



FY 2018 PROJECT-BASED GRANT: ARTS EDUCATION PROJECTS (AEP) GUIDELINES

Applicants may submit one (1) Arts Education Projects application per grant cycle

In-School Projects
Out-of-School-Time Projects
Professional Development Projects

Organizations may request up to \$20,000
Deadline: Friday, June 2, 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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NOTICE: Applicants must read the entire guidelines prior to submitting an application for this grant program. For questions or additional information, please contact the Commission on the Arts and Humanities (CAH).

PROJECT-BASED GRANT

Applicants may submit one (1) Arts Education Projects application per grant cycle

FY 2018

Arts Education Projects (AEP)

In-School Projects

Out-of-School-Time Projects

Professional Development Projects

Application Release Date: April 25, 2017

RFA ID: FY 2018.AEP.1

Submission Deadline: Friday, June 2, 2017 at 4:00PM EDT

Organizations may apply for up to \$20,000

Introduction

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

Grants are competitive. Awards are based on the cohorts listed under the program description. Funding for this program is authorized from: Arts Education Grant Program.

Arts Education Projects Description

The Arts Education Projects (AEP) grant is designed to support In-School and Out-of-School-Time arts and humanities projects for children and youth in pre-school through high school settings. The grant also supports professional development opportunities in the arts and humanities for classroom educators.

In-School Projects are defined as those that take place within the traditional school day and may include artist residencies, field trips and arts integration opportunities. Projects must connect to curricula standards and instructional programs occurring in the schools. Assessment and evaluation criteria should emphasize an intentional and comprehensive design.

Out-of-School-Time Projects are defined as those that take place in the after-school, weekend and summer hours. They may take place on school premises, but are often facilitated by non-school arts providers. Priority is given to projects that engage participants multiple times throughout the year.

Professional Development Projects include high-quality training opportunities for educators in order to enhance their skills in an arts discipline or in the integration of standards-based arts and humanities instruction with non-arts academic content. The project must target DC-based educators, instructional staff or teaching artists. Funding may only be allocated to individuals residing in the District of Columbia and teaching at a DC public or public charter school.

Public Charter Schools and Parent Teacher Associations are eligible to apply, but funding may not be attributed to school personnel, faculty and/or general art supplies or equipment. The Arts Education Projects grant will not offset the responsibilities of each school in providing its students an excellent education, but will support projects that enhance the learning that is already in place.

The Arts Education Projects grant has a 1:1 cash matching requirement designed to assist an organization's fundraising by leveraging funding from additional sources. Neither in-kind services nor other CAH funds may be used to satisfy the matching requirement. Funds must be spent within CAH's FY2018 (October 1, 2017 to September 30, 2018).

AEP Goals

- Provide access to high-quality arts and humanities experiences that advance student achievement in the District of Columbia;
- Reinforce the importance of including the arts and humanities as a critical component of a student's education; and,
- Support activities that are consistent with local and national learning standards for arts and humanities education, including current state standards in non-arts content areas where appropriate.

Successful AEP Applications

- Give a brief overview of the organization's programming but articulate the details of a single project as the thrust of the application;

- Demonstrate expertise in offering developmentally appropriate arts and humanities programming for children and youth with evidence of reasonable accommodations for working with students of diverse abilities;
- Articulate an understanding of curriculum design through the provision of syllabi, lesson plans and assessment tools;
- Develop programming that provides an immersive experience for participants;
- Provide evidence of an intentional and comprehensive assessment and evaluation plan; and,
- Demonstrate experience in offering high-quality, impactful professional development for educators in order to enhance their skills in an arts discipline or in the integration of standards-based arts and humanities instruction with non-arts academic content.

Eligibility Requirements

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 as stipulated in the particular grant program guidelines, 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. Post Office boxes and the addresses of board members or volunteers may not be used as a primary business address;
- Have a commitment to provide arts and humanities education programs to the residents of Washington, DC. At least fifty-one percent (51%) of the organization’s arts and humanities activities should occur within the District of Columbia;
- Be in good standing with CAH and the District of Columbia government. Applicants with incomplete or delinquent reports, in any funding program, as of Monday, October 16, 2017, are ineligible to receive an award from CAH in FY 2018;
- Not use fiscal agents;
- Not be colleges, universities, foreign governments or other DC government agencies, including DC Public Schools;
- Propose “stand-alone” projects that are not combined with the application of another organization; and,
- Submit a Clean Hands certificate, signed Arrest and Conviction Statement, completed and signed Statement of Certification, Certificate of insurance as well as other documents specified in the guidelines.

