



# FY 2018

## BUDGET ENHANCEMENT GRANTS

### GUIDELINES

Applicants may submit one (1) Budget Enhancement Grant application per grant cycle.

#### **Projects by Organizations**

**Deadline: Friday, October 20, 2017 at 4:00PM EDT**

Organizations may request up to:

- \$4,950,000 to support an existing multi-stage theater organization in the Uptown Arts – Mixed Use Overlay District, as defined in section 120 of Title 11-W of the District of Columbia Municipal Regulations (11-W DCMR § 120.1), seeking a matching grant to upgrade or renovate its existing facilities, including for the purpose of increasing public access to the facility be used for the establishment of a children's museum in the Central Business District; or
- \$1,900,000 to assist with capital improvements, such as replacing aging elevators and heating, ventilation, and air conditioning, at a theater in the Central Business District, as defined in Section 990 of Title 18 of the District of Columbia Municipal Regulations (18 DCMR § 9901), that offers Broadway-style musicals; or
- \$250,000 to provide support for infrastructure improvements, such as planting, planning, and outreach events, concerning the National Mall and its grounds, to a nonprofit organization dedicated to improving, preserving, and restoring the National Mall; or

- \$250,000 to provide a literary-enrichment program for District of Columbia Public Schools and District of Columbia public charter schools, which includes the provision of copies of literature and curricular materials and author visits for literary discussion with students; or
- \$200,000 to provide support to a nonprofit, tax-exempt organization dedicated to preserving burial grounds located in Georgetown, as well as the history of African-American cemeteries, for the purpose of markings and boundaries for such cemeteries and burial grounds and to make visible and definite the locations of graves and the identity of those buried in the graves; or
- \$200,000 to provide orchestral performances with supporting community engagement events, such as education events and symposia, in venues within the District, along with full-orchestra performances in the Kennedy Center; or
- \$100,000 to support an existing theater and museum organization in the Central Business District, as defined in Section 9901 of Title 18 of the District of Columbia Municipal Regulations (18 DCMR § 9901), that is operated through a public-private partnership and explores the American experience through the intersection of history, performance, and education.

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) Budget Enhancement Grants application per grant cycle.

### FY 2018

### Budget Enhancement Grants (BEG) – Fall Cycle

Release Date: Friday, September 22, 2017

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#### Projects by Organizations

Deadline Date: Friday, October 20, 2017 at 4:00 PM EDT

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#### Introduction

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Pursuant to § 7132 of the FY 2018 Budget Support Act of 2017, the District of Columbia Commission on the Arts and Humanities (CAH) is soliciting grant applications from nonprofit organizations to support the following projects:

- Support an existing multi-stage theater organization in the Uptown Arts – Mixed Use Overlay District, as defined in section 120 of Title 11-W of the District of Columbia Municipal Regulations (11-W DCMR § 120.1), seeking a matching grant to upgrade or renovate its existing facilities, including for the purpose of increasing public access to the facility; or
- Assist with capital improvements, such as replacing aging elevators and heating, ventilation, and air conditioning, at a theater in the Central Business District, as defined in Section 990 of Title 18 of the District of Columbia Municipal Regulations (18 DCMR § 9901), that offers Broadway-style musicals; or
- Provide support for infrastructure improvements, such as planting, planning, and outreach events, concerning the National Mall and its grounds, to a nonprofit organization dedicated to improving, preserving, and restoring the National Mall; or
- Provide a literary-enrichment program for District of Columbia Public Schools and District of Columbia public charter schools, which includes the provision of copies of literature and curricular materials and author visits for literary discussion with students; or

- Provide support to a nonprofit, tax-exempt organization dedicated to preserving burial grounds located in Georgetown, as well as the history of African-American cemeteries, for the purpose of markings and boundaries for such cemeteries and burial grounds and to make visible and definite the locations of graves and the identity of those buried in the graves; or
- Provide orchestral performances with supporting community engagement events, such as education events and symposia, in venues within the District, along with full-orchestra performances in the Kennedy Center; or
- Support an existing theater and museum organization in the Central Business District, as defined in Section 9901 of Title 18 pf the District of Columbia Municipal Regulations (18 DCMR § 9901), that is operated through a public-private partnership and explores the American experience through the intersection of history, performance, and education.

