



DC COMMISSION ON  
THE ARTS & HUMANITIES

FY 2015

# GUIDE TO GRANTS





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DC COMMISSION ON  
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## ABOUT THE D.C. COMMISSION ON THE ARTS AND HUMANITIES

### Mission

The D.C. Commission on the Arts and Humanities (DCCAH) provides grants, programs and educational activities that encourage diverse artistic expressions and learning opportunities, so that all District of Columbia residents and visitors can experience the rich culture of our city.

### About

Established in 1968, the D.C. Commission on the Arts and Humanities is the official government agency for arts and humanities in the District of Columbia. The Commission supports and promotes stability, vitality and diversity of artistic expression. The Commission is comprised of up to eighteen private residents who serve as the governing body and final funding decision-makers for the Agency, each of whom is appointed by the Mayor and approved by the Council of the District of Columbia. It also includes a professional staff, assisted annually by Advisory Review Panelists and a host of volunteers. The D.C. Commission on the Arts and Humanities is supported in part by the National Endowment for the Arts.

### Goals

To carry out DCCAH's mission, the following goals have been established:

- Provide access to the arts and humanities for all District residents and visitors;
- Promote lifelong learning and interest in the arts and humanities, as well as arts and humanities education for all ages;
- Build communities through public and private partnerships in the arts and humanities; and
- Preserve the cultural diversity of the District of Columbia through the arts and humanities.

### Board of Commissioners

A Board of Commissioners appointed by the Mayor of the District of Columbia governs DCCAH. Applicants and patrons are encouraged to notify the Commissioners and staff of their artistic activities and include them on mailing lists. It is appropriate to send invitations, notices of exhibitions, readings, performances, etc. It is not appropriate to send personal letters of introduction or persuasion.

Telephone communication with Commissioners and Advisory Review Panelists is a breach of Commission regulations and may lead to disqualification.

A list of Commissioners and contact information is provided on the next page.



DC COMMISSION ON  
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## ABOUT THE D.C. COMMISSION ON THE ARTS AND HUMANITIES

### Board of Commissioners

Ms. Judith Terra, Chair (Ward 4) 4845 Colorado Avenue, NW Washington, DC 20011	
Mr. Marvin Bowser (Ward 7) 2501 33 <sup>rd</sup> St., SE Washington, DC 20020	Ms. Susan Clampitt (Ward 6) 13 Ninth St., SE Washington DC 20003
Mr. Christopher Cowan (Ward 5) 5101 44 <sup>th</sup> St., NW Washington, DC 20016	Mr. Edmund C. Fleet (Ward 7) 3608 Alabama Ave., SE Washington, DC 20020
Ms. Rhona Wolfe Friedman (Ward 2) 2441 Tracy Place, NW Washington, DC 20008	Ms. Alma H. Gates (Ward 3) 4911 Ashby St., NW Washington, DC 20007
Mr. Darrin L. Glymph (Ward 4) 1152 15th St. NW Washington, DC 20005	Ms. Barbara Jones (Ward 8) 2411 18th St SE Washington, DC 20020
Mr. James E. Laws, Jr. (Ward 4) 6739 13 <sup>th</sup> Place NW Washington, DC 20012	Mr. Rogelio A. Maxwell (Ward 3) 3133 38th St., NW Washington, DC 20016
Ms. MaryAnn Miller (Ward 3) 3001 Veazey Terrace, NW #1531 Washington, DC 20008	Mr. José Alberto Uclés (Ward 5) 23 T Street NW Washington, DC 20001
Ms. Gretchen Wharton (Ward 2) 1726 5 <sup>th</sup> St., NW Washington, DC 20001	Ms. Lavinia Wohlfarth, Vice Chair (Ward 5) 1331 Allison St., NE Washington, DC 20017



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## ABOUT THE D.C. COMMISSION ON THE ARTS AND HUMANITIES

### **Access and Equal Opportunity**

Persons needing accessibility accommodations for DCCAH services and programs may contact the Accessibility Coordinator, Carolyn Parker, at (202) 724-5613 or (202) 724-4493 TDD/TTY to request assistance. A large print or audio version of this document is available with advance notice. Sign language or foreign language interpretation is available for DCCAH workshops and events with two weeks' notice.

Federal and District of Columbia statutes require that all applicants comply with laws and regulations governing nondiscrimination. These include: Title VII of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin, Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1686), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 - 12213) which prohibits discrimination on the basis of disabilities; and the DC Human Rights Act of 1977.



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## ELIGIBILITY REQUIREMENTS

Each grant program specifies individualized criteria that the applicant must meet in order to apply for those funds. In general, the DCCAH uses these standard eligibility requirements.

Individuals may apply if they meet all of the following eligibility requirements at the time of application.

Applicants must:

- Be artists or arts professionals (e.g., presenters, producers and educators), aged 18 or older;
- Be legal DC residents for at least one or two years prior to the application deadline, depending on the grant program, and must maintain residency during the entire grant period;
- Have a permanent DC address, as listed on proper identification or tax returns. PO Boxes may not be used as a primary address; and
- Be in good standing with DCCAH. Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2014, are ineligible to receive an additional award from DCCAH in FY2015.

