



August 22nd, 2025

RE: Responses to Potential Applicant Questions on the Summer 2026 & 2027 Gallery Place / Chinatown Community Events & Cultural Activations Request for Proposals ("Summer Events RFP")

To Whom it May Concern:

The Downtown DC BID ("BID") has received the following questions from potential applicants to the Summer Events RFP. The BID has provided responses to each below. This document has been sent to all potential applicants that had registered for the 8/7 informational session or contacted the Grant Administrator at any point.

In an effort to maintain transparency and consistency of information to all potential applicants, the Grant Administrator does not intend to respond to any additional questions at this time. Potential applicants are encouraged to review this document and the RFP itself in detail if further information is required.

Questions & Answers

- 1) Will the proposal be accepted in Word document format, or is there a specific format you'd prefer it submitted in?
 - a. **Please submit a PDF file. Microsoft word can typically produce this file type in the 'Print' menu**
- 2) As it pertains to including Resumes for Key Personnel on the project, if the resumes I already have are longer than 1 page, will you be strictly adhering to the RFP's instructions to keep the resumes limited to one page only? Or can they be longer?
 - a. **Yes, it is fine for resumes to be longer than 1-page, as long as the total submission package stays under the 50 page limit.**
- 3) Is there any flexibility regarding a "segregated bank account"? When we've received government grants before we are frequently required to track all expenses and revenue with a new project code. Would that be acceptable for this project?
 - a. **Yes this is acceptable as long as all grant-related expenses are tracked separately.**
- 4) We are thinking of using a portion of the requested funds to cover free admission to the museum. Would that be a possibility? I realize that that wouldn't be formally considered an expense but we would be losing significant revenue.
 - a. **Yes this is a possibility.**



- 5) Although I'm not sure that we'll be able to apply for a variety of reasons, we would definitely like to be involved in "enlivening" Penn Quarter/Chinatown during this time. If there's any way we can meet to discuss this at some point, we would love to do that.
 - a. **Yes happy to connect offline later this week or next week to discuss collaboration opportunities. Please send your availability.**
- 6) We are interested in applying for the Gallery Place/Chinatown Cultural Activations grant, but missed the information session. In reading through the RFP, it was unclear whether attending this meeting is required in order to register as an Applicant. If it is still possible to register, we would like to do so.
 - a. **No, you did not have to attend the info session in order to apply.**
- 7) Can an LLC apply for this grant?
 - a. **The BID's agreement with DMPED limits the grant to a DC-based non-profit.**
- 8) I registered as an LLC (despite making almost no profit), so as I read it, I'm not eligible to apply on my own, either as a business or an individual. However, if I team up with a local ... nonprofit, would I be eligible to apply as part of a teaming agreement, if the nonprofit subcontracts to me for the service ...?
 - a. **The grant is limited to DC-based non-profits based on the BID's over-arching requirements with the District. It is certainly possible to partner with someone as a subcontractor / consultant who does meet the eligibility requirements**
- 9) The Smithsonian Institution is a trust instrumentality of the United States, created by Congress, organized pursuant to 20 U.S.C. sec. 41 et seq. As a federal entity, the Smithsonian is not subject to state and local registration or licensing requirements. Therefore, we do not require a DC Basic Business License to operate. The Smithsonian is also recognized by the Internal Revenue Service as a 501(c)(3) tax-exempt educational organization. Thus, the Smithsonian complies with IRS regulations and practices applicable to tax-exempt organizations, which it implements through policies and practices, including directives on Philanthropic Financial Support and Use of Facilities for Special Events. The Smithsonian files an IRS Form 990, the IRS information return for tax-exempt organizations. We will be able to submit proof of status with our application. As a 501(c)(3) tax-exempt organization, the Smithsonian has previously received funding from the DC Commission on the Arts and Humanities. Can you please confirm that we are still eligible to apply for DBIG grant? I'm happy to provide any further information that you might require to confirm eligibility.
 - a. **Yes, based on the information above, the Smithsonian American Art Museum and National Portrait Gallery is eligible for the grant.**