FY 2018
PROJECT-BASED GRANT:
PROJECTS, EVENTS OR FESTIVALS
(PEF) GUIDELINES – CYCLE 1

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, June 9, 2017 at 4:00PM EDT

Projects by Individuals
Individuals may request up to $10,000
Deadline: Friday, June 9, 2017 at 4:00PM EDT

Government of the District of Columbia
Commission on the Arts and Humanities
200 I (Eye) Street, SE, Suite 1400
Washington, DC 20003
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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 1

Projects by Organizations
Organizations may apply for up to $20,000

Projects by Individuals
Individuals may apply for up to $10,000

Release Date: April 25, 2017
RFA ID: FY18.PEF.1
Submission Deadline: Friday, June 9, 2017, 4:00PM EDT

Introduction

DC Commission on the Arts and Humanities (CAH) is soliciting grant applications from qualified arts, humanities and arts education organizations and program providers whose function is to present exemplary programs 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 1 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 within CAH’s fiscal year (October 1, 2017 to September 30, 2018).

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

- 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 youth. For ARTS EDUCATION PROJECTS or EAST OF THE RIVER PROJECTS, review grant program guidelines for more information.
Eligible projects for 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. Post Office 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,
- Not use fiscal agents.

Organizations may apply if they meet all of the following eligibility requirements at the time of application. Applicants must:
- Be incorporated as a nonprofit organization, with a designated tax exempt status under section 501(c)(3) of the United States Internal Revenue Code, as well as incorporated within the District of Columbia;
- Have their Federal and DC tax exempt status (subject to DCRA verification) in good standing for one year prior to the application deadline;
- 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 humanities programs to the residents of Washington, DC. At least fifty-one percent (51%) of scheduled arts and humanities activities occur within the District of Columbia;
- 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;
- Not use fiscal agents; and,
- Are not colleges, universities, service organizations, foreign governments or other DC government agencies, including DC 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.

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**Organizations awarded funds in the FY 2018 General Operating Support Program are prohibited from applying to CAH FY 2018 Projects, Events or Festivals (PEF) Cycle 1.**

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**Funding Restrictions and Allowable Costs**

As a District of Columbia agency, CAH must ensure that all grant funds are expended in a fiscally responsible manner. Allowable costs are those that District government and CAH have determined as valid expenditures.

Grantees may not spend more than 35% of the PEF grant on overhead and administration costs.

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

- Artistic personnel;
- 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;
- Tuition and scholarships;
- Regranting;
- Costs related to fundraisers and special events;
- 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; and,
- Educational activities for youth.
- Funding to universities, foreign governments or DC government agencies, including DCPS.
All project expenses must be documented by the grantee within the grant agreement. The grant agreement will not be processed for payment until expenses are reviewed and approved by the grants manager. The grantee will be responsible for demonstrating cash expenses in interim and final reports.

**Technical Assistance and Workshops**

CAH staff members are available to help develop grant applications through group and individual technical assistance. CAH will conduct free workshops and live web chats for participants to learn about the agency’s funding opportunities and how to submit an application. More information about these workshops may be found at [www.dcarts.dc.gov](http://www.dcarts.dc.gov) under Grant Writing Assistance.

**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.**

<table>
<thead>
<tr>
<th>FY18 Workshops will be located at:</th>
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<tr>
<td><strong>DC Commission on the Arts and Humanities (CAH)</strong></td>
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<tr>
<td>200 I (Eye) Street SE, Suite 1400</td>
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<tr>
<td>Washington, DC 20003</td>
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<tr>
<td><strong>Office of the Deputy Mayor for Greater Economic Opportunity (DMGEO)</strong></td>
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<tr>
<td>2235 Shannon Place SE, Suite 3040</td>
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<td>Washington, DC 20020</td>
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**Live Web Chats**

