FY2017
PROJECT-BASED GRANTS
UPSTART

Applicants may submit one (1) UPSTART application per grant cycle

Organizations may request up to $50,000

Deadline: Friday May 27, 2016 at 4:00PM

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Release Date: April 14, 2016

RFA ID: FY17.UPS.1

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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 arts, humanities and arts education programs.

Grants are competitive. Funding for this program is authorized from: Arts Program – UPSTART program.

UPSTART Program Description

The UPSTART Program is the signature capacity building program of the DC Commission on the Arts and Humanities. UPSTART is designed to assist established DC-based arts and humanities nonprofit organizations that face operational and infrastructure challenges and financial limitations that prevent their organizational and programmatic sustainability. A maximum of six applicants will be selected for the FY17 cohort.

UPSTART is designed to support arts organizations with intensive technical assistance through consulting and funding for core administrative systems, leadership development and operating reserves. Projects funded through UPSTART may include consulting services for information technology, communications or fundraising strategy, organizational development, executive coaching, financial management, strategic planning, and governance. Each grantee's participation is overseen by the UPSTART consultants who are hired by DCCAH to administer the organizational assessments and work directly with participants on planning and implementing their capacity building projects.

The UPSTART program has four structured components that are mandatory for each participant:
1. DCCAH's UPSTART consultants assess the participant's operations and finances and produce a written assessment report outlining the organization's most urgent challenges;
2. From the assessment report, organizational leadership and the UPSTART consultants develop a project work plan with goals, milestones and associated project budget, approved by DCCAH;
3. UPSTART grant funds are expended on capacity building projects as outlined in the DCCAH-approved work plan and budget; and,
4. Organizational leadership attend up to three UPSTART-specific peer learning sessions throughout the grant period.

Organizations receiving UPSTART grant funds have the option of setting aside up to 30% of their project budget in a board-approved operating reserve fund. Organizations do not have to have an operating reserve in place prior to receiving an UPSTART award. If selected, the UPSTART consultants will work with the organization's board and staff to create an operating reserve policy. In this instance, UPSTART funds set aside as operating reserves must be matched 1:1. More information about the optional matching requirement can be found under the section labeled **UPSTART Program Funding Amounts and Special Requirements**.

All UPSTART grant funds must be spent or committed within the DC Commission's FY17, which begins on October 1, 2016 and ends on September 30, 2017, but cannot be committed prior to DCCAH approving each individual participant's capacity building project plan and budget.

UPSTART Program Goals

- Provide access to high-quality arts and humanities experiences for all District of Columbia residents;
- Stimulate the creative economy through investments in local arts organizations; and;
- Ensure organizational sustainability for arts and humanities organizations so that they may contribute to the District of Columbia's diverse cultural landscape.

UPSTART Program Funding Amounts and Special Requirements

UPSTART grant amounts are determined after the UPSTART consultants complete an organizational assessment and work with executive leadership to develop work plans and budgets for DCCAH approval. DCCAH staff members, in consultation with the UPSTART program consultants, will make a recommendation for a final project amount. The final amount will be determined by the DCCAH Executive Director.

Funding may only cover costs associated with capacity building projects or new programming efforts that directly relate to the work plan developed in collaboration with the UPSTART consultants. Funds may not be used to support: salaries for new or existing permanent staff positions; general operating expenses; purchase of land or property; technology and equipment pertaining to arts, humanities and/or arts education programming; or funding of pre-existing debts, expenses or obligations incurred by the organization. More information about allowable costs can be found in the "Funding Restrictions" section.

Up to 30% of the project budget may be used to establish or expand an operating reserve fund for purposes related to the long-term sustainability of the organization. The reserve fund amount requires a 1:1 match of new and/or increased donations, designed to help grantees leverage UPSTART funds to increase contributed revenue. Neither in-kind support nor other DCCAH funds may be used to satisfy the matching requirement. Organizations must present evidence of clearly articulated policies about the management of the reserve that have been formulated and ratified by the organization's Board of Directors and staff by the end of the UPSTART grant period. The UPSTART consultants provide assistance with the development of these policies.

Eligibility Requirements

Organizations with cash expenses between $250,000 and $1,249,999 and at least one (1) full-time staff member are eligible to apply. Past recipients of UPSTART grants are eligible to reapply, but no recipient may receive more than 3 consecutive years of UPS funding before taking at least three (3) fiscal years off.

Applicants must meet all of the following prior to submitting an application. Applicants must:

UPSTART SPECIFIC
- Operate with a budget of between $250,000 and $1,249,999 in cash, as evidenced on the organization's most recent DataArts profile;
- Employ at least one full-time, salaried administrative staff member earning at least DC's minimum wage, subject to W2 verification;
- Has senior leadership attend one UPSTART workshop on either May 17, May 18 or May 19, 2016; and,
- Recent past UPSTART recipients may contact Grants Director Steven Scott Mazzola for additional information regarding workshop attendance.

DCCAH SPECIFIC
- 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 statuses (subject to DCRA verification) in good standing for one year prior to the application deadline;
- Have the primary function to exhibit, present or train in the arts and humanities, as documented within its mission and evidenced within its core programs;
- 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. At least fifty-one percent (51%) of scheduled arts activities occur within the District of Columbia;
- Be in good standing with DCCAH. Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2015, are ineligible to receive an additional award from DCCAH in FY17;
- 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 FY17 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

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

Examples of allowable costs for UPSTART:
- Consultants working on time-limited capacity building projects;
- Collateral materials relating to implementation of approved work plan projects;
- Hardware and software related to operations;
- Professional development trainings; and,
- Operating reserves.

