FY2017
PROJECT-BASED GRANTS:
PROJECTS, EVENTS AND FESTIVALS
(WINTER CYCLE)

Applicants may submit one (1) Projects, Events and Festivals application per grant cycle

Projects by Organizations
Organizations may request up to $20,000
Deadline: Monday, March 27, 2017 at 4:00PM EDT

Projects by Individuals
Individuals may request up to $10,000
Deadline: Monday, March 13, 2017 at 4:00PM EDT

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

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Release Date: **January 26, 2017**

RFA ID: **FY17.PEF.3**

Introduction

DC Commission on the Arts and Humanities (DCCAH) is soliciting grant applications from qualified arts, humanities and arts education organizations and program providers whose function is to present exemplary programs in the arts and humanities.

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

Projects, Events and Festivals (Winter Cycle) Description

The Projects, Events and Festivals (PEF) grant provides project support for individuals and organizations to execute projects that promote arts and humanities activities to a diverse range of communities within the District of Columbia. CAH highly encourages projects that have District impact and engage District residents and visitors. Also, the CAH encourages community-based projects that share characteristics such as geographic location, common interests or a collective identity. Projects in this cycle may include concerts, visual arts exhibitions, literary readings, and festivals that feature dance, folk art, film, music, theater and other forms of arts and humanities activities.

Projects, Events and Festivals (Winter Cycle) applicants will be reviewed by cohorts. Cohorts will be determined based on the pool of applications received.

Individuals are not required to match grant funds. Organizations have a 1:1 cash matching requirement. This is designed to assist an organization's fundraising by leveraging funding from additional sources. Neither in-kind goods or services nor other CAH funds may be used to satisfy the matching requirement. Funds must be spent within CAH's fiscal year (October 1, 2016 to September 30, 2017).

Projects, Events and Festivals Goals

- Provide access to high-quality arts and humanities experiences for all District of Columbia residents;
- Increase quality of life by supporting a vibrant community identity through the arts and humanities; and,
- Stimulate the creative economy through investments in local artists and arts organizations.

Successful Projects, Events and Festivals Applications

- Clearly articulate the design, deliverables and schedule of the project including the impact of the project on the community and on the artists, humanities practitioners and/or organization involved in the execution.
- Demonstrate knowledge about the community and community members where the project is sited and reflects this understanding of its location and participants throughout the application.
- Demonstrate a clear commitment to inclusion, diversity, equity and access among audiences, participants, staff and board leadership.
- Employ new methods and technology for engagement while ensuring project accessibility for all.

Eligibility Requirements

Individuals may apply if they meet all of the following eligibility requirements at the time of application. Applicants must:
- Be arts and humanities professionals (e.g., presenters, producers and educators), aged 18 or older;
- Be legal DC residents for at least one year prior to the application deadline 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;

- 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 FY17; and,
- Do not use fiscal agents.

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 commitment to provide arts, humanities and arts education programs to the residents of Washington, DC. At least eighty-five percent (85%) of activities occur within the District of Columbia;
- Are in good standing with DCCAH.

For Festivals requests, applicants must also meet the following eligibility requirements:
- A minimum of 1,000 people must benefit from the festival;
- Artistic programming must comprise a minimum of six (6) hours of the festival;
- Festival events and programs must be publicly advertised and open to the general public;
- The festival may not be a block party, fundraiser or charity benefit;
- Funding may be used for project expenses only, which includes support for salaries and operations directly related to the festival events and programs. Funding may not be used for food, beverages, capital costs, building renovations/improvements, cash prizes, gifts, security, items for sale (for example, t-shirts and posters) or any operational costs associated with the administrative office (such as staff salaries, office rent and utilities, office equipment, office supplies, etc.); and,
- All festival activities must comply with District of Columbia permits, policies and safety requirements. Be sure to include these items in the project budget, where applicable.