## **Budget Enhancement Grants Fall Cycle Description**

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The Budget Enhancement Grants program provides project support for organizations to execute projects that promote arts and humanities activities to a diverse range of communities within the District of Columbia. CAH accepts applications for projects that demonstrate District impact and engage District residents and visitors within the defined categories (see above, “Introduction”).

CAH encourages community-based projects that share characteristics such as geographic location, common interests or a community impact. Arts and humanities projects may be defined as, but are not limited to, musical or dance concerts, visual art exhibitions, literary readings or festivals that feature dance, folk art, film, music, theatre and other art forms. Applicants who are unsure if their project may qualify for this grant program are encouraged to contact CAH’s senior grants officer at email: [Heran.Sereke-Brhan@dc.gov](mailto:Heran.Sereke-Brhan@dc.gov) or phone: 202-724-5613.

Grant recipients must spend award funding within CAH’s FY 2018 fiscal year from the time of the grant award through September 30, 2018. Distribution of grant award is subject to reporting requirements.

## **Budget Enhancement Grants Program Goals**

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- Provide access to high-quality arts and humanities experiences for all District of Columbia residents;
- Enhance the quality of life by supporting vibrant community projects within the arts and humanities; and,
- Strengthen the creative economy through investments in cultural organizations that serve the community.

## **Successful Budget Enhancement Grants Applications**

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- Clearly articulate the design, project budget, deliverables and schedule of the project, including the impact of the project on the community and on the artists and/or organization involved in the execution.
- Demonstrates knowledge about the broad community of the District of Columbia and local community members where the project is sited, and reflects an understanding of its community and place throughout the application.
- Employ relevant methods to ensure project accessibility and engagement for all.

## **Eligibility Requirements**

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

- Be offering one of the seven (7) types of projects identified in the introduction; and
- Have a commitment to provide arts, humanities and education programs to the residents of Washington, DC, and ensure that at least fifty-one percent (51%) of the organization's activities occur within the District of Columbia; and
- Be incorporated in the District of Columbia; and
- Be a registered District of Columbia nonprofit business (foreign entities are prohibited); and
- Be headquartered with a land address in the District of Columbia as demonstrated by the organization's most recent IRS Form 990 (Post Office Boxes and the address of board members or volunteers may not be used as a primary business address); and
- Possess a federal tax exemption status (501(c)(3)) for at least one (1) year prior to the application deadline date; and
- Be a registered organization in good standing with the District of Columbia Department of Consumer and Regulatory Affairs' (DCRA) Corporation Division, the Office of Tax and Revenue (OTR) and the Internal Revenue Service (IRS); and
- Obtain a Citywide Clean Hands certification; and
- Are in good standing with CAH (applicants with incomplete or delinquent reports from any prior funding program, as of October 16, 2017, are deemed in poor standing and are ineligible to receive an additional award from CAH in FY 2018); and
- Abstain from any use of secondary party that acts on an organization's behalf ("fiscal agent") in the performance and execution of financial duties; and
- Are not colleges, universities, service organizations, foreign governments or other District of Columbia government agencies, including District of Columbia Public Schools or charter schools.

## **Funding Restrictions and Allowable Costs**

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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 valid expenditures.

### **Examples of allowable costs for Budget Enhancement Grants:**

- Artistic and Administrative personnel salaries or wages;
- Artist(s) /consultant(s) fees;
- Space rental fees;
- Travel and transportation directly related to project implementation;

### **Examples of funding restrictions for Budget Enhancement Grants:**

- Overhead, maintenance and administration exceeding 35% of the grant and match;
- Food and beverages;
- Auxiliary and/or affiliate organizations;
- Tuition, awards and scholarships;
- Re-granting;
- Debt reduction;
- Fundraising project expenses;

- Travel not directly related to the execution of the project;
- Equipment purchases over 25% of the grant award;
- Expenses not directly related to the execution of the project;
- Operational reserve – BEG awards cannot go toward operational reserves;
- Funding to universities, foreign governments or District of Columbia government agencies, including DCPS.

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

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## **Grantee Reporting Requirements & Grant Cancellations**

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Grant recipients will be required to submit an interim report and final report regarding the extent to which they met their organizational and project goals and the community impact of the funded projects or activities. Interim and final reports must also include a financial report for the funded activity, clearly showing how grant funds were used, proof of expenditures and locations date, numbers of people and communities served, schools served (if applicable), and numbers of artists and youth engaged. Grant recipients who do not submit final reports are ineligible for further CAH funding.