dcarts.dc.gov/livechat

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<tr>
<th>Day &amp; Date</th>
<th>Time</th>
<th>Topic</th>
<th>Location</th>
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<tbody>
<tr>
<td>Friday, April 28</td>
<td>2:30pm - 3:30pm</td>
<td>Live web chat with grants team</td>
<td>Online</td>
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<tr>
<td>Thursday, May 4</td>
<td>9:00am - 11:00am</td>
<td>Open Hours</td>
<td>DMGEO</td>
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<tr>
<td>Friday, May 5</td>
<td>2:30pm - 3:30pm</td>
<td>Live web chat with grants team</td>
<td>Online</td>
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<tr>
<td>Monday, May 8</td>
<td>9:00am - 11:00am</td>
<td>Open Hours</td>
<td>DMGEO</td>
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<tr>
<td>Thursday, May 11</td>
<td>6:00pm - 7:30pm</td>
<td>PEF</td>
<td>CAH</td>
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<tr>
<td>Friday, May 12</td>
<td>2:30pm - 3:30pm</td>
<td>Live web chat with grants team</td>
<td>Online</td>
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<tr>
<td>Saturday, May 13</td>
<td>10:00am - 12:00pm</td>
<td>Open Hours</td>
<td>CAH</td>
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<tr>
<td>Tuesday, May 16</td>
<td>11:00am - 12:30pm</td>
<td>PEF</td>
<td>DMGEO</td>
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<tr>
<td>Friday, May 19</td>
<td>2:30pm - 3:30pm</td>
<td>Live web chat with grants team</td>
<td>Online</td>
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<tr>
<td>Saturday, May 20</td>
<td>10:00am - 12:00pm</td>
<td>Open Hours</td>
<td>CAH</td>
</tr>
<tr>
<td>Tuesday, May 23</td>
<td>2:30pm - 4:00pm</td>
<td>PEF</td>
<td>CAH</td>
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East of the River Satellite Location Workshops
In preparation for the grant application process, CAH staff provides applicants with one-on-one assistance related to their grant applications during “open hours” at the Office of the Deputy Mayor for Greater Economic Opportunity (DMGEO) at 2235 Shannon Place SE, Suite 3040, Washington, DC. Walk-ins are welcome.

In addition to one-on-one assistance, CAH also offers workshops at DMGEO. Please see the schedule above for all technical assistance opportunities available at DMGEO.

Live Web Chat with Grants Team
On Friday, April 28, May 5, May 12 and May 19 from 2:30-3:30pm, CAH grants staff will be available to answer questions online via web chat. The directions to access the live web chats are available at dcarts.dc.gov/livechat.

Open Hours
In preparation for the grant application process, CAH staff provides applicants with one-on-one assistance related to their grant applications during “open hours”. Walk-ins are welcome.

One-on-One Assistance
CAH staff members are also available to discuss strategies that might help showcase the applicant’s activities in the best possible manner. These appointments are 30-minutes in length and hosted at the CAH offices up to one week before the deadline, as schedules allow. CAH encourages applicants to contact the appropriate program manager well in advance to schedule, and send a draft proposal for review in advance of the meeting.

Application Process

All of the FY18 grant program guidelines are available online at www.dcarts.dc.gov. CAH utilizes an online grant portal to receive applications. 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.

Grant Application Procedure
1. Review the “FY 2018 Guide to Grants” and the grant guidelines for specific grant programs thoroughly and determine eligibility of the applicant, project and project activities;

2. Visit www.dcarts.dc.gov. Go to the Grants tab and select the Grant Application Portal to register to Sign Up and Sign In:

   (To reset the password select “Forgot your password?”)

3. Once logged in, applicants must select the desired grant program(s);
4. Complete the application questions and budget/budget narrative data;

5. Upload all required documents, supplementary material, and work samples; and,

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

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

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

Addressing Accessibility in Grant Applications

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

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

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

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

**Inclusion, Diversity, Equity, Access (IDEA)**

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

**Review Process**

All applications are scored according to three (3) categories: (1) Arts and Humanities Content, (2) District Impact and Engagement, and (3) Financial Capacity, Management and Sustainability. The evaluation criteria are specific to each grant program and listed in each grant program’s guidelines.

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

CAH selects advisory review panelists for each grant program to 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.

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](#).

**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 Monday, October 2, 2017 – depending upon the program.

The date of payment disbursement is subject to change depending on the availability of funds.

