



**FY 2018  
PROJECT-BASED GRANT:  
PROJECTS, EVENTS OR FESTIVALS (PEF 2)  
GUIDELINES – CYCLE 2**

Applicants may submit one (1) Project, Events or Festivals application per grant cycle

**Projects by Organizations**

Organizations may request up to \$20,000  
Deadline: Friday, October 20, 2017 at 4:00PM EDT

**Projects by Individuals**

Individuals may request up to \$10,000  
Deadline: Friday, October 20, 2017 at 4:00PM EDT

Grant recipients must expend funds within CAH's FY 2018 grant cycle  
(From the date of the grant award to September 30, 2018)



**See page 4 for eligibility requirements for FY18 PEF Cycle 2**

Government of the District of Columbia  
Commission on the Arts and Humanities  
200 I (Eye) Street, SE, Suite 1400  
Washington, DC 20003

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**NOTICE: Applicants must read the entire guidelines prior to submitting an application for this grant program. For questions or additional information, please contact the Commission on the Arts and Humanities (CAH).**

## **PROJECT-BASED GRANT**

Applicants may submit one (1) Projects, Events or Festivals application per grant cycle

### **FY 2018**

#### **Projects, Events or Festivals (PEF) – Cycle 2**

Release Date: August 31, 2017

RFA ID: FY18.PEF.2

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#### **Projects by Organizations**

Cycle 2 Deadline: Friday, October 20, 2017 at 4:00 PM EDT

Organizations may apply for up to \$20,000

#### **Projects by Individuals**

Cycle 2 Deadline: Friday, October 20, 2017 at 4:00 PM EDT

Individuals may apply for up to \$10,000

#### **Introduction**

DC Commission on the Arts and Humanities (CAH) is soliciting grant applications from qualified organizations and program providers who present exemplary projects in the arts and humanities.

Grants are competitive. Funding for this program is authorized from: Arts Program – Projects Events or Festivals Grant Program.

## Projects, Events or Festivals Cycle 2 Description

The Projects, Events or Festivals (PEF) grant provides financial support to individuals and organizations to execute projects that promote arts and humanities activities to a diverse range of communities within the District of Columbia. CAH accepts applications for projects of all sizes that demonstrate District impact and engage District residents and visitors.

CAH encourages community-based projects that share characteristics such as geographic location, common interests or a community impact. Arts and humanities projects may include, but are not limited to: concerts, visual arts exhibitions, literary readings or festivals that feature dance, folk art, film, music, theatre and other art forms. Applicants who are unsure if their project may qualify for this grant program are encouraged to contact a CAH grants manager.

Projects, Events or Festivals (Organizations) applicants will be reviewed by cohorts based on the organization's FY16 cash expenses. Cohorts will be determined by CAH based on the pool of applications received.

Individuals are not required to match grant funds. Organizations have a 1:1 cash match requirement. This is designed to assist an organization's fundraising by leveraging funding from additional sources. Neither in-kind services nor other CAH funds may be used to satisfy the matching requirement. Funds must be spent from time of the grant award through to September 30, 2018. Distribution of grant award is subject to reporting requirements.

## Projects, Events or Festivals Goals

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

## Successful Projects, Events or Festivals Applications

- Clearly articulate the design, deliverables and schedule of the project, including the impact of the project on the community and on the artists and/or organization involved in the execution.
- Demonstrate knowledge about the community and community members where the project is sited and reflects this understanding of its location and participants throughout the application.
- Employ new methods and technology to ensure project accessibility and engagement for all.
- Describe one distinct project. Do not provide a "laundry list" of programming happening throughout the year.

## Eligibility Requirements

- Organizations participating in the FY18 General Operating Support (GOS) program may apply for new or expanded project opportunities that were not submitted as part of their FY18 GOS application.



- Individuals and organizations are prohibited from submitting applications for projects previously reviewed, scored and ranked through a prior FY18 grant cycle, including FY18 PEF Cycle 1. All projects submitted to FY18 Projects, Events and Festivals Cycle 2 must be new and therefore receiving their first review by a CAH Advisory Review Panel. Applications in draft status that were never submitted to CAH are therefore eligible for submission for this round.
- Applicants are **prohibited** from submitting PEF applications for projects that feature temporary or permanent **PUBLIC ART** projects. For **PUBLIC ART**, review the Public Art Building Communities (PABC) grant program for more information.
- Applicants are **prohibited** from submitting PEF applications for projects that provide activities for children or youth. **Any application proposing a project, event, or festival for children or youth will be deemed ineligible.**
- Eligible projects by individuals are projects that work independently of the applicant's affiliated organization. Individuals who are staff of a non-profit organization **may not** apply for funding for projects that are part of that organization's programming. Individuals who are staff or proprietors of a for-profit company **cannot** apply for funding for projects that are a product or service of that company.

