



DC COMMISSION ON
THE ARTS & HUMANITIES

FY2017 GENERAL OPERATING SUPPORT ARTS AND HUMANITIES FELLOWSHIP PROGRAM

Applicants may submit one Arts and Humanities Fellowship Program application per grant cycle

Individuals may receive up to \$10,000

Deadline: Friday, May 20, 2016 at 4:00PM

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GENERAL OPERATING SUPPORT GRANTS

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FY 2017

Arts and Humanities Fellowship Program

Individuals may receive up to \$10,000

Deadline: May 20, 2016 at 4:00PM

Arts and Humanities Program Description

The Arts and Humanities Fellowship Program (AHFP) offers up to \$10,000 fellowships to individual artists whose artistic excellence significantly contributes to the District of Columbia as a world class cultural capital. AHFP recognizes the impact of individual artists within the District of Columbia and supports the vitality that those artists bring to the local community.

AHFP is not a project-based grant and applicants are not required to complete a particular project as part of the fellowship. Funds may be used for any type of expenses.

AHFP is open to all arts and humanities disciplines in FY17. Arts and humanities disciplines may include, but are not limited to, dance, design, folk and traditional arts, literature, media arts, music, theater, and visual arts, as well as other emerging and experimental fields and multi-disciplinary media. **Established as well as emerging artists and humanities professionals are encouraged to apply.**

Arts and Humanities Fellowship Program has no cash matching requirement. Funds must be spent within DCCAH's FY17 (October 1, 2016 to September 30, 2017).

Arts and Humanities Fellowship Program Goals

- Encourage the contributions of individual artists and humanities professionals to the District of Columbia's arts and humanities communities.
- Highlight the professional accomplishments and creative excellence of artists and humanities professionals in the District of Columbia.
- Provide support to individuals who demonstrate exceptional creativity.

Successful Arts and Humanities Fellowship Program Applications

- Consider how your Arts and/or Humanities Statement connects panelists to your work samples.

- Focus on work that you have created, not work that you WILL create.
- Avoid work samples which make it difficult for panelists to review the quality of the work itself (e.g. low resolution images, audio with unintentional white noise, etc.)

Eligibility Requirements

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

- Be legal DC residents for at least two years prior to the application deadline and must maintain residency during the entire grant period;
- Be artists, arts professionals, and/or humanities professionals (e.g., presenters, producers and educators), aged 18 or older;
- Have a permanent DC address, as listed on government issued identification or tax returns. PO Boxes may not be used as a primary address;
- Be in good standing with DCCAH. Applicants with incomplete or delinquent reports, in any funding **program, as of October 15, 2016**, are ineligible to receive an additional award from DCCAH in FY17; and
- Not use fiscal agents.


Funding Restrictions and Allowable Costs

There are no funding restrictions on Arts and Humanities Fellowship Program grants and no unallowable costs. Individual applicants may receive funds from multiple grant programs. Please note that payments may be taxable under the law, and each grant recipient should consult with a tax professional to determine how payments may impact individual circumstances.

Technical Assistance and Workshops

DCCAH staff members are available to help develop grant applications through group and individual technical assistance. Between April and May 2016, the DCCAH will conduct 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.dcarts.dc.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 local libraries. **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. Contact DCCAH grants staff by phone call at 202-724-5613.

Day & Date	Time	Program	Location
Thursday, April 21	10:00-11:30 a.m.	Arts & Humanities Fellowship Program	DCCAHA 
Friday, April 22	3:00-4:30 p.m.	DCCAHA staff web-chat	www.dcarta.dc.gov
Wednesday, April 27	2:30-4:00 p.m.	Arts & Humanities Fellowship Program	Mt. Pleasant Library
Friday, April 29	3:00-4:30 p.m.	DCCAHA staff web-chat	www.dcarta.dc.gov
Thursday, May 5	5:00-6:30 p.m.	Arts & Humanities Fellowship Program	Benning Library
Friday, May 6	3:00-4:30 p.m.	DCCAHA staff web-chat	www.dcarta.dc.gov

<p>FY2017 Workshops will be located at:</p> <p>DC Commission on the Arts and Humanities 200 I (Eye) Street SE, Suite 1400 Washington, DC 20003</p> <p>Benning Neighborhood Library 3935 Benning Road NE Washington, DC 20016</p> <p>Mt. Pleasant Neighborhood Library 3160 16th Street NW Washington, DC 20010</p>

Application Process

All of the FY17 grant program guidelines are available www.dcarta.dc.gov. DCCAHA utilizes an online grant portal. All applications must be submitted online by the deadline, 4:00 pm, Friday, May 20, 2016. Incomplete or late applications, or applications which do not follow the instructions, will be ineligible for review and funding. The grant period is from October 1, 2016 to September 30, 2017. Grant funds may not be used for project activities that occur prior to October 1, 2016. DCCAHA will not accept mailed, emailed or hand-delivered copies of grant applications.

