



ArtPlace Arts and Culture Temporium Grant Application

Attachment A Arts and Culture Temporium Grant Application Form

Application Information

Applicant Organization's Legal Name: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Ward Number: [Click here to enter text.](#)

Telephone: [Click here to enter text.](#)

Website: [Click here to enter text.](#)

Contact Name: [Click here to enter text.](#)

Contact email: [Click here to enter text.](#)

Executive Director: [Click here to enter text.](#)

Board Chair: [Click here to enter text.](#)

Federal Tax ID Number (TIN) or Employer ID Number (EIN): [Click here to enter text.](#)

DC Tax Exempt No (if applicable): [Click here to enter text.](#)

Date founded: [Click here to enter text.](#) Date Incorporated: [Click here to enter text.](#) 2011 Income: [Click here to enter text.](#)

Project Summary

Please summarize your project in less than 45 words in the space below:

List items included in the appendices, if any (appendices not to total more than 10 pages)

Proposed Project Duration:

3 months

Between 3 and 6 months

Proposed Dates: [Click here to enter text.](#)

Target/Project Neighborhood (please pick only 1):

Brookland

Deanwood

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Location Information Note: applicant is to identify a minimum of three sites for Arts and Culture Temporiums within target neighborhood. Information on additional sites may be included in the appendix.

Location #1:

Proposed Location/Vacant Property Address: [Click here to enter text.](#)

Vacant Property Ward: [Click here to enter text.](#)

Vacant Property Owner: [Click here to enter text.](#)

Location #2:

Proposed Location/Vacant Property Address: [Click here to enter text.](#)

Vacant Property Ward: [Click here to enter text.](#)

Vacant Property Owner: [Click here to enter text.](#)

Location #3:

Proposed Location/Vacant Property Address: [Click here to enter text.](#)

Vacant Property Ward: [Click here to enter text.](#)

Vacant Property Owner: [Click here to enter text.](#)

Amount of total grant request: [Click here to enter text.](#)

Total project budget: [Click here to enter text.](#)

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Attachment B

Arts and Culture Temporium Grant Project Narrative

In a separate document, not to exceed five (5) single sided pages, the applicant shall submit a narrative that addresses the following points. The narrative shall be typed in a 12-point font with sub-titles. All pages must be numbered and labeled with the Applicant name.

1. Applicant organization's mission statement
2. A bulleted list of collaborators and primary role
3. Detailed project description including:
 - a. Overview of the project and the theme. Include a description or list of participating artists/creatives and how they will participate. Note if artists/creatives are confirmed, invited or not yet invited
 - b. Description of the concept to convert the sites into visual engaging spaces
 - c. Target audience and marketing plan to promote the Arts and Culture Temporium. Include what marketing materials will be developed
 - d. Special promotion events
 - e. Proposed schedule for programming activities
4. Description of how the proposed project will meet the stated objectives of the Arts and Culture Temporium
5. Description of the proposed locations for the Arts and Culture Temporium and why these locations and proposed dates will lead to a successful project
6. Activities to engage the local resident and artist community, and links to neighborhood businesses
7. Operations plan including the artist/creative selection and management process, administrative oversight, and how the project will be effectively developed, implemented and supervised on a day-to-day basis

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Attachment C Collaboration Commitment Form

The applicant shall include the activities and/or services that will be provided by each of the collaborating organizations. The application must demonstrate the level of effort for each partner, proposed services, and the funding details of the collaboration in the applicant's proposals submission. This form may be copied if there is more than one collaborating organization.

Collaborating Organization's Legal Name: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Ward Number: [Click here to enter text.](#)

Telephone: [Click here to enter text.](#)

Website: [Click here to enter text.](#)

Contact Name: [Click here to enter text.](#)

Contact email: [Click here to enter text.](#)

Describe activities the collaboration organization will be responsible for:

Estimated funding amount for activities: [Click here to enter text.](#)

The signatures below indicate that these organizations have collaborated on the development of the application and agree to continue the partnership throughout the implementation of the project as described in this application.

Authorized Representative(s):

Applicant Name: [Click here to enter text.](#)

Telephone: [Click here to enter text.](#)

Organization: [Click here to enter text.](#)

Signature: [Click here to enter text.](#)

Collaborator Name: [Click here to enter text.](#)

Telephone: [Click here to enter text.](#)

Organization: [Click here to enter text.](#)

Signature: [Click here to enter text.](#)

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Attachment D

Property Owner Collaboration Commitment Form

The applicant shall confirm the commitment of the property owner to allow the proposed Arts and Cultural Temporium project as described in the applicant's application. The property owner is aware that Temporium grant funds cannot be used for the construction of permanent structures and/or major demolition activities. Note: the applicant shall submit a separate letter from each property owner on letterhead stating approval and support of the proposed location. This form may be copied if there is more than one property owner for the proposed locations.

