



**FY 2018  
PROJECT-BASED GRANTS  
FACILITIES AND BUILDINGS (FAB):  
REPAIR, RENOVATION OR EQUIPMENT  
GUIDELINES**

Applicants may submit one (1) Facilities and Buildings application per grant cycle

**Organizations may request up to \$100,000  
Deadline: Friday, July 21, 2017 at 4:00PM EDT**

**Applicants must attend a workshop in order to be eligible to apply.**

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).**

## **PROJECT-BASED GRANTS**

Applicants may submit one (1) Facilities and Buildings application per grant cycle

**FY 2018**

### **Facilities and Buildings Program (FAB) Repair, Renovation or Equipment Grant**

**Release Date:** April 25, 2017  
**RFA ID:** FY18.FAB.1

**Submission Deadline:** Friday, July 21, 2017 at 4:00PM EDT

**Request Amount:**

- Organizations with one to seven years remaining on their lease may apply for up to \$50,000, or 50% of the project budget, whichever is smaller.
- Organizations that own their building or have greater than seven years remaining on their lease may apply for up to \$100,000, or 50% of the project budget, whichever is smaller.
- Extraordinary projects with budgets exceeding \$2,500,000 may request an exception to the maximum request amount up to 30 days before the deadline.

There is a 1:1 cash match. Up to 25% of the match may be in-kind.

#### **Introduction**

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The DC Commission on the Arts and Humanities (CAH) is soliciting grant applications from qualified arts, humanities and arts education organizations whose sole function is exhibition or presentation in the arts, humanities and/or arts education.

Grants are competitive and awards are based on the cohorts listed under the program description. Funding for this program is authorized from: Arts Program – Facilities and Buildings Grant Program.

### **Facilities and Buildings Repair, Renovation or Equipment Grant Description**

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The Facilities and Buildings (FAB) Repair, Renovation or Equipment Grant will be awarded to arts and humanities organizations that own or rent facilities designed to present performances, exhibitions or professional training so that all District of Columbia residents and visitors can experience the rich culture of our city.

Applicants may submit proposals for repair, renovation or equipment pertaining to physical spaces dedicated to the arts and humanities. Funds may only support this focus, and as such, these needs must be fully addressed and documented within each application. Additional information on funding restrictions and allowable costs can be found under “Funding Restrictions”.

Applicants whose facilities are not fully accessible to individuals with disabilities are urged to work toward compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

The Facilities and Buildings grant has a 1:1 cash matching requirement, designed to assist an organization’s fundraising by leveraging support from additional sources. In recognition of disproportionate access to resources, organizations whose previous fiscal year had less than \$1,250,000 in cash expenses may use in-kind support for up to 25% of their match. Other DCCAH funds may not be used to satisfy the matching requirement. Funds must be spent no later than September 30, 2018.

### **Facilities and Buildings Purpose**

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The Facilities and Buildings grant provides capital support to help ensure high quality physical places for the arts and humanities organizations that make up the cultural fabric of the District by:

- Promoting sound structures, systems and infrastructures to protect constituents and collections, while offering high quality venues for arts and humanities programs
- Mitigating the risk of displacement for small-to-medium-sized organizations
- Fostering cultural democracy and promoting access for all residents

Specifically, the repair, renovation, or equipment grant is designed to:

- Provide critical funding to ensure District organizations have world-class cultural facilities
- Assist organizations with leveraging outside funds by demonstrating CAH project support
- Offer support for organizations to remain competitive and up-to-date

## Successful Facilities and Buildings Applications

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- Demonstrate the importance of the project
- Offer evidence that the project helps realize the mission of the organization
- Provide details of the planning process, participants and experts engaged
- Differentiate between the project budget and the organization's budget
- Include a clear indication of roles and responsibilities for staff, board members and participants

## 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:

- **Attend a CAH Facilities and Buildings workshop – either in person or online**
- Have a minimum of one year remaining on their facility's lease after the grant application deadline
- Be incorporated as a nonprofit, with a designated tax exempt status under section 501(c)(3) of the United States Internal Revenue Code for at least one year prior to the deadline, as well as being incorporated within the District of Columbia
- Have their Federal and DC tax exempt status (subject to DCRA verification) in good standing
- Have principal offices that are located in the District of Columbia, as demonstrated by the address on the organization's official 990 document. Post office boxes and the addresses of board members or volunteers may not be used as a primary business address
- Have a commitment to provide arts and humanities programs to the residents of Washington, DC. At least fifty-one percent (51%) of arts and humanities activities occur within the District of Columbia
- Be applying for a facility that has the primary use of exhibiting, presenting, or training in the arts and humanities
- Be in good standing with CAH. Applicants with incomplete or delinquent reports in any funding program as of October 15, 2017 are ineligible to receive an additional award from CAH in FY 2018
- Not use fiscal agents
- Not be colleges, universities, foreign governments or other DC government agencies, including DC Public Schools and
- Submit a Clean Hands certificate dated within thirty (30) days of the deadline, signed Arrest and Conviction Statement, completed and signed Statement of Certification, Certificate of insurance as well as other documents specified in the guidelines.

