



DC COMMISSION ON  
THE ARTS & HUMANITIES

# **FY2016 PROJECT-BASED GRANTS EAST OF THE RIVER**

Applicants may submit one East of the River application per grant cycle

**Organizations may request up to \$40,000  
Deadline: Monday May 18, 2015 at 4:00PM**

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## PROJECT-BASED GRANTS

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### FY2016

## East of the River

Organizations may request up to \$40,000

Deadline: May 18, 2015 at 4:00pm

### East of the River Program Description

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**\*\*\*New Requirements\*\*\***

***East of the River applicants must provide a sample curriculum for programs and project that involve youth (Pre-K to 18).***

The East of the River (EOR) grant provides access to high-quality arts and humanities experiences for DC residents who live east of the Anacostia River. Activities may be programs or projects that include, but are not limited to, dance, design, folk and traditional arts, literature, media arts, music, theater, and visual arts. Funding may be used to support operational and programmatic costs directly related to the East of the River activities described in the application.

**Priority will be given to organizations with a principal place of business in Wards 7 or 8.**

The East of the River Program does not require matching funds. All funds must be spent within DCCA's fiscal year (October 1, 2015 to September 30, 2016). The program is supported in part by the National Endowment for the Arts to increase access for underserved communities.

### East of the River Goals

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- Provide access to high-quality arts and humanities experiences for residents who live east of the Anacostia River;
- Increase quality of life by supporting a vibrant community identity through the arts and humanities; and
- Stimulate the creative economy located east of the Anacostia River through investments in local artists and arts organizations.

## **Successful East of the River Applications**

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- 1) Emphasize strong community support from targeted audience in Ward 7 and/or Ward 8.
- 2) Include work samples that demonstrate high artistic content that speaks to arts education programming, if applicable.
- 3) Highlight the process used to select youth and community participants and, if applicable, the methods used to include family members in programming.
- 4) Provide clear evaluation and assessment methods. Evaluations can be simple as long as they gather rich data that is specific to the organization's programming.

## **Eligibility Requirements**

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

- 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;
- Must meet at least one of the following:
  - Have a principal place of business located in Ward 7 or 8, 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;
  - Have a satellite location located in Ward 7 or 8, as demonstrated by a lease, bill, letter of support or a memorandum of understanding;
  - Have an established program or project partnership with a business or nonprofit located in Ward 7 or 8, as demonstrated by a letter of support or memorandum of understanding.
- 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 the addresses of board members or volunteers 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. At least fifty-one percent (51%) of the applicant's scheduled arts activities occur within the District of Columbia;
- Be in good standing with DCCAH. Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2015, are ineligible to receive an additional award from DCCAH in FY2016;
- Not use fiscal agents; and
- Colleges, universities, service organizations, foreign governments or other DC government agencies, including DC Public Schools, are prohibited from applying for any DCCAH grants.

## **Funding Restrictions and Allowable Costs**

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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.

**Examples of allowable costs for East of the River:**

- Salary support for employees working East of the River;
- Artistic expenses for projects occurring East of the River;
- Overhead and maintenance of buildings located East of the River;
- Materials, supplies and equipment purchases no more than 25% of the award, that are directly related to projects occurring East of the River; and
- Travel directly related to the cost of producing arts programming East of the River.

**Examples of unallowable costs for East of the River:**

- Operating Reserves
- Expenses not directly associated with projects occurring East of the River;
- Food and beverages;
- Tuition and scholarships;
- Costs related to fundraisers and special events;
- Pieces of equipment that exceed 25% of the grant award;
- Travel not directly related to the execution of the project;
- 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 is responsible for demonstrating cash expenses in interim and final reports.

## Technical Assistance and Workshops

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DCCAHA staff members are available to help develop grant applications through group and individual technical assistance. Between April and May 2015, the DCCAHA will conduct free workshops and application review for participants to learn useful information about the agency’s funding opportunities and how to submit a grant application. More information about the dates and times of these workshops may be found at [www.dccarts.dc.gov](http://www.dccarts.dc.gov) under [Grant Writing Assistance](#). **The DCCAHA urges all applicants to attend these workshops.** In addition, DCCAHA staff members are available for 30-minute appointments up to one week before the deadline.

Workshops will take place at the offices of the DC Commission on the Arts and Humanities and the THEARC. **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. Be sure to bring photo identification when you arrive. Contact Alexis Hooks at [Alexis.Hooks2@dc.gov](mailto:Alexis.Hooks2@dc.gov) or call 202-724-5613.