Grant Application Procedure

1. Review the FY17 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 [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 4:00pm 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 or recommendation for funding by the Advisory Review Panel. DCCA staff is not permitted to make corrections to applications on behalf of applicants. DCCA 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 their application within five business days of DCCA’s notification. Incomplete applications will not be forwarded to the Advisory Review Panel for consideration.

Review Process

AFHP applications are scored according to three categories: Mastery of Technique, Conceptual Content, and Cohesion. The evaluation criteria are specific to each grant program and listed in each grant program’s guidelines.

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. Incomplete applications will not be forwarded to the Advisory Review Panel for consideration.

Applicants with eligible applications will be divided into cohorts based on Applicant Discipline. Applicants with eligible and complete applications in Performing Arts cohorts will be invited to perform for the panel. Applicants with eligible and complete applications in Visual Arts cohorts will be invited to participate in a group exhibition. Please note: participation by performance or in the exhibit is not mandatory, however, it is recommended since both will be reviewed by the respective Artist Fellowship Advisory Review Panel.

DCCA selects Advisory Review Panelists for each grant program to make funding recommendations to the Commission Board. Advisory Review Panelists are arts, humanities and/or business professionals, independent of the Commission, who ensure that the DCCA 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 the applications 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.

For more information regarding the grant review process please visit the [Guide to Grants](#). To nominate a person to serve on DCCAH's Advisory Review Panels, see DCCAH's [FY17 Call for Panelists](#).

Notification and Payment

Applicants will be notified in writing of their application status on October 3, 2016. 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 FY17 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. FY17 grantees with unfulfilled reporting, in any funding program, as of October 14, 2016, are ineligible to receive any additional awards from DCCAH.

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). 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 FY17 grant recipients must complete final reports by **October 14, 2017**. 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.

Contact Information

For more information regarding DCCA's grant programs, or clarification about accessibility requirements, work sample submissions and the grant making process, please refer to the [Guide to Grants](#) or contact Regan Spurlock, at regan.spurlock@dc.gov or 202-724-5613.

GENERAL OPERATING SUPPORT

FY 2017

Arts and Humanities Fellowship Program

Review Criteria

Mastery of Technique 40%

- Application and work sample demonstrate exemplary technical capabilities.

Conceptual Content 30%

- Application demonstrates creative and original theories, ideas, and/or perceptions.

Cohesion 30%

- Application represents an astute and perceptive body of work that clearly advances the applicant's artist statement.

FY 2017

Arts and Humanities Fellowship Program

Application Checklist

The following is a checklist for all mandatory and supplementary documents required to submit the Artist Fellowship application. Documents must be uploaded prior to the application deadline. These documents are in addition to the required narrative questions.

MANDATORY DOCUMENTS

- Work Sample(s) – see Guide to Grants for more information on Work Sample Requirements. *Flyers and brochures DO NOT count as work samples.*
- Support Material – up to six additional items, e.g., publicity, letters of support, programs, brochures, awards, etc.
- Resume of Applicant
- Arrest and Conviction Statement (template here: <http://dcarts.dc.gov/page/managing-grant-awards>)
- Certificate of Clean Hands (visit <http://dcarts.dc.gov/page/managing-grant-awards> for instructions on how to generate a certificate of clean hands)
- Statement of Certification (template here: <http://dcarts.dc.gov/page/managing-grant-awards>)
- 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 (DCCAH) values and emphasizes arts and humanities excellence in all grant programs within all disciplines. This section contains detailed information on the DCCAH's requirements and suggestions regarding arts and humanities content.

Arts and humanities content and merit is one of several criteria on which an application is reviewed. Other criteria include: District Impact and Engagement, Financial Management, and information received from site visits and other monitoring activities. Arts and humanities 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.**

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, DCCAH 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 DCCAH 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 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.
Dance	
	Submit up to two 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 10 digital images or up to two 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 audio/video recordings of completed work or work-in-progress.
Multi-disciplinary	
	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.
Music	
	Submit up to three audio/video recordings.
	Selections must not exceed five minutes.
	Upload each selection in a separate file.
Photography	
	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.
Theater	
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.
Visual 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.

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 - Résumés of Key Personnel

Another way for the Advisory Review Panel to determine the arts and humanities 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 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 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 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 are able to identify what they are reviewing;

- 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.);
 - 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;
- Provide all passwords or include any necessary information on required to view the work sample such as plug-ins or navigation paths; and
- 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. DCCAH is not responsible for any material outside of the online grant portal.