



## **ABOUT**

The Mayor's Arts Awards are the most prestigious honors conferred by the District on individual artists, teachers and nonprofit organizations. The DC Commission on the Arts and Humanities (CAH) will present the 32<sup>nd</sup> Annual Mayor's Arts Awards at the Historic Lincoln Theatre in September 2017.

Nominations for individuals and organizations are being accepted for awards in the following categories:

- Excellence in Visual Arts
- Excellence in Performing Arts
- Excellence in Arts Education
- Excellence in Creative Industries
- Excellence in the Humanities
- The Larry Neal Writers' Award for Adults and Youth

## **GUIDELINES**

- The awards are limited to individuals who reside and nonprofit organizations that have administrative offices in the District of Columbia.
- Individuals and nonprofit organizations may self-nominate or be nominated for an award.
- Individuals and nonprofit organizations may be nominated in multiple award categories where appropriate.
- Separate applications are required for each nomination category.
- Individuals and nonprofit organizations cannot be nominated in a category that they have been awarded in for a period of at least 2 years.

## **DEADLINE**

Only online applications will be accepted and must be submitted no later than Friday, **February 24, 2017, 4:00PM (EST).**

## **HOW TO NOMINATE**

Those making nominations (herein “applicant/s OR application”) are required to create an account through the website Good Done Great (GDG) in order to submit a nomination for an award. There is no cost for this. The website link may be accessed via <http://bit.do/MAA2017>, or by visiting [www.dcartz.dc.gov](http://www.dcartz.dc.gov). Please be advised that upon visiting the application portal link, applicants will encounter “Guide to Grants” page Select “Sign Up Today” link and proceed to the Mayor’s Arts Award nomination application. New users will be required to create a log in account. Complete the nomination application by the deadline.

**To nominate, visit** <http://bit.do/MAA2017>, or [www.dcartz.dc.gov](http://www.dcartz.dc.gov)

## **NOTIFICATION**

Finalists will be announced on or by July 14, 2017. Winners will be announced at the awards presentation in September 2017 (date TBD).

## **CONTACT**

For more information, please contact Ebony C. Brown, Special Events Manager at [ebony.brown@dc.gov](mailto:ebony.brown@dc.gov) or JaKenna Martin, Special Events Associate [jakenna.martin@dc.gov](mailto:jakenna.martin@dc.gov) or (202) 724-5613.

## **AWARD CATEGORIES**

<b>MAYOR’S AWARD FOR EXCELLENCE IN VISUAL ARTS</b>	
Artistic disciplines may include, but are not limited to:	Ceramics, drawing, painting, sculpture, printmaking, design, photography, crafts
<b>MAYOR’S AWARD FOR EXCELLENCE IN PERFORMING ARTS</b>	
Artistic disciplines may include, but are not limited to:	Dance- Jazz, tap, ballet, modern, hip hop, folk, ballroom Theatre- actors, directors, carpenters Music- composers, singers, musicians, bands, orchestras, choruses
<b>MAYOR’S AWARD FOR EXCELLENCE IN ARTS EDUCATION</b>	
	Honors an individual or organization for outstanding applications of imagination and creativity in a learning environment where teaching quality art is an essential part of their mission to its student population. The honor can include but is not limited to teachers in DC Public Schools and Public Charter Schools

<b>MAYOR'S AWARD FOR EXCELLENCE IN CREATIVE INDUSTRIES</b>	
	Honors an individual, business, organization or group that has taken a leadership role in helping to develop the creative economy/culture in Washington DC whose core function is the production and/or distribution of art
Artistic disciplines may include, but are not limited to:	Design arts, filmmakers, producers, museums, media, lighting designers, sound engineers, fashion, graphic designers, crafters, jewelry designers, media  *Curators such as festival coordinators, exhibitors best fit in this category
<b>MAYOR'S AWARD FOR EXCELLENCE IN THE HUMANITIES</b>	
	Honors an individual or organization that has made significant contributions in the humanities in the District of Columbia
Disciplines may include, but are not limited to:	Literature, history, language, philosophy, anthropology, archeology, musicality, religion and social science
<b>THE LARRY NEAL WRITER'S AWARD: (FOR INDIVIDUALS ONLY-ADULT, YOUTH)</b>	
<b>ADULT:</b>	
FICTION:	One unpublished short story, not to exceed 3,000 words, double-spaced
DRAMATIC WRITING:	One unproduced double-spaced play or double-spaced screen play. All plays and screen plays must include a two-page contextualizing the selection submitted. Entries will be judged on the summary and maximum of 3,000 words submitted
POETRY:	One poetry application must contain three (3) unpublished poems (one poem per page). The applicant will be judged on the quality of all three submissions.
<b>TEEN (GRADES 9-12):</b>	
POETRY:	Two unpublished poems (one poem per page).
FICTION:	One unpublished short story, not to exceed 500 words, double-spaced.

