



FY 2018 PROJECT-BASED GRANT: PUBLIC ART BUILDING COMMUNITIES (PABC) GUIDELINES Cycle 2

Applicants may submit two (2) Public Art Building Communities applications per grant cycle and up to four (4) applications per year

Projects by Individuals

Individuals may apply for up to \$50,000
Cycle 2 Deadline: Friday, October 20, 2017 at 4:00PM EDT

Projects by Organizations

Organizations may apply for up to \$100,000
DC Business Improvement Districts (BIDs) may apply for up to \$250,000
Cycle 2 Deadline: Friday, October 20, 2017 at 4:00PM EDT

Grant recipients must expend funds within CAH's FY 2018 grant cycle
(October 1, 2017 to September 30, 2018)

Government of the District of Columbia
DC Commission on the Arts and Humanities
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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

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FY 2018

Public Art Building Communities (PABC)

Release Date: September 1, 2017

RFA ID: FY18.PABC.2

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Introduction

The DC Commission on the Arts and Humanities (CAH) is soliciting grant applications from qualified artists, arts professionals and organizations for the design, fabrication and installation of public art works in the District of Columbia.

This grant program is competitive. Funding for this CAH program is authorized from: Arts Program – Public Art Building Communities Grant Program.

Public Art Building Communities Description

The Public Art Building Communities (PABC) grant opportunity is available for the design, fabrication and installation of temporary or permanent public artwork that enhances District neighborhoods. Applicants may be organizations or individual artists or arts professionals. Eligible projects include, but are not limited to, sculpture, mosaics, artistic streetscape improvements, murals, paving patterns, video installations, custom benches, stained glass windows, artistic gates, arches or artistic railings. Performance art based projects, previously created works of art projects and projects that have previously received CAH or District Government funding are ineligible. Artwork projects must be installed onto locations that are freely accessible to the public.

Grant funds may be used for fees associated with the design, fabrication and installation of the artwork(s), and in the case of temporary artwork, the de-installation of the artwork, including: artist fees, project materials, insurance, engineering, shipping, fabrication and installation services, permits, copyright registration, licensing and media documentation.

Through explanation of materials, construction methods, and other life cycle means, permanent projects must demonstrate duration of at least five (5) years and temporary projects must demonstrate duration of less than five (5) years.

A letter of support from the local [Advisory Neighborhood Commission \(ANC\)](#), in which the proposed project will be installed, is required from all applicants in this grant program. To obtain a letter of support, the applicant must request a hearing before the ANC to present the proposed project. As a means to promote public awareness to community members, applicants must distribute flyers to area businesses and residents within a three (3) block radius of the proposed project site announcing the ANC meeting date on which the applicant's project will be heard.

Applicants must include with their PABC grant application a letter of support for the proposed project from the ANC following the meeting in which the proposed project was reviewed. Applicants are advised to plan early and contact the ANC for their meeting schedule and procedures.

Organizations that apply to receive PABC grant funds are required to demonstrate, at least, (1:1) "dollar-for-dollar" cash match of funds for the proposed project. This "cash match" is designed to assist an organization's fundraising by leveraging funding from additional sources. **"In-kind" services may not be used to satisfy this match of funds requirement.** Expenses must be contained within CAH's Fiscal Year (FY) 2018 grant period (October 1, 2017 to September 30, 2018).

Applicants submitting proposals as individuals are not required to demonstrate a match of funds, however if the proposed project budget exceeds the grant request, additional funding (revenue) sources must be demonstrated in the project's budget materials and indicated as "secured" or "unsecured" with the revenue source explicitly noted.

Public Art Building Communities Goals

- Encourage the design, fabrication and installation of original quality public artworks within the District of Columbia by supporting DC resident artists' design, fabrication and installation of quality public art.

- Provide community exposure to the public art process.
- Further the learning opportunities and encourage greater participation in local public art engagement.
- Promote culturally diverse, distinctive and dynamic artistic expression throughout the District of Columbia.

