application questions and upload the LOI.



## **LETTER OF INTENT INSTRUCTIONS**

- *LOI may not exceed two pages.*
- All LOI must be uploaded in PDF form via Zoom Grants.
- LOI must be on organization letterhead, if applicable.
- LOI file names should indicate the name of the applicant or recognizable acronym for the applicant followed by “LOI.pdf”.
- If applying as an individual, the LOI must be signed by the applicant.
- If applying as an organization, the LOI must be signed by Executive Director.
- **USE THE TEMPLATE FORMAT IN THE SCIAG GUIDELINES FOR ALL LOI RESPONSES**



[INSERT APPLICANT'S LETTERHEAD/LOGO]  
or  
[INSERT APPLICANT'S CONTACT INFORMATION]  
**DC Commission on the Arts and Humanities  
FY13 Sister Cities International Arts Grant  
Letter of Intent**

**Date:**

**Executive Summary:**

[Applicants response must include the following sections: Applicant's History, Mission, Recent Accomplishments, Target Population and Number of Individuals Served.]

**Project Summary:**

[Describe proposed international arts project and activities. Provide specific information about artistic discipline(s) delivered; communities served in DC and/or in the Sister City; venue(s) used; and major partnerships or community resources, both in DC and in the Sister City.]

**Project Goals/Creative Economy:**

[How will the project foster cultural exchange and be mutually beneficial, artistically and economically?]

**Timeline:**

[Provide a projected timeline and/or schedule of planned activities related to the grant request. Include main project activities, key dates and location of activities.]

**Budget:**

[Provide estimated costs and budget items related to the grant request. Do not include in-kind support. Only Organizations are required to match.]

**Signature:**

**Signatory Name:**

**Signatory's Title:**



## **APPLICATION PROCESS**

If your LOI is selected for consideration, you will be invited to complete the full SCIAG application.

Once invited to submit a full application, log into Zoom Grants, select SCIAG and complete the application questions and budget.



## **FULL APPLICATION MANDATORY DOCUMENTS:**

- Completed application, submitted via Zoom Grants
- Work Sample(s):
  - For projects that will take place in DC, include a work sample by the applicant and a work sample by the international artist(s) performing or exhibiting in DC.
  - For projects that will take place in a Sister City, the work sample should be relevant to the proposed activity; if possible, include a sample of the work to be performed at the proposed engagement(s).
  - See Guide to Grants for more information on Work Sample Requirements. Flyers and brochures DO NOT count as work samples. Work samples may no earlier than 2010.
- Support Material – up to six additional items, e.g., publicity, letters of support, programs, brochures, evaluations, strategic plans, etc.
- Resume(s) of key personnel and principle artists involved in the project, such as artistic staff and educators
- Signed W-9 (Request for Taxpayer Identification and Certificate)



## **FULL APPLICATION MANDATORY DOCUMENTS cont:**

- Signed Letter(s) of invitation or signed contract(s) from the event(s) or venue(s) (and an English translation). The authorized memorandum of understanding must include:
  - a. description of all financial support offered by the event(s) or venue(s)
  - b. performance dates, if known
  - c. number of performances, if known
  - d. if providing an artists' performance fee (the amount)
- (FOR ORGS ONLY) One-page Organizational Chart must include name of staff members
- (FOR ORGS ONLY) IRS Letter of Determination
- (FOR ORGS ONLY) District of Columbia Certificate of Incorporation
- (FOR ORGS ONLY) List of current board of directors, including officers, occupations and term limits
- (FOR ORGS ONLY) Current FY Organizational Budget with Year-To-Date Income and Expenses
- (FOR ORGS ONLY) Current FY Balance Sheet from within the last financial quarter
- (FOR ORGS ONLY) FY11 IRS Form 990

**FAILURE TO SUBMIT MANDATORY DOCUMENTS WILL AUTOMATICALLY RESULT IN DISQUALIFICATION. NO EXCEPTIONS.**



## **GRANT WRITING ASSISTANCE**

### **Workshops**

- Between December 10 and January 3, DCCAH will conduct free workshops.
- More information about the dates and times of these workshops can be found at [Grant Writing Assistance](#).

