



FY2018 GENERAL OPERATING SUPPORT (GOS) PROGRAM: ARTS & HUMANITIES SERVICE ORGANIZATION GRANT GUIDELINES

Applicants may submit one (1) General Operating Support Program application per grant cycle

Deadline: Monday, March 6, 2017 at 4:00PM EST

Government of the District of Columbia
Commission on the Arts and Humanities
200 I (Eye) Street, SE, Suite 1400
Washington, DC 20003

TABLE OF CONTENTS

General Operating Support: Arts & Humanities Service Organization Grant Description.....	3
General Operating Support: Arts & Humanities Service Organization Grant Goals.....	4
Arts & Humanities Service Organization Definition	4
Eligibility Requirements	5
Funding Restrictions	6
Technical Assistance and Workshops.....	7
Application Process.....	9
Notification and Payment	10
Risk Management and Performance Monitoring	10
Contact Information.....	10
Review Criteria.....	11
Application Checklist.....	12
Addendum A: Work Samples and Support Materials	14
Addendum B: DataArts Report.....	20



GENERAL OPERATING SUPPORT PROGRAM: ARTS & HUMANITIES SERVICE ORGANIZATION GRANT

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FY 2018

General Operating Support Program: Arts & Humanities Service Organization Grant

Release Date: January 26, 2017

RFA ID: FY18.GOS.1

Submission Deadline: Monday, March 6, 2017 at 4:00 p.m.

Introduction

DC Commission on the Arts and Humanities (CAH) is soliciting grant applications from qualified arts and humanities service organizations whose sole function is to provide specialized services such as networking, professional development, and technical support to the arts and humanities community.

Grants are competitive. Funding for this program is authorized from: Arts Program – Arts & Humanities Service Organization Grant Program.

General Operating Support Program: Arts & Humanities Service Organization Grant Description

The General Operating Support (GOS) Program: Arts & Humanities Service Organization Grant offers general operating support to non-profit arts, humanities, and arts education service organizations that offer services which can include professional development, technical assistance, networking opportunities, shared operational services, printed materials, and or research.

GOS applicants must demonstrate the ways in which their ongoing programming aligns with CAH's 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 GOS 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.

For the purposes of this grant, organizations dedicated to providing technical assistance and support services to DC arts and humanities practitioners as outlined in the definition below are deemed "service organizations."

Eligible organizations may receive up to 25% of their FY16 cash expenses across all CAH grant programs. Organizations undergoing a capital campaign, or other unusual budgetary situations should contact GOS Arts & Humanities Service Organization grants manager Benjamin Douglas at benjamin.douglas@dc.gov for assistance.

GOS has a 1:1 cash matching requirement, designed to assist an organization's fundraising by leveraging funding from additional sources. Neither in-kind goods or services nor other CAH or District of Columbia government funds may be used to satisfy the matching requirement. Funds must be spent within CAH's FY2018 (October 1, 2017 to September 30, 2018).

Service Organization Grant Goals

- Provide deeper, specialized assistance for arts, humanities, and/or arts education organizations and their practitioners to enhance their ability to meet their collective needs;
- Improve the capacity, stability, and effectiveness of individual artists and scholars, small community-based agencies, and large arts and humanities institutions;
- Increase the level of technical and managerial supports available to constituencies of small or historically under-resourced organizations and practitioners; and,
- Strengthen cohesion and community within the District's arts and humanities ecosystems.

Service Organization Definition

Service organizations are those whose primary mission is to provide specialized support to people or institutions within the arts and humanities through functions like networking, professional development, communication, convening, and various technical or managerial supports. Service organizations are not typically arts producers or presenters, although some organizations supporting historically disenfranchised communities may be actively engaged in delivery and creation. While some social service organizations may use the arts and humanities as a vehicle for service delivery, GOS funds are intended for organizations whose central purpose is the support of the arts and/or humanities.