Application Restrictions

- Individuals and organizations are prohibited from submitting applications previously reviewed, scored and ranked through a prior FY17 Projects, Events and Festivals (PEF) cycle. All projects submitted to Projects, Events and Festivals (Winter Cycle) must be new and therefore receiving their first review by a CAH Advisory Review Panel. Applications in draft status that were never submitted to CAH are therefore eligible for submission for this round.

- Applicants are prohibited from submitting PEF applications that provide educational activities. For youth or arts education projects, review the **ARTS EDUCATION PROJECTS** (AEP) grant program guidelines for more information.

- Applicants are prohibited from submitting PEF applications for projects that feature temporary or permanent public art projects. For public art projects, review the **PUBLIC ART BUILDING COMMUNITIES** (PABC) grant program for more information.

- Eligible projects for individuals are projects that work independently of the applicant's affiliated organization. Individuals who are staff of a non-profit organization may not apply for funding for projects that are part of that organization's programming. Individuals who are staff or proprietors of a for-profit organization cannot apply for funding for projects that are a product or service of that organization.

Funding Restrictions and Allowable Costs

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

Grantees may not spend more than 35% of the PEF grant on overhead and administration costs.

Examples of allowable costs for Projects, Events and Festivals:
- Arts and humanities personnel and consultants;
- Facility rental and fees related to the project, event or festival;
- Travel and transportation directly related to project implementation with the exception of first class travel and accommodation;
- Equipment purchases; and,
- Overhead, maintenance and administration for the project implementation.

Examples of unallowable costs for Fall Projects, Events and Festivals:
- Overhead, maintenance and administration exceeding 35% of the grant and match;
- Food and beverages;
- Re-granting, tuition and scholarships;
- Costs related to fundraisers and special events;
- Equipment purchases over 25% of the grant award;
- Travel not directly related to the execution of the project;
- College tuition or to fund universities, service organizations, foreign governments, or DC government agencies, including DC Public Schools and charter schools; and,
- Operational reserves.

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

Technical Assistance and Workshops

CAH staff members are available to help develop grant applications through group and individual technical assistance. CAH 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. **CAH urges all applicants to attend these workshops.** In addition, CAH 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. **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 CAH grants staff by phone call at 202-724-5613 for additional support.

Day & Date	Time	Topic	Location
Thursday, February 9, 2017	2:30 pm-4:00 pm	**Projects Events and Festivals (Winter Cycle)**	Anacostia Library
Friday, February 10, 2017	2:30 pm-3:30 pm	**Projects Events and Festivals (Winter Cycle)**	Livechat
Tuesday, February 14, 2017	2:30 pm-4:00 pm	**Projects Events and Festivals (Winter Cycle)**	Mt Pleasant Library
Friday, February 17, 2017	2:30 pm-4:00 pm	**Projects Events and Festivals (Winter Cycle)**	Livechat
Tuesday, February 21, 2017	6:00 pm -7:30 pm	**Projects Events and Festivals (Winter Cycle)**	CAH

FY2017 Projects, Events and Festivals (Winter Cycle) Workshops will be located at:
DC Commission on the Arts and Humanities   200 I (Eye) Street SE, Suite 1400   Washington, DC 20003   Anacostia Neighborhood Library   1800 Good Hope Road SE   Washington, DC 20020

Application Process

All of the FY17 grant program guidelines are available at www.dcarts.dc.gov. CAH utilizes an online grant portal. All applications must be submitted online by the deadline. Incomplete or late applications, or applications which do not follow the instructions, will be ineligible for review and funding. The grant period is from March 1, 2017 to September 30, 2017. Grant funds may not be used for project activities that occur prior to March 1, 2017. CAH 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 Grants page and select the Grant Application Portal to register:

- To reset the password select "Forgot your password?"

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 the deadline.

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 (1) CAH 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. CAH staff is not permitted to make corrections to applications on behalf of applicants. CAH staff will review applications for completeness and contact applicants for any incomplete documents within five (5) business days of the deadline. Applicants are responsible for updating their application within five (5) business days of CAH's notification. Incomplete applications will not be forwarded to the Advisory Review Panel for consideration.

