



DC COMMISSION ON
THE ARTS & HUMANITIES

FY2017

DC HERITAGE GRANT

GENERAL OPERATING SUPPORT PROGRAM

Applicants may submit one (1) DC Heritage Grant Program application
per grant cycle

Deadline: Friday February 26, 2016 at 4:00PM

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DC HERITAGE GRANT PROGRAM

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DC Heritage Grant Program

Release Date: January 29, 2016

RFA ID: FY17.HGP.1

Submission Deadline: February 26, 2016 at 4:00PM

Introduction

DC Commission on the Arts and Humanities (DCCAH) is soliciting grant applications from qualified arts, humanities and arts education organizations whose sole function is exhibition or presentation in the arts and humanities or arts education.

Grants are competitive, and awards are based on the cohorts listed under the program description. Funding for this program is authorized from: Arts Program – Heritage Grant Program.

DC Heritage Grant Program Description

The DCCAH Heritage Grant Program (HGP) offers general operating support to non-profit arts, humanities and arts education organizations that focus on the following areas: dance, design, folk and traditional arts, literature, media arts, music, theatre, and visual arts such that its total activities and/or services are concentrated on and devoted to the arts and humanities and/or arts education with at least seven (7) years of arts and/or humanities activities and/or arts education in the District of Columbia and designated tax-exempt status under section 501(c)(3) by the United States Internal Revenue Code dated on or before January 1, 2009.

HGP applicants are reviewed and awarded in tiers based on their organization's FY15 cash expenses to determine awards. These cohorts are as follows:

Cohort	FY15 Cash Expenses
Cohort A	\$249,999 and below
Cohort B	\$250,000 and \$649,999
Cohort C	\$650,000 and \$1,249,999
Cohort D	\$1,250,000 and above

Organizations undergoing a capital campaign, or other unusual budgetary experience, should contact HGP grant program manager Regan Spurlock at regan.spurlock@dc.gov for assistance determining the cohort.

HGP 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 the city. Successful HGP applications must clearly detail their organization's outstanding leadership and vision, history of exceptional programming and strong track record of broad and inclusive community engagement.

HGP has a 1:1 cash matching requirement, designed to assist an organization's fundraising by leveraging funding from additional sources. Neither in-kind services nor other DCCA or District of Columbia government funds may be used to satisfy the matching requirement. Funds must be spent within DCCA's FY2017 (October 1, 2016 to September 30, 2017).

Heritage Grant Program Goals

- Provide access to high-quality arts and humanities experiences and/or arts education for all District of Columbia residents;
- Stimulate the creative economy through investments in the stabilization and advancement of historic arts, humanities and/or arts education organizations; and
- Recognize arts, humanities and arts education organizations who have defined DC's heritage through a history of consistent, broad and exemplary programming.

Successful Heritage Grant Program Applications

- Provide work samples and support materials that best represents the work of the organization and realization of its mission;
- Have a clear commitment to inclusion, diversity, equity and access among audiences, participants, staff and board leadership;
- Provide evidence of strong levels of assessment and growth from participation, evaluation and risk; and
- Provide detailed, accurate and feasible budget information and clear information on large variances reported on the Cultural Data Project funder's report.

Eligibility Requirements

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 an active board of directors, with at least seven (7) years of programming in the District of Columbia demonstrated by a designated tax-exempt status under section 501(c)(3) of the United States Internal Revenue Code dated on or before January 1, 2009;
- Have the sole function to exhibit, present or professionally train in the arts and humanities and/or provide arts education opportunities;
- Have received funding through the DCCAH Arts Education and/or City Arts Projects and/or Grants-in-Aid program(s) at least once during FY14, FY15 and/or FY16;
- Be a registered organization in good standing with the DC Department of Consumer and Regulatory Affairs (DCRA), Corporation Division, the Office of Tax and Revenue (OTR), the Internal Revenue Service (IRS), and the Department of Employment Services (DOES);
- Be headquartered and 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;
- 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 FY2017; and
- Fiscal agents are ineligible;
- DC Heritage Grant Program (HGP) grants are not intended for organizations established primarily to provide social services, even if those organizations use the arts, humanities and arts education programs as a vehicle for service delivery; and
- Individuals, 501(c)(6) organizations, for-profit organizations, political organizations, colleges, universities, newspapers, service organizations, foreign governments or other DC government agencies, including DC Public Schools, are ineligible.