Organizations awarded funds in the FY 2018 General Operating Support Program are prohibited from applying to CAH FY 2018 Arts Education Projects (AEP). Organizations not awarded funds in the FY2018 General Operating Support 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, CAH must ensure that all grant funds are expended in a fiscally responsible manner. Allowable costs are those that District government and CAH have determined as appropriate expenditures.

Examples of allowable costs for ARTS EDUCATION PROJECTS:

- Salaries for arts educators for nonprofit organizations;
- Teaching artists/consultants;
- Travel and transportation directly related to project implementation;
- Materials, supplies and equipment purchases no more than 25% of the award that are directly related to project implementation; and,
- Overhead, maintenance and administration not exceeding 35% of the grant and match, as long as the entity is not a Public Charter School or Parent Teacher Association.

Examples of unallowable costs for ARTS EDUCATION PROJECTS:

- Overhead, maintenance and administration exceeding 35% of the grant and match;
- Food and beverages;
- Operational reserves;
- Tuition and scholarships;
- Sub-granting or re-granting of CAH funds;
- Costs related to fundraisers and special events;
- Pieces of equipment that exceed 25% of the grant award;
- Expenses not directly related to the execution of the project; and,
- Funding to universities, foreign governments or DC government agencies, including DCPS.

All expenses must be approved by the grant program manager before the grant agreement is processed for payment. Questions regarding allowable costs should be referred to the grant program manager. 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 live web chats for participants to learn about the agency's funding opportunities and how to submit an application. More information about these workshops may be found at www.dcarts.dc.gov under [Grant Writing Assistance](#). CAH staff members are also available for 30-minute appointments up to one week before the deadline, as schedules allow.

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. Photo identification is required for in-person workshops. Call 202-724-5613 for additional information and workshop confirmation. **Workshop attendance is strongly recommended for first-time applicants.**

Locations
DC Commission on the Arts and Humanities (CAH) 200 I (Eye) Street SE, Suite 1400 Washington, DC 20003
Office of the Deputy Mayor for Greater Economic Opportunity (DMGEO) 2235 Shannon Place SE, Suite 3040 Washington, DC 20020
Live Web Chats dcarts.dc.gov/livechat

Date	Time	Topic	Location
Friday, April 28, 2017	2:30pm - 3:30pm	Live web chat with grants team	Online
Tuesday, May 2, 2017	1:00pm - 2:00pm	DataArts orientation	culturaldata.org
Wednesday, May 3, 2017	2:30pm - 4:00pm	Arts Education Projects	CAH
Thursday, May 4, 2017	9:00am - 11:00am	Open Hours	DMGEO
Thursday, May 4, 2017	6:00pm - 7:30pm	Arts Education Projects	CAH
Friday, May 5, 2017	2:30pm - 3:30pm	Live web chat with grants team	Online
Monday, May 8, 2017	9:00am - 11:00am	Open Hours	DMGEO
Monday, May 8, 2017	11:00am - 12:30pm	Arts Education Projects	DMGEO
Friday, May 12, 2017	2:30pm - 3:30pm	Live web chat with grants team	Online
Saturday, May 13, 2017	10:00am - 12:00pm	Open Hours	CAH
Friday, May 19, 2017	2:30pm - 3:30pm	Live web chat with grants team	Online
Saturday, May 20, 2017	10:00am - 12:00pm	Open Hours	CAH
Tuesday, June 6, 2017	1:00pm - 2:00pm	DataArts orientation	culturaldata.org

East of the River Satellite Location Workshops

In preparation for the grant application process, CAH staff provides applicants with one-on-one assistance related to their grant applications during “open hours” at the Office of the Deputy Mayor for Greater Economic Opportunity (DMGEO) at 2235 Shannon Place SE, Suite 3040, Washington, DC. Walk-ins are welcome.

In addition to one-on-one assistance, CAH also offers workshops at DMGEO. Please see the schedule above for all technical assistance opportunities available at DMGEO.

