



FY 2018 GENERAL SUPPORT GRANT: ARTS AND HUMANITIES FELLOWSHIP PROGRAM (AHFP) GUIDELINES

Applicants may submit one (1) Arts and Humanities Fellowship Program application per grant cycle

Individuals may receive up to \$10,000


Deadline: Friday, May 26, 2017 at 4:00PM EDT



See page 8 for live work sample and panel dates

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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DC COMMISSION ON
THE ARTS & HUMANITIES

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).

GENERAL SUPPORT GRANT

Applicants may submit one Arts and Humanities Fellowship Program application per grant cycle.

FY 2018

Arts and Humanities Fellowship Program (AHFP)

Release Date: April 25, 2017

RFA ID: FY18.AHFP.1

Submission Deadline: Friday, May 26, 2017 at 4:00PM EDT

Individuals may receive up to \$10,000

Introduction

DC Commission on the Arts and Humanities (CAH) is soliciting grant applications from artists and humanities practitioners.

Grants are competitive. Funding for this program is authorized from: Arts Program – Arts and Humanities Fellowship Program.

Arts and Humanities Fellowship Program Description

The Arts and Humanities Fellowship Program (AHFP) offers up to \$10,000 fellowships to individual artists and humanities practitioners who significantly contribute to the District of Columbia as a world class cultural capital. AHFP recognizes the impact of individual artists and humanities practitioners within the District of Columbia and supports the vitality that those individuals bring to the local community.

AHFP is not a project-based grant and applicants are not required to complete a particular project as part of the fellowship. Funds may be used for all types of expenses.

AHFP is open to all arts and humanities disciplines in FY18. Arts and humanities disciplines may include, but are not limited to: dance, design, folk and traditional arts, literature, media arts, music, theatre, visual arts, as well as other emerging and experimental fields and multi-disciplinary media. **Established as well as emerging artists and humanities practitioners are encouraged to apply.**

Arts and Humanities Fellowship Program has no cash matching requirement. Funds must be spent within DC Commission on the Arts and Humanities (CAH) FY18 (October 1, 2017 to September 30, 2018).

Arts and Humanities Fellowship Program Goals

- Encourage the contributions of individual artists and humanities practitioners to the District of Columbia.
- Highlight the professional accomplishments and creative excellence of artists and humanities professionals residing in the District of Columbia.
- Provide support to individuals who demonstrate exceptional creativity.

Successful Arts and Humanities Fellowship Program Applications

- Consider how the arts and/or humanities statement connects panelists to their work samples.
- Focus on work that has been created, not on work that WILL be created.
- Avoid work samples which make it difficult for panelists to review the quality of the work itself (e.g. low resolution images, audio with unintentional white noise, incomplete material, etc.)

Eligibility Requirements

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

- Be legal District of Columbia resident for at least two (2) years prior to the application deadline and must maintain residency during the entire grant period (proof of residency is required);
- Be artists, arts professionals and/or humanities professionals (e.g., presenters, producers and educators), aged 18 or older;
- Have a permanent District of Columbia address, as listed on government issued identification or tax returns. Post office 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 Monday, October 16, 2017, are ineligible to receive an additional award from CAH in FY18; and,
- Not use fiscal agents.

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. Unallowable costs include food and beverages.

Individual applicants may receive funds from multiple grant programs. Please note that payments may be taxable under the law. Each grant recipient should consult with a tax professional to determine how payments may impact individual circumstances.

Technical Assistance and Workshops

CAH staff members are available to help develop grant applications through group and individual technical assistance. Between April and June 2017, CAH will conduct free workshops and application review for participants to learn useful information about the agency’s funding opportunities and how to submit a grant application. More information about the dates and times of these workshops may be found at www.dcartools.gov under [Grant Writing Assistance](#). **CAH urges all applicants to attend these workshops.** In addition, CAH staff members are available for 30-minute appointments up to one week before the deadline.

Workshops will take place at the offices of the DC Commission on the Arts and Humanities and local libraries. **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. Participants should bring photo identification to present upon arrival. Contact CAH grants staff by phone call at 202-724-5613.

<p style="text-align: center;">FY 2018 Workshops will be located at:</p> <p style="text-align: center;">DC Commission on the Arts and Humanities (CAH) 200 I (Eye) Street SE, Suite 1400 Washington, DC 20003</p> <p style="text-align: center;">Office of the Deputy Mayor for Greater Economic Opportunity (DMGEO) 2235 Shannon Place SE, Suite 3040 Washington, DC 20020</p> <p style="text-align: center;">Live Web Chats dcarts.dc.gov/livechat</p>
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Day & Date	Time	Program	Location
Friday, April 28	11:00am - 12:30pm	AHFP	CAH
Friday, April 28	2:30pm - 3:30pm	Live web chat with grants team	Online
Tuesday, May 2	6:00pm - 7:30pm	AHFP	CAH
Thursday, May 4	9:00am - 11:00am	Open Hours	DMGEO
Friday, May 5	2:30pm - 3:30pm	Live web chat with grants team	Online
Monday, May 8	9:00am - 11:00am	Open Hours	DMGEO
Friday, May 12	2:30pm - 3:30pm	Live web chat with grants team	Online
Saturday, May 13	10:00am - 12:00pm	Open Hours	CAH
Tuesday, May 16	9:00am - 10:30am	AHFP	DMGEO
Friday, May 19	2:30pm - 3:30pm	Live web chat with grants team	Online
Saturday, May 20	10:00am - 12:00pm	Open Hours	CAH

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 will also offer 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 your 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.