Successful PABC Applications

- Present a visionary idea that represents a strategic departure from the applicant’s standard practices in order to create a transformative impact on the current public art and cultural life of the District of Columbia.
- Should be complete, with each question thoroughly answered and all mandatory documents and actions completed and satisfied prior to the submission of the application.
- Are comprehensive and address all aspects of design, fabrication and installation (and when appropriate de-installation) processes.
- Should detail the phase of a project or, if multiple phases are included the application, should explain information on all phases and clearly identify budget, project implementation and execution specifics to support a completed project.

Eligibility Requirements

Individuals may apply having met the following eligibility requirements at the time of application.

Individual PABC Grant Applicants must:

- Be artists or arts professionals (e.g., presenters, producers and educators), aged 18 or older;
- Be legal District of Columbia residents for at least one (1) year prior to the application deadline and must intend to maintain primary residency during the entire grant period (October 1, 2017 to September 30, 2018);
- Have a permanent District of Columbia land address, as listed on legal identification and/or tax returns. Post office boxes cannot be used as a demonstration of the applicant’s primary address;
- Be in good standing with CAH, which is demonstrated by the applicant’s complete or non-delinquent reporting due to CAH from in any prior CAH funding program, as of 4:00 PM on October 16, 2017. Applicants in poor standing, are ineligible to apply and, therefore, receive any additional grant award (in any category of grant funding) from CAH in FY 2018; and
- Abstain from any use of a secondary party that acts on its behalf (“fiscal agent”) in the performance and execution of financial duties.

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

- Be incorporated as a nonprofit, with a designated tax exempt status under section 501(c)(3) of the United States Internal Revenue Code or are a DC Business Improvement District (BID) incorporated with central offices in 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;
- Be incorporated as an arts or cultural organization, with exhibition, presentation or training in the arts as its primary function, as documented within its mission statement, or a BID;

- 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 demonstrated commitment to provide arts and/or humanities to the residents of Washington, DC. Demonstrate that at minimum fifty-one percent (51%) of scheduled arts or humanities activities occur within the District of Columbia;
- Be in good standing with CAH. Applicants with incomplete or delinquent reports, in any CAH funding program, as of October 15, 2017, are ineligible to receive an additional award from CAH in FY2018;
- Abstain from any use of secondary party that acts on its behalf (“fiscal agent”) in the performance and execution of financial duties.
- Grant applicants may not be a college, university, service organization (BIDs exempted), foreign government or other DC government agency, including DC Public Schools.

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 project expenses are those that District government and CAH have determined as valid expenditures.

Examples of allowable costs for Public Art Building Communities Grant:

- Artist fees/artistic personnel (not to exceed 20% of the project budget);
- Materials;
- Insurance;
- Engineering;
- Space rental;
- Shipping;
- Fabrication and installation services;
- Permits;
- Travel and transportation directly related to project implementation;
- Copyright registration;
- Plaque and dedication costs;
- Photographic documentation; and,
- Project implementation equipment purchases below or equal to \$500.00

Examples of unallowable costs for Public Art Building Communities Grant:

- Equipment purchases over five hundred US dollars (\$500.00)
- Prefabricated or pre-existing artworks
- Project sustaining/maintaining equipment/technology purchases (projects must be self-sustaining);
- Food and beverages;
- Sub-granting or re-granting of funds from CAH;
- Tuition and scholarships;
- College tuition expenses; and,
- Funds that are provide to universities, service organizations, foreign governments, or District of Columbia government agencies, including DC Public Schools.

All expenses must be approved by CAH before the grant agreement is processed for payment. The grant agreement will not be processed for payment until expenses are reviewed and approved by CAH in writing. The grantee will be responsible for demonstrating detailed expenses in their final report.

Technical Assistance and Workshops

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 request 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.

Application Process

All of the FY 2018 grant program guidelines are available online at www.dcartools.dc.gov. CAH utilizes an online grant portal to accept grant applications. Applications by other means, such as email, are not permitted. Should an applicant require assistance with online access or technical support, they may contact the agency.