Day & Date	Time	Topic	Location
Thursday, April 9	9:00am-12:00pm	Open Hours	THEARC – Community Room
Monday, April 13	2:00pm-3:30pm	Cultural Data Project Webinar	Online
Tuesday, April 14	2:00pm-3:30pm	EOR	DCCAHA
Wednesday, April 15	9:00am-12:00pm	Open Hours	THEARC
Thursday, April 16	<b>HOLIDAY</b>	<b>DCCAHA Office Closed</b>	<b>HOLIDAY</b>
Monday, April 20	2:00pm-3:30pm	Cultural Data Project Webinar	Online
Wednesday, April 22	3:30pm-5:00pm	Online Grant Portal Workshop	DCCAHA Multi-Purpose Room
Thursday, April 23	3:30pm-5:00pm	EOR	THEARC – Recital Hall
Thursday, April 23	3:30pm-5:00pm	EOR	THEARC – Recital Hall
Wednesday, April 29	6:30pm-8:00pm	EOR	DCCAHA Multi-Purpose Room
Thursday, April 30	9:00am-12:00pm	Open Hours	THEARC

<p><b>FY2016 Workshops will be located at:</b></p> <p><b>DC Commission on the Arts and Humanities</b>          200 I (Eye) Street SE, Suite 1400          Washington, DC 20003</p> <p><b>THEARC</b>          1901 Mississippi Ave., SE          Washington, DC 20020</p>
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### **Cultural Data Project:**

*There have been changes to the FY15/16 Cultural Data Project that make reporting clearer, simpler and more efficient.* Learn the basics of participation in the Cultural Data Project. The CDP New User orientation will walk applicants through the process of completing their Data Profile, applying to participating grantmakers, and generating reports. This orientation is recommended for organizations that are new to the CDP, or as a refresher on using the online system.

For applicants interested in participating in the online Cultural Data Project workshops, please visit CDP <http://www.dcculturaldata.org/news.aspx>.

### **Application Process**

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All of the FY2016 grant program guidelines are available [www.dcartts.dc.gov](http://www.dcartts.dc.gov). DCCAH utilizes an online grant portal. All applications must be submitted online by the deadline, 4:00 pm, Monday May 18, 2015. Incomplete or late applications, or applications which do not follow the instructions, will be ineligible for review and funding. The grant period is from October 1, 2015 to September 30, 2016. Grant funds may not be used for project activities that occur prior to October 1, 2015. DCCAH will not accept mailed, emailed or hand-delivered copies of grant applications.

### **Grant Application Procedure:**

1. Review the FY2016 Guide to Grants [PDF] and the grant guidelines thoroughly and determine eligibility of the applicant, project and project activities;
2. Go to the [Apply for Grants](#) page and select the [Grant Application Portal](#) to register:
  - To reset the password either select “Forgot your password?” or click [here](#).
3. Once fully registered, applicants must select the desired grant program(s),
4. Complete the application questions and budget/budget narrative data,
5. Upload all required documents, supplementary material, and work samples,
6. Submit the application by 4:00pm on the grant program’s deadline date.

**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 DC 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 or recommendation for funding by the Advisory Review Panel. DCCAH staff is not permitted to make corrections to applications on behalf of applicants. DCCAH staff will review applications for completeness and contact applicants for any incomplete documents within five business days of the deadline. Applicants are responsible for updating their application within five business days of DCCAH’s notification. Incomplete applications will not be forwarded to the Advisory Review Panel for consideration.

## Review Process

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All applications are scored according to four categories: Artistic Content, District Impact & Engagement, Capacity and Sustainability, and Overall. The evaluation criteria are specific to each grant program and listed in each grant program's guidelines.

Applicants are fully responsible for the content of their application packages. Incomplete applications will not be forwarded to the Advisory Review Panel for consideration.

DCCAH selects Advisory Review Panelists for each grant program to make funding recommendations to the Commission Board. Advisory Review Panelists are arts, humanities and/or business professionals, independent of the Commission, who ensure that the DCCAH provides programs and services that meet the needs of the District's cultural community. All eligible applications will be forwarded to the Advisory Review Panelists for evaluation and scoring based on the published criteria. Panelists will conduct a thorough review of all applications and convene as group to discuss the applications and finalize scores.

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 to serve on DCCAH's Advisory Review Panels, see DCCAH's [FY2016 Call for Panelists](#).