Review Process

All applications are scored according to three (3) categories: (1) Arts and/or Humanities Content, (2) District Impact and Engagement and (3) Financial Capacity, Management and Sustainability. The evaluation criteria are specific to each grant program and listed in each grant program's guidelines.

CAH selects Advisory Review Panelists for each grant program to rank and score applications. Advisory Review Panelists are arts, humanities and/or business professionals who ensure that the CAH provides programs and services that meet the needs of the District. 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 CAH's Advisory Review Panels, see DCCAH's FY17 Call for Panelists.

Notification and Payment

Applicants will be notified in writing of their application status no later than April 28, 2017. This notification will be conveyed by email based on the address utilized on the portal to submit.

The date of payment disbursement is subject to change depending on the availability of funds. CAH works with other DC government agencies to pay grant recipients in a timely manner but CAH does not create or distribute payments onsite. To expedite the payment process, CAH strongly recommends FY17 grant recipients register for direct deposit by completing an Automated Clearing House (ACH) Vendor Payment Enrollment Form. The ACH Form can be found on the DCCAH website at [Managing Grant Award](#).

CAH 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 CAH.

Risk Management and Performance Monitoring

All grant recipients are subject to risk assessments and monitoring requirements as outlined in the [City-Wide Grants Manual and Sourcebook](#) from the Office of the City Administrator (OCA). CAH has established standards for grantees in making determinations of demonstrated performance prior to the award of all grants.

All activities funded by CAH will be monitored and evaluated by staff to assure compliance with all aspects of the District of Columbia's requirements, which may include evaluating allowable costs, meeting project benchmarks, providing proof of expenditures, etc.

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 CAH'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 CAH's grant programs, or clarification about accessibility requirements, work sample submissions and grant making process, please refer to the [Guide to Grants](#). Additional questions about the program should be directed to CAH grants staff at 202-724-5613 or via email to cah.grants@dc.gov.

PROJECT-BASED GRANTS

FY 2017
Projects, Events and Festivals (Winter Cycle)
Review Criteria

Arts and/or Humanities Content 40%
- The project is of high quality, based upon the applicant's work sample and support materials (brochures, articles, letters of support, etc.) demonstrate high standards pertaining to the indicated disciplines and/or project(s); and
- The applicant uses personnel with demonstrated expertise (such as arts administrators, humanities professionals, teaching artists, educators, professional artists) to plan and implement project content.

District Engagement and Impact 30%
- The applicant demonstrates a commitment to hiring DC-based artists and humanities professionals, where applicable, to deliver arts and/or humanities content (such as arts administrators, humanities professionals, teaching artists, educators, professional artists);
- The applicant emphasizes District of Columbia residents as participants for its programs;
- The intended and described activities are enriching experiences that meet the needs of the targeted DC audience(s);
- Varied and appropriate marketing methods are used to target the target audience;
- The applicant presents effective evaluation methods specific to the project, which are used to improve future activities and services;
- The applicant partners with similar or complementary organizations to leverage resources for the described activities; and,
- The proposed activities and services are accessible to DC residents and visitors of all backgrounds and abilities.

Financial Capacity, Management and Sustainability 30%
- The applicant demonstrates proper oversight with well-rounded expertise;
- For applications from organizations, the applicant demonstrates organizational stability, in terms of expertise, organizational capacity, financial status, to implement the proposed request;
- For Festivals, the applicant has determined what required permits and permissions are necessary to produce the event;
- The applicant has demonstrated a significant impact on DC's creative economy;
- The applicant demonstrates the internal capacity to administer the grant and has appropriate financial monitoring systems in place to track expenditures;
- The applicant's budget information is detailed, accurate, feasible, and directly related to the grant request. All items funded with grant dollars are eligible expenses under the grant; and,
- The applicant clearly demonstrates ability to attract the financial support necessary to sustain the activities.