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 a designated tax exempt status under section 501(c)(3) of the United States Internal Revenue Code, as well as incorporated within the District of Columbia;
- Have their Federal and DC tax exempt status (subject to DCRA verification) in good standing for one year prior to the application deadline;
- Have principal offices that are located in the District of Columbia, as demonstrated by the address on the organization's official 990 document. PO Boxes and the addresses of board members or volunteers may not be used as a primary business address;
- Have a demonstrated commitment to provide arts and humanities programs to the residents of Washington, DC. At least fifty-one percent (51%) of scheduled arts and humanities activities occur within the District of Columbia;
- Be in good standing with DCCAH. Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2014, are ineligible to receive an additional award from DCCAH in FY2015;
- Do not use fiscal agents; and
- Not be colleges, universities, service organizations, foreign governments or other DC government agencies, including DC Public Schools.



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## FY 2015 GRANT OPPORTUNITIES

The DC Commission on the Arts and Humanities awards grants to nonprofit organizations and individuals. Eligibility requirements are listed on the previous page. If applicants have questions regarding which grant programs they should apply to, they should refer to the chart on the following page. Any other questions should be addressed to the grant manager of the specific program.

### **NEW to FY15!!!**

- Arts Education Projects (project-based support) has an increased maximum award amount of \$50,000;
- City Arts Projects (project-based support) has an increased maximum award amount of \$50,000;
- East of the River has an increased maximum award amount of \$40,000; and
- Grants-In-Aid (general operating support) has an increased maximum award amount of 20% of the applicant's operational budget not to exceed \$250,000.

### **Matching Requirements**

Most DCCAH grant programs require organizations to provide matching funds. The matching requirements are listed in the table on the following page. Matching requirements are designed to assist an organization's fundraising by leveraging funding from additional sources. Neither in-kind nor other DCCAH funds may be used to satisfy the matching requirements. Both DCCAH grants and matching funds must be spent within DCCAH's FY2015 (October 1, 2014 to September 30, 2015), unless otherwise noted.

Individuals are not required to provide matching funds.



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**FY15 Grant Cycle – Program Descriptions and Dates**

GRANT PROGRAM & DESCRIPTION	MANAGER	DEADLINE
<p><b>Art Education Program (AEP)</b> - Supports in-school and out-of-school-time arts and humanities programs for children and youth in pre-school through high school settings. The grant also supports professional development opportunities in the arts and humanities for classroom educators.</p> <p><u>Maximum Award:</u> \$50,000 – Organizations (1:1 Match)</p>	<p><a href="#">David Markey</a> <a href="#">Ariel Wilson</a></p>	<p>Wednesday 5/14/2014</p>
<p><b>Artist Fellowship Program (AFP)</b> - Supports individual artists who significantly contribute to the arts and substantively impact the lives of District of Columbia residents through artistic excellence.</p> <p><u>Maximum Award:</u> \$10,000 – Individuals (No Required Match)</p>	<p><a href="#">JR Russ</a> <a href="#">Regan Spurlock</a></p>	<p>Friday 5/9/2014</p>
<p><b>City Arts Projects (CAP) - Organization</b> - Supports projects and festivals to promote arts and humanities activities to DC residents.</p> <p><u>Maximum Award:</u> \$50,000 – Organizations (1:1 Match)</p>	<p><a href="#">Moshe Adams</a></p>	<p>Wednesday 5/7/2014</p>
<p><b>City Arts Projects (CAP) - Individuals</b> - Supports projects and festivals to promote arts and humanities activities to DC residents.</p> <p><u>Maximum Award:</u> \$10,000 – Individual (No Required Match)</p>	<p><a href="#">Regan Spurlock</a></p>	<p>Wednesday 5/7/2014</p>
<p><b>Cultural Facilities Projects (CFP)</b> - Supports capital projects to defray costs related to the improvement, expansion and rehabilitation of existing buildings owned/leased by nonprofit cultural institutions and purchase of existing facility under certain considerations.</p> <p><u>Maximum Award:</u> \$200,000 – Organizations (1:1 Match)</p>	<p><a href="#">Steven Mazzola</a></p>	<p>Monday 5/12/2014</p>
<p><b>East of the River (EOR)</b> - Supports access to high-quality arts and humanities experiences for residents living east of the Anacostia River.</p> <p><u>Maximum Award:</u> \$40,000 – Organizations (No Required Match)</p>	<p><a href="#">Curtis Foy</a></p>	<p>Monday 5/12/2014</p>



<p><b>Grants-In-Aid (GIA)</b> – General support for arts and humanities organizations.</p> <p><u>Maximum Award:</u> 20% of the applicant’s operational budget not to exceed \$250,000 – Organizations (1:1 Match)</p>	<p><a href="#">Steven Mazzola</a></p>	<p>Friday 5/9/2014</p>
<p><b>Sister Cities International Arts Grant (SCIAG)</b> - Supports arts and humanities projects that foster cultural exchange and diplomacy between the District of Columbia and DC’s Sister Cities.</p> <p><u>Maximum Award:</u> \$20,000 – Organizations (1:1 Match), \$20,000 – Individuals (No Required Match)</p>	<p><a href="#">Regan Spurlock</a></p>	<p>Friday 5/16/2014</p>
<p><b>Public Art Building Communities (PABC)</b> - Supports the creation and installation of permanent or temporary public artwork that enhances District neighborhoods.</p> <p><u>Maximum Award:</u> \$100,000 – Organizations (1:1 Match), \$50,000 – Individuals (No Required Match)</p>	<p><a href="#">Keona Pearson</a></p>	<p>Friday 7/25/2014 Friday 10/17/2014</p>
<p><b>UPSTART (UPS)</b> - Supports capacity building projects for arts and humanities organizations through consulting and grants for administrative systems, leadership development and operating reserves.</p> <p><u>Maximum Award:</u> \$100,000 – Organizations Up to 30% of total award can be matched</p>	<p><a href="#">Steven Mazzola</a></p>	<p>Friday 5/16/2014</p>
<p><b>Mid Atlantic Performing Arts Presenters (PAPI)</b> - Supports projects for arts nonprofits through touring the region.</p> <p><u>Maximum Award:</u> Visit <a href="http://www.midatlanticarts.org/">http://www.midatlanticarts.org/</a> for information.</p>	<p><a href="#">Steven Mazzola</a></p>	<p>Winter 2015</p>
<p><b>Art Bank</b> - Artwork is purchased each year to expand the District’s Art Bank Collection, a growing collection of moveable works funded through the District’s Art in Public Places Program and loaned to other District Government agencies for display in public areas of government buildings.</p> <p><u>Maximum Award:</u> Varies</p>	<p><a href="#">Zoma Wallace</a></p>	<p><a href="#">See DCCA’s website for details</a></p>



