



DC COMMISSION ON
THE ARTS & HUMANITIES

FY2017
PROJECT-BASED PROGRAM:
PUBLIC ART BUILDING COMMUNITIES
(PABC) GRANT GUIDELINES
Deadline #2

Applicants may submit two Public Art Building Communities applications per grants cycle and up to four (4) applications per year.

Projects by Individuals

Individuals may apply for up to \$50,000
Deadline: Friday, March 31, 2017 at 4:00PM (EDT)

Projects by Organizations

Organizations may apply for up to \$100,000
Deadline: Friday, March 31, 2017 at 4:00PM (EDT)

Grant recipients must be expend funds within CAH's FY17 grant cycle
(October 1, 2016 to September 30, 2017)

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

TABLE OF CONTENTS

Public Art Building Communities Description.....	3
Public Art Building Communities Goals	4
Successful PABC Applications.....	4
Eligibility Requirements	4
Funding Restrictions	5
Technical Assistance and Workshops.....	5
Workshops Schedule.....	6
Application Process.....	7
Review Process	8
Notification and Payment	8
Risk Management and Performance Monitoring	9
Contact Information	9
Review Criteria.....	10
Application Checklist.....	11
Addendum A: Work Samples and Support Materials	13



DC COMMISSION ON
THE ARTS & HUMANITIES

PROJECT-BASED PROGRAM

Applicants may submit two Public Art Building Communities applications per grants cycle and up to four (4) applications per year.

FY2017

Public Art Building Communities

Application Release Date: January 26, 2017

RFA ID: FY17.PABC.2

Projects by Individuals

Individuals may request up to \$50,000

Deadline: Friday, March 31, 2017 at 4:00PM

Projects by Organizations

Organizations may request up to \$100,000

Deadline: Friday, March 31, 2017 at 4:00PM

*Grant recipients must expend funds by September 30, 2017

Public Art Building Communities Description

The Public Art Building Communities (PABC) grant opportunity is available to individual artists and organizations to design, fabricate and install temporary or permanent public artwork that enhances District neighborhoods. Eligible projects include, but are not limited to: sculpture, mosaics, artistic streetscape improvements, murals, paving patterns, video installations, custom benches, stained glass windows, artistic gates and railings. Performance art based projects and previously created works of art projects are ineligible. Artwork must be installed onto locations that are accessible to the public.

Grant funds may be used for all fees associated with the design, fabrication and installation of the artwork(s), and in the case of temporary artwork the de-installation of the artwork, including: artist fees, materials, insurance, engineering, shipping, fabrication and installation services, permits, copyright registration, licensing and media documentation.

Permanent projects must demonstrate a duration of at least five (5) years. Temporary projects have a lifespan of less than five (5) years.

Prior to application submission, applicants must distribute flyers within a three (3) block radius of their proposed project site to notify the public, businesses and residents, of the proposed project's presence on a scheduled Advisory Neighborhood Committee (ANC) meeting agenda, which should be arranged in advance through the ANC, to invite members of the public to attend the meeting in order to discuss the project. Applicants are advised to communicate that funding for the proposed project is subject to CAH approval. As a result of the ANC meeting presentation, applicants are required to submit a letter of support from the ANC.

Organizations are required to demonstrate a 1:1 cash match for the proposed project; designed to assist an organization's fundraising by leveraging funding from additional sources. **In-kind services may not be used to satisfy the matching requirement.** Funds must be spent within CAH's FY17 grant period (October 1, 2016 to September 30, 2017). **Applicants submitting proposals as individuals are not required to demonstrate matching funds.**

Public Art Building Communities Goals

- Encourage the creation and installation of quality public art within the District of Columbia;
- Support DC-resident artists in the creation and installation of quality public art;
- Provide community exposure to the public art process;
- Further the learning opportunities and encourage greater participation in local arts activities; and
- Promote robust and diverse artistic expression throughout the District of Columbia.

Successful PABC Applications:

- 1) Present a visionary idea that represents a strategic departure from the applicant's standard practices in order to create a transformative impact on the current public art and cultural life of Washington, DC.
- 2) Should be complete, with each question thoroughly answered and all mandatory documents and actions completed and satisfied prior to the submission of the application.
- 3) Are comprehensive and address all aspects of design, fabrication and installation (and when appropriate de-installation) processes.
- 4) Should detail a project phase of a project or, if multiple phases are included the application, should explain information on all phases and clearly identify budget, project implementation and execution specifics to support a completed project.

Eligibility Requirements

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

- Be artists or arts professionals (e.g., presenters, producers and educators), aged 18 or older;
- Be legal DC residents for at least one 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 CAH. Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2016 are ineligible to receive an additional award from CAH in FY2017; and
- Not use a fiscal agent.