Funding Restrictions and Allowable Costs

Applicants receiving funding through the DC Heritage Grant Program (HGP) are restricted from project support except when meeting eligibility criteria for either the Facilities Projects or UPSTART program.

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 the DC Heritage Grant Program (HGP):

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

Examples of unallowable costs for the DC Heritage Grant Program:

- Food and beverages;
- Tuition and scholarships;
- Costs related to fundraisers and special events; and
Travel not directly related to executing DC-based projects;

All 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 interim and final reports.

New

Applicants to the DC Commission on the Arts and Humanities may receive up to 35% of their audited FY15 cash expenses for all programs within each fiscal year.

Technical Assistance and Workshops

DCCA staff members are available to help develop grant applications through group and individual technical assistance workshops. DCCA conducts 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 under [Grant Writing Assistance](#). **The DCCA urges all applicants to attend these workshops.** In addition, DCCA staff members are available for 30-minute appointments up to one week before the deadline as available.

Workshops take place at the offices of the DC Commission on the Arts and Humanities. **Workshop dates, times and locations listed below are subject to change.** All workshops are free and open to the public; however, participants are strongly encouraged to RSVP. Photo identification is required to enter DCCA offices. Additional information is available by contacting DCCA by calling 202-724-5613.

Day & Date	Time	Topic	Location
Tuesday, February 2	4:00pm-5:30pm	DC Heritage Grant Program	DCCAHA
Friday, February 5	2:30pm-3:30pm	DC Heritage Grant Program	Live webchat
Wednesday, February 10	10:00am-11:30am	DC Heritage Grant Program	DCCAHA
Friday, February 12	2:30pm-3:30pm	DC Heritage Grant Program	Live webchat
Tuesday, February 16	6:00 pm-7:30pm	DC Heritage Grant Program	DCCAHA
Friday, February 19	2:30pm-3:30pm	DC Heritage Grant Program	Live webchat

FY17 DC Heritage Grant Program Workshops are at:

DC Commission on the Arts and Humanities

200 I (Eye) Street SE, Suite 1400

Washington, DC 20003

Cultural Data Project/Data Arts:

There have been changes to the FY15/16 Cultural Data Project/Data Arts that make reporting clearer, simpler and more efficient. The CDP New User orientation walks applicants through the process of completing their Data Profile, applying to participating grant-makers, 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/Data Arts workshops, please visit <http://www.dcculturaldata.org/news.aspx>.

Application Process

Grant program guidelines are available www.dcartarts.dc.gov. DCCAHA utilizes an online grant portal. All applications must be submitted online by the deadline, 4:00 pm, Friday, February 26, 2016. Incomplete or late applications, or applications which do not follow the instructions, are deemed ineligible for review and funding. The grant period is from October 1, 2016 to September 30, 2017. **Grant funds may not be used for activities that occur prior to October 1, 2016.** DCCAHA does not accept mailed, emailed or hand-delivered copies of grant applications and their required attachments.

Grant Application Procedure

1. Review the FY2017 Guide to Grants [PDF] and the grant guidelines thoroughly and determine eligibility of the applicant,
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 of February 26, 2016.

The application process is competitive and subject to the availability of funds. Applicants may not request or receive funding for 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 reviews applications for completeness and contacts applicants for any incomplete documents within five (5) business days of the deadline. Applicants are responsible for updating their application within five (5) business days of DCCAH’s notification. Incomplete applications are not forwarded to the Advisory Review Panel for consideration and are deemed ineligible.

Review Process

All applications are scored according to three (3) categories: Artistic Content, District Impact & Engagement and Financial Management. The evaluation criteria for the Heritage Grant Program (HGP) are listed and described on page 10.