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## FUNDING RESTRICTIONS AND ALLOWABLE COSTS

As a District of Columbia agency, the DCCAH must ensure that all grant funds are expended in a fiscally responsible manner. Allowable costs are those that the District government and the DCCAH have determined as appropriate expenditures. Examples of allowable costs for the various grant programs can be found in each program guideline.

There are a number of expenses that may not be charged to DCCAH grants. Unallowable costs for all DCCAH grants include:

- Food and beverages;
- Tuition and scholarships;
- Costs related to fundraisers and special events;
- Travel not directly related to the execution of the project; and
- College and university tuition.

All expenses must be approved by the grant program manager before the grant agreement is processed for payment. Questions regarding allowable costs should be referred to the grant program manager.

**Applicants may receive only two (2) grant awards per fiscal year from Arts Education Program, City Arts Projects and Grants-In-Aid. An applicant is not restricted from receiving additional grant awards from any other grant program(s).**

Individuals are not restricted from receiving multiple grants.

Organizations recommended for multiple awards in the restricted categories will be contacted by the Director of Grants in order to determine which two awards the organization will accept. This decision rests entirely with the organization. DCCAH has no opinion on the organization's choice.



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## TECHNICAL ASSISTANCE

DCCAH staff members are available to help develop grant applications through group and individual technical assistance. Between April and May 2014, the DCCAH will conduct free workshops 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.dcart.sdc.gov](http://www.dcart.sdc.gov) under [Grant Writing Assistance](#). **The DCCAH urges all applicants to attend these workshops.** In addition, DCCAH staff members are available for 30-minute appointments up to one week before the deadline.

Workshops will take place at the offices of the DC Commission on the Arts and Humanities and the Marshall Heights Community Development Organization (MHCDO). **Workshop dates, times and locations listed below are subject to change.** All workshops are free and open to the public; however, participants are encouraged to RSVP. Be sure to bring photo identification when you arrive. To RSVP contact Alexxis Hooks at [Alexxis.Hooks2@dc.gov](mailto:Alexxis.Hooks2@dc.gov) or call 202-724-5613.

Date	Time	Topic	Location
Tuesday, April 8	1:00pm-2:00pm	<b>CAP ORG</b>	DCCAH
Tuesday, April 8	2:30pm-3:30pm	<b>AFP &amp; CAP - Individual</b>	DCCAH
Tuesday, April 8	4:00pm-5:00pm	<b>Evaluations &amp; Assessments Workshop</b>	DCCAH
Tuesday, April 8	6:30pm-7:30pm	<b>GIA</b>	DCCAH
Wednesday, April 9	1:00pm-2:30pm	<b>Grant Writing Clinic: General Information Conducted by Humanities Council of DC</b>	DCCAH Multi-Purpose Room
Wednesday, April 9	3:00pm-4:00pm	<b>GIA</b>	MHCDO
Wednesday, April 9	6:30pm-7:30pm	<b>CAP ORG</b>	DCCAH
Thursday, April 10	9:00am-12:00pm	<b>Open Hours</b>	MHCDO
Thursday, April 10	1:00pm-2:00pm	<b>EOR</b>	MHCDO
Thursday, April 10	2:30pm-3:30pm	<b>AFP &amp; CAP - Individual</b>	MHCDO
Thursday, April 10	2:00pm-3:00pm	<b>AEP</b>	DCCAH
Thursday, April 10	6:30pm-7:30pm	<b>SCIAG</b>	DCCAH
Monday, April 14	2:00pm-3:30pm	<b>CDP Webinar for DC Orgs.</b>	Online
Tuesday, April 15	1:00pm-2:00pm	<b>GIA</b>	DCCAH
Tuesday, April 15	6:30pm-7:30pm	<b>CFP</b>	DCCAH
Wednesday, April 16	<b>HOLIDAY</b>	<b>HOLIDAY</b>	<b>HOLIDAY</b>
Thursday, April 17	9:00am-12:00pm	<b>Open Hours</b>	MHCDO
Thursday, April 17	12:00pm- 1:00pm	<b>SCIAG</b>	MHCDO
Thursday, April 17	1:00pm-2:00pm	<b>AEP</b>	MHCDO
Thursday, April 17	2:30pm-3:30pm	<b>UPSTART</b>	MHCDO