Examples of unallowable costs for UPSTART:
- Salaries for permanent positions;
- Artistic programming and equipment expenses;
- Overhead and maintenance;
- Food and beverages;
- Tuition and scholarships;
- Costs related to fundraisers and special events;
- Travel not directly related to the execution of the project; and;
- College tuition or to fund universities, service organizations, foreign governments, or DC government agencies, including DC Public Schools.

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 by providing receipts and invoices for all work completed as part of their UPSTART work plan.

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 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 locations throughout DC. **Workshop dates, times and locations listed below are subject to change.** All workshops are free and open to the public; however, participants are encouraged to RSVP. Be sure to bring photo identification when you arrive. To RSVP, contact Kyra Saffran at kyra.saffran@dc.gov or call 202-724-5613.

Day & Date	Time	Program	Location
Friday, April 22	3:00-4:30 p.m.	DCCAH staff web-chat	www.dcarts.dc.gov
Friday, April 29	3:00-4:30 p.m.	DCCAH staff web-chat	www.dcarts.dc.gov
Friday, May 6	3:00-4:30 p.m.	DCCAH staff web-chat	www.dcarts.dc.gov
Tuesday, May 17	2:30-4:00 p.m.	UPSTART program	DCCAH
Wednesday, May 18	10:00-11:30 a.m.	UPSTART program	Benning Library
Thursday, May 19	6:00-7:30 p.m.	UPSTART program	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.

To learn more about DataArts, visit this link to view additional videos.

The FY15 DataArts funder's report is a required document for UPSTART application.

Application Process

All of the FY17 grant program guidelines are available www.dcarts.dc.gov. DCCAH utilizes an online grant portal. **All applicants MUST SUBMIT the application online via the online grant portal by 4:00PM on the deadline date. DCCAH 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 FY17 Grant Application Portal to register:

    o **If the applicant created an account in FY16, the applicant's FY16 Login Name will be the email address associated with the FY17 application.** To reset the password either select "Forgot your password?" or click here;

    o If the applicant did not create an account in FY17, they will register as a new user. Direct any questions to DCCAH at 202.724.5613;

3. Once fully registered, applicants should select the desired grant program(s), complete the application questions and budget/budget narrative data, and upload all required documents, supplementary material, and work samples; and,

4. Submit the application by 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 nor recommendation for funding by the Advisory Review Panel. DCCAH staff are 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 attachments within five business days of DCCAH'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 including Arts and Humanities Content with District Impact and Engagement; Financial Capacity, Management and Sustainability; and Organizational

Capacity Readiness. The evaluation criteria are specific to each grant program and listed in each grant program's guidelines. **The application process is competitive and subject to the availability of funds. Applicants may not request or receive funding for the same project activities through more than one Commission grant program or grant category.**

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

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

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

The evaluation process will also take into consideration general standards of decency and respect for the diverse beliefs and values of the American public consistent with The National Foundation on the Arts and Humanities Act, as amended in 1990.

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 after 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 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 15, 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 15, 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 the UPSTART program, or clarification about accessibility requirements, work sample submissions and the grant making process, please refer to the Guide to Grants or contact Grants Director Steven Scott Mazzola at steven.mazzola@dc.gov or 202-724-5613.

PROJECT-BASED GRANTS

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UPSTART

Review Criteria

Arts and Humanities Content and District Impact and Engagement 40%
- The applicant meets the requirement of having the arts, humanities and/or arts education as its primary function;
- The applicant's work sample and support materials (brochures, articles, letters of support, etc.) demonstrate high standards of excellence within the chosen discipline(s).
- The applicant provides a substantial level of arts and humanities activities to DC-based audiences;
- The applicant demonstrates it can measure levels of outreach and impact for DC-based audiences; and,
- The applicant's arts and humanities activities and services are available to people of all abilities.

Financial Capacity, Management and Sustainability 30%
- 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 proposed items are eligible expenses under the grant; and,
- The applicant clearly demonstrates ability to attract the financial support necessary to sustain the activities and match required funds, if applicable.

Organizational Capacity Readiness 30%
- The applicant is sufficiently stable, in terms of managerial expertise, organizational capacity and financial status, to implement the proposed request;
- The organization employs at least one full-time paid professional staff member, compensated at levels consistent with position responsibilities;
- The organization has made efforts to conduct a strategic plan, or if not, understands the benefits of strategic planning; and,
- The organization demonstrates proper oversight with a committed Board of Directors with well-rounded expertise.

FY 2017

UPSTART

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 UPSTART application. Documents must be uploaded prior to the application deadline.

MANDATORY DOCUMENTS

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 key administrative staff

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

o Current Organizational Budget

o Profit-and-Loss Statement from most recently completed fiscal quarter

o Balance Statement from most recently completed fiscal year

o 2015 Data Arts Funders Report (Review Complete)

o Signed W-9 (Request for Taxpayer Identification and Certificate)

o IRS Letter of 501 (c)(3) Determination

o District of Columbia Certificate of Incorporation

o Clean Hands Certification

o Arrest and Conviction Statement

o Statement of Certification

o Certification of Insurance

FAILURE TO SUBMIT MANDATORY DOCUMENTS WILL AUTOMATICALLY RESULT IN DISQUALIFICATION.

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 is one of several criteria on which an application is reviewed. Other criteria include: District Impact and Engagement, Financial Capacity, Management and Sustainability. 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 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.

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 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 arts and 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 product and/or experience. Their backgrounds as arts and humanities professionals 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 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.