DCCAH selects Advisory Review Panelists for each grant program to make funding recommendations to the Commission Board. Advisory Review Panelists are arts, humanities, arts education 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 are forwarded to the Advisory Review Panelists for evaluation and scoring based on the published criteria. Panelists conduct a thorough review of all applications and convene as group to discuss the applications and finalize scores. Ranking, scores and reporting information are presented to the DCCAH Grants Committee. The Committee presents funding recommendations to the Executive Director for endorsement by the Commission.

The evaluation process takes 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 DCCA's Advisory Review Panels, see DCCA's [FY2017 Call for Panelists](#).

Notification of Decision

Applicants will be notified in writing via first class mail of their application status as required under the Grants Administration Act of 2015 within 45 days of the RFA close date.

Payment Process

Terms of disbursement shall be determined after applicants are selected. DC Government pays all invoices within 30 day of receipt of invoice. Disbursements will be sent via electronic fund transfer to the Grantee's separate bank account for the program grant funds.

DCCA reserves the right to rescind any and all grant awards for non-compliance with grant guidelines, policies and regulations.

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). DCCA has established standards for grantees in making determinations of demonstrated performance prior to the award of all grants.

All activities funded by DCCA 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.

Contact Information

For more information regarding the DC Heritage Grant Program (HGP), or clarification about accessibility requirements, work sample submissions and grant making process, please refer to the [Guide to Grants](#) or contact Steven Scott Mazzola, Grants Director at Steven.Mazzola@dc.gov or 202-724-5613.

DC HERITAGE GRANT PROGRAM

FY 2017

DC Heritage Grants Program (HGP)

Review Criteria

Artistic and Humanities and Arts Education Content and/or Merit 40%

- The applicant's work sample, internally produced materials (subscription brochure, curriculum, marketing materials) and external support materials (articles, letters of support, etc.) demonstrate the highest standards of artistic, humanities and/or arts education excellence within the chosen discipline(s);
- The applicant uses personnel with distinguished arts, humanities and/or arts education expertise (such as artistic director, administrators, teaching artists, educators, professional artists) to plan and implement arts, humanities and/or arts education content and demonstrates its commitment to hiring DC-based artists, where applicable and when possible, to deliver high quality arts, humanities and/or arts education content; and
- The applicant has a demonstrated commitment to risk and innovation for the purposes of expanding creative capacity and growth in programs and services offered to the residents of Washington, DC.

District Impact and Engagement 30%

- The applicant describes programs and notes instances of audience engagement as well as those that promote inclusion, diversity, equity or access while demonstrating commitment to parity;
- The applicant specifies strategies and frameworks employed to determine organizational impact through a summative evaluation and details changes implemented to ensure continued and future growth; and
- The applicant provides examples of programs and/or initiatives that demonstrate an understanding of the unique nature of DC and its role in its discourse.

Financial Management 30%

- The applicant provides a budget narrative that describes how the amounts allocated to the budget line advance achievement of its program(s) and/or mission goals;
- The applicant employs strong financial management systems to administer grant funds, active and long-term relationship with the funding community and strong organizations systems in place;
- The applicant clearly demonstrates ability to attract the financial support necessary to sustain arts, humanities programming and/or arts education activities over the course of FY2017 and match required funds; and
- The applicant explains any large variances on its CDP report and anything specific about its finances.

FY 2017

DC Heritage Grant Program (HGP)

Application Checklist

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 DC Heritage Grant Program (HGP) application. Documents must be uploaded prior to the application deadline. **PDF files are strongly encouraged.**

MANDATORY DOCUMENTS

- o Work Sample(s) – see Guide to Grants for more information on Work Sample Requirements. *Flyers and brochures DO NOT count as work samples;*
- o Support Material – Internally Produced Programmatic Structural Material – up to three (3) additional items, e.g., subscription brochures, curricula, strategic plans, etc;
- o Support Material – Externally Produced Material - up to three (3) additional items, e.g., publicity, external letters of support, reviews;
- o Resume(s) of Key Personnel (Artistic/Managing/Executive Directors, Training Heads) with roles responsibilities and home addresses clearly indicated;
- o Current Board of Directors with roles, responsibilities and home addresses clearly indicated;
- o Organizational Budget;
- o Profit and Loss Statement from most recently completed fiscal quarter;
- o Balance Sheet from most recently completed fiscal year;
- o 2014 CDP “Data Complete” Funders Report; and
- o OPGS Compliance documents (i.e., Certificate of Clean Hands, W9 indicating DC address, ACH form for direct deposit if new or changed, indication of 501(c)(3) status from the IRS, Arrest and Conviction Statement, Certificate of Insurance, Statement of Certification, EEOE, 1st Source certification) as requested by DCCAH staff.