Thursday, April 17	6:30pm-7:30pm	<b>Work Sample Workshop</b>	DCCAHA Multi-Purpose Room
Monday, April 21	4:00pm-5:30pm	<b>CDP Webinar for DC Orgs.</b>	Online
Tuesday, April 22	1:00pm-2:00pm	<b>SCIAG</b>	DCCAHA
Tuesday, April 22	2:30pm-3:30pm	<b>EOR</b>	DCCAHA Multi-Purpose Room
Tuesday, April 22	6:30pm-7:30pm	<b>UPSTART</b>	DCCAHA
Wednesday, April 23	2:30pm-3:30pm	<b>CFP</b>	MHCDO
Thursday, April 24	9:00am-12:00pm	<b>Open Hours</b>	MHCDO
Thursday, April 24	1:00pm-2:00pm	<b>Evaluations &amp; Assessments Workshop</b>	MHCDO
Thursday, April 24	2:30pm-3:30pm	<b>CFP</b>	DCCAHA
Thursday, April 24	6:30pm-7:30pm	<b>AFP &amp; CAP - Individual</b>	DCCAHA
Monday, April 28	6:30pm-7:30pm	<b>General Workshop</b>	<b>THEARC</b>
Tuesday, April 29	9:00am-12:00pm	<b>Open Hours</b>	MHCDO
Tuesday, April 29	1:00pm-2:00pm	<b>PABC</b>	MHCDO
Tuesday, April 29	2:30pm-3:30pm	<b>CAP ORG</b>	MHCDO
Tuesday, April 29	6:30pm-7:30pm	<b>EOR</b>	DCCAHA Multi-Purpose Room
Thursday, May 1	1:00pm-2:00pm	<b>UPSTART</b>	DCCAHA
Thursday, May 1	2:30pm-3:30pm	<b>Work Sample Workshop</b>	DCCAHA
Thursday, May 1	2:30pm-3:30pm	<b>PABC</b>	DCCAHA
Thursday, May 1	6:30pm-7:30pm	<b>AEP</b>	DCCAHA

### East of the River Satellite Location Workshops

In preparation for the FY15 grant application process, DCCAHA will offer community based outreach at Marshall Heights Community Development Organization (MHCDO). This satellite location will be staffed by DCCAHA's Community Outreach Coordinator, Curtis Foy. The goal of the DCCAHA satellite office is to provide potential applicants with one-on-one assistance related to DCCAHA FY15 grant applications. The satellite office open hours are: 9:00am-12:00pm and walk-ins are welcome.

In addition to one-on-one assistance, DCCAHA will also offer workshops at MHCDO. Please see the schedule below for all technical assistance opportunities available at Marshall Heights Community Development Organization.

Date	Time	Topic	Location
Wednesday, April 9	3:00pm-4:00pm	<b>GIA</b>	MHCDO
Thursday, April 10	9:00am-12:00pm	<b>Open Hours</b>	MHCDO
Thursday, April 10	1:00pm-2:00pm	<b>EOR</b>	MHCDO
Thursday, April 10	2:30pm-3:30pm	<b>AFP &amp; CAP - Individual</b>	MHCDO
Thursday, April 17	9:00am-12:00pm	<b>Open Hours</b>	MHCDO
Thursday, April 17	12:00pm- 1:00pm	<b>SCIAG</b>	MHCDO
Thursday, April 17	1:00pm-2:00pm	<b>AEP</b>	MHCDO
Thursday, April 17	2:30pm-3:30pm	<b>UPSTART</b>	MHCDO

Wednesday, April 23	2:30pm-3:30pm	<b>CFP</b>	MHCDO
Thursday, April 24	9:00am-12:00pm	<b>Open Hours</b>	MHCDO
Thursday, April 24	1:00pm-2:00pm	<b>Evaluations &amp; Assessments Workshop</b>	MHCDO
Tuesday, April 29	9:00am-12:00pm	<b>Open Hours</b>	MHCDO
Tuesday, April 29	1:00pm-2:00pm	<b>PABC</b>	MHCDO
Tuesday, April 29	2:30pm-3:30pm	<b>CAP ORG</b>	MHCDO

**Workshop Registration Details**

**Cultural Data Project:** Learn the basics of participation in the Cultural Data Project. The CDP New User orientation will walk applicants through the process of completing their Data Profile, applying to participating grantmakers, and generating reports. This orientation is recommended for organizations that are new to the CDP, or as a refresher on using the online system.

For applicants interested in participating in the online Cultural Data Project workshops, please visit CDP <http://www.dcculturaldata.org/news.aspx>.

**Grants Writing Clinic:** The Humanities Council of Washington DC, a partner of DC Commission on the Arts & Humanities, will conduct a General Grants Writing Clinic for potential applicants. The goal of the workshop is to provide more in-depth assistance and feedback to the applicant’s questions regarding grant proposals, to increase the funding potential of the applicant.

Applicants interested in registering for the Grant Writing Clinic must email Curtis Foy at [tierra.buggs@dc.gov](mailto:tierra.buggs@dc.gov) for specific instructions and preparation for the workshop.

<b>FY15 Workshops will be located at:</b>
<p><b>DC Commission on the Arts and Humanities</b>  200 I (Eye) Street SE, Suite 1400  Washington, DC 20003</p> <p><b>Marshall Heights Community Development Organization</b>  3939 Benning Road, NE  Washington, DC 20019</p> <p><b>THEARC</b>  1901 Mississippi Ave., SE  Washington, DC 20020</p>

### **One-on-One Assistance**

DCCAH staff members are available for 30-minute appointments up to one week before the deadline. DCCAH encourages applicants to send drafts to DCCAH staff members in advance of the meeting. The purpose of one-on-one assistance is to discuss strategies that might help showcase the applicant's activities in the best possible manner.