### INTERVIEW INFORMATION (OPTIONAL)

Each EOR applicant is invited to present to the Advisory Review Panel to clarify the organization's programs and structure. This is **OPTIONAL** for each applicant. An applicant must have a **CONFIRMED** appointment for an interview, which should be scheduled through the grants manager, Curtis Foy at [Curtis.foy2@dc.gov](mailto:Curtis.foy2@dc.gov). DCCAH will not accept walk-ins. Upon confirmation, applicants will be provided directions on how to prepare for interviews, including what questions may be asked.

## Notification and Payment

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Applicants will be notified in writing of their application status on October 9, 2015. This notification may consist of a grant package, letter of ineligibility, or letter of denial.

**The date of payment disbursement is subject to change depending on the availability of funds.** 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 FY2016 grant recipients register for direct deposit. For more information on direct deposit by completing an Automated Clearing House (ACH) Vendor Payment Enrollment Form. The ACH Form can be found on our website at [Managing Grant Award](#).

DCCAH reserves the right to rescind any and all grant awards for non-compliance with grant guidelines, policies and regulations. FY2016 grantees with unfulfilled reporting, in any funding program, as of October 15, 2015, 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). DCCAH has established 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 FY2016 grant recipients must complete final reports by October 15, 2016. Grantees are required to document payment of all grant related expenses as well as the required match. Interim and final report will be completed through the online portal. Grantees may access the interim and final report pages through the [Manage Grant Award](#) page 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**

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For more information regarding the East of the River Program or clarification about accessibility requirements, work sample submissions and the grant making process, please refer to the [Guide to Grants](#) or contact Curtis Foy, EOR Grants Manager at [Curtis.Foy2@dc.gov](mailto:Curtis.Foy2@dc.gov) or 202-671-1323.

# PROJECT-BASED GRANTS

**FY 2016**

## **East of the River**

### **Review Criteria**

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#### **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);
- The related goals and schedule of planned activities are substantial and feasible;
- The applicant uses personnel with demonstrated arts expertise (such as arts administrators, teaching artists, educators, professional artists) to plan and implement artistic content;
- The applicant demonstrates a commitment to hiring DC-based artists, where applicable, to deliver artistic content (such as arts administrators, teaching artists, educators, professional artists); and
- The applicant presents effective evaluation methods specific to the project, which are used to improve future activities and services.

#### **Ward 7 and/or 8 Impact and Engagement 30%**

- Applicant targets audience(s) in Wards 7 and/or 8 and provides support for their selection;
- The described arts activities meet the unique needs of the target audience(s);
- Varied and appropriate marketing methods are used to target the target audience(s);
- Applicant partners with similar or complementary organizations in Wards 7 and/or 8 to leverage resources for the described activities; and
- The proposed activities and services are available to people with disabilities.

#### **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 demonstrates it has the internal capacity to administer the grant and has appropriate financial monitoring systems in place to track expenditures;
- The applicant's budget information is detailed, accurate, feasible, and directly related to the grant request. All items funded with grant dollars are eligible expenses under the grant;
- The applicant clearly demonstrates ability to attract the financial support necessary to sustain the activities and match required funds, if applicable.

#### **Overall 10%**

- The applicant provides a clear explanation of the project and intended outcomes for Wards 7 or 8;
- The grant request aligns with and supports the applicant's mission;
- The applicant has a demonstrated commitment to providing similar programs and/or services to residents in Wards 7 and/or 8;
- The applicant has a principal place of business or satellite location in Wards 7 and/or 8;
- The application, grant request and intended outcomes support the goals of the East of the River Program.

# FY 2016

## East of the River

### Application Checklist

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The following is in addition to the required narrative questions within the online grant application. This checklist includes all mandatory and supplementary documents required to submit the East of the River application. Documents must be uploaded prior to the application deadline.

#### MANDATORY DOCUMENTS

- 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., letter of agreement from project site(s), publicity, letters of support, programs, brochures, evaluations, strategic plans, etc.
- Resume(s) of key personnel involved in the project, such as artistic staff or educators located East of the River
- Signed W-9 (Request for Taxpayer Identification and Certificate)
- IRS Letter of Determination
- IRS Form 990
- District of Columbia Certificate of Incorporation
- List of current board of directors, including officers, occupations and term limits
- 2014 CDP Funders Report
- **\*\*\*New Requirements\*\*\***  
***East of the River applicants must provide a sample curriculum for programs and project that involve youth (Pre-K to 18).***



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## ADDENDUM A: WORK SAMPLES AND SUPPLEMENTARY MATERIALS

The DC Commission on the Arts and Humanities (DCCAH) values and emphasizes artistic excellence in all grant programs within all disciplines. This section contains detailed information on the DCCAH’s requirements and suggestions regarding artistic content.