CAH has the right to withhold, reduce or cancel grants if a grant recipient does any of the following:

- Misses deadlines for grant reports,
- Fails to notify CAH of changes in project collaborators or other significant management changes or changes in the project scope,
- Fails to comply with the terms of the grant award contract requirements,
- Demonstrates inadequate financial management and oversight, or
- Does not properly credit CAH's support.

## **Technical Assistance and Workshops**

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### **Assistance to Applicants**

CAH staff members are available to assist grant applicants through group or individual technical assistance. CAH staff members will not write applications for applicants. CAH staff members are available for thirty (30) minute appointments on government business days up to one (1) week prior to the grant application deadline. An applicant is permitted to contact CAH to schedule a meeting to review draft applications for technical assistance by calling 202-724-5613. Please note that CAH requests the applicant prepare and deliver (by email) their full **draft** application proposal along with any questions in advance of scheduling a meeting for agency staff assistance. (Final applications may not be submitted by email.)

**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.**

Day & Date	Time	Topic	Location
Wednesday, October 4	6:00pm – 8:00pm	General Workshop	CAH
Friday, October 6	2:30pm – 3:30pm	Webchat	Online
Thursday, October 12	10:00am – 12:00pm	General Workshop	DMGEO
Friday, October 13	2:30pm – 3:30pm	Webchat	Online

FY18 Workshops will be located at:
<b>DC Commission on the Arts and Humanities (CAH)</b> 200 I (Eye) Street SE, Suite 1400 Washington, DC 20003
<b>Office of the Deputy Mayor for Greater Economic Opportunity (DMGEO)</b> 2235 Shannon Place SE, Suite 3040 Washington, DC 20020
<b>Live Web Chats</b> <a href="http://dcarts.dc.gov/livechat">dcarts.dc.gov/livechat</a>

## **Application Process**

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**Applications must be submitted via CAH's online portal by 4:00PM EDT on the deadline date.** Incomplete or late applications, or applications which do not follow the instructions, will be **ineligible** for review and funding. Submitting applications by other means, such as email, is not permitted. However, CAH will accept reasonable accommodation requests from applicants with disabilities to submit grant applications via mail, email or hand-delivery. To request a reasonable accommodation, contact Kali Wasenko at 202-724-5613 or [kali.wasenko@dc.gov](mailto:kali.wasenko@dc.gov) and await request approval.

All of the FY 2018 grant program guidelines are available online at [www.dcarts.dc.gov](http://www.dcarts.dc.gov) and applicants should avail themselves to the entirety of the posted information. Should an applicant require assistance with online access or technical support, they may contact CAH.

The grant period for this grant program opportunity is from December 15, 2017 to September 30, 2018. CAH prohibits the use of grant funds for activities that occur outside of this period of time.

## **Grant Application Procedure**

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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. Go to the [Apply for Grants](#) page and select the [Grant Application Portal](#) to register;
3. To reset the password select the “Forgot your password?” web link;
4. Once logged in to the portal, applicants must select the desired grant program(s);
5. Complete all of the application’s questions and provide the budget and budget narrative information;
6. Upload all required documents, supplementary material and work samples in the file format required; and,
7. Submit the application by 4:00PM EDT 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 package. 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 documents that require clarity within five (5) business days of the deadline. Applicants are then responsible for updating their application within five (5) business days of CAH’s notification. Failure to do so will disqualify the application. Incomplete applications will not be forwarded to the Advisory Review Panel for consideration and will be deemed as disqualified for review.

## **Conditions of Funding**

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### **Legal Compliance**

Federal and District of Columbia statutes require that all applicants comply with laws and regulations governing nondiscrimination. These include: Title VI of the Civil Rights Act of 1964, grant recipients must take adequate steps to ensure that people with limited English proficiency receive the language assistance necessary to afford them meaningful access to programs, activities and services; 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 grant recipients 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.

### **Credit/Acknowledgment**

Grant recipient agrees that a CAH logo or a credit line will be included in all announcements and promotional materials and efforts will be made to publicly credit CAH support in any public events related to the funding program and activities.

### **Inclusion, Diversity, Equity, Access**

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

### **Review Process**

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The evaluation process takes 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.

All applications are scored according to four categories: Artistic or Programmatic Content, Community Impact and Engagement, Level of Participation, and Capacity and Sustainability. Evaluation criteria are specific to each grant program and are listed in each grant program's guidelines.