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## APPLICATION PROCESS

All of the FY2015 grant program guidelines are available [www.dcartsonarts.org](http://www.dcartsonarts.org). DCCAHA utilizes an online grant portal. All applicants MUST SUBMIT the application online via the online grant portal by 6:00PM on the deadline date. DCCAHA will not accept mailed, emailed or hand-delivered copies of grant applications.

### Grant Application Procedure

1. Review the FY15 Guide to Grants [PDF] and the grant guidelines thoroughly and determine eligibility of the applicant, project and project activities;
2. Go to the [Apply for Grants](#) page and select the [FY15 Grant Application Portal](#) to register:
  - **If the applicant created an account in FY14, the applicant's FY15 Login Name will be the email address associated with the FY14 application.** To reset the password either select "Forgot your password?" or click [here](#). Applicants' profiles and organization data have been migrated, however FY14 request and award data will not be available in the new portal until later this year;
  - To reference a FY14 application, visit the [FY14 Grant Application Portal](#) and log in using the FY14 Login Name and password. Direct any questions to DCCAHA at 202.724.5613.
  - If the applicant did not create an account in FY14, they will register as a new user. Direct any questions to DCCAHA at 202.724.5613;
3. Once fully registered, applicants should select the desired grant program(s); complete the application questions and budget/budget narrative data; and upload all required documents, supplementary material, and work samples; and
4. Submit the application by 6:00pm 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 project activities through more than one DC Commission grant 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 nor recommendation for funding by the Advisory Review Panel. DCCAHA staff are not permitted to make corrections to applications on behalf of applicants. DCCAHA staff will review applications for completeness and contact applicants for any incomplete documents within five business days of the deadline. Applicants are responsible for updating attachments within five business days of DCCAHA's notification. Incomplete applications will not be forwarded to the Advisory Review Panel for consideration.



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## ADDRESSING ACCESSIBILITY IN GRANT APPLICATIONS

The DC Commission on the Arts and Humanities is committed to ensuring that all grantees comply with the Americans with Disabilities Act (ADA) of 1990. The ADA provides civil rights protection to individuals with disabilities in the areas of employment, services rendered by state and local government, places of public accommodation, transportation and telecommunication services. Organizations funded by DCCAH must make reasonable accommodations to ensure that people with disabilities have equal physical and communications access, as defined by federal law. Organizations applying for funding from DCCAH should include a response to the accessibility section of their applications by detailing the following three items:

1. The process for formulating an accessibility plan (i.e. advisory committee, board and staff training, budgeting, etc.)
2. The current progress/status of an organization's physical accessibility. If the location is not barrier free, include a timeline or steps being undertaken to make the facility compliant.
3. The current progress/status of the organization's accessibility in presenting activities – communications access (TDD, large print or Braille materials, audio description or assistive listening devices, interpreted performances, etc.) and marketing/advertising.

For more information on accessibility or to receive an accessibility checklist, please call (202) 724-5613. The checklist may also be download from DCCAH's website at <http://dcarts.dc.gov> or by contacting the office by TDD/TTY at (202) 724-4493 to request that the checklist be sent by mail or fax.

### **Nondiscrimination**

In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code Section 2-1401.01et seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination, which is prohibited by the Act. In addition, harassment based on any of the above-protected categories is prohibited by the act. Discrimination in violation of the Act will not be tolerated. Violators will be subjected to disciplinary action.

### **Limited English Proficiency**

DCCAH is committed to ensuring that its programs and services are accessible to all people. This document can be translated with a minimum of two weeks' notice. The agency will seek the assistance of appropriate expert panelists to review applications and materials in other languages, in addition to obtaining literal translation services when needed.





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## GRANT REVIEW PROCESS

All applications are scored according to four categories: Artistic Content, District Impact & Engagement, Sustainability and Capacity, and Overall. The evaluation criteria are specific to each grant program and listed in each grant program's guidelines. The application process is competitive and subject to the availability of funds. Applicants may not request or receive funding for the same project activities through more than one Commission grant program or grant category.

Once an application has been successfully submitted, a grant manager will review each submission for eligibility and completeness. Receiving an automated confirmation of the applicant's submission does not guarantee the application's eligibility or recommendation for funding.

Applicants are fully responsible for the content of their application packages. Failure to submit mandatory documents will automatically result in disqualification. Incomplete applications will not be forwarded to the Advisory Review Panel for review. DCCAH staff cannot make corrections to applications on behalf of applicants.

DCCAH selects Advisory Review Panelists for each grant program to make funding recommendations to the Commission Board. Advisory Review Panelists are arts and humanities professionals independent of the Commission who ensure that the DCCAH provides programs and services that meet the needs of the District's cultural community. All eligible applications will be forwarded to the Advisory Review Panelists for evaluation and scoring based on the published criteria. Panelists will conduct a thorough review of all applications and convene as group to discuss each application and finalize scores.

The evaluation process will also take 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.

To nominate a person to serve on DCCAH's Advisory Review Panels, see DCCAH's [FY15 Call for Panelists](#).



## PANEL PROCESS AND APPROVAL OF AWARDS

Panelists review grant applications in advance of Advisory Review Panel meetings. Panelists then convene for one to two days as a group to review and discuss the applications. A Commissioner presides over each Advisory Review Panel meeting, but does not participate in discussion or scoring.