**Organizations awarded funding in the FY18 General Operating Support program may submit an application to the Upstart (UPS) or Facilities and Buildings (FAB) program upon successfully meeting eligibility criteria established in the guidelines for each of these programs.**

**Organizations not awarded funds in the FY 2018 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**

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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 the District government and CAH have determined as appropriate expenditures. Specific details of allowable costs for the various grant programs can be found in each program's guidelines.

There are a number of expenses that may not be charged to CAH grants. Unallowable costs for all CAH grants include:

- Food and beverages
- Regranting or sub-granting the funds
- Tuition and scholarships
- Costs related to fundraisers and special events and
- Costs not directly related to the execution of funded projects.

All expenses must be approved by the grant program manager before the grant agreement is processed for payment. Questions regarding allowable costs should be referred to the grant program manager.

### **Examples of allowable costs for the Facilities and Buildings Repair, Renovation or Equipment Grant**

#### **For Organizations with One to Seven Years Remaining on Lease**

- Professional facilities services, such as:
  - Architects
  - Contractors
  - Permits, licenses and fees
- Equipment that is non-consumable, portable, depreciable and not made-to-order, such as:
  - Sound console
  - Risers
  - Server
  - Patron management and ticketing systems
- Additionally, in order to increase physical access, organizations may request funds for devices such as assistive listening devices, or website updates to bring organizations into compliance with Section 508. (Details on Section 508 may be found [here](#).)

#### **For Organizations that Own, or Have Greater than Seven Years Remaining on Lease**

- All eligible expenses for organizations with one to seven years remaining on their lease, plus:
  - Parts and labor for capital improvements, such as:
    - Walls, flooring, lighting
    - Systems such as HVAC or fire suppression
  - Fixed equipment that is non-consumable and depreciable, such as:
    - Theater seating
    - Equipment to improve physical accessibility
    - Signage
    - Rigging

**Examples of unallowable costs for the Facilities and Buildings Repair, Renovation or Equipment Grant**

- Employee salaries not directly related to the project
- Programmatic expenses
- Debt service obligations, such as balloon payments on mortgages
- Operational reserves
- Overhead in excess of thirty-five percent (35%) of the grant award
- Continuation of projects previously funded through Facilities and Buildings Repair, Renovation or Equipment grant
- For organizations with fewer than seven years remaining on their lease:
  - Capital improvements
  - Fixed equipment
- Food, beverages, tuition, and scholarships and costs related to fundraisers and special events;
- Travel and transportation unrelated to the realization of the project or purchase; and
- College tuition or to fund universities, service organizations, foreign governments, or DC government agencies, including DC Public Schools.

All project or purchase expenses must be documented by the grantee within the grant agreement. The grant will not be processed for payment until expenses are reviewed and approved by the grants manager. The grantee will be responsible for demonstrating cash expenses in a final report.

**Technical Assistance and Workshops**

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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.dcartz.dc.gov](http://www.dcartz.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 required – either in-person or online.**

<b>FY 2018 Workshop Locations</b>
<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>

<b>Date</b>	<b>Time</b>	<b>Topic</b>	<b>Location</b>
Friday, April 28, 2017	2:30pm - 3:30pm	Live web chat with grants team	Online
Tuesday, May 2, 2017	1:00pm - 2:00pm	DataArts orientation	culturaldata.org
Thursday, May 4, 2017	9:00am - 11:00am	Open Hours	DMGEO
Friday, May 5, 2017	2:30pm - 3:30pm	Live web chat with grants team	Online
Monday, May 8, 2017	9:00am - 11:00am	Open Hours	DMGEO
Monday, May 8, 2017	2:30pm - 4:00pm	Facilities and Buildings	DMGEO
Friday, May 12, 2017	2:30pm - 3:30pm	Live web chat with grants team	Online
Saturday, May 13, 2017	10:00am - 12:00pm	Open Hours	CAH
Friday, May 19, 2017	2:30pm - 3:30pm	Live web chat with grants team	Online
Saturday, May 20, 2017	10:00am - 12:00pm	Open Hours	CAH
Tuesday, May 23, 2017	11:00am - 12:30pm	Facilities and Buildings	CAH
Tuesday, June 6, 2017	1:00pm - 2:00pm	DataArts orientation	culturaldata.org
Wednesday, June 21, 2017	6:00pm - 7:30pm	Facilities and Buildings	CAH

### **East of the River Satellite Location Workshops**

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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. The satellite office open hours are 9:00am - 11:00am. 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**

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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](http://dcarts.dc.gov/livechat).