**Applications not adhering to this policy will be automatically deemed ineligible.**

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

Applicants must:

- Be arts and humanities professionals (e.g., presenters, producers and educators), aged 18 or older;
- Be legal DC residents for at least one year prior to the application deadline and must maintain residency during the entire grant period (proof of residency is required);
- Have a permanent DC address as listed on proper identification or tax returns. PO boxes may not be used as a primary address;
- Be in good standing with CAH. Applicants with incomplete or delinquent reports, in any funding program, as of Monday, October 16, 2017, are ineligible to receive an additional award from CAH in FY 2018; and,
- Abstain from any use of secondary party that acts on an individual's 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:

- Have a commitment to provide arts, humanities and education programs to the residents of Washington, DC, and ensure that at least fifty-one percent (51%) of the organization's activities occur within the District of Columbia; and
- Be incorporated in the District of Columbia, and
- Be a registered (non-foreign entity) District of Columbia nonprofit business, and
- Have principal offices that are located in the District of Columbia, 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, and

- Possess a federal tax exemption status (501(c)(3)) for at least one year prior to the application deadline date, and
- Be a registered organization in good standing with the District of Columbia Department of Consumer and Regulatory Affairs' (DCRA) Corporation Division, the Office of Tax and Revenue (OTR) and the Internal Revenue Service (IRS), and
- Obtain a Citywide Clean Hands certification;
- Are 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 FY 2018;
- Abstain from any use of secondary party that acts on an organization's behalf ("fiscal agent") in the performance and execution of financial duties; and,
- Are not colleges, universities, service organizations, foreign governments or other District of Columbia government agencies, including District of Columbia Public Schools.

**For festival requests, applicants must also meet the following eligibility requirements:**

- A minimum of 1,000 people must benefit from the festival;
- Artistic programming must comprise a minimum of six (6) hours of the festival;
- Festival events and programs must be publicly advertised and open to the general public;
- The festival may not be a block party, fundraiser or charity benefit;
- Funding may be used for project expenses only, which includes support for salaries and operations directly related to the festival events and programs. Funding may not be used for food, beverages, capital costs, building renovations/improvements, cash prizes, gifts, security, items for sale (for example, t-shirts and posters) or any operational costs associated with the administrative office (such as staff salaries, office rent and utilities, office equipment, office supplies, etc.); and,
- All festival activities must comply with District of Columbia permits, policies and safety requirements. Be sure to include these items in the project budget, where applicable.

**Funding Restrictions and Allowable Costs**

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 Projects, Events or Festivals:**

- Artistic and administrative personnel salaries or wages;
- Artists/consultants;
- Space rental and fees;
- Travel and transportation directly related to project implementation;
- Equipment purchases that equal up to 25% of the grant award which are directly related to project implementation; and,
- Overhead, maintenance and administration not exceeding 35% of the grant and match.

**Examples of unallowable costs for Projects, Events or Festivals:**

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

- Debt reduction;
- Fundraising project expenses;
- Equipment purchases over 25% of the grant award;
- Expenses not directly related to the execution of the project;
- Operational reserve – PEF awards cannot go toward operational reserves;
- Temporary or permanent public art projects;
- Activities for youth; and,
- Funding to universities, foreign governments or DC government agencies, including DCPS.

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

## Grant Recipient Reporting Requirements & Grant Cancellations

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

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

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

## Technical Assistance and Workshops

### Assistance to Applicants

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

**Workshop dates, times and locations listed below are subject to change.** All workshops are free and open to the public; however, participants are encouraged to RSVP. Photo identification is required for

in-person workshops. Call 202-724-5613 for additional information and workshop confirmation. **Workshop attendance is strongly recommended for first-time applicants.**

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

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

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

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

The grant period for this grant program opportunity is from January 1, 2018 to September 30, 2018. CAH prohibits the use of grant funds for activities that occur outside of this period of time.

## 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 4:00PM EDT on the grant program’s deadline date.

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

Applicants are responsible for the content of their application package. An automated confirmation of an application’s submission does not guarantee an application’s eligibility or recommendation for funding by the Advisory Review Panel. CAH staff is not permitted to make corrections to applications on behalf of applicants. CAH staff will review applications for completeness and contact applicants for any documents that require clarity within five (5) business days of the deadline. Applicants are then responsible for updating their application within five (5) business days of CAH’s notification. Failure to do so will disqualify the application. Incomplete applications will not be forwarded to the Advisory Review Panel for consideration and will be deemed as disqualified for review.

## **Conditions of Funding**

### **Legal Compliance**

Federal and District of Columbia statutes require that all applicants comply with laws and regulations governing nondiscrimination. These include: Title VI of the Civil Rights Act of 1964, grant recipients must take adequate steps to ensure that people with limited English proficiency receive the language assistance necessary to afford them meaningful access to programs, activities and services; Title VII of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1686), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), the DC Human Rights Act of 1977, and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 - 12213) which prohibits discrimination on the basis of disabilities.

### **Americans with Disabilities Act**

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

as defined by federal law.

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

1. The process for formulating accessibility plans (e.g. creating an accessibility advisory committee, board and staff disability-rights training, budgeting for reasonable accommodation requests, etc.).
2. The current progress/status of an organization's physical accessibility. If the location is not barrier free, include a plan for project/program modification that ensures access in a barrier-free environment, when needed.
3. The current progress/status of the organization's accessibility in presenting activities – communications access (e.g. TDD, large print or Braille materials, audio description or assistive listening devices, interpreted performances, etc.) and marketing/advertising.