The Panelists discuss and score each applicant according to the criteria. Applications are then ranked in order of their scores. The Advisory Review Panel also discusses policy recommendations to improve the application and review process. A member of the group is identified to serve as the Panel Representative to present the final ranking and policy recommendations to the DCCAH Board. The Board creates award recommendations based on the final ranking, as determined by the panel.

The Commission Board must approve all grant award and funding amounts. Funding decisions are not determined by DCCAH staff.



## PANEL NOMINATIONS

Panelists are integral to the DCCA's grants process because they review applications, provide comments, and score applications in order to recommend recipients of DCCA grant awards.

All residents of the District of Columbia metropolitan area are encouraged to nominate themselves or their peers to serve as a panelist. All panelists must be actively involved with the District's arts community for a minimum of two years. Individuals with arts backgrounds make the strongest candidates (i.e. artists, arts administrators, arts educators, gallery owners, curators, art critics, etc.) The DCCA supports panel diversity in all forms: age, race, gender, disabilities, sexual orientation, artistic discipline, location, etc.

Panelists have 4-6 weeks to review a maximum of 35 applications. Prior to the panel meeting, panelists spend approximately 20 hours reviewing applications on-line. All advisory panel meetings take place at the DCCA office and most meetings last one business day or less.

Panelists are appointed to one panel per year for a maximum of three consecutive years and do not receive compensation. An individual may not serve as a panelist for any grant program under which they have submitted a pending application or under which an organization they work for has a pending application.

To nominate a person to serve on DCCA's Advisory Review Panels, see DCCA's [FY15 Call for Panelists](#).

### Conflicts of Interest

All advisory review panelists must declare all conflicts of interest prior to the advisory panel meeting and complete a Conflict of Interest form during the actual meeting. An appearance of a conflict of interest arises when the individual, any member of the individual's immediate family, the individual's partner; or an organization that employs, or is about to employ, any of the aforementioned, has a financial or personal interest in the applicants selected for grants or subgrants. The officers, employees, or agents of the Agency and Review Panel members making the awards will neither solicit on behalf of themselves, their immediate family members, their partners, or any organization that employs or is about to employ any of these people, nor accept gratuities, favors, employment, or anything of monetary value from grantees, potential grantees or applicants. Any questions regarding this matter, should be directed to the Director of Grants, Moshe Adams at (202) 724-5613 or by email at [moshe.adams@dc.gov](mailto:moshe.adams@dc.gov).



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## NOTIFICATION AND PAYMENT

Applicants will be notified in writing of their application status after October 1, 2014. This notification may consist of a grant package, letter of ineligibility, or letter of denial.

The date of payment disbursement is subject to change depending on the availability of funds. DCCAH works with other DC government agencies to pay grant recipients in a timely manner but DCCAH does not create or distribute payments onsite. To expedite the payment process, DCCAH strongly recommends FY2015 grant recipients register for direct deposit. For more information on direct deposit by completing an Automated Clearing House (ACH) Vendor Payment Enrollment Form. The ACH Form can be found on our website at [Managing Grant Award](#).

DCCAH reserves the right to rescind any and all grant awards for non-compliance with grant guidelines, policies and regulations. FY2015 grantees with unfulfilled reporting, in any funding program, as of October 15, 2014, are ineligible to receive any additional awards from DCCAH.



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

All activities funded by DCCAH 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.

All FY15 grant recipients must complete final reports by October 15, 2015. Grantees are required to document payment of all grant related expenses as well as the required match. Interim and final report will be completed through the online portal. Grantees may access the interim and final report pages through the [Manage Grant Award](#) page on the DCCAH's website. All grantees are responsible for reporting grant awards as income on federal and local tax returns and are strongly encouraged to consult with the tax professionals and the IRS.



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## APPEALS POLICY

All applicants are encouraged to schedule debriefings with program staff to get comprehensive feedback on their proposals. Applicants that have been denied funding through a DC Commission on the Arts and Humanities grant program may submit a formal written appeal to the attention of the Director of Grants after they have met with the appropriate staff to review the panelists' comments and declared conflicts of interest, both of which will be detailed with the letter notifying the applicant of their funding status. Dissatisfaction with the denial of an application or with the amount of an award is not sufficient reason to appeal. Below, please find the process for pursuing an appeal, noting the acceptable circumstances for filing:

Step 1: Applicants must meet with the appropriate program staff to review the advisory panelists' comments on the application within thirty (30) days of the date of the notification letter. The meeting will determine the following:

- Whether application narrative and budget statistics did not adhere to the criteria in the Commission's published guidelines;
- Whether the final decision was unduly influenced by a panelist with undisclosed conflicts of interest; or
- Whether required information submitted by the applicant was withheld from the review panel or the Board of Commissioners.

Step 2: If the applicant demonstrates evidence of the above, a letter should be sent to the Director of Grants within ten (10) business days of the meeting date with the program staff outlining the evidence and requesting that the application be reconsidered for funding.

Step 3: Staff will acknowledge receipt of the written appeal within two (2) business days of receipt. The Director of Grants and Legislative Affairs will meet with the appropriate staff member(s), the Executive Director and the Commissioner convener of the advisory panel to review the application, the minutes of the advisory panel's meeting and the published evaluation criteria.

Step 4: If the Executive Director finds that the appeal is supported by sufficient evidence and if funds are available, he will make a recommendation to the Board of Commissioners, who will review the appeal at the next regularly scheduled (monthly) meeting.

Step 5: If the Executive Director does not find sufficient evidence to support reconsideration of the application, the applicant will be notified that the panelists' decision is being upheld.