Dimensions of support provided by service organizations may include:

- Validation: Building support and understanding of the value of what arts and humanities organizations and practitioners do;
- Demand/markets: Fostering society's appetite for artists and humanities practitioners and building demand for what they do through promotion;

- Material supports: Providing access to the financial and physical resources artists need for their work including space, employment, health insurance, awards and grants, and equipment – often through contracted/group services;
- Training and professional development: Offering conventional and lifelong learning opportunities;
- Communities and networks: Building inward connections and outward connections through convening and networking; and/or
- Information: Providing research about and for arts and humanities practitioners and organizations.

Successful General Operating Support Applications

- Provide work samples and support materials that best represent the work of the organization and realization of its mission;
- Demonstrate a clear commitment to inclusion, diversity, equity and access among participants, audiences, 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 Data Arts (formerly Cultural Data Project) funders 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 and at least one (1) year 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;
- Have, as its primary mission, to provide specialized support to people or institutions within the arts and humanities through functions like networking, professional development, communication, convening, and various technical or managerial supports;
- Have, as a majority of its constituents, those eligible for funding by CAH;
- 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 in good standing with CAH; and
- 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. Post office boxes and the addresses of board members or volunteers may not be used as a primary business address.

Applicants restricted from applying include:

- Service organizations with a majority of their constituents outside of the District of Columbia;
- Organizations with incomplete or delinquent reports, in any CAH funding program, as of October 15, 2017;
- 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;

- Organizations not in good standing or in compliance with requirements listed by DCRA and OPGS in the Citywide Grants Manual and Sourcebook (i.e. Clean Hands Certification);
- Organizations not in active service at least a year prior to the application fiscal year; and
- Individuals, fiscal agents, for-profit organizations, private foundations, political organizations, colleges, universities, foreign governments, federal government entities, and other DC government agencies, including DC Public Schools.

Funding Restrictions and Allowable Costs

Applicants receiving funding through the General Operating Support (GOS) Program are restricted from project support except when meeting eligibility criteria for either CAH's capacity building opportunities or Facilities and Buildings grants unless otherwise specified in the guidelines.

As a District of Columbia agency, CAH must ensure that all grant funds are expended in a fiscally responsible manner. Allowable costs are those that the District government and CAH have determined as valid expenditures.

Examples of allowable costs for the Arts & Humanities Service Grant:

- Salaries;
- Programmatic expenses;
- Overhead and maintenance;
- Equipment, materials and supplies directly related to services offered to artists and humanities practitioners, including capital expenses and technological resources;
- Expenses related to convenings, professional development workshops, or other activities in the service organization definition outlined above;
- Consultants; and
- Travel directly related to the cost of producing arts and humanities service opportunities in the District of Columbia.

Examples of unallowable costs for the Arts & Humanities Service Grant:

- Food and beverages;
- Re-granting;
- Tuition and scholarships;
- Costs related to special events, fundraisers, or lobbying; and,
- Travel not directly related to executing services as outlined in the definition above.

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.

Technical Assistance and Workshops

CAH staff members are available to help applicants through group and individual technical assistance workshops. CAH 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.org under [Grant Writing Assistance](#). **The CAH urges all applicants to attend these workshops.** In addition, CAH staff members are available to review draft applications 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 and DC public libraries listed below. **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 CAH offices. Additional information is available by calling CAH at 202-724-5613.

Day & Date	Time	Topic	Location
Wednesday, February 1	2:30pm-4:00pm	General Operating Support	Mt. Pleasant Neighborhood Library
Friday, February 3	2:30pm-3:30pm	General Operating Support	Live webchat
Tuesday, February 7	5:00pm-6:30pm	General Operating Support	CAH
Friday, February 10	2:30pm-3:30pm	General Operating Support	Live webchat
Wednesday, February 15	10:00-11:30am	General Operating Support	Anacostia Neighborhood Library
Friday, February 17	2:30pm-3:30pm	General Operating Support	Live webchat

FY18 General Operating Support Workshops are held at:

Mt. Pleasant Neighborhood Library

3160 16th St NW
Washington, DC 20010

DC Commission on the Arts and Humanities

200 I (Eye) Street SE, Suite 1400
Washington, DC 20003

Anacostia Neighborhood Library

1800 Good Hope Rd SE
Washington, DC 20020

Data Arts (formerly the Cultural Data Project)

For applicants interested in participating in online DataArts workshops, please visit <http://www.dcculturaldata.org/news.aspx>.

