FY2013
Cultural Facilities Projects Round 2 (CFP2)

Program Guidelines
Organizations may apply for up to $200,000
Deadline: Friday, March 29, 2012 by 6:00 PM
Applicants may submit one Cultural Facilities application per fiscal year

Cultural Facilities Projects Description

The Cultural Facilities Projects Round 2 (CFP2) grant will be awarded to arts and humanities organizations within the District of Columbia that own or rent facilities designed to present performances, exhibitions or professional training so that all District of Columbia residents and visitors can experience the rich culture of our city.

Recipients of FY13 Cultural Facilities Project funding are not eligible to apply for CFP2.

Applicants may submit proposals for funding in one of the following areas: purchase of a currently leased performance, exhibition or professional training facility, planning/design or implementation of capital improvement projects or purchase of long-term fixtures and equipment. Funds may only support these focus areas, and as such, these needs must be fully addressed and documented within each application. Examples of capital improvement projects include theater seating, flooring for rehearsal and stage performances, permanent light and/or sound equipment, assistive listening devices and installation of ramps for accessibility. 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 a period that is reasonable and consistent with the CFP application and no later than September 30, 2015. All capital projects are subject to verification by DCCAH.

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 and humanities organizations may expand audiences and enhance their art form.

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Eligibility Requirements

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

- For requests to support purchase, facilities must be currently leased by the applicant and be used for the purposes of performance, exhibition and/or professional training. Organizations must have maintained artistic programming (performance, exhibition and/or professional training) for at least five years in the facility to be purchased and intend to remain in the facility for at least ten years.
- 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.
- 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 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.

DC Cultural Data Project (DC CDP)

DCCAH requires applicants to **Cultural Facilities Projects** 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.DCculturaldata.org. The information entered into the Data Profile will be used to generate application and report materials for the DCCAH and other funders.

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

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Instructions for the use of the DC CDP:

1. Go to www.DCculturaldata.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.**
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.**

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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.

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 6:00 pm 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. Incomplete applications will not be forwarded to the Advisory Review Panel for review. Failure to submit mandatory documents will automatically result in disqualification. No exceptions.

Technical Assistance and Workshops

DCCAH staff members are available to help develop grant applications through group and individual technical assistance. 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 individual, pre-scheduled 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.

Cultural Facilities Projects workshops will take place at the offices of the DC Commission on the Arts and Humanities and the Marshall Heights Community Development Organization Lloyd D. Smith Center. **Workshop dates, times and locations listed are subject to change.**

Friday, March 15, 2013
1:00 pm -2:00 pm
Marshall Heights Community Development Organization / Lloyd D. Smith Center
3939 Benning Road NE
Washington, DC 20019

Wednesday, March 20, 2013
6:00 pm -7:00 pm
DC Commission on the Arts and Humanities
200 I (Eye) Street, SE, Suite 1400
Washington, DC 20003

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 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 by visiting www.dcarts.dc.gov.

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.

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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.

The Cultural Facilities Projects grant has very specific requirements for allowable and unallowable costs, and all funding must contribute to capital expenses. DCCAH defines a capital expense as a permanent part or fixture of the building with an anticipated lifespan of 30 years or expenses to support ownership of its currently leased facility. Items not affixed to the building 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 Round 2
- Purchase (equity or closing costs) related to currently leased facility used for performance, exhibition and/or professional training that has been occupied for five years for this purpose with intent to occupy at least ten years after purchase is complete;
- Capital expenses (walls, doors, flooring, lighting, wiring, ductwork, HVAC, sprinklers, etc.);
- Building contractors and design consultants;
- Building permits, licenses and fees; and
- Planning and design projects.

Examples of unallowable costs for CULTURAL FACILITIES PROJECT Round 2
- 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, realtors, contract negotiations, bank and legal fees;
- 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.
- Recipients of FY13 Cultural Facilities Project funding are not eligible to apply for CFP2.
- Purchase of new unoccupied facility.

All expenses must be approved by the grant program manager before the grant agreement is processed for payment.

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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 May 10, 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 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 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 the date entered by the Commission on the grant agreement. 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 Scott Mazzola, Grants Program Manager at Steven.Mazzola@dc.gov or 202-724-5613.

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Review Criteria

Artistic Content / Community Engagement and Impact 40%
● The applicant's primary focus is presentation, exhibition or training in the arts and humanities;
● 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 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 Feasibility 30%
● 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 realistic and uses appropriate personnel;
● All items funded with grant dollars are eligible expenses under the grant.
● The applicant demonstrates the internal capacity to administer the grant and has appropriate financial monitoring systems in place to track expenditures.

OR

Purchase Feasibility 30%
● All items funded with grant dollars are eligible expenses under the grant.
● Applicant has provided all necessary certifications such as Certification of Occupancy.
● The applicant demonstrates the internal capacity to administer the grant and has appropriate financial monitoring systems in place to track expenditures.
● The relationships and financing are realistic and presented in a clear fashion.

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's budget information is detailed, accurate, and feasible. The applicant clearly demonstrates ability to attract the financial support necessary to sustain the activities and match.

Overall 10%
• The applicant provides a clear explanation of the grant request and intended outcomes;
• 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 questions on ZoomGrants.

MANDATORY DOCUMENTS

- Completed application, submitted on ZoomGrants
- Signed W-9 (Request for Taxpayer Identification and Certificate)
- Resume(s) of key personnel involved in the project or purchase
- Work Sample(s) – see Guide to Grants for more information on Work Sample Requirements
- Support Material – up to six additional items, e.g., publicity, letters of support, 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
- FY12 Profit and Loss Statement
- 2011 CDP Funders Report
- Architectural drawings and sketches indicating ADA compliance
- For projects, 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.
- For projects, project budget.

Additional documents required for support of purchase of currently leased facility:

- Copy of signed lease agreement or deed of property signifying occupancy in 2008 or earlier
- Sources and Uses document
- Certificate of Occupancy
- Five-year pro-forma
- Narrative for pro-forma with timeline information such as capital campaign payment schedules, etc..
- Copy of Bank Letter of Interest or notarized loan agreement