



DC COMMISSION ON  
THE ARTS & HUMANITIES

# **FY2017 PROJECT-BASED GRANTS FACILITIES AND BUILDINGS**

Applicants may submit one (1) Facilities and Buildings application per grant cycle

**Organizations may request up to \$200,000  
Deadline: Thursday May 19, 2016 at 4:00PM**

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## PROJECT-BASED GRANTS

Applicants may submit one (1) Facilities and Buildings application per grant cycle

**FY2017**

### Facilities and Buildings

**Release Date:** April 14, 2016

**RFA ID:** FY17.FAB.1

**Submission Deadline:** May 19, 2016 at 4:00PM

**Organizations may request up to \$200,000**

#### Introduction

DC Commission on the Arts and Humanities (DCCA) is soliciting grant applications from qualified arts, humanities and arts education organizations whose sole function is exhibition or presentation in the arts and humanities or arts education.

Grants are competitive, and awards are based on the cohorts listed under the program description. Funding for this program is authorized from: Arts Program – Facilities and Buildings Grant Program.

#### Facilities and Buildings Description

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The Facilities and Buildings (FAB) grant will be awarded to arts and humanities organizations within the District of Columbia that own or rent facilities designed to present performances, exhibitions or professional training so that all District of Columbia residents and visitors can experience the rich culture of our city.

Applicants may submit proposals for funding in one of the following areas:

- Purchase of a currently leased performance, exhibition or professional training facility or
- Capital improvement projects' planning, design and implementation.

Funds may only support these focus areas, and as such, these needs must be fully addressed and documented within each application. Examples of capital improvement projects include theater seating, flooring for rehearsal and stage performances, permanent light and/or sound equipment, fixed assistive listening devices and installation of ramps for accessibility. Additional information on funding restrictions and allows costs can be found on page 5 under "Funding Restrictions".

DCCAH encourages applications intended to support or spur economic development initiatives, as well as those that demonstrate environmental responsibility and sustainable building practices. Applicants whose facilities are not fully accessible to individuals with disabilities are urged to learn about and work toward compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

The Facilities and Buildings grant has a 1:1 cash matching requirement, designed to assist an organization's fundraising by leveraging funding from additional sources. Neither in-kind services nor other DCCAH funds may be used to satisfy the matching requirement. Funds must be spent within a period that is reasonable and consistent with the FAB application and no later than September 30, 2017.

## Facilities and Buildings Goals

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- Provide access to high-quality arts and humanities experiences for all District of Columbia residents;
- Ensure that facilities are safe, comfortable and efficient, so that arts and humanities organizations may expand audiences and enhance their art form.

## Successful Facilities and Buildings Applications

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1. Demonstrate the importance of the purchase and/or project in realizing the activities expressed in the mission statement of the organization.
2. Provide clear photographic or video representation of the project to be completed.
3. Differentiate between the project budget and the organization's budget.
4. Include a clear indication of roles and responsibilities for staff, board members and project and/or purchase participants.

## Eligibility Requirements

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

- *For facility purchase requests:* Have maintained arts and humanities programming (performances, exhibitions and/or professional training) for at least five years in that facility, and intend to remain in the facility for at least ten years in addition to meeting all of the following requirements;
- *For project support requests:* Own or hold the lease of the facility at the time of application for an unexpired period of at least five years. [For the purpose of meeting this requirement, the period of a renewal option contained in the current lease will be considered, provided such renewal does not require landlord approval.] The applicant must clearly demonstrate control over the project site to be considered.
- If the organization rents its facility, the unexpired period of the lease must be equal to or longer than the "useful life" of the project. The organization must demonstrate evidence of new construction to an existing facility and/or property.
- Please note that applicants may only request funds for new capital improvement activities under this program and requests for continuation of projects previously funded by DCCAH through Cultural Facilities Projects are prohibited.
- Have the primary function to exhibit, present or professionally train in the arts and humanities;
- 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 to the residents of Washington, DC, with at least fifty-one percent (51%) of scheduled arts activities occurring within the District of Columbia;

- Be in good standing with DCCAH. Applicants with incomplete or delinquent reports, in any funding program, as of October 14, 2016, are ineligible to receive an additional award from DCCAH in FY2017;
- Not use fiscal agents; and
- Colleges, universities, service organizations, foreign governments or other DC government agencies, including DC Public Schools, are prohibited from applying for any DCCAH grants.

**Organizations participating in the FY17 DC Heritage Grant Program are prohibited from applying to any DCCAH F17 project-based application with the exception of one (1) application to either the UPSTART or Facilities and Building program upon successfully meeting eligibility criteria established in the guidelines for each of these programs. Organizations not participating in the FY17 DC Heritage Grant Program are permitted to apply to up to two (2) project-based grants upon successfully meeting eligibility criteria established in the guidelines for each program.**

### **Funding Restrictions and Allowable Costs**

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

The Facilities and Buildings grant has very specific requirements for allowable and unallowable costs, and all funding must contribute to capital expenses. DCCAH defines a capital expense as a permanent part or fixture of the building with an anticipated lifespan of 30 years or expenses to support ownership of its currently leased facility with the intent to occupy and present programming in the space for at least an additional 10 years. Items not affixed to the building that may be replaced often in those 30 years – such as furniture, equipment like phones or theater lighting, computers, servers, printers – are not considered to be a capital expense.