Live Web Chat with Grants Team

On Friday, April 28, May 5, May 12 and May 19 from 2:30-3:30pm, CAH grants staff will be available to answer questions online via web chat. The directions to access the live web chats are available at dcarts.dc.gov/livechat.

Open Hours

In preparation for the grant application process, CAH staff provides applicants with one-on-one assistance related to their grant applications during “open hours”. Walk-ins are welcome.

One-on-One Assistance

CAH staff members are also available to discuss strategies that might help showcase the applicant's activities in the best possible manner. These appointments are 30-minutes in length and hosted at the CAH offices up to one week before the deadline, as schedules allow. CAH encourages applicants to contact the appropriate program manager well in advance to schedule, and send a draft proposal for review in advance of the meeting.

DataArts (formerly the Cultural Data Project):

The DataArts Funder Report (formerly CDP) is required for application to the Facilities and Buildings, General Operating Support, and UPSTART grant programs. The DataArts Funder Report is not required for Arts Education Projects. Applicants should submit their organization's most recent 990 as part of their application.

Application Process

All of the FY 2018 grant program guidelines are available online at www.dcartz.dc.gov. CAH utilizes an online grant portal. If an applicant requires assistance with online access they may contact the agency for support. All applications must be submitted online by 4:00pm on the deadline date. Incomplete or late applications, or applications which do not follow the instructions, will be ineligible for review and funding. The grant period is from October 1, 2017 to September 30, 2018. Grant funds may not be used for activities that occur outside these dates. CAH will not accept mailed, emailed or hand-delivered copies of grant applications unless approved prior to the grant deadline as a reasonable accommodation request from applicants with disabilities. To request a reasonable accommodation, contact Kali Wasenko at 202-724-5613 or kali.wasenko@dc.gov.

Grant Application Procedure

1. Review the "FY 2018 Guide to Grants" and the grant guidelines for specific grant programs thoroughly and determine eligibility of the applicant, project and project activities;
2. Visit www.dcartz.dc.gov and go to the [Grants](#) tab. Select the [Grant Application Portal](#) to register to sign up and sign in:

(To reset the password select "Forgot your password?")

3. Once logged in, 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; and,
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 activities through more than one CAH grant program or grant category. Multiple applicants may not apply for funding for the same project – whether through the same or different grant programs.

Applicants are 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.

Addressing Accessibility in Grant Applications

Legal Compliance

Federal and District of Columbia statutes require that all applicants comply with laws and regulations governing nondiscrimination. These include: Title VII of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1686), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), the DC Human Rights Act of 1977, and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 - 12213) which prohibits discrimination on the basis of disabilities.

Americans with Disabilities Act

CAH is committed to ensuring that all grantees comply with the Americans with Disabilities Act (ADA) of 1990. The ADA provides civil rights protection to individuals with disabilities in the areas of employment, services rendered by state and local government, places of public accommodation, transportation and telecommunication services. Organizations funded by CAH must make reasonable accommodations to ensure that people with disabilities have equal physical and communications access, as defined by federal law.

Organizations applying for funding from CAH should include a response to the accessibility section of their applications by detailing the following items:

1. The process for formulating accessibility plans (e.g. creating an accessibility advisory committee, board and staff disability-rights training, budgeting for reasonable accommodation requests, etc.)
2. The current progress/status of an organization's physical accessibility. If the location is not barrier free, include a plan for project/program modification that ensures access in a barrier-free environment, when needed.
3. The current progress/status of the organization's accessibility in presenting activities – communications access (e.g. TDD, large print or Braille materials, audio description or assistive listening devices, interpreted performances, etc.) and marketing/advertising.

Inclusion, Diversity, Equity, Access (IDEA)

In addition to detailed plans for ADA compliance, applications should demonstrate how the project will be inclusive, diverse, equitable and accessible throughout DC beyond participants with disabilities. Successful applications consider the broader definition of accessibility by addressing financial, geographic, cultural and developmental access.

Review Process

All applications are scored according to three categories: Artistic and Arts/Humanities Education Content, District Impact and Engagement, and Financial Capacity, Management and Sustainability.

