



DC Commission on the Arts and Humanities

FY2013

Arts Stabilization Grant (ASG)

Program Guidelines

Request may not exceed 25% of annual budget. Organizations may request up to \$250,000.

Deadline: January 18th, 2013 by 6:00PM

Applicants may submit one Arts Stabilization Grant application per fiscal year

Arts Stabilization Grant Description

The Arts Stabilization Grant (ASG) provides one-time general operating support to established arts and humanities organizations that support the sustainability of the District of Columbia's creative economy.

ASG funding is limited to established DC-based nonprofit organizations whose **sole function is to exhibit, present and professionally train in the arts and humanities**. Given this restriction, organizations that have the arts and humanities as a component of their annual programming are **ineligible** to apply. This includes, but is not limited to, such examples as community centers with theater programs or educational institutions that offer afterschool visual arts instruction. Please contact the grant manager if you have questions about your eligibility.

ASG applicants must demonstrate the ways in which their ongoing programming aligns with the DC Commission on the Arts and Humanities' mission to encourage diverse artistic expressions and learning opportunities so that all District of Columbia residents and visitors can experience the rich culture of our city. Successful ASG applications must clearly detail their organization's outstanding leadership and vision, history of exceptional cultural programming and strong track record of broad and inclusive community engagement.

ASG funding requests will not exceed 25% of an organization's operating budget, based on FY2012 budget statements. The final request amount will be determined following a mathematical formula that takes into account the organization's FY2012 budget and aggregated FY2013 DC government grant awards and matching requirements. Applicants are encouraged to follow up with the grant manager to discuss their maximum possible award. Applicants that receive more than 50% of their annual budget from District of Columbia funding, including FY13 DCAH grant awards, are not eligible to apply to ASG.

To ensure parity in the adjudication process, the Advisory Review Panel will review ASG applications in three budget categories based on the applicant's operating budget. Budget categories are as follows:

- \$349,999 and below;
- \$350,000 - \$999,999; and
- \$1,000,000 and above.

Organizations applying to the Arts Stabilization Grant have a 1:1 cash matching requirement. This is designed to assist an organization's fundraising and long-term sustainability by leveraging funding from additional sources and securing future programming. Neither in-kind services nor District of Columbia government funding, including DCAH grants, may be used to satisfy the matching requirement. Funds must be spent within DCAH's FY2013 (October 1, 2012 to September 30, 2013).



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All cash matching funds are required to be received between October 1, 2012 and September 30, 2013. Matching funds may be used to implement a new operating reserve or augment an existing one. If recipients chose to use matching funds to support operating reserves, they will be required to submit a notarized agreement along with their final report signed by their Chief Executive Officer, Board Chair and Board Treasurer.

Arts Stabilization Grant Goals

- Provide access to high-quality arts and humanities experiences for all District of Columbia residents;
- Support programs and activities that have demonstrated a long-term impact on Washington, DC;
- Stimulate the creative economy through investments in local artists and arts organizations; and
- Ensure sustainability for arts and humanities organizations so that they may continue to contribute to the District of Columbia's diverse cultural landscape.

Eligibility Requirements

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

- Must have the sole function to exhibit, present or professionally train in the arts and humanities;
- A demonstrated commitment to provide arts and humanities to the residents of Washington, DC, with at least fifty-one percent (51%) of scheduled arts activities occurring within the District of Columbia;
- 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.
- Operated as a 501(c)3 for a minimum of 7 years as of the deadline of ASG;
- Principal offices are located in the District of Columbia, as demonstrated by the address on the organization's official 990 document. PO Boxes and the addresses of board members or volunteers may not be used as a primary business address;
- 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 strictly 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.

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



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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. 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. 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. Between December 2012 and January 2013, 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.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



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deadline. Contact information for the DCCA staff members is available at www.dccarts.dc.gov under [Who We Are – DCCA Staff](#). **The DCCA urges all applicants to attend these workshops.**

Workshops will take place at the offices of the DC Commission on the Arts and Humanities and the Foundation Center. **Workshop dates, times and locations listed below are subject to change.** All workshops are free and open to the public, however, participants are encouraged to RSVP in order to gain access to the DCCA office. Contact Kelly Garner at 202-724-5613 or Kelly.garner@dc.gov to RSVP for grant writing workshops.