Application Process

Grant program guidelines are available www.dcartools.dc.gov. CAH utilizes an online grant portal. All applications must be submitted online by 4:00 pm, Monday, March 6, 2017. 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, 2017 to September 30, 2018. **Grant funds may not be used for activities that occur outside of the grant period.** CAH does not accept mailed, emailed or hand-delivered copies of grant applications or their required attachments.

Grant Application Procedure

1. Review the 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 4:00 pm on the grant program’s deadline date.

The application process is competitive and subject to the availability of funds. Applicants may not request or receive funding for the same activities through more than one CAH 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. CAH staff is not permitted to make corrections to applications on behalf of applicants. CAH 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 CAH’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: Content of Services Provided; District Impact & Engagement; and Organizational Capacity, Management and Sustainability. The evaluation criteria are listed and described on page 11.

CAH selects advisory review panelists for each grant program to score and rank the applications. Panelists are arts, humanities, arts education and/or business professionals, independent of CAH, who ensure that CAH provides programs and services that meet the needs of the District of Columbia. 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 CAH 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 CAH's Advisory Review Panels, see DCCA's [FY2018 Call for Panelists](#).

Notification of Decision

Applicants will be notified of their application status as required under the Grants Administration Act of 2015 within 45 days of the RFA close date.

Payment Process

DC Government pays all invoices within 30 days of receipt of invoice. Disbursements will be sent via electronic fund transfer to the grantee's bank account.

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

All activities funded by CAH 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 Arts & Humanities Service Organization Grant, clarification about eligibility requirements, work sample submissions or the grantmaking process, please refer to the [Guide to Grants](#) or contact Benjamin Douglas, grants programs manager at benjamin.douglas@dc.gov or 202-724-5613.

FY2018

GENERAL OPERATING SUPPORT PROGRAM: ARTS & HUMANITIES SERVICE ORGANIZATION GRANT

Review Criteria

Content of Services Provided 40%

- Services provided are of high quality and aligned with its mission based upon the applicant's materials (brochures, articles, letters of support, etc.);
- Organization has proven success in increasing the capacity, stability, and effectiveness of individual artists and scholars, small community-based agencies, and/or large arts and humanities institutions;
- Applicant uses personnel with demonstrated expertise (such as arts and humanities administrators, professionals, educators, scholars, mentors); and,
- Applicant notes services that promote inclusion, diversity, equity and access while demonstrating commitment to under-resourced organizations and communities.

District Impact and Engagement 30%

- The applicant specifies strategies employed to determine program recipient impact through evaluation, and details changes implemented to ensure continued and future growth;
- The applicant demonstrates a commitment to hiring DC-based arts and humanities professionals, where applicable, to deliver services (such as administrators, professionals, educators, scholars, mentors); and,
- The applicant demonstrates an understanding of the unique nature of the District of Columbia and the needs of DC arts and humanities organizations and practitioners.

Organizational Capacity, Management and Sustainability 30%

- The applicant demonstrates proper oversight with well-rounded expertise;
- The applicant is sufficiently stable, in terms of expertise, organizational capacity, and financial status to implement the proposed request;
- The applicant's financial information is detailed, accurate, feasible, and directly related to the grant request. All items funded with grant dollars are eligible expenses under the grant; and,
- The applicant clearly demonstrates ability to attract the financial support necessary to sustain the activities.