Artist content is one of several criteria on which an application is reviewed. Other criteria include: District Impact and Engagement, Capacity and Sustainability, Overall and others. Artistic content is demonstrated to the Advisory Review Panel through the applicant’s:

- **Section 1 - Work sample;**
- **Section 2 - Support materials;**
- **Section 3 - Résumé(s) of key personnel; and**
- **Section 4 - Assessment and evaluation methods**

Of these, the work sample carries the most weight because it must contain the clearest depiction of the applicant’s best work(s) of art. All applicants must submit artistic work samples.

To further assist you in submitting strong artistic content with your application, DCCAH has provided:

- **Section 5 – General suggestions from DCCAH staff.**

### **Section 1 - Work Samples**

Work samples are a critical to each application and are carefully considered during application review. The DCCAH strongly recommends that applicants pay close attention to the content of work sample submissions.

The guidelines on what to submit within a work sample submission depend on the applicant’s artistic discipline and the nature of the grant request. *Applicants must adhere to the work sample requirements below in order to be eligible for consideration.*

***Work samples must be no more than two years old. Submitting older work samples will make the application ineligible for funding consideration.***

<b>Arts Education</b>	
	Includes video and audio excerpts, writing samples, and student art work along with syllabi, lesson plans, and other materials created by teaching artists and teachers in professional development projects.
	Educational materials are also acceptable alongside the artistic work sample.
<b>Crafts</b>	
	Individuals - Submit digital images of ten different works.

	Organizations - Submit 20 digital images of different works.
	Create an Image Identification List of the images you are submitting. Arrange the list in the order that you would like the images to be viewed. Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.
<b>Dance</b>	
	Submit up to two video recordings of performances.
	Submit an ensemble selection unless you are a soloist or the project involves a solo.
<b>Design Arts</b>	
	Individuals - Submit digital images of ten different works.
	Organizations - Submit 20 digital images of different works.
	Create an Image Identification List of the images you are submitting. Arrange the list in the order that you would like the images to be viewed. Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.
<b>Interdisciplinary</b>	
	Individuals and organizations must submit up to 10 digital images or up to two audio/video recordings demonstrating the integration of disciplines in the work.
<b>Literature (Includes poetry, fiction, creative writing, screenwriting, spoken word, etc.)</b>	
Fiction and creative nonfiction writing	Submit 10-20 pages from no more than three short works, or a portion from no more than two larger works up to 20 pages.
	Applicants must label the work(s) as fiction or nonfiction.
	If the work is an excerpt, include a one-page statement in the manuscript about where it fits into the whole to orient the reviewers.
Poetry	Submit 10-15 pages of poetry from no fewer than five poems, not to exceed 10 poems.
	Shorter poems should be printed one to a page.
Spoken Word	In addition to the Poetry requirements above, submit video recordings of three contrasting pieces.
<b>Media Arts</b>	
Film, Video, Radio	Submit up to two audio/video recordings of completed work or work-in-progress.
<b>Multi-disciplinary</b>	
	Provide the required work samples (as described herein) for two

	(minimum) or three (maximum) of the artistic disciplines that are relevant to the grant request.
<b>Music</b>	
	Submit up to three audio/video recordings.
	Selections must not exceed five minutes.
	Upload each selection in a separate file.
<b>Photography</b>	
	Individuals - Submit digital images of ten different works.
	Organizations - Submit 20 digital images of different works.
	Create an Image Identification List of the images you are submitting. Arrange the list in the order that you would like the images to be viewed. Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.
<b>Theater</b>	
Actors	Submit video recordings of two contrasting monologues.
	Still images of productions are prohibited.
Directors	Submit a copy of a 1-3 page concept statement of a recently directed play.
Organizations	Submit up to two video recordings of performances.
	Digital images of productions are prohibited.
	Playbills and programs are prohibited as work samples. However, they may be included as support material.
Playwrights	See LITERATURE, above.
Sound designers	Submit up to three audio recordings.
<b>Visual Arts</b>	
	Individuals - Submit digital images of ten different works.
	Organizations - Submit 20 digital images of different works.
	Create an Image Identification List of the images you are submitting. Arrange the list in the order that you would like the images to be viewed. Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.