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Step 6: The applicant will be notified of the Commission’s decision within ten (10) days of the meeting date.

Please note that all funding and policy decisions made by the Board of Commissioners are final and subject to availability of funds.



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## ADDENDUM A: WORK SAMPLES AND SUPPLEMENTARY MATERIALS

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

Artist content is one of several criteria on which an application is reviewed. Other criteria include: District Impact and Engagement, Capacity and Sustainability, Overall and others. Artistic content is 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**
- **Section 4 - Assessment and evaluation methods**

Of these, the work sample carries the most weight because it must contain the clearest depiction of the applicant's best work(s) of art. All applicants must submit artistic work samples.

To further assist you in submitting strong artistic content with your application, DCCA has provided:

- **Section 5 – General suggestions from DCCA staff.**

### Section 1 - Work Samples

Work samples are a critical to each application and are carefully considered during application review. The DCCA 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 artistic 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.***

<b>Arts Education</b>	
	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.
<b>Crafts</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 you are submitting. Arrange the list in the order that you would like the images to be viewed. 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>Dance</b>	
	Submit up to two video recordings of performances.
	Submit an ensemble selection unless you are 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 you are submitting. Arrange the list in the order that you would like the images to be viewed. 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>Literature (Includes poetry, fiction, creative writing, screenwriting, spoken word, etc.)</b>	
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.
<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 you are submitting. Arrange the list in the order that you would like the images to be viewed. 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>Theater</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 you are submitting. Arrange the list in the order that you would like the images to be viewed. 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 artistic 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 - Résumés 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 project determine the capacity of the project and ability for the applicant to effectively create an excellent artistic product and/or experience. Their backgrounds as artists and administrators should be relevant to the project 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 DCCAH Staff**

When creating and preparing Work Samples, Support Materials and Résumés, the DCCAH 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 you to provide a link rather than compromise the quality of the work sample
- Less is more. Oftentimes, adding more than the recommended number of work samples to your 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.
- Each work sample and document must be labeled clearly so that panelists can identify what they are reviewing
- For project-based grants, if you have conducted similar projects in the past two years, include samples of work that illustrate the core mission, theme or impact of those projects.
- Panelists must be able to assess the skill level of the artist(s) 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.)
  - Template: Applicant’sLastName.FirstName.Image#.ArtworkTitle.jpg
  - Example – “DaVinci.Leonardo.1.MonaLisa.jpg”

For video submission

- Do not send promotional work samples (e.g., highly-edited booking tapes).
- 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.
- Provide all passwords or include any necessary information on required to view your work sample such as plug-ins or navigation paths.
- 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 your work sample will negatively affect your application. DCCAH is not responsible for any material outside of the online grant portal.



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## ADDENDUM B: DC CULTURAL DATA PROJECT (DC CDP)

The DC Cultural Data Project 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 DC CDP will provide the cultural community with comprehensive data on arts and culture in DC, and enable organizations to view trends in their data, benchmark themselves against peer organizations, and enhance their financial management capacity.

DCCAHA requires organizations to complete the DC CDP to apply to the following programs: Arts Education Program, City Arts Projects, Cultural Facilities Projects, East of the River, Grants-In-Aid, Sister Cities International Arts Grant and UPSTART to complete the DC Cultural Data Project (DC CDP) Data Profile.

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 DCCAHA and other funders.

Complete instructions for getting started with the DC CDP or take part in a free orientation webinar, visit: <http://www.dcculturaldata.org/>.

Please direct questions concerning Cultural Data Profiles to:

DC CDP Help Desk:

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

Email: [help@DCculturaldata.org](mailto:help@DCculturaldata.org)

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

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



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## ADDENDUM C: CLASSIFICATION LIST

<b>CLASSIFICATION LIST</b>		
<p>Select which classification(s) best describes the applicant and the project. There are five (5) classification categories: Institution Type, Applicant Discipline, Project Discipline, Artist Type, and Type of Activity. Make note of the number and name of each selection. All applicants are required to provide this information within the application.</p>		
<b>Institution Type (Choose One)</b>		
0	Unknown	
1	Individual Artist	
2	Individual Non artist	
3	Performing group	
4	Performing group-College/University	
5	Performing group -Community	
6	Performing group-For Youth	
7	Performance Facility	
8	Museum of Art	
9	Museum/other	
10	Gallery/Exhibition space	
11	Cinema	
12	Independent press	
13	Literary Magazine	
14	Fair/Festival	
15	Arts Center	
16	Arts Council/Agency	
17	Arts Organization	
18	Union/Professional Association	
19	School District	
20	School-Parent Teacher Organization	
21	School-Elementary School	
22	School-Middle School	
23	School-Secondary School	

24	School- Vocational/Technical School	
25	School-Other	
26	College/University	
27	Library	
28	Historical Society/Organization	
29	Humanities Council/Agency	
30	Foundation	
31	Corporation/Business	
32	Community Service Organization	
33	Correctional Institution	
34	Health Care Facility	
35	Religious Organization	
36	Seniors' Center	
37	Parks and Recreation	
38	Government- Executive	
39	Government- Judicial	
40	Government- Legislative (House)	
41	Government-Legislative (Senate)	
42	Media- Periodical	
43	Media- Daily Newspaper	
44	Media- Weekly Newspaper	
45	Media- Radio	
46	Media- Tv	
47	Cultural Series Organization	
48	School of the Arts	
49	Arts Camp/Institute	
50	Social Service Organization	
51	Child Care Provider	
52	Arts Organization/Arts Education	
99	None of the Above	