All applications must be submitted online by 4:00 PM EDT 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 for this grant program opportunity is from October 1, 2017 to September 30, 2018. CAH prohibits the use of grant funds for activities that occur outside of this period of time.

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. 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 4:00 PM 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.

Accessibility

Legal Compliance

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

Americans with Disabilities Act

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

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

1. The process for formulating accessibility plans (e.g. creating an accessibility advisory committee, board and staff disability-rights training, budgeting for reasonable accommodation requests, etc.)
2. The current progress/status of an organization's physical accessibility. If the location is not barrier free, include a plan for project/program modification that ensures access in a barrier-free environment, when needed.

3. The current progress/status of the organization's accessibility in presenting activities – communications access (e.g. TDD, large print or Braille materials, audio description or assistive listening devices, interpreted performances, etc.) and marketing/advertising.

Inclusion, Diversity, Equity, Access

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 four categories: Artistic 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. **The application process is competitive and subject to the availability of funds.**

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 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. 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

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 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.

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

City-Wide 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

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 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. 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 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 Public Art Building Communities can be referred to Keona Pearson, Public Art Project Manager, at Keona.Pearson@dc.gov or 202-724-5613.

FY 2018 Public Art Building Communities

Review Criteria

Artistic Content 40%

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

Level of Participation 15%

- Applicant demonstrates effective outreach to project participants;
- Applicant involves District residents (artist(s), active participants, audience); and,
- Applicant involves the community in the planning of project activities.

Capacity and Sustainability 15%

- 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

Public Art Building Communities

Application Checklist

The following is a checklist for all mandatory and supplementary documents required to submit the Public Art Building Communities (PABC) 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.dcartarts.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. Image Identification List of applicant and lead artist work samples (if applicable).
6. The proposed artwork in the form of detailed scale drawings, renderings, models and/or other documents in order to present a meaningful representation of the proposed artwork from at least three (3) different perspectives.
7. Five (5) digital images of proposed project site with the proposed artwork demonstrated *in situ* (where it will be installed).
8. Site owner contact information.
9. Letter(s) of agreement from owner(s) of the project site(s) stating their support of this project.
10. Written verification that the applicant has received information about the types of permits and approvals that are needed to complete the proposed project from the DC Department of Consumer and Regulatory Affairs, DC Department of Transportation, Public Space and the DC Historical Preservation Office within the DC Office of Planning (if applicable).
11. Flyer(s) demonstrating community outreach notifying area businesses and residents of your project's presence on the meeting agenda of the ANC where the proposed project is planned.

12. Security statement that, if funded, the applicant will provide a current Metropolitan Police Department Background Check and copy of Tuberculosis Screening for individuals directly working with children and youth (if applicable).
13. Potential contractor bids (if applicable).
14. Equipment estimates (if applicable). - submit three (3) estimates for equipment purchases (not to exceed \$500 per item).
15. Letter of intent for equipment purchases if the equipment has a life span of more than 2 years (if applicable).
16. Architectural sketches.
17. Statement of Certification (retrieve form from www.dcartz.dc.gov).
18. Arrest and Conviction Statement (retrieve form from www.dcartz.dc.gov).
19. Equal Employment Opportunity (EEO) Policy Statement (if applicable) (retrieve form from www.dcartz.dc.gov).
20. List of insurance carriers (retrieve form from www.dcartz.dc.gov).
21. Certificate of Clean Hands (retrieve form from www.dcartz.dc.gov).

Additional Mandatory Documents

For Organizations Only

1. Lead artist work samples – Submit five (5) digital images of at least five different works
2. Internal Revenue Service (IRS) Letter of Determination
3. DC Tax Exempt Certificate
4. One-page organizational chart
5. List of current board of directors, including officers, occupations and term limits
6. Current annual organizational budget with year-to-date income and expenses
7. Previous fiscal year organizational budget with year-to-date income and expenses
8. Current FY Balance Sheet from within the last financial quarter
9. IRS Form 990 (Fiscal Year 2016)



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.

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;
- 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.