**DC COMMISSION ON
THE ARTS & HUMANITIES**

FY 2018
PROJECT-BASED GRANTS:
EAST OF THE RIVER (EOR) GUIDELINES

Applicants may submit one (1) East of the River application per grant cycle

Organizations may request up to $35,000
Deadline: Friday, June 2, 2017 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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FY 2018
East of the River Projects (EOR)

Release Date: April 25, 2017

RFA ID: FY18.EOR.1

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

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Introduction

The DC Commission on the Arts and Humanities (CAH) is soliciting grant applications from qualified arts, humanities and arts education organizations and program providers for exemplary programs serving the artists, humanities professionals, and residents and visitors of Wards 7 and 8.

Grants are competitive. Funding for this program is authorized from: Arts Program — East of the River Grant Program.

East of the River Program Description

The East of the River (EOR) grant provides access to high-quality arts and humanities experiences for DC residents who live east of the Anacostia River. Activities may be programs or projects that include, but are not limited to: dance, design, folk and traditional arts, literature, media arts, music, theater and visual arts. Funding may be used to support programmatic costs directly related to the East of the River activities described in the application.

Priority will be given to organizations with a principal place of business in Wards 7 and 8.

The East of the River Program does not require matching funds. All funds must be spent within CAH's fiscal year (October 1, 2017 to September 30, 2018).

East of the River Goals

- Provide access to high-quality arts and humanities experiences for residents who live east of the Anacostia River;
- Increase quality of life by supporting a vibrant community identity through the arts and humanities; and,
- Support the creative economy located east of the Anacostia River through investments in local arts and humanities organizations.

Successful East of the River Applications

- Bring diverse populations in Wards 7 and/or Ward 8 together in new and dynamic ways.
- Demonstrate close collaboration among arts and humanities organizations and include practitioners and organizations working in other fields, such as science and technology, in Wards 7 and/or 8.
- Establish robust and/or long-term public-private partnerships among local government and other funders from the private and corporate sectors throughout all eight Wards.

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, 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;
- Must meet at least one of the following:
    - Have a principal place of business located in Ward 7 or 8, as demonstrated by the address on the organization's official 990 document. PO Boxes and the addresses of board members or volunteers may not be used as a primary business address. Please do not use the address of a board member or volunteer;
    - Have a satellite location located in Ward 7 or 8, as demonstrated by a lease, bill, letter of support or a memorandum of understanding; or,
    - Have an established program or project partnership with a business or nonprofit located in Ward 7 or 8, as demonstrated by a letter of support or memorandum of understanding.
- Have a demonstrated commitment to provide arts and humanities programs to the residents of Washington, DC. At least fifty-one percent (51%) of the applicant's scheduled arts activities occur within the District of Columbia;
- Be in good standing with CAH. Applicants with incomplete or delinquent reports in any funding program, as of Monday, October 16, 2017, are ineligible to receive an additional award from CAH in FY18;

- Do not use fiscal agents; and,
- Colleges, universities, service organizations, foreign governments or other DC government agencies, including DC Public Schools, are prohibited from applying for any CAH grants.

Organizations awarded funds in the FY18 General Operating Support Program are prohibited from applying for FY18 East of the River Projects (EOR). Organizations not awarded funds in the FY18 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 valid expenditures.

Examples of allowable costs for East of the River:
- Salary support for employees working in the arts and humanities East of the River;
- Arts and humanities expenses for projects occurring East of the River;
- Overhead and maintenance of buildings located East of the River that provide arts and humanities programs and experiences;
- Materials, supplies and equipment purchases no more than 25% of the award, that are directly related to projects occurring East of the River; and,
- Travel directly related to the cost of producing arts and humanities programming East of the River.

Examples of unallowable costs for East of the River:
- Operating reserves;
- Expenses not directly associated with projects occurring East of the River;
- Food and beverages;
- Tuition and scholarships;
- Sub-granting or regranting;
- Costs related to fundraisers and special events;
- Pieces of equipment that exceed 25% of the grant award; and,
- Travel not directly related to the execution of the project;

All project expenses must be documented by the grantee within the grant agreement. The grant agreement will not be processed for payment until expenses are reviewed and approved by the grants manager. The grantee is 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.**

Day & Date	Time	Topic	Location
Friday, April 28	2:30pm - 3:30pm	Live web chat with grants team	Online
Thursday, May 4	9:00am – 11:00am	OPEN HOURS	DMGEO
Thursday, May 4	2:30pm - 4:00pm	EOR	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
Thursday, May 11	11:00am - 12:30pm	EOR	CAH
Friday, May 12	2:30pm - 3:30pm	Live web chat with grants team	Online
Saturday, May 13	10:00am – 12:00pm	OPEN HOURS	CAH
Thursday, May 18	6:00pm – 7:30pm	EOR	CAH
Friday, May 19	2:30pm - 3:30pm	Live web chat with grants team	Online
Saturday, May 20	10:00am – 12:00pm	OPEN HOURS	CAH