**Applicant Discipline (Choose One) /**

**Project Discipline (Choose One)**

01	Dance	
01A	Dance: Ballet	
01B	Dance: Ethnic/Jazz	
01C	Dance: Modern	
02	Music	
02A	Band(Jazz and Popular not included)	
02B	Chamber Music (only music)	
02C	Choral Music	

02D	New(includes experimental or electronic)	
02E	Ethnic Music	
02F	Jazz Music	
02H	Popular (including Rock)	
02G	Solo/Recital	
02I	Orchestral (includes symphonic and chamber)	
03	Opera/ Musical Theater	
03A	Opera	
03B	Musical Theater	
04	Theater	
04A	Theater (General/Classical/ Contemporary/Experimental)	
04B	Mime	
04D	Puppetry	
04E	Theater for Young Audience	
05	Visual Arts	
05A	Experimental (including Conceptual and New media)	
05B	Graphics(including printmaking and book arts)	
05D	Painting(including watercolors)	
05F	Sculpture	
06	Design Arts	
06A	Architecture	
06B	Fashion	
06C	Graphic Design	
06D	Industrial	
06E	Interior Design	
06F	Landscape Architecture	
06G	Urban/Metropolitan	
07	Crafts	
07A	Clay	
07B	Fiber	
07C	Glass	
07D	Leather	
07E	Metal	
07F	Paper Arts	
07G	Plastic	
07H	Wood	
07I	Mixed media	
08	Photography (Including Holography)	
09	Media Arts	



09A	Film	
09B	Audio(including radio and sound installations	
09C	Video	
09D	Technology/Experimental	
10	Literature	
10A	Fiction	
10B	Non-Fiction	
10C	Playwriting	
10D	Poetry	
11	Interdisciplinary	
12	Folklife/Traditional Arts	
12A	Folk/Traditional Dance	
12B	Folk/Traditional Music	
12C	Folk/Traditional Crafts and Visual Arts	
12D	Oral Traditions	
13	Humanities	
14	Multi-Disciplinary	
15	Non-Arts/ Non-Humanities	
16	Arts Administration/ General Operating support	
<b>Type of Activity (Choose One)</b>		
01	Acquisition	
02	Audience Services	
03	Awards/fellowship	
04	Creation of a Work of Art	
05	Concert/Performance/Reading(including Production)	
06	Exhibition	
07	Facility Construction, Maintenance and Renovation	
08	Fair/Festival	
09	Identification/Documentation	
10	Institutional/Organization Establishment	
11	Institutional/Organization Support	
12	Arts Instruction/Class/Lecture	
13	Marketing	
14	Professional Support- Administrative	
15	Professional Support- Artistic	
16	Recording/Filming/Taping	
17	Publication	
18	Repair/Restoration/Conservation	

19	Research/Planning	
20	School Residency	
21	Other Residency	
22	Seminar/Conference	
23	Equipment Purchase/Lease/Rental	
24	Distribution of Art(films, books, prints)	
25	Apprenticeship/Internship	
26	Regranting	
27	Translation	
28	Writing About Art(Criticism)	
29	Professional Development/Training	
30	Student Assessment	
31	Curriculum Development/Implementation	
32	Stabilization/Endowment/Challenge	
33	Building Public Awareness	
34	Technical Assistance	
35	Web Site/Internet Development	
36	Broadcasting	
99	None Of the above	

**Artist Type**

	Actor	Metalsmith
	Architect/Designer	Mime
	Art Historian	Mixed Media Artist
	Art Patron/Collector/Investor	Mosaic Artist
	Art Therapist	Music Director
	Artistic Director	Musician (general)
	Arts Administrator	Needlework
	Arts Educator	Oil/Pastel Painter
	Audio Artist	Papermaker
	Bagpiper	Pencil Artist
	Basketry	Percussionist
	Brass Player	Performance Artist
	Carpenter	Performing Arts Agent
	Ceramist	Performing Arts Teacher
	Choral Singer	Photographer
	Choreographer	Photographer of Art
	Circus Arts	Playwright
	Clogger	Preparator
	Composer	Presenter/Producer
	Computer generated animation	Printer/Binder/Typography

	Conductor	Printmaker
	Conservator/Restorer	Production Manager
	Costume Designer	Property Technician
	Curator	Puppeteer
	Dancer	Screenwriter
	Decorative Art Design (fashion, interior, textile)	Sculptor
	Decorative Arts/Antiques	Set/Property Designer
	Editor/Technical Writer	Singer
	Enamelist	Songwriter
	Environmental Artist	Sound Technician
	Exhibit Designer	Square Dancer
	Fiber Artist	Stage Manager
	Film/Video Animation	Stained Glass Artist
	Filmmaker	Storyteller
	Folkdancer	String Player
	Folklorist (folklore study)	Technical Director
	Fretted Instrument Player	Theater (general)
	Glassblower	Trainer/Vocational
	Graphic Artist	Translator
	Graphic Designer	Video Artist
	Ink Artist	Visual Artist (general)
	Installation Artist	Visual Arts Agent
	Interdisciplinary Artist	Visual Arts Teacher
	Jeweler	Wardrobe Technician
	Keyboard Instrumentalist	Watercolor Painter
	Leatherworker	Weaver
	Lighting Designer	Website Designer
	Lighting Technician	Woodwind Player
	Literary Agent	Woodworker
	Literary Arts Teacher	Writer/Poet
	Makeup Designer	