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 rank and score applications. Panelists are arts, humanities and/or business professionals, independent of CAH, who ensure that 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, and then convene as a group to discuss the applications and finalize scores. The Certificate of Clean Hands, Arrest and Conviction Statement, and other compliance documents will not be viewed by panelists, and are used by CAH staff for agency purposes only.

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.

To nominate a person to serve on CAH's advisory review panels, see CAH's [FY 2018 Call for Panelists](#).

Notification and Payment

Applicants will be notified of a grant application decision via a conditional grant award email, letter of intention to fund, letter of ineligibility or letter of denial on or after Monday, October 2, 2017.

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 on site. To expedite the payment process, CAH strongly recommends FY2018 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 CAH 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, at any time. FY 2018 grantees with unfulfilled reporting in any funding program as of close of business on Monday, October 16, 2017 are ineligible to receive 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 Partnerships and Grants Services (OPGS). 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 FY 2018 grant recipients must complete final reports by Monday, October 15, 2018. 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 the AEP grant program, or clarification about accessibility requirements, work sample submissions and the grant making process, please refer to the [Guide to Grants](#) or contact David Markey, Arts Education Manager, at david.markey@dc.gov or 202-724-5613.

PROJECT-BASED GRANT

FY 2018

Arts Education Projects (AEP)

Review Criteria

Arts and/or Humanities and Educational Content 40%

- The applicant's work sample and educational materials (syllabi, lesson plans, rubrics, etc.) demonstrate high standards of artistic, humanities and educational excellence within the chosen discipline(s);
- The described activities advance student learning through the arts;
- The related goals and schedule of planned activities are feasible;
- The applicant uses personnel with demonstrated arts expertise (such as arts administrators, teaching artists, educators, professional artists) to plan and implement content;
- The applicant demonstrates a commitment to hiring DC-based artists and humanities practitioners, where applicable, to deliver content (such as arts administrators, teaching artists, educators, professional artists); and,
- The applicant presents effective evaluation methods specific to the project with the desired outcome of improving future activities and services.

District Impact and Engagement 30%

- Applicant directly targets a substantial number of DCPS and DC Public Charter School children and youth;
- The described arts activities are enriching experiences that directly serve the children and youth of the District of Columbia;
- Applicant partners with similar or complementary organizations to leverage resources for the described activities; and,
- The proposed activities and services are available to, and inclusive of, people with disabilities.

Financial Capacity, Management and Sustainability 30%

- The applicant demonstrates capable management oversight with well-rounded expertise related to their activity;
- The applicant demonstrates artistic expertise, an understanding of curriculum and educational standards 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 activities of the grant request. All items to be funded with by the grant award represent eligible expenses within the grant guidelines; and,
- The applicant clearly demonstrates its ability to attract the financial support necessary to complete the activities and match required funds, if applicable.

FY 2018

Arts Education Projects

Application Checklist

In addition to the required narrative questions within the online grant application portal, this checklist includes all mandatory and supplementary documents required to submit the Arts Education Projects grant application. Documents must be uploaded prior to the application deadline.

MANDATORY DOCUMENTS

- Work samples – see CAH’s website for the document: [“Guide to Grants”](#) for more information on Work Sample Requirements. *Flyers and brochures DO NOT count as work samples.*
- Support Materials - up to six (6) additional items, e.g., curriculum, syllabi, and lesson plans, letter of agreement from project site(s), letters of support, brochures, evaluations, strategic plans, etc.
- Resumes of key personnel involved in the project, such as artistic staff and educators
- Signed W-9 - No Post Office boxes. Must match address in application portal
- IRS Letter of Determination
- FY16 Form 990
- District of Columbia Certificate of Incorporation
- List of current board of directors, including officers, occupations and term limits

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

Arts/humanities and educational content is one of several criteria on which an application is reviewed. Other criteria include: District Impact and Engagement, and Financial Capacity, Management and Sustainability. Arts/Humanities and educational content is demonstrated to the Advisory Review Panel through the applicant's:

- **Section 1 - Work sample;**
- **Section 2 - Support materials;**
- **Section 3 - Résumés of key personnel; and,**

Of these, the work sample carries the most weight because it must contain the clearest depiction of the applicant's best work(s). All applicants must submit arts/humanities and educational work samples.