### **One on One**

- In addition, DCCAH staff members are available for individual assistance by appointment only. Appointments last no more than 30 minutes.

**Regan Spurlock**

200 I (Eye) Street SE, Suite 1400

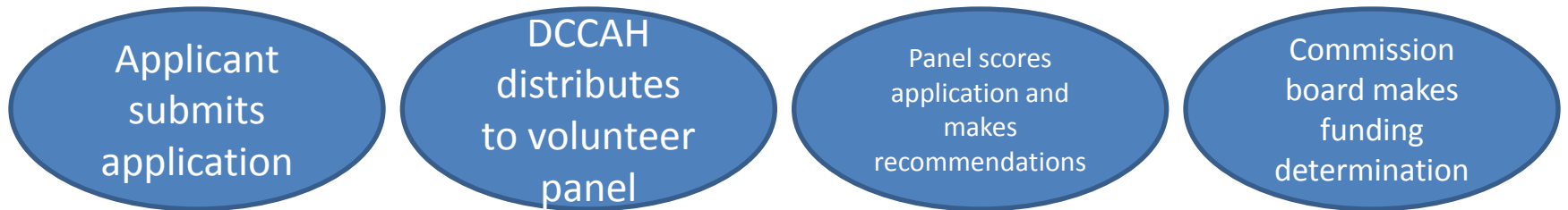
Washington, DC 20003

[regan.spurlock@dc.gov](mailto:regan.spurlock@dc.gov)

202.724.5613



## FULL APPLICATION ADVISORY REVIEW PANEL PROCESS



SCIAG Applications are reviewed according to the following criteria:

- Artistic Content - 40%
- Applicant's Community Engagement and Impact - 20%
- Project Engagement and Impact - 20%
- Capacity and Sustainability - 10%
- Overall - 10%



## **NOTIFICATIONS & PAYMENTS**

- Applicants will be notified in writing of their application status after March 29, 2013. This notification may consist of:
  - grant package
  - letter of ineligibility
  - or letter of denial
- The original copy of the grant agreement and all associated documents must be completed and returned to DCCAHA.
- 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. DCCAHA works with other DC government agencies to pay grant recipients in a timely manner but DCCAHA does not create or distribute payments onsite.



## **PERFORMANCE MONITORING**

All grant recipients are subject to monitoring requirements in the [City-Wide Grants Manual and Sourcebook](#)

- All activities funded by DCCAHA will be monitored and evaluated by staff through the use of interim reports site visits (including performances and presentations) email correspondence and phone calls.
- All grantees must complete a final report by October 15, 2013. Grantees are required to document payment of all expenses paid by grant funds. Be sure to include receipts. FY2013 grantees with unfulfilled reporting, in any funding program are ineligible to receive any additional awards from DCCAHA for a full grant period.
- At the end of the grant period, all grantees will participate in a DCCAHA forum to share their SCIAG experience.





## TIMELINE FY 13

12/3/12 grant period begins	December	
FY13 LOI Deadline	January	
FY13 Full Application Deadline	February	
FY13 Grant Panels Meet	March	
FY13 Grant Agreements Processed	April	
	May	FY14 Grants Announced
	June	FY14 Grants Applications Due
FY13 Interim Reports Due	July	
FY13 Grantee Reports Due	September	



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# Questions?

## Office Hours

Monday-Friday, 9 am to 5:30 pm

## How to Reach Us

200 I (Eye) Street SE, Suite 1400

Washington, DC 20003

[www.dcart.sdc.gov](http://www.dcart.sdc.gov)

**Phone:** (202) 724-5613

**Fax:** (202) 727-4135

**TTY:** (202) 724-4493

- Visit our website: [dcarts.dc.gov](http://dcarts.dc.gov)
- Select “Grants” from the left-hand menu
- Select “Getting Started” and/or “Guide to Grants”
- For more information about Zoom Grants, there are Step by Step Instructions in the Guide to Grants and on our website.

## Regan Spurlock

200 I (Eye) Street SE, Suite 1400

Washington, DC 20003

[regan.spurlock@dc.gov](mailto:regan.spurlock@dc.gov)

202.724.5613

Be sure to forward information and invitations regarding upcoming activities to the Director of Grants and Legislative Affairs and other pertinent staff on a regular basis!