## **Section 2 - Support Materials**

Support materials are documents that strengthen the application and provide additional information that directly relates to the grant request. Support materials do not take the place of a work sample! They do, however, reinforce the quality of the applicant's artistic disciplines(s).

Some examples of support materials are:

- Theater/exhibition reviews;
- Letters of recommendation;

- Certificates;
- Sample lesson plans;
- Assessments and evaluations; and
- Awards.

### **Section 3 - Résumés of Key Personnel**

Another way for the Advisory Review Panel to determine the artistic content of each application is to review the résumés of the key artists, administrators, and facilitators involved in the grant activities. The professionals involved in the project determine the capacity of the project and ability for the applicant to effectively create an excellent artistic product and/or experience. Their backgrounds as artists and administrators should be relevant to the project and clearly demonstrated through their professional résumés.

### **Section 4 – Assessment and Evaluation**

Purpose of Assessment & Evaluation

(a) To determine the efficacy of a program – as articulated in the program goals and as required for grant reporting.

(b) To provide evidence to support changes in order to improve the program and its delivery.

Types of Assessment & Evaluation

(a) Qualitative Assessment is often subjective in approach and narrative in nature.

(b) Quantitative Assessment provides empirical data that demonstrates growth in the knowledge, skills, and understandings of the participants.

#### Assessment & Evaluation Design

There are many ways to assess and evaluate programming including; needs assessments, pre- and post-testing, and formative, observational, and summative assessments that utilize mixed method approaches such as portfolio assessment.

### **Section 5 - General Suggestions from DCCAH Staff**

When creating and preparing Work Samples, Support Materials and Résumés, the DCCAH recommends considering the following:

- Select recent, high quality samples that relate as directly to the application as possible.
- Uploaded pictures should be JPEGs with the resolution of at least 72 dpi
- The file upload limit is 80MB. If your work sample is larger than this, we encourage you to provide a link rather than compromise the quality of the work sample
- Less is more. Oftentimes, adding more than the recommended number of work samples to your application will weaken the application.
- Carefully chosen work samples (pictures, videos, excerpts, etc.) tend to make the biggest impact and create the strongest artistic impression.
- Advisory Review Panelists are required to review each applicant’s work samples; however, they are not guaranteed to review multiple work samples within the same application.
- Each work sample and document must be labeled clearly so that panelists can identify what they are reviewing
- For project-based grants, if you have conducted similar projects in the past two years, include samples of work that illustrate the core mission, theme or impact of those projects.
- Panelists must be able to assess the skill level of the artist(s) involved in the work that will be created, exhibited or taught.

- Digital File Format - All files should be labeled as follows, in the appropriate file extension (jpg, gif, pdf, etc.)
  - Template: Applicant'sLastName.FirstName.Image#.ArtworkTitle.jpg
  - Example – "DaVinci.Leonardo.1.MonaLisa.jpg"

For video submission

- Do not send promotional work samples (e.g., highly-edited booking tapes).
- Do not send dark work samples or samples with poor visibility.

For online materials and website:

- A website is not a sufficient work sample. Only submit a website that is an essential part of the project.
- Provide all passwords or include any necessary information on required to view your work sample such as plug-ins or navigation paths.
- Be sure that the links to websites or online materials are fully functioning and maintained throughout the year. An inoperative link to a website containing your work sample will negatively affect your application. DCCAH is not responsible for any material outside of the online grant portal.



## ADDENDUM B: DC CULTURAL DATA PROJECT (DC CDP)

The DC Cultural Data Project 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.

DCCAHA requires organizations to complete the DC CDP to apply to the following programs: Arts Education Program, City Arts Projects, Cultural Facilities Projects, East of the River, Grants-In-Aid, Sister Cities International Arts Grant and UPSTART to complete the DC Cultural Data Project (DC CDP) Data Profile.

The DC CDP Data Profile is an annual requirement completed through the [CDP website](#). The information entered into the Data Profile will be used when an application is created and report materials are submitted for the DCCAHA and other funders.

Complete instructions for getting started with the DC CDP or take part in a free orientation webinar, visit: <http://www.dcculturaldata.org/>.

Please direct questions concerning Cultural Data Profiles to:

DC CDP Help Desk:

Toll Free: 1-855-223-2237 (1-855-22-DCCDP)

Email: [help@DCculturaldata.org](mailto:help@DCculturaldata.org)

The DC CDP Help Desk is available Monday – Friday from 9:00am – 5:00pm DCST.

DC CDP website: <http://www.dcculturaldata.org>