Workshop #1

Monday, December 10th from 2:00 – 3:30 pm
DC Commission on the Arts and Humanities offices
200 I (Eye) Street SE, Suite 1400, Washington, DC 20003

Workshop #2

Monday, December 17th from 6:00 – 7:30 pm
DC Commission on the Arts and Humanities offices
200 I (Eye) Street SE, Suite 1400, Washington, DC 20003

Workshop #3

Monday, January 7th from 2:00 – 3:30 pm
Foundation Center's Offices
1627 K Street NW, Third Floor, Washington, DC 20006

Workshop #4

Wednesday, January 9th from 6:00 – 7:30 pm
DC Commission on the Arts and Humanities offices
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, and Organizational Capacity and Sustainability. These evaluation criteria are specific to each grant program and explained on page 7. 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.

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 government agency, 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.

Examples of allowable costs for the Arts Stabilization Grant:

- Salaries;
- Artistic Expenses;
- Overhead and maintenance;
- Equipment, materials and supplies directly related to expanding access to artistic programming, including capital expenses and technological resources;
- Consultants; and
- Travel directly related to the cost of producing arts programming in the District of Columbia.

Examples of unallowable costs for Arts Stabilization Grant:

- Food and beverages;
- Tuition and scholarships;
- Costs related to fundraisers and special events;
- Travel not directly related to the execution of the project;
- College tuition, universities, service organizations, foreign governments, or government agencies, including DC Public Schools.

Expenses for all ASG recipients will be approved by the grant program manager in the budget revision form before the grant agreement is processed for payment.

Notification and Payment

Applicants will be notified in writing of their application status by mail. 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 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



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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 Arts Stabilization Grant program can be referred to Carlyn Madden, Arts Education Manager at carlyn.madden@dc.gov or 202-724-5613.



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Review Criteria

Artistic Content 50%

- The applicant's work sample and support materials (brochures, articles, letters of support, etc.) demonstrate the highest standards of artistic excellence within the chosen discipline(s);
- The applicant's programming demonstrates an artistic significance that contributes to the District of Columbia's reputation as a world class cultural destination;
- The applicant uses personnel with distinguished arts expertise (such as arts administrators, teaching artists, educators, professional artists) to plan and implement artistic content and demonstrates its commitment to hiring DC-based artists, where applicable, to deliver high quality artistic content;
- The applicant presents effective evaluation methods, which are used to improve future activities and services.

Community Engagement and Impact 20%

- The applicant has a robust history of contributions to the cultural vitality of the District of Columbia by engaging a broad representation of residents;
- The applicant demonstrates innovative strategies to include underserved populations – those whose opportunities for cultural experiences are limited by geography, ethnicity, economics or disability;
- The applicant details their substantial contributions to the District of Columbia's creative economy;
- The applicant has established partnerships with complementary organizations of all sizes to increase DC residents' awareness of and involvement in the city's cultural community.

Organizational Capacity and Sustainability 20%

- The applicant demonstrates visionary leadership at the executive and governance levels;
- The applicant has a clearly articulated mission and vision, strong financial management systems to administer grant funds, active and long-term relationships with the funding community and strong operational systems in place;
- The applicant demonstrates an ability to adapt during challenging times;
- The applicant's budget information is detailed, accurate, and feasible;
- The applicant clearly demonstrates ability to attract the financial support necessary to sustain artistic programming over the course of FY2013 and match required funds.

Overall 10%

- The application provides a clear explanation of how the organization supports the ASG goals;
- The applicant provides a clear explanation their role in the District of Columbia's creative economy;
- The applicant has a demonstrated commitment to providing outstanding artistic services to the residents of Washington, DC.



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Checklist

The following is a checklist for all mandatory and supplementary documents required to submit the Arts Stabilization Grant application. All 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 narrative
- Outline of all 2013 activities, including local and national performances, productions, exhibitions, classes/workshops. Indicate where 2013 activities are confirmed and to be confirmed.
- 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.
- Resume(s) of key personnel involved in the project, such as artistic staff and educators
- One-page Organizational Chart
- IRS Letter of Determination
- District of Columbia Certificate of Incorporation
- List of current board of directors, including officers, occupations and term limits
- FY13 Organizational Budget with Year-To-Date Income and Expenses
- Current Balance Sheet from within the last financial quarter
- FY12 Organizational Budget with Actual Income and Expenses
- 2011 CDP Funders Report
- Signed W-9 (Request for Taxpayer Identification and Certificate)

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