#### **Examples of allowable costs for Facilities and Buildings**

- Equity and closing costs associated with a real estate acquisition which is within six months of closing. The facility must be used for performance, exhibition and/or professional training that has been occupied for five years for this purpose with intent to occupy at least ten years after purchase is complete;
- Capital expenses (walls, doors, flooring, lighting, wiring, ductwork, HVAC, sprinklers, etc.);
- Building contractors and design consultants;
- Building permits, licenses and fees; and
- Planning and design projects.

#### **Examples of unallowable costs for Facilities and Buildings**

- Equity and closing costs related to purchase of a facility not occupied by the applicant for at least five years;
- Debt Service obligations including mortgages and other secured/unsecured obligations such as the cash that is required for a particular time period to cover the repayment of interest and principal on a debt;

- Arts and Humanities Professionals Administrative Salaries and Arts and Humanities Programmatic Expenses;
- Operational reserves and Overhead;
- Materials, supplies and pieces of equipment under \$500 that are not directly related to the capital and structural enhancement;
- Consultants, realtors, contract negotiations, bank and legal fees for applications other than requests for support of purchase;
- Travel directly related to the cost of producing arts and humanities programming in DC;
- Food, beverages, tuition and scholarships and costs related to fundraisers and special events;
- Travel and transportation unrelated to the realization of the project or purchase; and
- College tuition or to fund universities, service organizations, foreign governments, or DC government agencies, including DC Public Schools.

All project or purchase expenses must be documented by the grantee within the grant agreement. The grant agreement will not be processed for payment until expenses are reviewed and approved by the grants manager. The grantee will be responsible for demonstrating cash expenses in interim and final reports.

### Technical Assistance and Workshops

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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.dccarts.dc.gov](http://www.dccarts.dc.gov) under [Grant Writing Assistance](#). **First-time applicants must attend a workshop to be considered eligible to apply.** In addition, DCCAH staff members are available for 30-minute appointments up to one week before the deadline as available.

Workshops will take place at the offices of the DC Commission on the Arts and Humanities and at satellite locations throughout the District of Columbia. **Workshop dates, times and locations listed 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 Benjamin Douglas at [benjamin.douglas@dc.gov](mailto:benjamin.douglas@dc.gov), or 202-719-5624 for additional information.

Day & Date	Time	Program	Location
Wednesday, April 20	10:00-11:30am	Facilities and Buildings	DCCAH
Thursday, April 28	4:00-6:30pm	Facilities and Buildings	Benning Library
Tuesday, May 3	6:00-7:30pm	Facilities and Buildings	DCCAH

**FY2017 Workshops will be located at:**  
**DC Commission on the Arts and Humanities**  
 200 I (Eye) Street SE, Suite 1400  
 Washington, DC 20003

**Benning Neighborhood Library**  
3935 Benning Road NE  
Washington, DC 20019

**DataArts (formerly the Cultural Data Project):**

*Changes for FY15/16: Later this spring, DataArts will launch their newly designed Cultural Data Profile that will help make reporting clearer, simpler and more efficient.* First-time applicants are encouraged to learn the basics of participation by viewing a [recorded webinar](#) for an orientation to the new DataArts platform. The orientation will walk applicants through the process of completing their Cultural Data Profile, applying to participating grantmakers, and generating Funder Reports. This orientation is recommended for organizations that are new to the entering their data, or as a refresher on using the online system. If you have any questions about entering your data, please contact the DataArts Support Center. The Support Center is open from 9am-8pm ET, Monday through Friday, and can be reached at 877-707-3282 or [help@culturaldata.org](mailto:help@culturaldata.org).

To learn more about DataArts, visit [this link](#) to view additional videos.

**Application Process**

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All of the FY2017 grant program guidelines are available [www.dcartt.dc.gov](http://www.dcartt.dc.gov). DCCAHA utilizes an online grant portal. All applications must be submitted online by the deadline, 4:00 pm, Thursday, May 19, 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 on or prior to September 30, 2016. DCCAHA will not accept mailed, emailed or hand-delivered copies of grant applications.

**Grant Application Procedure**

1. Review the FY2017 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. DCCAH staff is not permitted to make corrections to applications on behalf of applicants. DCCAH 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 DCCAH's notification. Incomplete applications will not be forwarded to the Advisory Review Panel for consideration.

## **Review Process**

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All applications are scored according to three categories: Artistic Content, District Impact and Engagement, Project or Purchase Capacity, Management and Sustainability. The evaluation criteria are specific to each grant program and listed in each grant program's guidelines.

Applicants are fully responsible for the content of their application packages. Incomplete applications will not be forwarded to the Advisory Review Panel for consideration.

DCCAH 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 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 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 [FY2017 Call for Panelists](#).