## WORK SAMPLES

CAH values and emphasizes artistic excellence or creative content in all programs within all disciplines. This section contains detailed information on the CAH's requirements and suggestions regarding artistic content.

Arts and humanities content and/or merit is one of several criteria on which an application is reviewed. Other criteria include: District impact and engagement, artistic expertise and history as dictated within the program guidelines. Arts and humanities content and/or merit are 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 bios**

Of these, the work sample carries the most weight because it must contain the clearest depiction of the nominee's best work(s) of art and/or humanities. All applicants must submit arts and/or humanities 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/or humanities discipline. *Applicants must adhere to the work sample requirements below in order to be eligible for consideration.*

***Applicants are strongly encouraged contact the nominee to obtain the most up to date nomination materials for the nomination uploads.***

Arts Education	
	Includes video and audio excerpts, writing samples, and student art 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 artistic 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 being submitting. Arrange the list in the order of viewing preference. 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 the nominee a soloist or the project involves a solo.
<b>Design Arts</b>	
	Individuals - Submit digital images of ten different works.
	Organizations - Submit 20 digital images of different works.
	Create an Image Identification List of the images being submitting. Arrange the list in the order of viewing preference. 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.
<b>Interdisciplinary</b>	
	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.
<b>Media Arts</b>	
Film, Video, Radio	Submit up to two audio/video recordings of completed work or work-in-progress.
<b>Multi-disciplinary</b>	
	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.
<b>Music</b>	
	Submit up to three audio/video recordings.
	Selections must not exceed five minutes.
	Upload each selection in a separate file.
<b>Photography</b>	
	Individuals - Submit digital images of ten different works.
	Organizations - Submit 20 digital images of different works.

	Create an Image Identification List of the images being submitting. Arrange the list in the order of viewing preference. 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.
<b>Theatre</b>	
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.
<b>Visual Arts</b>	
	Individuals - Submit digital images of ten different works.
	Organizations - Submit 20 digital images of different works.
	Create an Image Identification List of the images being submitting. Arrange the list in the order of viewing preference. 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.
<b>Arts Teaching</b>	
	Submit Syllabi, lesson plans, rubrics and evaluation methods.

## **SCORING RUBRIC**

Panelist will score each category on a scale of 1 – 5 with 1 being the lowest and 5 being the highest.

<b><u>5</u> -Highest Score</b>	
	Nominee fully embodies all the qualities described in the description of the award.
<b><u>4</u> - 2<sup>nd</sup> Highest</b>	
	Nominee embodies the qualities described in the description of the award with a minor hesitation and/or question about either quality of work OR level of community impact OR overall nomination package.
<b><u>3</u> - Mid-Range</b>	
	Nominee somewhat embodied the qualities described in the description of the award but there was hesitation in one or two areas such as artistic quality AND impact on the community or the quality of the nominee's application AND the level of impact.
<b><u>2</u> –Low Range</b>	
	Nominee somewhat embodied the qualities described in the award but there was significant hesitation toward even giving a mid-range nomination for perhaps any and all of the qualities mentioned in the award description.
<b><u>1</u> -Lowest Range</b>	
	Nominee has reason to be considered for an award based on fundamental criteria described in the award description but there is little reason to recommend the nominee strongly for the award being considered

<b>SCORING WEIGHT</b>	
<b>50%</b>	<b>ARTISTIC CONTENT</b>
	<ul style="list-style-type: none"> <li>• Work sample and support materials demonstrate high standards of artistic excellence.</li> <li>• Nominee demonstrates distinction in discipline.</li> <li>• Nominee demonstrates a sustainable history of high standards in artistic</li> </ul>