FY2018
General Operating Support (GOS) Program:
Arts & Humanities Service Organization Grant

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 request general operating support. Documents must be uploaded prior to the application deadline. **PDF files are required.**

MANDATORY DOCUMENTS

- o Work samples
CAH recommends up to three (3) internally-produced items that demonstrate high-quality arts, humanities, and/or arts education content or services provided (e.g. subscription brochures, brief videos of programs, images of work created by participants, etc.)
- o Support materials
CAH recommends up to three (3) internally-produced items (e.g. curricula, strategic plans, marketing materials, etc.) and up to three (3) externally-produced items (e.g. publicity, external letters of support, reviews, commendations, etc.)
- o Résumé of key personnel
(e.g. artistic/managing/executive directors, arts educators, etc. with roles, responsibilities and home addresses clearly indicated);
- o List of current board of directors with roles (e.g. president, treasurer, etc.), responsibilities and home addresses clearly indicated;
- o Current organizational budget;
- o Profit and loss statement from most recently completed fiscal quarter;
- o Balance sheet from most recently completed fiscal year;
- o 2016 DataArts “Data Complete” Funders Report; and,

- o OPGS compliance documents:

Templates and instructions available at

- o Arrest and Conviction Statement
(template here: <http://dcarts.dc.gov/page/managing-grant-awards>)
- o Recently dated Certificate of Clean Hands
(instructions here: <http://dcarts.dc.gov/page/managing-grant-awards>)
- o Certificate of DC Incorporation
- o Certificate of general liability insurance
- o IRS Letter of Determination
- o Statement of Certification
(template here: <http://dcarts.dc.gov/page/managing-grant-awards>)
- o Signed W-9, no post office boxes
(W-9 template here: <http://dcarts.dc.gov/page/managing-grant-awards>)



ADDENDUM A: WORK SAMPLES AND SUPPLEMENTARY MATERIALS

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

Content of Services Provided and merit is one of several criteria on which an application is reviewed. Other criteria include: District Impact and Engagement, Organizational Capacity and Sustainability Management, and information received from site visits and other monitoring activities. Content of Services Provided is demonstrated to the Advisory Review Panel through the applicant's:

- **Section 1 - Work sample;**
- **Section 2 - Support materials;**
- **Section 3 - Résumé 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, CAH 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 CAH 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 (10) different works.
	Organizations - Submit ten (10) 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 (2) 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 ten (10) digital images or up to two (2) 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 (2) audio/video recordings of completed work or work-in-progress.
Multi-disciplinary	
	Individuals and organizations must submit up to ten (10) digital images or up to two (2) audio/video recordings demonstrating the distinct disciplines in the work relevant to the grant request.
Music	
	Submit up to three (3) audio/video recordings.
	Selections must not exceed five (5) minutes.
	Upload each selection in a separate file.
Photography	
	Individuals - Submit digital images of ten (10) 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.

Service Organizations	
	Submit up to three (3) internally-produced items that demonstrate high-quality arts, humanities, and/or arts education content or services provided (e.g. membership brochures outlining services offered, brief videos of previous programs, curricula from professional development workshops, program from annual convening with breakout sessions listed, shared , etc.)
Theater	
Actors	Submit video recordings of two (2) 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 (2) 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 (3) audio recordings.
Visual Arts	
	Individuals - Submit digital images of ten (10) different works.
	Organizations - Submit ten (10) 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 - Résumé of Key Personnel

Another way for the Advisory Review Panel to determine the artistic 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 CAH Staff

When creating and preparing Work Samples, Support Materials and Résumés, the CAH 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 artistic 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;
- For project-based grants, if you have conducted similar projects in the past two years, include samples of work that illustrates the core mission, theme, or impact of those projects.
- Panelists must be able to assess the skill level of those 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;
- 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. CAH is not responsible for any material outside of the online grant portal.



ADDENDUM B:

DATA ARTS FUNDER'S REPORT

The 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 Data Arts Funder's Report will provide the cultural community with comprehensive data on arts and humanities in DC, and enable organizations to view trends in their data, benchmark themselves against peer organizations, and enhance their financial management capacity.

CAH requires organizations to complete a data profile and funder's report to apply to the following programs: Arts & Humanities Service Organization Grant Program, DC Heritage Grant Program, Facilities and Buildings 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 DataArts Help Desk:

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

Email: help@DCculturaldata.org

The DC DataArts Help Desk is available Monday – Friday from 9:00am – 5:00pm DCST.

DC CDP website: <http://www.dcculturaldata.org>