

Fiscal Year 2024 Cultural After School Adventures (CASA) Initiative Guidelines

Program Requirements

- In-person programming is recommended. Virtual programming is permissible when requested by the partner school due to an inability to accommodate in-person programming.
- In-person programming should take place on site at the designated school.
- Programs are intended to take place after-school or on the weekends. If the school cannot accommodate the CASA program outside of regular school hours, the program may take place during the school day as long as the organization provides DCLA with a letter or email from the school explaining the situation.
- Programs serving District 75 students, due to the required scheduling for these classes, may take place during regular school hours. This should be specified in the project synopsis.
- It is preferable that virtual programs consist of live, synchronous instruction. A combination of live instruction and pre-recorded content will be acceptable if the partner school cannot accommodate synchronous instruction at all times. Providing pre-recorded content exclusively is not acceptable.
- CASA programs are intended for students of the designated partner school in grades K-12 and may not enroll pre-K children.
- Grantees are expected to provide a minimum of 20 contact hours per FY24 CASA designation.
 - o “Contact hour” is defined as the measurement of time when instruction is provided by the organization to the students.
 - o Remote sessions should be catered to the school and students in any specific partnership and may not be combined among multiple school partners.
 - o Student work time may be included as part of the contact hour calculation.
- The number of students served should be reflective of the partnership and align with allotted funding, e.g. a smaller number of students served should receive more dedicated, in-depth programming over a longer period.
- Programs should be free to both participating students and the designated school.
- Grantees should speak with the designated school’s principal to learn about any public health policies in place prior to starting in-person programs.
- All programming must be completed by June 30, 2024.
- **Please note** that failure to complete the program as listed in the project synopsis and in accordance with the program qualifications and guidelines, as well as failure to comply with reporting requirements in a timely manner, may result in forfeiture of any final payment, remittance of any initial payment already received and being deemed ineligible for future funding.

Subcontracting

- An organization that receives City Council discretionary funding must itself deliver the services of the funded program. They should not subcontract the primary delivery of

service funded by discretionary awards to another organization except in limited circumstances. This does not apply to hiring individuals such as performers or teaching artists as independent contractors to perform a portion of the funded service, but applies to organizations used as subcontractors. This includes payment to another organization for direct delivery of service (e.g., performing at an event or teaching/leading workshops). It does not include payment to another organization for goods related to execution of the project (e.g., space rental, equipment rental, travel, or payroll/bookkeeping services). Subcontractors must be approved by DCLA and City Council prior to any work commencing. Payments made to subcontractors prior to receiving approval may be deemed impermissible by DCLA and Council and in that case shall not be reimbursed. Subcontractors are subject to City Council conflict of interest disclosure requirements. If you have any questions, please contact your designated program officer.

School Partner and/or Program Changes

- Organizations may partner with other schools in the designated district if their assigned school partner declines a CASA program; replacement partners should be located in the same Council district and be reflective of a similar community as the designated school partner. If the designated school partner is unable to host a CASA program, the grantee cultural organization should notify forthwith their DCLA program officer as well as their designating Council Member. Grantees must receive DCLA approval to partner with a school other than that designated by the City Council. Grantees will move forward with new partnerships and changes will be confirmed in Transparency Resolutions as soon as possible.
- **Organizations should inform their DCLA program officer directly of any changes to the school partner and/or the proposed project. It should not be assumed that changes discussed with a Council Member's office will be communicated to DCLA.**