	<p>excellence.</p> <ul style="list-style-type: none"> <li>•</li> </ul>
<b>30%</b>	<b>EXPERTISE AND HISTORY</b>
	<ul style="list-style-type: none"> <li>• Nominee demonstrates background and expertise in discipline.</li> <li>• Nominee demonstrates sustainability and longevity in the community.</li> <li>• Nominee utilizes personnel with demonstrated arts expertise, and uses DC-based artists to deliver content. (if applicable)</li> <li>• Nomination (category) request aligns and supports the nominee’s mission.</li> <li>• Nominee shows commitment in development of craft.</li> </ul>
<b>20%</b>	<b>COMMUNITY ENGAGEMENT AND IMPACT</b>
	<ul style="list-style-type: none"> <li>• Nominee describes significant impact within the DC community.</li> <li>• Arts activities are enriching experiences that meet the unique needs of DC residents.</li> <li>• Nominee is clear about the target audience and appropriate marketing methods to target audiences.</li> <li>• Nominee partners with similar/complementary organizations and individuals to leverage resources, where appropriate.</li> </ul>

## **APPLICATION QUESTIONS**

### **Step 1**

Select New Request

### **Step 2**

Under “Currently Open Programs” Select “Mayor’s Arts Awards” then select “Save and Continue”.

### **Step 3**

#### **WORKSAMPLES AND UPLOADS:**

**What you will see:** “Provide a statement describing how and why the artistic and/or humanities and/or arts education content of the work sample best represents the applicant. Describe how this and/or humanities and/or arts education work delivers and achieves stated goals.



**WHAT WE NEED:** Provide a statement describing the work samples in detail. Describe how and why the artistic and/or humanities content of the work sample best represents the nominee's body of work.  
(Required)

Words remaining: 400

#### **MEDIA VIEWER:**

**Please upload your media files here**

**What you will see:** Applicants should upload work samples of Photos (JPG, PNG, GIF), Video (MP4, or audio (MP3) by clicking the "Select or Upload Media Files to Attach" button. Please see Work Sample addendum in the program guidelines to find out which work sample format is appropriate for your application. If your work sample(s) are not photo, video, or audio files, please use the Support Material field below to upload documents. If your work sample(s) are exclusively photo, video and/or audio files, please use a placeholder file to the Work Sample field below.

**WHAT WE NEED:** Please see Work Sample addendum in the Mayor's Arts Awards application guidelines to find out which work sample format is appropriate for your nomination. If your work sample(s) are not photo, video, or audio files, please use the Support Material field below to upload documents. **Please submit a range of work that clearly demonstrates your artistic development over a period of time (i.e. timeline of work).** If your work sample(s) are exclusively photo, video and/or audio files, please use a placeholder file to the Work Sample field below.

(Required)

#### **WORK SAMPLES URL:**

(This is an optional route to enter weblinks for clips from sites such as YouTube, Vimeo, Flickr, etc...)

Links should not lead to homepages or pages which require additional steps to review samples. You may include up to three (3).

#### **REQUIRED DOCUMENTS:**

**Please upload one document for each of the available options for "Source" as these are required documents.** If requested document is not applicable, upload a PDF saved as "N/A" to be allowed to save and submit your application.

#### **RESUME(S) OF KEY PERSONNEL AND/OR BIO**

(Required)

**SUPPORT MATERIAL:**

(Letters of support, press clippings, images, flyers, write ups, etc.)

(Required)

**Step 4**

Select “Save and Continue”.

**What you will see: NOMINEE\*:**

**WHAT WE NEED: NOMINEE\*:** (Enter the name of the Nominee here.)

**OVERVIEW:**

**What you will see:** Briefly detail the arts and humanities activities and goals during the grant period (-)

Words remaining: 200

**WHAT WE NEED:** Provide a statement describing the Nominee’s mission and/or artistic history.

Additionally, provide a statement describing why the Nominee is deserving of receiving a Mayor’s Arts Award in the selected category and the correlation of the Nominee’s artistic history to the selected category. Refer to Award Category addendum in Mayor’s Arts application guidelines.

(Required)

Words remaining: 200 **(You may exceed the word count in this section, it will not reflect negatively in your nomination review).**

**NARRATIVE QUESTIONS:****CATEGORY**

(Dropdown: i.e. Excellence in Visual Arts, Excellence in Performing Arts, Excellence in Arts Education, etc.)

(Required)

**NOMINEE NAME**

(Required)

**NOMINEE PHONE**

(Required)

**NOMINEE EMAIL**

(Required)

**NOMINEE STREET ADDRESS 1**

(Required)

**NOMINEE STREET ADDRESS 2****NOMINEE CITY**

(Required)

**NOMINEE STATE**

(Required)

**NOMINEE ZIP CODE**

(Required)

**ARTIST TYPE**

(Dropdown: i.e. poet, choreographer)

Select "Save and Continue" to submit the nomination.

**Please note that all required information needs to be completed before the application can be submitted.**