

**THE DEADLINE FOR THIS APPLICATION IS SOON!**  
**SUBMIT ALL APPLICATION MATERIALS BY**  
**WEDNESDAY, JULY 10, 2013**

---

**FY2013**

**PROJECT BASED GRANT**

**Festivals DC (FDC)**

**Letter of Intent**

**Organizations are eligible for a maximum request of \$30,000**

**Deadline: WEDNESDAY, JULY 10, 2013 at 6PM**

**Applicants may only submit one Letter of Intent to Festivals DC**

**Festivals DC Description**

---

The DCCAH in partnership with the Deputy Mayor on Planning and Economic Development is pleased to offer a grant for District festivals. The Festivals DC grant provides support for DC-based festivals promoting arts and humanities activities to varying cultures and communities in the District of Columbia. All Festivals must occur within the District of Columbia. Funds from Festivals DC may be expended on parades provided the parade is a component of a pre-existing festival.

- *Applicants submitting Festivals DC applications for projects that provide educational activities for youth will not be considered for funding*
- *Festivals DC applications for projects that feature temporary or permanent PUBLIC ART projects are ineligible.*
- *Applicants may not request or receive funding for the same project activities through more than one DCCAH grant program or grant category.*
- **Applications not adhering to this policy will be disqualified automatically.**

Individuals are not eligible to apply to FDC. The Festivals DC grant has a 1:1 cash matching requirement, designed to assist an organization's fundraising by leveraging funds from additional sources. Neither in-kind services nor other DCCAH funds may be used to satisfy the matching requirement. Grant funds must be spent between grant publication date of June 21, 2013 to September 30, 2013 (which is the end of the DCCAH fiscal year).

**THE DEADLINE FOR THIS APPLICATION IS SOON! SUBMIT ALL APPLICATION MATERIALS BY: WEDNESDAY, JULY 10, 2013**

**Festivals DC Goals**

---

- Provide access to high-quality arts and humanities experiences for all District of Columbia residents;

- Increase quality of life by supporting a vibrant community identity through the arts and humanities; and
- Stimulate the creative economy through investments in local artists and arts organizations.

## **Festivals DC Eligibility Requirements**

---

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

- Be 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 incorporated within the District of Columbia;
- Have their Federal and DC tax exempt status (subject to DCRA verification) in good standing for one year prior to the application deadline;
- Have principal offices that are located in the District of Columbia, as demonstrated by the address on the organization's official 990 document. PO Boxes and board member/volunteer addresses may not be used as a primary business address;
- Have a demonstrated commitment to provide arts and humanities programs to the residents of Washington, DC with at least fifty-one percent (51%) of scheduled arts and humanities activities occurring within the District of Columbia;
- Are in good standing with DCCAH. Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2013, are ineligible to receive an additional award from DCCAH in FY2014;
- Do not use fiscal agents; and
- Are not colleges, universities, service organizations, foreign governments or other DC government agencies, including DC Public Schools.

### **Festivals DC applicants must also meet the following eligibility requirements:**

- A minimum of 1,000 people must benefit from the festival;
- Artistic programming must comprise a minimum of six (6) hours of the festival;
- Festival events and programs must be widely advertised and open to the general public;
- The festival may not be a block party, fundraiser or charity benefit;
- Funding may be used for project expenses only, which includes support for salaries and operations directly related to the festival events and programs. Funding may not be used for food, beverages, capital costs, building renovations/improvements, cash prizes, gifts, security, items for sale (for example, t-shirts and posters) or any operational costs associated with the administrative office (such as staff salaries, office rent and utilities, office equipment, office supplies, etc.); and
- All festival activities must comply with District of Columbia permits, policies and safety requirements. Be sure to include these items in the project budget, where applicable.

## **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. Grant funds must be spent between grant publication date of June 21, 2013 to September 30, 2013 (which is the end of the DCCAH fiscal year).

Grantees may not spend more than 35% of the grant funds on overhead and administration costs.

**Examples of allowable costs for Festivals DC Grant:**

- Artistic personnel;
- Artists / consultants;
- Salaries for arts educators of nonprofit organizations;
- Space rental and fees;
- Travel and transportation directly related to project implementation;
- Equipment purchases that equal up to 25% of the grant award; and
- Overhead, maintenance and administration not exceeding 35% of the grant.

**Examples of unallowable costs Festivals DC:**

- Overhead, maintenance and administration exceeding 35% of the grant and match;
- Public Art Projects (Temporary and Permanent);
- Expenses not directly associated with the proposed project;
- Capital Improvements;
- Food and beverages;
- Operating Reserves;
- Tuition and scholarships;
- Costs related to fundraisers and gala events;
- Equipment purchases over 25% of the grant award;
- Travel not directly related to the execution of the project; and
- College tuition or to fund universities, service organizations, foreign governments, or DC government agencies, including DC Public Schools.

All project expenses must be documented by the grantee within the grant agreement. The grant agreement will not be processed for payment until expenses are reviewed and approved by the grants manager. The grantee will be responsible for demonstrating cash expenses in requisite reports.