### **Open Hours**

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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**

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CAH staff members are also available to discuss strategies that might help showcase the applicant’s activities in the best possible manner. These appointments are 30-minutes in length and hosted at the CAH offices up to one week before the deadline, as schedules allow. CAH encourages applicants to



contact the appropriate program manager well in advance to schedule, and send a draft proposal for review in advance of the meeting.

## **DataArts**

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The DataArts Funder Report (formerly CDP) is required for application to the Facilities and Buildings, General Operating Support and UPSTART grant programs.

First-time applicants are encouraged to learn the basics of DataArts by participating in the webinar for an orientation to the DataArts platform, if the grant program they are applying to has a DataArts reporting requirement. The orientation will walk applicants through the process of completing their profile, applying to participating grantmakers and generating Funder Reports. This orientation is recommended for organizations that are new to entering data into the DataArts system, or as a refresher on using the website. If you have any questions about entering your data, please contact the DataArts Support Center. The Support Center is open Monday through Friday from 9:00am – 8:00pm ET, and can be reached at 877-707-3282 or [help@culturaldata.org](mailto:help@culturaldata.org).

To learn more about DataArts, visit [this link](#) to view additional videos and previously recorded training webinars.

## **Application Process**

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

### **Grant Application Procedure**

1. Review the “FY 2018 Guide to Grants” and the grant guidelines for specific grant programs thoroughly and determine eligibility of the applicant, project and project activities;
2. Visit [www.dcartz.dc.gov](http://www.dcartz.dc.gov), then click the [Grants](#) tab and select the [Grant Application Portal](#) to register:
  - To reset the password select “Forgot your password?”
3. Once logged in, applicants must select the desired grant program(s);
4. Complete the application questions and budget/budget narrative data;
5. Upload all required documents, supplementary material and work samples; and,

6. Submit the application by 4:00pm on the grant program's deadline date.

The application process is competitive and subject to the availability of funds. Applicants may not request or receive funding for the same activities through more than one CAH grant program or grant category. Multiple applicants may not apply for funding for the same project – whether through the same or different grant programs.

Applicants are responsible for the content of their application packages. An automated confirmation of an application's submission does not guarantee an application's eligibility or recommendation for funding by the advisory review panel. CAH staff is not permitted to make corrections to applications on behalf of applicants. CAH staff will review applications for completeness and contact applicants for any incomplete documents within five (5) business days of the deadline. Applicants are responsible for updating their application within five (5) business days of CAH's notification. Incomplete applications will not be forwarded to the advisory review panel for consideration.

## **Review Process**

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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.

FY18 Facilities and Buildings applicants' financial materials may be reviewed by a third party financial evaluator.

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](#).

## **Panel Process and Approval of Awards**

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Panelists review grant applications in advance of advisory review panel meetings. Panelists then convene for one to two days as a group to review and discuss the applications. A Commissioner presides over each advisory review panel meeting but does not participate in discussion or scoring.

Panelists discuss and score each applicant according to the criteria set forth in the grant program guidelines. Applications are then ranked in order of their scores. The advisory review panel also discusses policy recommendations to improve the application and review process. CAH's executive director presents the ranking, scores and funding options from each panel to the Commission's Grants and Panels Committee for funding recommendations. The Committee presents final funding recommendations to the Board of Commissioners.

CAH Commissioners must approve all grant awards and funding amounts. Funding decisions are not determined by CAH staff.

## **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 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 Monday, October 16, 2017 are ineligible to receive additional awards from CAH.

## **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 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

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For more information regarding the Facilities and Buildings program, please refer to the Guide to Grants or contact Grants Programs Manager Benjamen Douglas at [benjamen.douglas@dc.gov](mailto:benjamen.douglas@dc.gov) or 202-724-5613.

# **FY 2018**

## **Facilities and Buildings**

### **Review Criteria**

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1. DC Impact & Engagement (30%)
  - Project addresses a critical need in the District
  - Applicant has secured strong partnerships and thoughtfully engaged relevant stakeholders in the process
  - Organization has a proven commitment to inclusion, diversity, equity and access
  - Strategy is tailored to unique aspects, features and assets of place
  - Organization provides high-quality arts and humanities programming with a positive impact on the District's residents and visitors
  
2. Project Content & Execution (25%)
  - Evidence that the proposed project is in response to a critical need and aligned with the organization's mission
  - Proposed project is high quality
  - Project design process includes all relevant stakeholders
  - Applicant has a demonstrated ability to execute the project
  