### **Credit/Acknowledgment**

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

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

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

### **Review Process**

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

All applications are scored according to three categories: Arts and Humanities Content, District Impact and Engagement, and Financial Management, Capacity and Sustainability. Evaluation criteria are specific to each grant program and are listed in each grant program's guidelines.

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

For more information regarding the grant review process please visit the [Guide to Grants](#). To serve or nominate a person to serve as an Advisory Review Panelist for a grant program, see CAH's [FY18 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 grant recipients with unfulfilled reporting in any funding program as of close of business on Monday, October 16, 2017 are ineligible to receive additional awards from CAH.

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

### **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](#). Questions about the PEF (Individual) should be directed to Rhea Beckett at 202-724-5613 or via email: [rhea.beckett@dc.gov](mailto:rhea.beckett@dc.gov). Questions about the PEF (Organization) should be directed to Regan Spurlock at 202-724-5613 or via email: [regan.spurlock@dc.gov](mailto:regan.spurlock@dc.gov).

# **FY 2018 Projects, Events or Festivals**

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## **Review Criteria**

### **Arts and Humanities Content 40%**

- The project is of high quality, based upon the applicant's work sample and support materials (brochures, articles, letters of support, etc.), and demonstrates high standards pertaining to the indicated disciplines; and,
- The applicant uses personnel with demonstrated expertise (such as arts administrators, humanities professionals, teaching artists, educators, professional artists) to plan and implement project content.

### **District Engagement and Impact 30%**

- The applicant demonstrates a commitment to hiring DC-based artists and humanities professionals, where applicable, to deliver arts and/or humanities content (such as arts administrators, humanities professionals, teaching artists, educators, professional artists);
- The applicant presents effective evaluation methods specific to the project which are used to improve future activities and services;
- The applicant directly targets and services to District of Columbia residents via varied and appropriate marketing methods;
- The applicant partners with similar or complementary partners to leverage resources for the described activities; and,
- The proposed activities and services are accessible to DC residents and visitors of all backgrounds and abilities.

### **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 stability to implement the proposed request in terms of capacity and financial expertise to successfully complete the project or activity;
- The applicant has identified any required permits and permissions necessary to produce the event and their related costs;
- The applicant's budget information is detailed, accurate, feasible and directly related to the activities of the grant request; 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 Projects, Events or Festivals

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## Application Checklist

The following is a checklist for all mandatory and supplementary documents required to submit the Projects, Events or Festivals 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.dcartz.dc.gov](http://www.dcartz.dc.gov), click on the grants tab, select "Managing Grant Award" to obtain the OPGS compliance documents.

### MANDATORY DOCUMENTS

#### Individuals:

- Work sample(s) – see CAH's website for the document: "[Guide to Grants](#)" for more information on Work sample requirements. *Flyers and brochures DO NOT count as work samples.*
- Support Material – up to six (6) additional items, e.g., publicity, letters of support, programs, brochures, evaluations, strategic plans, letters of agreement from project site if applicable, etc.
- Resume(s) of key personnel involved in the project, e.g., artistic staff and project administrators
- Letter of Project Site Agreement (Required for Festivals. Optional but recommended for all other PEF applicants)
- OPGS compliance documents (templates here: <http://dcarts.dc.gov/page/managing-grantawards>):
  - Arrest and Conviction Statement
  - Certificate of Clean Hands – must be dated within thirty (30) days of application date
  - Certificate of Insurance
  - Statement of Certification
  - Signed W-9, no post office boxes – must match address in application portal.

#### Organizations:

- Work sample(s) – see CAH's website for the document: "[Guide to Grants](#)" for more information on work sample requirements. *Flyers and brochures DO NOT count as work samples.*
- Support Material – up to six (6) additional items, e.g., publicity, letters of support, programs, brochures, evaluations, strategic plans, etc.
- Résumé(s) of key personnel involved in the project, e.g., artistic staff and project administrators
- List of current board of directors, including officers, occupations and term limits
- Letter of Project Site Agreement (Required for Festivals. Optional but recommended for all other PEF applicants)
- FY16 990

- OPGS Compliance documents (templates here: <http://dcarts.dc.gov/page/managing-grantawards>):
  - Arrest and Conviction Statement
  - Recently dated certificate of Clean Hands - Must have a Certificate of Clean Hands dated within 30 days of application date
  - Certificate of DC Incorporation
  - Certificate of Insurance
  - IRS Letter of Determination
  - Statement of Certification
  - 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:

- 1. Section 1 - Work sample**
- 2. Section 2 - Support materials**
- 3. Section 3 - Résumé(s) of key personnel**
- 4. 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 (multigenerational or adults)</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 (e.g. 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 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:

- Applicant should be able to see and play all work samples in the application before submitting. If a sample cannot be played, 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.
- Adding more than the recommended number of work samples to an application will often weaken it.

- 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, include samples of similar projects completed, to illustrate an ability to execute the proposed project.
- 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.

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