**Applicants may not request or receive funding for the same project activities through more than one DCCAH grant program or grant category.**

**Technical Assistance and Workshops**

---

DCCAH staff members are available to help develop grant applications through group and individual technical assistance. The DCCAH will conduct 2 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.dccarts.dc.gov](http://www.dccarts.dc.gov)) under [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 at [www.dccarts.dc.gov](http://www.dccarts.dc.gov) under [About DCCAH – DCCAH Staff](#). ***The DCCAH urges all applicants to attend these workshops.***

Workshops for Festivals DC grant will take place via conference call. **Workshop dates and times are subject to change.** All workshops are free and open to the public.

**Conference Call Wednesday, June 26, 2013 1-2pm**  
**Call - 877-691-0789**

**Passcode – 2540738#**

**Conference Call Monday, July 8, 2013 1-2pm**

**Call - 877-691-0789**

**Passcode – 2540738#**

For more information on the conference call, contact Moshe Adams, Director of Grants, at [moshe.adams@dc.gov](mailto:moshe.adams@dc.gov) or Steven Mazzola, Grants Program Manager, at [steven.mazzola@dc.gov](mailto:steven.mazzola@dc.gov) or call 202-724-5613.

## **Application Process**

---

For the Festivals DC grant, the DCCAH will utilize [Zoom Grants](#). All applicants **MUST SUBMIT** their FY13 Festivals DC 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.
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 application for "Festivals DC" and complete the application questions;
5. Be sure to download and complete the PDF called "Letter of Intent"; upload the completed form to Zoom Grants;
6. Upload the required work sample along with all other required documents and supplementary material;
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. 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. THE DEADLINE FOR THIS APPLICATION IS SOON! SUBMIT ALL APPLICATION MATERIALS BY: WEDNESDAY, JULY 10, 2013.

## **Review Process**

---

Once an application has been successfully submitted, a grant manager will review each submission for eligibility and completeness. Receiving an automated confirmation of the applicant's submission does not guarantee the application's eligibility or recommendation for funding.

A volunteer Advisory Review Panel is formed annually for each grant program to make funding recommendations to the Commission Board. Comprised of arts and humanities professionals independent of the Commission, the invaluable contribution of Advisory Review Panelists ensures that the Commission continues to provide programs and services that meet the needs of the District's residents and visitors. All eligible applications will be forwarded to the Advisory Review Panelists for evaluation and scoring based on the published criteria for the grant program. Panelists will conduct a thorough review of all applications on their own and, later, convene as group to discuss each application and finalize scores.

All applications are scored according to four categories: Artistic Content, Community Impact and Engagement, Sustainability and Capacity, and Overall. The evaluation criteria are specific to each grant program and explained on page 8. An Advisory Review Panel will review all Letters of Intent using the above criteria and determine a final ranking for all applicants. This final ranking will be presented to the Grant Allocation Committee who will make funding recommendations to the Commission Board. The Commission Board reviews all recommendations and makes all final funding determinations. Funding decisions are not determined by DCCAH staff.

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.

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](#).

## **Notification and Payment**

---

**Applicants will be notified by phone and/or in writing of their application status after August 16, 2013.** This notification may consist of a grant package, letter of ineligibility, or letter of denial.

**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 FY2013 grant recipients register for direct deposit.** For more information on direct deposit, visit [Manage Grant Award](#) on our website or contact the grant manager.

DCCAH reserves the right to rescind any and all grant awards for non-compliance with grant guidelines, policies and regulations. FY2013 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 grant making process, please refer to the [Guide to Grants](#). Additional questions about the Festivals DC can be referred to Moshe Adams, Director of Grants, at [moshe.adams@dc.gov](mailto:moshe.adams@dc.gov) or Steven Mazzola, Grants Program Manager, at [steven.mazzola@dc.gov](mailto:steven.mazzola@dc.gov) or call 202-724-5613.

# **FY2013**

## **Festivals DC**

### **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), and
- The applicant uses personnel with demonstrated arts expertise (such as arts administrators, teaching artists, educators, professional artists) to plan and implement artistic content.

#### **Community Engagement and Impact 30%**

- The applicant targets District of Columbia residents;
- The described arts activities are enriching experiences that meet the needs of the target audience(s); and
- The applicant partners with similar or complementary organizations to leverage resources for the described activities.

#### **Capacity and Sustainability 20%**

- The applicant is sufficiently stable, in terms of arts expertise, organizational capacity, 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; and
- The applicant's budget information is detailed, accurate, feasible, and directly related to the grant request.

#### **Overall 10%**

- The applicant provides a clear explanation of the grant request and intended project outcomes and
- The application, grant request and intended outcomes support the goals of the Festivals DC; and
- The described project, goals and schedule of planned activities are feasible.

# FY2013

## Festivals DC

### Checklist

---

The following is a checklist for all mandatory and supplementary documents required to submit the Festivals DC applications. Documents must be uploaded through Zoom Grants prior to the application deadline of WEDNESDAY, JULY 10, 2013. These documents are in addition to the required Letter of Intent.

#### MANDATORY DOCUMENTS

- Completed Letter of Intent form submitted through Zoom Grants
- Work Sample(s) – see the [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.
- Resume(s) of key personnel involved in the project, such as artistic staff, educators and project administrators
- Signed W-9 (Request for Taxpayer Identification and Certificate)
- IRS Letter of Determination
- District of Columbia Certificate of Incorporation
- Most recent IRS Form 990

**FAILURE TO SUBMIT MANDATORY DOCUMENTS WILL AUTOMATICALLY RESULT IN DISQUALIFICATION.**