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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.



## **ARTS AND HEALING GRANT (AHG)**

Individuals and Organizations may request up to \$10,000

Deadline: January 17, 2013 by 6:00 pm

Applicants may submit 1 AHG application each fiscal year

There is no matching requirement

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



## **ARTS AND HEALING GRANT DESCRIPTION & GOALS**

- Provides project support in various artistic disciplines to promote healing and/or improve the quality of life for District residents.
- Activities may include dance, theater, film, writing, and visual arts.
- AHG allows the applicant to identify target participants, define their needs and determine how the project will improve their well-being through the arts and humanities.



## **ARTS AND HEALING GRANT DESCRIPTION & GOALS cont**

Target populations may include but are not limited to:

- Persons of all ages living with illness, disabilities, cancer, HIV/AIDS, Post Traumatic Stress Disorder, Traumatic Brain Injury, and/or dementia;
- Recovering from addiction, domestic violence, and/or other traumatic experience;
- US Military Veterans;
- Incarcerated citizens and citizens reentering society after incarceration.
- Target populations may also include the participants' families and caregivers.



## **Sample project activities that would be eligible to apply to AHG:**

- Making an art exhibition accessible to individuals living with dementia
- Helping children living with cancer and their families to compose songs together
- Offering hands-on art classes to citizens reentering society after incarceration
- Conducting poetry workshops for individuals living with HIV/AIDS



## **PROJECT ELIGIBILITY REQUIREMENTS:**

To be eligible for funding, projects must adhere to the following eligibility requirements:

- Include mandatory planning/pre-evaluation meeting(s) and post-evaluation meeting(s);
- Employ artists who have a background and training in arts and healing or are accredited in DC by their respective professional credentialing bodies;
- Establish partnership(s) between artist(s) and an organization or facility:
  - Individual artists, groups of artists and arts professionals must partner with at least one organization or facility where the project will take place;
  - Individual artists, groups of artists and arts professionals who plan to work with youth must submit additional mandatory documents
  - Organizations are required to partner with at least one artist or group of artists; and
- If applicant receives funding from the Developmental Disabilities Administration's waiver program or other government agencies, applicant must disclose those funds in the budget.



## **INDIVIDUAL ELIGIBILITY REQUIREMENTS:**

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

- Must be professional artists or arts presenters, producers or educators, ages 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
- 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 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 programming to the residents of Washington, DC. At least fifty-one percent (51%) of scheduled arts activities occur within the District of Columbia and at least fifty-one percent (51%) of participants must be residents of Washington, DC;
- 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.



## **ALLOWABLE EXPENSES**

### **Funds may be used for:**

- Artistic personnel
- Travel directly related to project implementation
- Materials, supplies directly related to project
- Equipment purchases that equal 25% or less of grant award
- Overhead, maintenance and admin not exceeding 35% of grant

## **RESTRICTIONS**

### **Funds may not be used for:**

- Overhead, maintenance and admin exceeding 35% of grant
- Food and beverages
- Fiscal agents
- Equipment purchases that exceed 25% of grant award
- Tuition/Scholarships
- Costs for fundraisers and events
- Travel unrelated to project
- Universities, service org, foreign governments, or DC gov agencies, including DC Public Schools



## **FUNDING RESTRICTIONS cont**

- Applicant may not receive funds from multiple DCCAH grant programs for the same project.
- Applicants may submit one Arts and Healing Grant application per fiscal year



## **APPLICATION PROCESS**

- DCCAHA utilizes an online grant application website called [Zoom Grants](#).
- All applicants must submit the application online via Zoom Grants by 6:00 PM on the deadline date of January 17, 2013.
- DCCAHA will not accept mailed, emailed or hand-delivered copies of grant applications.



## **APPLICATION PROCESS**

1. Download the [Classification Sheet](#) on the DCCA website.  
Select one of each:
  - Institution Type
  - Applicant Discipline
  - Project Discipline
  - Artist Type
  - and Type of Activity
2. Visit the Guide to Grants page and determine the grant program(s) that interest you.
3. Review the grant guidelines thoroughly.