Application Process

All of the FY18 grant program guidelines are available online at www.dcarts.dc.gov. CAH utilizes an online grant portal to receive applications. 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.dcartools.dc.gov, and go to the [Grants](#) tab, and 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 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 (IDEA)

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

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

AFHP applications are scored according to three categories: Mastery of Technique, Conceptual Content and Cohesion. The evaluation criteria are specific to each grant program and listed in each grant program's guidelines.

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.

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.

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

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

Live Work Samples

Applicants with eligible applications will be divided into cohorts based on applicant discipline. Applicants with eligible and complete applications in performing arts cohorts will be invited to perform for the panel. Once a grant application has been submitted and reviewed for eligibility, CAH staff will contact applicants to schedule live work samples. In the event that an applicant wishes to present a live sample but is unable to attend, they may submit a pre-recorded live sample for the panelists to review at the time they review the application on panel day. All live work samples for performing arts cohort applicants will take place the same day on which the panel convenes.

Discipline	Date
Theatre	July 17 and 19, 2017
Music	July 20 and 21, 2017
Humanities	August 16 and 18, 2017
Dance	August 22, 2017

Applicants with eligible and complete applications in visual arts cohorts will be invited to participate in a group exhibition. The exhibition is scheduled to open on June 16, 2017.

Please note: Participation by performance or in the exhibit is not mandatory; however, it is recommended since both will be reviewed by the respective advisory review panel. Dates are subject to change.

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 – depending upon the program.

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 FY18 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. FY18 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 Grant Services (OPGS). CAH has established standards for grantees in making determinations of demonstrated performance prior to the award of all grants.

Activities funded by CAH will be monitored and evaluated by staff to assure compliance with all aspects of the District of Columbia's requirements. This may include site visits, evaluating allowable costs, meeting projected 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 reports are completed through the online portal. Grantees may access the interim and final report pages through the [Manage Grant Award](#) page on CAH's website. All grantees are responsible for reporting grant awards as income on federal and local tax returns and are strongly encouraged to consult with a tax professional and the U.S. Internal Revenue Service.

Contact Information

For more information regarding CAH's grant programs, or clarification about accessibility requirements, work sample submissions and the grant making process, please refer to the [Guide to Grants](#) or contact Regan Spurlock, at regan.spurlock@dc.gov or 202-724-5613.

For discipline-specific questions, please contact:

Dance: Benjamen Douglas	Design Arts: Regan Spurlock
Humanities: Paige Reynolds	Music: Khalid Randolph
Media Arts: Khalid Randolph	Theatre: Benjamen Douglas
Teaching Artists: David Markey	Visual Arts: Regan Spurlock

FY 2018

Arts and Humanities Fellowship Program

Review Criteria

Mastery of Technique 40%

- Application and work sample demonstrate exemplary technical capabilities.

Conceptual Content 30%

- Application demonstrates creative and original theories, ideas and/or perceptions.

Cohesion 30%

- Application represents an astute and perceptive body of work that clearly advances the applicant's artist statement.

FY 2018

Arts and Humanities Fellowship Program

Application Checklist

The following is 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 Projects, Events or Festivals application. Documents must be uploaded prior to the application deadline.

MANDATORY DOCUMENTS

- Work Sample(s) – 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 Material – up to six additional items, e.g., publicity, letters of support, programs, brochures, awards, etc.
- Resume of applicant
- OPGS Compliance documents (templates here: <http://dcarts.dc.gov/page/managing-grantawards>):
 - Arrest and Conviction Statement
 - Certificate of Clean Hands - Must have a Certificate of Clean Hands dated within 30 days of application date
 - Statement of Certification
 - Signed W-9, no post office boxes – Must match address in application portal



**ADDEND
WORK SAMPLE
SUPPLEMENTARY
MATERIALS**

DC COMMISSION ON
THE ARTS & HUMANITIES

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

Arts and humanities content and/or merit is one of several criteria on which an application is reviewed. Other criteria include: District Impact and Engagement, Financial Capacity, Management and Sustainability, and others as dictated within the program guidelines. Arts and humanities content and/or merit 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**
- **Section 4 – General Suggestions from CAH staff**

Of these, the work sample carries the most weight because it must contain the clearest depiction of the applicant’s best work(s) of art and/or humanities. All applicants must submit arts and/or humanities work samples or demonstration of content of services provided to artists and humanities practitioners.

To further assist the applicant in submitting strong artistic content with an application, general suggestions are provided in Section 4 (below).

Section 1 - Work Samples

Work samples are 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 grant application. Applicants must adhere to the work sample requirements below in order to be eligible for consideration.

Work samples must be no more than two (2) years old from the date of submission. Submitting older work samples will render the application ineligible for funding consideration.

Arts Education	
	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 artistic work sample.
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 (Includes 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 purchase 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 (only for Arts Education Grants);
- 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:

- Make sure that the applicant can see and play all of the work samples in the application before submitting. If the applicant cannot see or play a sample, 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.
- Less is more. Often, 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.

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 grants portal.