FY 2017
Projects, Events and Festivals (Winter Cycle)
Application Checklist

The following is in addition to the required narrative questions within the online grant application. This checklist includes all mandatory and supplementary documents required to submit the Projects, Events and Festivals application. Documents must be uploaded prior to the application deadline.

MANDATORY DOCUMENTS

Individuals:

o   Work Sample(s) – see **Guide to Grants** for more information on Work Sample Requirements. *Flyers and brochures DO NOT count as work samples.*

o   Support Material – up to six additional items, e.g., publicity, letters of support, programs, brochures, evaluations, strategic plans, letters of agreement from project site if applicable, etc.

o   Resume(s) of key personnel involved in the project, such as artistic staff and project administrators

o   Letter of Project Site Agreement (Required for Festivals and Sister City projects. Optional but recommended for all other PEF applicants)

o   Arrest and Conviction Statement (template here: http://dcarts.dc.gov/page/managing-grant-awards)

o   Certificate of Clean Hands (visit http://dcarts.dc.gov/page/managing-grant-awards for instructions on how to generate a certificate of clean hands)

o   Certificate of Insurance

o   Statement of Certification (template here: http://dcarts.dc.gov/page/managing-grant-awards)

o   Signed W-9 (Request for Taxpayer Identification and Certificate, template here: http://dcarts.dc.gov/page/managing-grant-awards)

Organizations:

o   Work Sample(s) – see **Guide to Grants** for more information on Work Sample Requirements. *Flyers and brochures DO NOT count as work samples.*

o   Support Material – up to six additional items, e.g., publicity, letters of support, programs, brochures, evaluations, strategic plans, etc.

o   Resume(s) of key personnel involved in the project, such as artistic staff and project administrators

o   List of current board of directors, including officers, occupations and term limits

- Letter of Project Site Agreement (Required for Festivals and Sister City projects. Optional but recommended for all other PEF applicants)
- FY15 990
- Arrest and Conviction Statement (template here: http://dcarts.dc.gov/page/managing-grant-awards)
- Certificate of Clean Hands (template here: http://dcarts.dc.gov/page/managing-grant-awards)
- Certificate of DC Incorporation
- Certificate of Insurance
- IRS Letter of Determination
- Statement of Certification (template here: http://dcarts.dc.gov/page/managing-grant-awards)
- Signed W-9 (Request for Taxpayer Identification and Certificate, template here: http://dcarts.dc.gov/page/managing-grant-awards)

ADDENDUM A:
WORK SAMPLES AND
SUPPLEMENTARY
MATERIALS

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

Arts and/or humanities content is one of several criteria on which an application is reviewed. Other criteria include: District Impact and Engagement, Capacity and Sustainability, and others. Arts and/or 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) of art and/or humanities. All applicants must submit work samples.

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

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

Section 1 - Work Samples

Work samples are a critical to each application and are carefully considered during application review. CAH strongly recommends that applicants pay close attention to the content of work sample submissions.

The guidelines on what to submit within a work sample submission depend on the applicant's 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.

Arts Education	
	Includes video and audio excerpts, writing samples, and student art work along with syllabi, lesson plans, and other materials created by teaching artists and teachers in professional development projects.
	Educational materials are also acceptable alongside the artistic work sample.
Crafts	
	Individuals - Submit digital images of ten different works.
	Organizations - Submit 20 digital images of different works.

	Create an Image Identification List of the images 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.
Dance	
	Submit up to two video recordings of performances.
	Submit an ensemble selection unless you are 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 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.
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 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.
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 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, 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 CAH Staff
When creating and preparing Work Samples, Support Materials and Résumés, CAH recommends considering the following:
- Select recent, high quality samples that relate as directly to the application as possible.
- Uploaded pictures should be JPEGS with the resolution of at least 72 dpi.
- The file upload limit is 80MB. If your work sample is larger than this, we encourage 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.
- 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. CAH is not responsible for any material outside of the online grant portal.