## **Notification and Payment**

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Applicants will be notified in writing of their application status on October 3, 2016. This notification may consist of a conditional grant award email and/or 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 FY2017 grant recipients register for 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. FY2017 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**

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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 FY2017 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**

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For more information regarding the Cultural Facilities Projects program, or clarification about accessibility requirements, work sample submissions and grant making process, please refer to the [Guide to Grants](#) or contact DCCAH grants staff by calling 202-724-5613.

# PROJECT-BASED GRANTS

FY2017

## Facilities and Buildings

### Review Criteria

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#### **Arts and Humanities Content/District Impact and Engagement 40%**

- The applicant's primary focus is presentation, exhibition or training in the arts and humanities;
- Applicant has a history of providing events for the DC community, and there is evidence that there are on-going, well-planned activities that are open to the public;
- The applicant's work sample and support materials (brochures, articles, letters of support, etc.) demonstrate high standards of arts and humanities excellence within the chosen discipline(s);

#### **Project Fabrication Feasibility 30%**

- Project is of high-quality, based on support materials (photographs, plan, work estimates, and clarity of ADA accessible drawings, if applicable);
- The project goals and schedule of planned activities are realistic and uses appropriate personnel;
- All items funded with grant dollars are eligible expenses under the grant.
- The applicant demonstrates the internal capacity to administer the project outlined in the grant.

OR

#### **Purchase Feasibility 30%**

- All items funded with grant dollars are eligible expenses under the grant.
- Applicant has provided all necessary certifications such as Certification of Occupancy.
- The applicant demonstrates the internal capacity to administer the grant and has appropriate financial monitoring systems in place to track expenditures.
- The relationships and financing are realistic and presented in a clear fashion.

#### **Financial Capacity, Management and Sustainability 30%**

- The organization demonstrates proper oversight with a committed Board of Directors with well-rounded expertise and has appropriate financial monitoring systems in place to track expenditures;
- The applicant is sufficiently stable, in terms of arts expertise, organizational capacity, financial status, to implement the project and regular programmatic activities during the project;
- The applicant's budget information is detailed, accurate, and feasible. The applicant clearly demonstrates ability to attract the financial support necessary to sustain the activities and match.

# FY2017

## Facilities and Buildings

### Application Checklist

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The following is a checklist for all mandatory and supplementary documents required to submit the Facilities and Buildings application. Documents must be uploaded through the DCCAH Grant Portal prior to the application deadline. These documents are in addition to the required questions on the DCCAH Grant Portal.

#### MANDATORY DOCUMENTS

- Work Sample(s) – see Guide to Grants for more information on Work Sample Requirements
- Support Material – up to six additional items, e.g., publicity, letters of support, etc.
- Resume(s) of key personnel involved in the project or purchase
- Signed W-9 (Request for Taxpayer Identification and Certificate)
- IRS Letter of Determination
- DC Certificate of Incorporation
- List of current board of directors, including officers, occupations and term limits
- Organization’s Current Budget
- Profit and Loss Statement from most recently completed fiscal quarter
- Balance Sheet from most recently completed fiscal year
- 2015 Data Arts Funders Report
- Copy of signed lease agreement or deed of property
- Certificate of Occupancy/Statement of Certificate of Occupancy Planning
- Architectural drawings and sketches indicating ADA compliance

Additional documents required for projects:

- Copies of 3 bids from potential contractor for the project

Note: Preference will be given to applicants whose contractors are District approved and certified Local, Small or Disadvantaged Business Enterprises (LSBDE) per District Procurement Law.

**Please note: For purchase support applications, upload PDFs with “N/A” at the top or jpegs with organization logo onto the portal to satisfy this request from the portal.**

Additional documents required for support of purchase of currently leased facility:

- Sources and Uses document
- Five-Year Pro-Forma
- Two-Page Pro-Forma Narrative with timeline information such as capital campaign payment schedules, etc.
- Notarized Loan Agreement

**Please note: For project support applications, upload PDFs with “N/A” at the top or jpegs with organization logo onto the portal to satisfy this request from the portal.**



## ADDENDUM A: WORK SAMPLES AND SUPPORT 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.

Art and Humanities content is one of several criteria on which an application is reviewed. Other criteria include: District Impact and Engagement, Financial Capacity, Management and Sustainability and others. 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 methods**

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 arts and humanities 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.***

<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 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 artistic content of each application is to review the résumés of the key artists, humanities professionals, 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.



## ADDENDUM B: DATAARTS

**DataArts (formerly the Cultural Data Project):**

*Changes for FY15/16: Later this spring, DataArts will launch their newly designed Cultural Data Profile that will help make reporting clearer, simpler and more efficient.* First-time applicants are encouraged to learn the basics of participation by viewing a [recorded webinar](#) for an orientation to the new DataArts platform. The orientation will walk applicants through the process of completing their Cultural Data Profile, applying to participating grantmakers, and generating Funder Reports. This orientation is recommended for organizations that are new to the entering their data, or as a refresher on using the online system. If you have any questions about entering your data, please contact the DataArts Support Center. The Support Center is open from 9am-8pm ET, Monday through Friday, and can be reached at 877-707-3282 or [help@culturaldata.org](mailto:help@culturaldata.org).

To learn more about DataArts, visit [this link](#) to view additional videos.