## APPLICATION PROCESS

4. 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 application.
- \* Applicants **MUST** register for Zoom Grant through our website:  
dcarts.dc.gov.
5. Once fully registered, select the grant program(s) that you will apply for and complete the application questions and budget.



## **MANDATORY DOCUMENTS:**

- Completed application, submitted on Zoom Grants
- Signed W-9 (Request for Taxpayer Identification and Certificate)
- Work Sample(s) – see [Guide to Grants](#) for more information on Work Sample Requirements. *Flyers and brochures DO NOT count as work samples. Please include at least one work sample by artist and at least one work sample by a participant in the artist’s past programs.* Work samples may not be from before 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 involved in the project, such as artistic staff, educators and project administrators
- **A professional letter of recommendation for the artist regarding a recent project in which the artist worked with similar participants on a similar project;**
- **(FOR ORGS ONLY)** One-page Organizational Chart
- **(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



## **MANDATORY DOCUMENTS cont:**

- Letter of support or memoranda of understanding from partnering entity:

**(FOR INDIVIDUALS ONLY)\*** Letter from partnering organization or facility;

**\*(FOR INDIVIDUALS WORKING WITH CHILDREN)** Signed affirmation from partnering organization or facility that confirms their understanding that they are legally responsible for ensuring the safety and well-being of any youth served by the individual artist. The organization or facility must confirm that they are responsible for obtaining background checks and TB tests, and that they are solely responsible for the supervision of the artist while at the facility.

**(FOR ORGANIZATIONS ONLY)** Letter from partnering artist and/or partnering organization or facility as applicable;

Documents must be uploaded through Zoom Grants prior to the application deadline. These documents are in addition to the required narrative questions.





## **GRANT WRITING ASSISTANCE**

### **Workshops**

- Between December 12 and January 11, 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

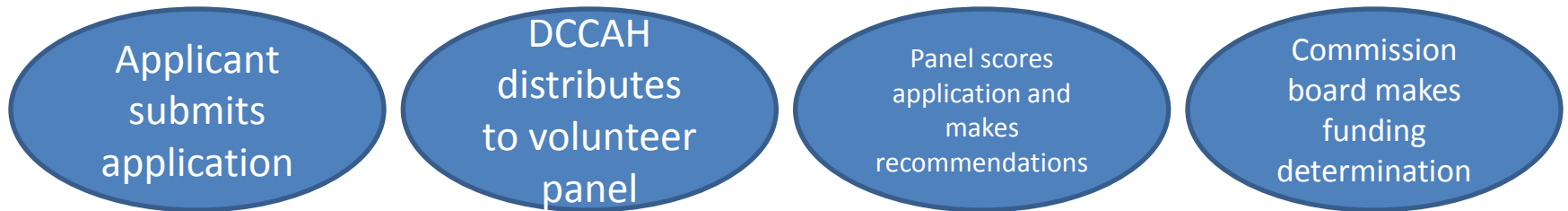
Washington, DC 20003

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

202.724.5613



## REVIEW PROCESS



Applications are reviewed according to the following criteria:

- Artistic Content - 40%
- Community Engagement and Impact - 30%
- Capacity and Sustainability - 20%
- Overall - 10%

# ARTISTIC CONTENT

- Demonstrate your understanding of the discipline
- Use qualified personnel to implement artistic content
- Highlight how your discipline promotes healing and/or improves participants' quality of life

# COMMUNITY IMPACT

**Who in DC** are you trying to reach?

**Why?**

**How** will you evaluate the effectiveness of your project?

**How** do you leverage resources with community partners?



## **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 DCCAH.
- 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.



## **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.



## TIMELINE FY 13

12/3/12 Grant period begins	December	
FY13 Grants Deadlines	January	
	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

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Washington, DC 20003

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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!