Fiscal Year 2022 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.
- Programs are intended to take place outside of regular school hours, if possible.
- 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.
- 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 FY22 CASA designation.
  - “Contact hour” is defined as the measurement of time when instruction is provided by the organization to the students.
  - Remote sessions should be catered to the school and students in any specific partnership and may not be combined among multiple school partners.
  - 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.
- 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 as independent contractors or contracting with artistic or administrative providers to perform a portion of the funded service, but rather intended to prevent instances where the organization receiving discretionary funding acts as a “pass through” to another entity which has not itself been designated to receive the funds. If you have any questions, please contact your designated Program Specialist.
- Grantees should speak with the designated school’s principal to learn about any public health policies in place prior to starting in-person programs.

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.