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 or are a DC Business Improvement District (BID) and must be incorporated and with central offices in 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;
- Be incorporated as an arts or cultural organization, with exhibition, presentation or training in the arts as its primary function, as documented within its mission statement or a BID;
- Have principal offices that are located in the District of Columbia, as demonstrated by the address on the organization's official 990 document. Post office 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/or humanities to the residents of Washington, DC. Demonstrate that at minimum fifty-one percent (51%) of scheduled arts or humanities activities occur within the District of Columbia;
- Be in good standing with CAH. Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2016, are ineligible to receive an additional award from CAH in FY2017;
- Make no use of fiscal agents; and,
- Grant applicants may not be a college, university, service organization (BIDs exempted), foreign government or other DC government agency, including DC Public Schools.

Funding Restrictions and Allowable Costs

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

Examples of allowable costs for Public Art Building Communities Grant:

- Artist Fees/artistic personnel;
- Materials;
- Insurance;
- Engineering;
- Space rental;
- Shipping;
- Fabrication and installation services;
- Permits;
- Travel and transportation directly related to project implementation;
- Copyright registration;
- Plaque and dedication costs;
- Photographic documentation; and
- Project implementation equipment purchases below or equal to \$500.00.

Examples of unallowable costs for Public Art Building Communities Grant:

- Equipment purchases over \$500.00
- Project sustaining/maintaining equipment/technology purchases (projects must be self-sustaining);
- Food and beverages;
- Sub granting;
- Tuition and scholarships; and,
- College tuition or to fund universities, service organizations, foreign governments, or DC government agencies, including DC Public Schools.

All expenses must be approved by the grant program manager before the grant agreement is processed for payment. 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 the final report.

Technical Assistance and Workshops

CAH staff members are available to help grant applicants through group and individual technical assistance. CAH staff members are available for 30-minute appointments up to one week before the deadline.

CAH conducts free workshop and application review for participants to learn useful information about the agency’s funding opportunities and how to submit a grant application.

Workshops 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 and call CAH at 202-724-5613.

Workshop Schedule

Day & Date	Time	Topic	Location
February 9th	11:00am-12:30pm	PABC	CAH Multi-Purpose Room

<p>FY17 PABC Workshop will be located at:</p> <p>DC Commission on the Arts and Humanities</p> <p>200 I (Eye) Street SE, Suite 1400 Washington, DC 20003</p>

More information about the dates and times of these workshops may be found at www.dcartarts.dc.gov under [Grant Writing Assistance](#). **The CAH urges all applicants to attend these workshops.**

Application Process

Grant program guidelines are available at www.dcart.sdc.gov. CAH utilizes an online grants portal. All applications must be submitted online by the deadline, 4:00 pm (EDT), Friday, March 31, 2017. Incomplete or late applications, or applications which do not follow the instructions, will be ineligible for review and funding.

Funds must be spent within CAH's FY17 grant cycle. The grant period is from October 1, 2016 to September 30, 2017. Grant funds may not be used for project activities that occur outside of the grant period. 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 [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 sample.
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. 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 business days of the deadline. Applicants are responsible for updating their application within five business days of CAH's notification. Incomplete applications will not be forwarded to the Advisory Review Panel for consideration and are deemed ineligible.

Review Process

All applications are scored according to four categories: Artistic Content, Community Impact & Engagement, Level of Participation, and Capacity and Sustainability. 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 are fully responsible for the content of their application packages. Incomplete applications will not be forwarded to the Advisory Review Panel for consideration.

CAH 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 CAH, who ensure that the CAH 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 CAH's Advisory Review Panels, see CAH's [FY17 Call for Panelists](#).

Notification and Payment

Applicants will be notified in writing of their application status on May 1, 2017. 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. 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. For more information on direct deposit by completing an Automated Clearing House (ACH) Vendor Payment Enrollment Form. The ACH Form can be found on our website at [Managing Grant Award](#).

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 are ineligible to receive any additional awards from CAH.

All applicants that are recommended for funding must have "citywide clean hands" (see below) in order to receive a grant award from CAH.

City-Wide Clean Hands (CCH)

The CCH web application supports the "Clean Hands" Mandate (D. C. Code § 47-2862) which stipulates that individuals and businesses are to be denied District goods or services if there is a debt owed to the District of Columbia of more than one hundred dollars (\$100.00) for fees, fines, taxes or penalties.

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 District 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 the 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 Public Art Building Communities can be referred to Keona Pearson, Public Art Project Manager, at Keona.Pearson@dc.gov or 202-724-5613.

FY2017

Public Art Building Communities

Review Criteria

Artistic Content 40%

- The applicant's work sample and support materials (brochures, articles, letters of support, etc.) demonstrate high standards of artistic excellence within the chosen discipline(s);
- Artist(s) and/or applicant's written concept exhibits high quality, innovation and creativity;
- Applicant has experience with site specific public art projects and uses personnel with demonstrated arts expertise (such as arts administrators, teaching artists, educators, professional artists) to plan and implement artistic content;
- The described project, goals and schedule of planned activities are feasible;
- The applicant demonstrates a commitment to hiring DC-based artists, where applicable, to deliver artistic content (such as arts administrators, teaching artists, professional artists); and,
- Artist(s) and/or applicant demonstrate the ability to translate artistic discipline to project participants.