To further assist you in submitting strong arts/humanities and educational content with your application, CAH has provided:

- **Section 4 – 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 (multigenerational or adults)	
	Includes video and audio excerpts, writing samples and student art work. Syllabi and lesson plans should be included in support materials, unless created by teaching artists and teachers in professional development projects.
	Educational materials are also acceptable alongside the work samples.
Crafts	
	Individuals - Submit digital images of ten (10) different works
	Organizations - Submit twenty (20) digital images of different works
	Applicants must create an image identification list of the images uploaded and should arrange the list in the order of viewing preference. 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 (2) video recordings of performances
	Submit an ensemble selection unless the applicant is a soloist or the project involves a solo
Design Arts	
	Individuals - Submit digital images of ten different works
	Organizations - Submit twenty (20) digital images of different works
	Applicants must create an image identification list of the images uploaded and should arrange the list in the order of viewing preference; 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 ten (10) digital images or up to two audio/video recordings demonstrating the integration of disciplines in the work.

Literature (e.g. poetry, fiction, creative writing, screenwriting, spoken word, etc.)	
Fiction and Creative Nonfiction Writing	Applicants must submit between ten and twenty (10-20) pages from no more than three (3) 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, applicant should 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 (5) poems, not to exceed ten (10) poems.
	Shorter poems should be printed one (1) to a page.
Spoken Word	In addition to the Poetry requirements above, submit video recordings of three (3) contrasting pieces.
Media Arts	
Film, Video, Radio	Applicants must submit up to two (2) audio/video recordings of completed work or work-in-progress.
Multi-disciplinary	
	Provide the required work samples (as described herein) for two (2) (minimum) or three (3) (maximum) of the artistic disciplines that are relevant to the grant request.
Music	
	Applicants must submit up to three (3) audio/video recordings.
	Selections must not exceed five (5) minutes.
	Upload each selection in a separate file.
Photography	
	Individuals - Submit digital images of ten (10) different works.
	Organizations - Submit twenty (20) digital images of different works.
	Applicants must create an image identification list of the images uploaded and should arrange the list in the order of viewing preference; 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.

Theatre	
Actors	Submit video recordings of two (2) contrasting monologues.
	Still images of productions are prohibited.
Costume, Lighting, or Set Designers	Submit up to three (3) videos of up to five minutes, and/or (3) still images that best showcase the designer's work.
Directors	Submit a copy of a one to three (1-3) page concept statement of a recently directed play.
Organizations	Submit up to two (2) 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 (3) audio recordings.
Visual Arts	
	Individuals - Submit digital images of ten (10) different works.
	Organizations - Submit twenty (20) digital images of different works.
	Applicants must create an image identification list of the images uploaded and should arrange the list in the order of viewing preference; 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.
Art Bank: The Washingtonia Collection (Fine Art Acquisitions)	
	This cycle is open to District of Columbia resident artists only.
	Individuals – Submit digital images of up to five (5) works of art available for acquisition by CAH
	District galleries and organizations – Submit images of up to ten (10) works of art by DC resident artists

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:

- Theatre/exhibition reviews;
- Letters of recommendation;
- Certificates;
- Sample lesson plans;
- Assessments and evaluations (more information below); and,
- Awards.

Assessment and Evaluations

Purpose:

- To determine the efficacy of a program, as articulated in the program goals and as required for grant reporting.
- To provide evidence to support changes in order to improve the program and its delivery.

Types:

- Qualitative assessment is often subjective in approach and narrative in nature.
- Quantitative assessment provides empirical data that demonstrates growth in the knowledge, skills and understandings of the participants.

Assessment and 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 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 - General Suggestions from CAH Staff

When creating and preparing work samples, support materials and résumés, CAH recommends considering the following:

- Applicant should be able to see and play all work samples in the application before submitting. If a sample cannot be played, then panelists will not be able to see or play it.
- Select recent, high quality samples that relate as directly to the application as possible.
- Uploaded pictures should be JPGs with the resolution of at least 72 dpi and should not exceed 20MB in size.

- Adding more than the recommended number of work samples to an application will often weaken it.
- 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, include samples of similar projects completed, to illustrate an ability to execute the proposed project.
- Panelists must be able to assess the skill level of the artist(s) involved in the work that will be created, exhibited or taught.

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.
- If your video work sample is longer than five minutes, please note where you would like panelists to begin viewing (e.g. 5:35:00).

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

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