CAH works with other DC government agencies to pay grant recipients in a timely manner but CAH does not create or distribute payments on site. To expedite the payment process, CAH strongly recommends FY 2018 grant recipients register for direct deposit by completing an Automated Clearing House (ACH) Vendor Payment Enrollment Form. The ACH Form can be found on the CAH website at [Managing Grant Award](#).
CAH reserves the right to rescind any and all grant awards for non-compliance with grant guidelines, policies and regulations, at any time. FY 2018 grantees with unfulfilled reporting in any funding program as of close of business on Monday, October 16, 2017 are ineligible to receive additional awards from CAH.

**Risk Management and Performance Monitoring**

All grant recipients are subject to risk assessments and monitoring requirements as outlined in the City-Wide Grants Manual and Sourcebook from the Office of Partnerships and Grant Services (OPGS). CAH has established standards for grantees in making determinations of demonstrated performance prior to the award of all grants.

Activities funded by CAH will be monitored and evaluated by staff to assure compliance with all aspects of the District of Columbia’s requirements. This may include site visits, evaluating allowable costs, meeting projected benchmarks, providing proof of expenditures, etc.

All FY 2018 grant recipients must complete final reports by 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**

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 Paige Reynolds at 202-724-5613 or via email: paige.reynolds@dc.gov. Questions about the PEF (Organization) should be directed to Regan Spurlock at 202-724-5613 or via email: regan.spurlock@dc.gov.
FY 2018
Projects, Events or Festivals
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 District of Columbia residents;
• Varied and appropriate marketing methods are used;
• 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 demonstrates the internal capacity to administer the grant and has appropriate financial monitoring systems in place to track expenditures;
• The applicant’s budget information is detailed, accurate, feasible and directly related to the activities of the grant request. All items to be funded by the grant award represent eligible expenses within the grant guidelines; and,
• The applicant clearly demonstrates its ability to attract the financial support necessary to complete the activities and match required funds, if applicable.
FY 2018
Projects, Events or Festivals
Application Checklist

The following is in addition to the required narrative questions within the online grant application portal. This checklist includes all mandatory and supplementary documents required to submit the Projects, Events or Festivals application. Documents must be uploaded prior to the application deadline.

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)
  - 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
  - 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 four (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 (multigenerational or adults)

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 (e.g. 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. |
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<tr>
<td><strong>Actors</strong></td>
<td>Submit video recordings of two (2) contrasting monologues.</td>
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<td></td>
<td>Still images of productions are prohibited.</td>
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<tr>
<td><strong>Costume, Lighting, or Set Designers</strong></td>
<td>Submit up to three (3) videos of up to five minutes, and/or (3) still images that best showcase the designer’s work.</td>
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<td><strong>Directors</strong></td>
<td>Submit a copy of a one to three (1-3) page concept statement of a recently directed play.</td>
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<td><strong>Organizations</strong></td>
<td>Submit up to two (2) video recordings of performances.</td>
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<td></td>
<td>Digital images of productions are prohibited.</td>
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<td></td>
<td>Playbills and programs are prohibited as work samples. However, they may be included as support material.</td>
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<tr>
<td><strong>Playwrights</strong></td>
<td>See LITERATURE, above.</td>
</tr>
<tr>
<td><strong>Sound Designers</strong></td>
<td>Submit up to three (3) audio recordings.</td>
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<tr>
<th>Visual Arts</th>
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<tbody>
<tr>
<td><strong>Individuals</strong></td>
<td>Submit digital images of ten (10) different works.</td>
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<tr>
<td><strong>Organizations</strong></td>
<td>Submit twenty (20) digital images of different works.</td>
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<td></td>
<td>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.</td>
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<tr>
<th>Art Bank: The Washingtonia Collection (Fine Art Acquisitions)</th>
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<tbody>
<tr>
<td><strong>Individuals –</strong></td>
<td>Submit digital images of up to five (5) works of art available for acquisition by CAH</td>
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<tr>
<td><strong>District galleries and organizations –</strong></td>
<td>Submit images of up to ten (10) works of art by DC resident artists</td>
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</tbody>
</table>
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.