Property Owner Legal Name: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Ward Number: [Click here to enter text.](#)

Telephone: [Click here to enter text.](#)

Website: [Click here to enter text.](#)

Contact Name: [Click here to enter text.](#)

Contact email: [Click here to enter text.](#)

Describe the proposed Location:

Will the property owner require payment of any kind to install or operate a Temporium in the space? If so, how much and for what? *Note: up to 30% of total grant funds may be used for the lease or rental of property, as well as upgrades or improvements* [Click here to enter text.](#)

The signatures below indicate that the property owner(s) is aware of the proposed project and has collaborated on the development of the application and agrees to continue the partnership throughout the implementation of the project as described in this application.

Property Owner/Authorized Representative(s):

Applicant Name: [Click here to enter text.](#)

Telephone: [Click here to enter text.](#)

Organization: [Click here to enter text.](#)

Signature: [Click here to enter text.](#)

Lead Applicant

Applicant Name: [Click here to enter text.](#)

Telephone: [Click here to enter text.](#)

Organization: [Click here to enter text.](#)

Signature: [Click here to enter text.](#)

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Attachment E Project Budget

TOTAL PROJECT BUDGET: [Click here to enter text.](#)

Expenses:

Total Space Build-Out (including improvements/upgrades): [Click here to enter text.](#)

Total Marketing: [Click here to enter text.](#)

Total Special Events: [Click here to enter text.](#)

Personnel & Management: [Click here to enter text.](#)

Supplies: [Click here to enter text.](#)

Equipment: [Click here to enter text.](#)

Other: [Click here to enter text.](#)

Other: [Click here to enter text.](#)

Please attach a line-item budget narrative on a separate page.

Include a detailed explanation of all items listed under expenses. Maximum of two pages. Also, if the project costs will exceed the total grant amount available, please explain how much of the grant will go to fund each budget item and where additional resources are derived from.



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Statement of Certification

Must be signed by an individual grant recipient or by the duly authorized officer of the applicant organization, the truth of which is sworn or attested to by the applicant.

Contact Name: [Click here to enter text.](#)

Title: [Click here to enter text.](#)

Organization: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Phone Number: [Click here to enter text.](#)

I/We hereby attest that: I /We am/are able to maintain adequate files and records and can and will meet all reporting requirements;

My/Our fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required;

I/We is/are current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums. This statement of certification shall be accompanied by a certificate from the District of Columbia OTR stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR;

I/We have demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;

If required by the grantmaking Agency, I/We is/are is able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest acts committed by any employee, board member, officer, partner, shareholder, or trainee;

I/We is/are not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is/are not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency;

I/We have the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or subgrant, or the ability to obtain them;

I/We have the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;

I/We have a satisfactory record performing similar activities as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that the applicant has otherwise established that it has the skills and resources necessary to perform the grant. In this connection, Agencies may report their experience with an applicant's performance to OPGS which shall collect such reports and make the same available on its intranet website. I/We have a satisfactory record of integrity and business ethics;

I/We have the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;

I/We is/are in compliance with the applicable District licensing and tax laws and regulations;

I/We comply with provisions of the Drug-Free Workplace Act; and

I/We meet all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.

I/We agree to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant or subgrant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.

Signature: _____

Date: _____

Signed by: _____



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Application Check-List

Ensure the following required documents are included in the application. Please organize the application in sections in the following order:

1. Attachment A - Grant Application Form
2. Attachment B - Grant Project Narrative
3. Attachment C - Collaboration Commitment Form(s)
4. Attachment D - Property Owner Collaboration Commitment Form(s)
5. A letter from the property owner on letterhead stating their approval and support of the proposed project
6. Attachment E - Project Budget
7. A line-item budget narrative for the proposed Temporiums
8. Current Board list with names, affiliation and contact information
9. Resumes of key staff (up to three resumes)
10. Current fiscal year budget (projected income and expenses) for the current fiscal year
11. Audited financial statements (most recent) or brief letter explaining why none are available
12. The most recent IRS 990 form
13. Signed Statement of Certification

Supplemental Appendices: applicants may choose to include supplemental application appendices to be used as supporting documentation. Appendices may not total more than ten (10) additional pages.

Additional Requirement: Disclose in a written statement, the truth of which is sworn or attested to by the applicant, whether the applicant, or where applicable, any of its officers, partners, principals, members, associates or key employees, within the last three (3) years prior to the date of the application, has:

1. Been indicted or had charges brought against them (if still pending) and/or been convicted of (a) any crime or offense arising directly or indirectly from the conduct of the applicant's organization or (b) any crime or offense involving financial misconduct or fraud, or
2. Been the subject of legal proceedings arising directly from the provision of services by the organization.

If the response is in the affirmative, please fully describe any such indictments, charges, convictions, or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.

Applications are due **no later than 5:00 pm on Friday, April 13, 2012**. All applications will be dated and/or otherwise recorded upon receipt. Applications received after 5:00 pm on Friday, April 13, 2012 will not be forwarded to the review panel.

Six (6) copies of the proposal must be delivered to:
DC Office of Planning, Attn: Kimberly Driggins, 1100 4th Street, SW, Suite E650, Washington, DC 20024