3. Organizational Management, Financial Capacity & Sustainability (25%)
  - Project costs are itemized, thorough, reasonable, prioritized and informed by professional third party bids
  - Project budget identifies all sources of funding (committed/pending/projected and earned/contributed/reserve), from a broad section of public, private and individual supporters
  - Organization is financially stable
  - Applicant has the matching funds committed to the project or demonstrates an ability to raise the match during the grant period
  - Organization has thoroughly analyzed the impact the project will have on the organization's future finances
  
4. CAH Priority Areas (20%)
  - Projects that increase access along the lines of geography, ethnicity, ability and/or discipline
  - Organizations with budgets under \$1,250,000
  - Traditional facilities infrastructure and renovation projects with critical project need

# **FY2017**

## **Facilities and Buildings**

### **Application Checklist**

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The following is a checklist for all mandatory and supplementary documents required to submit the Facilities and Buildings application. Documents must be uploaded through the CAH Grant Portal prior to the application deadline. These documents are in addition to the required questions on the CAH Grant Portal.

#### **MANDATORY DOCUMENTS**

- Work Sample(s) – see Addendum A for more information
- Support Material – up to six (6) additional items, e.g., publicity, letters of support, etc.
- Resume(s) of key personnel involved in the project or purchase
- Signed W-9 (No post office boxes. Address must match portal.)
- IRS Letter of Determination
- DC Certificate of Incorporation
- List of current board of directors, including officers, occupations and term limits
- Organization’s current budget
- Profit and Loss Statement from most recently completed fiscal quarter
- Balance Sheet from most recently completed fiscal year
- IRS Form 990 from most recently completed fiscal year
- Data Arts report
- For organizations with operating expenses over \$1,250,000: Audited financial statement from most recently-completed fiscal year
- Copy of deed, signed lease agreement or legally-binding MOU with property owner demonstrating exclusive control over the site
- Architectural drawings and sketches indicating ADA compliance
- Three estimates from potential contractors for the project

Note: Preference will be given to applicants whose contractors are District approved and certified Local, Small or Disadvantaged Business Enterprises (LSBDE) per District Procurement Law.
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DC COMMISSION ON  
THE ARTS & HUMANITIES  
**ADDENDUM A:**  
**WORK SAMPLES AND SUPPORT  
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.***

<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.
<b>Interdisciplinary</b>	
	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.



<b>Literature (Includes poetry, fiction, creative writing, screenwriting, spoken word, etc.)</b>	
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.
<b>Media Arts</b>	
Film, Video, Radio	Applicants must submit up to two (2) audio/video recordings of completed work or work-in-progress.
<b>Multi-disciplinary</b>	
	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.
<b>Music</b>	
	Applicants must submit up to three (3) audio/video recordings.
	Selections must not exceed five (5) minutes.
	Upload each selection in a separate file.
<b>Photography</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>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 (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 DC resident artists

## **Section 2 - Support Materials**

Support materials are documents that strengthen the application and provide additional information that directly relates to the grant request. Support materials do not take the place of a work sample. They do, however, reinforce the quality of the applicant's artistic disciplines(s).

Some examples of support materials are:

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

## **Assessment and Evaluations**

Purpose:

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

Types:

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

## **Assessment and Evaluation Design**

There are many ways to assess and evaluate programming including; needs assessments, pre- and post-testing, and formative, observational and summative assessments that utilize mixed method approaches such as portfolio assessment.

## **Section 3 - Résumés of Key Personnel**

Another way for the advisory review panel to determine the artistic content of each application is to review the résumés of the key artists, administrators and facilitators involved in the grant activities. The professionals involved in the project determine the capacity of the project and ability for the applicant to effectively create an excellent artistic product and/or experience. Their backgrounds as artists and administrators should be relevant to the project and clearly demonstrated through their professional résumés.

## **Section 4 - General Suggestions from CAH Staff**

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

- 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.



**DC COMMISSION ON  
THE ARTS & HUMANITIES**

**ADDENDUM B:  
DATAARTS FUNDER'S REPORT**

DataArts is a collaborative effort of public and private funders and consists of an online system for collecting and standardizing historical, financial and organizational data. The DataArts Funder Report will provide the arts and humanities community with comprehensive data on arts and humanities in D.C., and enable organizations to view trends in their data, benchmark themselves against peer organizations and enhance their financial management capacity.

CAH requires organizations to complete the DataArts Funder Report to apply to the General Operating Support Grant, Facilities and Buildings and UPSTART grant programs.

The information entered into the Data Profile will be used when a funders report is created for CAH and other funders.

Complete instructions for getting started with DataArts or take part in a free orientation webinar, visit: <http://www.dcculturaldata.org/>.

Please direct questions concerning the DataArts Funder Report to:

DataArts Help Desk:

Toll Free: 1-855-223-2237 (1-855-22-DCCDP)

Email: [help@DCculturaldata.org](mailto:help@DCculturaldata.org)

The Help Desk is available Monday – Friday from 9:00am – 5:00pm DCST.