ADDENDUM A: WORK SAMPLES AND SUPPLEMENTARY MATERIALS

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

Arts and humanities content and merit is one of several criteria on which an application is reviewed. Other criteria include: District Impact and Engagement, Financial Management and information received from site visits and other monitoring activities. Arts and humanities 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.**

Of these, the work sample carries the most weight because it must contain the clearest depiction of the applicant's best work(s). All applicants must submit arts and humanities work samples.

To further assist you in submitting strong 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 arts and humanities 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.

Arts Education	
	Includes video and audio excerpts, writing samples, and student 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 arts and humanities work sample.
Crafts	
	Individuals - Submit digital images of ten different works.
	Organizations - Submit 20 digital images of different works.
	Create an Image Identification List of the images submitted. Arrange list of images in the desired viewing order. 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.
Dance	
	Submit up to two video recordings of performances.
	Submit an ensemble selection unless applicant is a soloist or the project involves a solo.
Design Arts	
	Individuals - Submit digital images of ten different works.
	Organizations - Submit 20 digital images of different works.
	Create an Image Identification List of the images submitted. Arrange list of images in the desired viewing order. 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.
Interdisciplinary	
	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.
Literature (Includes poetry, fiction, creative writing, screenwriting, spoken word, etc.)	

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.
Media Arts	
Film, Video, Radio	Submit up to two audio/video recordings of completed work or work-in-progress.
Multi-disciplinary	
	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.
Music	
	Submit up to three audio/video recordings.
	Selections must not exceed five minutes.
	Upload each selection in a separate file.
Photography	
	Individuals - Submit digital images of ten different works.
	Organizations - Submit 20 digital images of different works.
	Create an Image Identification List of the images submitted. Arrange list of images in the desired viewing order. 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.
Theater	
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.
Visual Arts	
	Individuals - Submit digital images of ten different works.
	Organizations - Submit 20 digital images of different works.
	Create an Image Identification List of the images submitted. Arrange list of images in the desired viewing order. 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 arts and humanities 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 arts and humanities 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 organization determine the capacity of the organization and ability for the applicant to effectively create an excellent arts and humanities product and/or experience. Their backgrounds as artists and administrators should be relevant to the organization 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 providing a link rather than compromising the quality of the work sample;
- Less is more. Oftentimes, adding more than the recommended number of work samples to an application will weaken the application;
- Carefully chosen work samples (pictures, videos, excerpts, etc.) tend to make the biggest impact and create the strongest 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 are able to identify what they are reviewing;
- 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.);
 - o Template: Applicant’sLastName.FirstName.Image#.ArtworkTitle.jpg
 - o Example – “DaVinci.Leonardo.1.MonaLisa.jpg”

For video submission

- Do not send promotional work samples (e.g., highly-edited booking tapes); and
- 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 the work sample such as plug-ins or navigation paths; and
- 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 the work sample will negatively affect the application. DCCAH is not responsible for any material outside of the online grant portal.



ADDENDUM B: CULTURAL DATA/DATA ARTS PROJECT

The DC Cultural Data Project/Data Arts 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.

DCCAH requires organizations to complete a data profile and funder's report to apply to the following programs: Facilities Projects, DC Heritage Grant Program and UPSTART.

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 DCCAH and other funders.

Complete instructions for getting started with the DC CDP/Data Arts or to take part in a free orientation webinar, may be found at: <http://www.dcculturaldata.org/>.

Please direct questions concerning the Cultural Data Profile to:

DC CDP Help Desk:

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

Email: 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>