Community Engagement and Impact 30%

- Project provides shared learning opportunities in the District that facilitate a greater participation in the arts, relative to the artistic discipline;
- Applicant demonstrates sensitivity to the cultural, ethnic and economic background of the participants and the residents of the District of Columbia;
- The applicant partners with similar or complementary organizations to leverage resources for the described activities;
- Project addresses significant diversity of expression;
- Project addresses needs of the community;
- Project location(s) and presentation(s) are accessible to persons with disabilities; and
- Applicant has substantive experience working with community representatives, landscape architects, business and government entities.

Level of Participation 15%

- Applicant demonstrates effective outreach to project participants;
- Applicant involves District residents (artist(s), active participants, audience); and,
- Applicant involves the community in the planning of project activities.

Capacity and Sustainability 15%

- The organization demonstrates proper oversight with a committed Board of Directors with well-rounded expertise;
- The applicant is sufficiently stable, in terms of arts expertise, organizational capacity, and financial status, to implement the proposed request;
- 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;
- The applicant has experience in producing similar public art projects; and,

- The applicant clearly demonstrates ability to attract the financial support necessary to sustain the activities and match required funds, if applicable.

FY2017

Public Art Building Communities

Application Checklist

The following is a checklist for all mandatory and supplementary documents required to submit the Public Art Building Communities (PABC) application. Documents must be uploaded through CAH's online grant portal prior to the application deadline. These documents are in addition to the required narrative questions. Visit www.dcartools.dc.gov, click on the grants tab, select "managing grant award" to obtain form numbers 17 through 21.

MANDATORY DOCUMENTS

1. Work sample- Submit 10 digital images of at least five different works.
 - a. See [Guide to Grants](#) for more information on Work Sample Requirements. *Flyers and brochures DO NOT count as work samples.*
2. Support Materials - up to six items of additional material, e.g., newspaper articles, reviews, letters of support (ANC, neighborhood associations, community stakeholders, etc.), programs, brochures, etc.
3. Résumé(s) of key personnel involved in the project, including the artistic director and executive/managing director - up to two pages each. Bios are not acceptable.
4. Signed W-9 Form (Request for Taxpayer Identification Number and Certificate)
5. Image Identification List of applicant and lead artist work samples (if applicable).
6. The proposed art in the form of detailed scale drawings renderings, models and/or other documents in order to present a meaningful representation of the proposed artwork – At least 3 different perspectives.
7. Five (5) digital images of proposed project site
8. Site owner contact information
9. Letter(s) of agreement from owner(s) of the project site(s) stating their support of this project.
10. Written verification that the applicant has gone to DC Consumer and Regulatory Affairs, Department of Transportation, Public Space and the Historical Preservation (if applicable) to obtain information about the types of permits and approvals that are needed to complete the proposed project.
11. Flyer(s) demonstrating your outreach to the community notifying businesses and residents of your project's presence on the upcoming agenda.

12. Security statement that, if funded, the applicant will provide a current Metropolitan Police Department Background Check and copy of Tuberculosis Screening for individuals directly working with children and youth **(if applicable)**.
13. Potential Contractor Bids (if applicable)
14. Equipment Estimates - submit three (3) estimates for equipment purchases (not to exceed \$500 per item).
15. Letter of Intent for equipment purchases if the equipment has a life span of more than 2 years.
16. Architectural Sketches
17. Statement of Certification (retrieve form from www.dcartools.dc.gov)
18. Arrest and Conviction Statement (retrieve form from www.dcartools.dc.gov)
19. Equal Employment Opportunity (EEO) Policy Statement **(if applicable)** (retrieve form from www.dcartools.dc.gov)
20. List of Insurance Carriers (retrieve form from www.dcartools.dc.gov)
21. Certificate of Clean Hands (retrieve form from www.dcartools.dc.gov)

Additional Mandatory Documents

For Organizations Only

1. Lead Artist Work samples – Submit five (5) digital images of at least five different works
2. IRS Letter of Determination
3. DC Tax Exempt Certificate
4. One-page Organizational Chart
5. List of current board of directors, including officers, occupations and term limits
6. Current Annual Organizational Budget with Year-To-Date Income and Expenses
7. Current FY Balance Sheet from within the last financial quarter
8. Previous FY Organizational Budget with Year-To-Date Income and Expenses
9. IRS Form 990 (Fiscal Year 2015)



DC COMMISSION ON
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ADDENDUM A: WORK SAMPLES AND SUPPLEMENTARY MATERIALS

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

Artist content is one of several criteria on which an application is reviewed. Other criteria include: District Impact and Engagement, Capacity and Sustainability, Overall and others. Artistic content is demonstrated to the Advisory Review Panel through the applicant’s:

- **Section 1 - Work sample;**
- **Section 2 - Support materials;**
- **Section 3 - Résumé(s) of key personnel; and,**
- **Section 4 - Assessment and evaluation methods**

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

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

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

Section 1 - Work Samples

Work samples are critical to each application and are carefully considered during application review. The 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, 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, the 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.
- 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. CAH is not responsible for any material outside of the online grant portal.