CAH selects individuals to serve as Advisory Review Panelists for each grant program. The role of a Panelist is to review and score an eligible application's content against the established grant program review criteria. Panelists assist in making funding recommendations to the Commission Board. Advisory Review Panelists are arts, humanities and/or business professionals, independent of CAH. CAH advises panelists to remain impartial in their review of applications and ensures that they recuse themselves from review of any application that presents a personal or professional conflict of interest. Panelists will participate in a review of all applications in a group convening to discuss the applications and finalize their scores in the presence of CAH staff and a commissioner (convener). **The application process is competitive and subject to the availability of funds.**

For more information regarding the grant review process please visit the [Guide to Grants](#). To serve or nominate a person to serve as an Advisory Review Panelist for a grant program, see CAH's [FY 2018 Call for Panelists](#).

## **Notification and Payment**

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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 Friday, December 15, 2017 – depending upon the program.

The date of payment disbursement is subject to availability of funds and processing of required documentation and materials. CAH staff will advise grant award recipients on this process following an award notification by the agency.

In collaboration with other District of Columbia government agencies, CAH processes the payment request to grant recipients in a timely manner. CAH does not create or distribute payments through its offices or staff. To hasten the payment process, CAH advises that FY 2018 grant recipients register for “direct deposit” by completing an Automated Clearing House (ACH) Vendor Payment Enrollment Form. The ACH Form can be found on CAH’s 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 grant recipients 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.

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

### **Citywide Clean Hands (CCH)**

The CCH website 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**

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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 grant recipients to ensure compliance with risk assessment monitoring.

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 monitoring process 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. Grant recipients 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. Grant recipients may access the interim and final report pages through the [Manage Grant Award](#) page on CAH's website. All grant recipients 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 US Internal Revenue Service.

## Contact Information

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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 Budget Enhancement Grants can be referred to Heran Sereke-Brhan, Senior Grants Officer, at [heran.sereke-brhan2@dc.gov](mailto:heran.sereke-brhan2@dc.gov) or 202-724-5613.

# FY 2018 Budget Enhancement Grants

## Review Criteria

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### **Artistic / Programmatic Content 40%**

- The applicant's work sample and support materials (brochures, articles, letters of support, etc.) demonstrate high standards of artistic or programmatic excellence within the chosen discipline(s);
- Artist(s) and/or applicant's written concept exhibits high quality, innovation and creativity;
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Applicant 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.

### **Capacity and Sustainability 30%**

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

# FY2018

## Budget Enhancement Grants

### Application Checklist

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The following is a checklist for all mandatory and supplementary documents required to submit the Budget Enhancement Grants 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.dcarts.dc.gov](http://www.dcarts.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, including from the ANC-where the proposed project would be sited as well as from neighborhood associations, community stakeholders, , programs, brochures, etc.
3. Résumé(s) of key personnel involved in the project, including the artist, 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. FY16 990
6. Certificate of District of Columbia Incorporation
7. OPGS compliance documents (templates here: <http://dcarts.dc.gov/page/managing-grantawards>):
  - a. Arrest and Conviction Statement
  - b. Certificate of Clean Hands – must be dated within thirty (30) days of application date
  - c. Certificate of Insurance
  - d. Statement of Certification
  - e. Signed W-9, no post office boxes – must match address in application portal.



## Addendum A: Work Samples and Supplementary Materials

CAH values and emphasizes excellence in all grant programs within all disciplines, 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.**

<b>Arts Education</b>		
	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.	
<b>Crafts</b>		
	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.	
<b>Dance</b>		
	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.	
<b>Design Arts</b>		
	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	<p>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.</p> <p>Applicants must label the work(s) as fiction or nonfiction.</p> <p>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.</p>
Poetry	<p>Submit 10-15 pages of poetry from no fewer than five (5) poems, not to exceed ten (10) poems.</p> <p>Shorter poems should be printed one (1) to a page.</p>
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.
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**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.
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**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.

<b>Theatre</b>	
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.
<b>Visual Arts</b>	
	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.
<b>Art Bank: The Washingtonia Collection</b>	
<b>(Fine Art Acquisitions)</b>	
	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 District of Columbia 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:

- Make sure that you can see and play all of your work samples in the application before submitting. If you cannot see or play it, 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.