FY2018 Workshops will be located at:
DC Commission on the Arts and Humanities
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

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 www.dcarts.dc.gov. CAH utilizes an online grant portal. All applications must be submitted online by 4:00pm, Friday, June 2, 2017. 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 project activities that occur prior 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.dcarts.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 may not request or receive funding for the same activities through more than one CAH grant program or grant category. Multiple applicants (entities) 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 and 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

All applications are scored according to three (3) categories: Arts and Humanities Content, Ward 7 and/or Ward 8 Impact and Engagement and Financial Capacity, Management and Sustainability. The evaluation criteria are specific to each grant program and listed in each grant program's guidelines. Please visit www.dcarts.dc.gov for the complete FY18 guidelines and guidelines for all programs.

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

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

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

For more information regarding the grant review process please visit the Guide to Grants. To nominate a person to serve on CAH's Advisory Review Panels, see CAH's FY2018 Call for Panelists.

LIVE PRESENTATION (OPTIONAL)

Each EOR applicant is invited to present to the Advisory Review Panel to clarify the organization's programs and structure. This is OPTIONAL for each applicant. An applicant must have a CONFIRMED appointment for a live presentation, which should be scheduled through the EOR grant program manager at 202-724-5613. CAH will not accept walk-ins. Upon confirmation, applicants will be provided directions on how to prepare for live presentations, including what questions may be asked.

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 by 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 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 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 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 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 US Internal Revenue Service.

Contact Information

For more information regarding the East of the River Program or clarification about accessibility requirements, work sample submissions and the grant making process, please refer to the Guide to Grants or CAH grants program manager Khalid Randolph at 202-724-5613 or via email Khalid.randolph@dc.gov.

FY 2018
East of the River
Review Criteria

Arts and Humanities Content 40%
- The applicant's work sample and support materials (brochures, articles, letters of support, etc.) demonstrate high standards of excellence within the chosen arts and/or humanities discipline(s);
- The related goals and schedule of planned activities are substantial and feasible;
- The applicant uses personnel with demonstrated arts and humanities expertise (such as arts administrators, humanities professionals, teaching artists, educators, professional artists) to plan and implement arts and/or humanities content;
- The applicant demonstrates a commitment to hiring DC-based arts and humanities professionals, where applicable, to deliver arts and humanities content (such as arts administrators, teaching artists, educators, humanities professionals); and,
- The applicant presents effective evaluation methods specific to the project, which are used to improve future activities and services.

Ward 7 and/or Ward 8 Impact and Engagement 30%
- Applicant targets audience(s) in Wards 7 and/or 8 and provides support for their selection;
- The described arts and humanities activities meet the unique needs of the target audience(s);
- Varied and appropriate marketing methods are used to target the target audience(s);
- Applicant partners with similar or complementary organizations in Wards 7 and/or 8 to leverage resources for the described activities; and,
- The proposed activities and services are available to 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 individual/organizational stabilityto implement the proposed request in terms of capacity and financial expertise to successfully complete the project or activity;
- For Festivals, the applicant has identified any required permits and permissions necessary to produce the event and their related costs;
- 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 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
East of the River
Application Checklist

In addition to the required narrative questions within the online grant application. This checklist includes all mandatory and supplementary documents required to submit the East of the River application. Documents must be uploaded prior to the application deadline.

MANDATORY DOCUMENTS

o Work Sample(s) – see Guide to Grants for more information on Work Sample Requirements. *Flyers and brochures DO NOT count as work samples.*

o Support Material – up to six (6) additional items, e.g., letter of agreement from project site(s), publicity, letters of support, programs, brochures, evaluations, strategic plans, etc.

o Resume(s) of key personnel involved in the project, such as arts and humanities staff or educators located East of the River

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

o IRS Letter of Determination

o FY16 Form 990

o District of Columbia Certificate of Incorporation

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

o OPGS compliance documents (templates here: http://dcarts.dc.gov/page/managing-grantawards):

   o Arrest and Conviction Statement

   o Recently dated certificate of Clean Hands - Must have a Certificate of Clean Hands dated within 30 days of application date.

   o Certificate of DC Incorporation

   o Certificate of Insurance

   o IRS Letter of Determination

   o Statement of Certification

   o 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. 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 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.