



FY 2018 PROJECT-BASED GRANT: Sister Cities Grant (SCG) GUIDELINES

Applicants may submit one (1) Sister Cities Grant application per grant cycle

Projects by Organizations

Organizations may request up to \$20,000
Deadline: Friday, October 27, 2017 at 4:00PM EDT

Projects by Individuals

Individuals may request up to \$10,000
Deadline: Friday, October 27 at 4:00PM EDT

Government of the District of Columbia
Commission on the Arts and Humanities
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Washington, District of Columbia 20003

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**DC COMMISSION ON
THE ARTS & HUMANITIES**

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

PROJECT-BASED GRANT

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FY 2018

Sister Cities Grant (SCG)

Projects by Organizations

Organizations may apply for up to \$20,000

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Release Date: August 14, 2017

RFA ID: FY18.SCG

Submission Deadline: Friday, October 27, 2017, 4:00PM EDT

Introduction

District of Columbia 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 – Sister Cities Grant Program.

Sister Cities Grant Description

The Sister Cities Grant (SCG) provides one-time project support and covers travel expenses to foster arts and humanities exchange between the District of Columbia and District of Columbia's Sister Cities (see the list of Sister Cities, as of July 28, 2017, below or visit the Office of the Secretary website: <http://os.dc.gov/service/dc-sister-cities>). This grant is unique to CAH grant collection in that it benefits the arts and humanities for both the District of Columbia and its Sister Cities. SCG objectives focus on providing artists, humanities practitioners, and arts organizations from the District of Columbia and the District's Sister Cities the opportunity to engage in cultural exchange and development, increase the quality of life by supporting a vibrant community identity through arts and humanities, and raise the profile of the District of Columbia to promote the city as a world class cultural capital.

SCG grants support high-quality dance, music and theatre ensembles, visual arts exhibitions and literary readings, as well as individual and multi-disciplinary arts and humanities. SCG may also support participation in arts festivals.

SCG supports projects that:

- Showcase international artist(s) from outside of the US within the District of Columbia to present or exhibit work that enriches the arts and humanities fabric of The District of Columbia; and/or
- Showcase District of Columbia artists outside of the US to present, perform, or exhibit their work and promote the District as a world class cultural capital.

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 2018 second grant cycle (January 1, 2018 to September 30, 2018).

District of Columbia Sister Cities (as of July 28, 2017)

- Bangkok, Thailand (since 1962, renewed 2002, renewed 2012)
- Dakar, Senegal (since 1980, renewed 2006)
- Beijing Municipality, People's Republic of China (since 1984, renewed 2004, renewed 2012)
- Brussels Capital Region, Belgium (since 1985, renewed 2002, renewed 2011)
- Tshwane (Pretoria), South Africa (since 2002, renewed 2008, renewed 2011)
- Paris, France (since 2000, renewed 2005)
- Athens, Greece (since 2000)
- Seoul Metropolitan Government, Republic of Korea (since 2006)
- Accra, Ghana (since 2006)
- Sunderland, United Kingdom–George Washington's Ancestral Home (since 2006, renewed 2012)
- Rome, Italy (since 2011, renewed 2013)
- Ankara, Turkey (since 2011)
- Brasilia, Brazil (since 2013)
- Addis Ababa, Ethiopia (since 2013)

Sister Cities Grant Goals

- Provide artists, humanities practitioners and arts organizations from the District of Columbia and the District's Sister Cities the opportunity to engage in exchange through the arts and humanities;
- Increase the quality of life by supporting a vibrant community identity through the arts and humanities; and
- Raise the profile of the District of Columbia and promote the city as a world class cultural capital.

Notes for Successful Sister Cities Grant Applications

- Provide opportunities for artistic collaboration, engagement and/or performance between District of Columbia based artists and international participants.
- Avoid projects that feature "one-sided" impact or activities. Project should impact audience and participants in the District of Columbia and internationally.
- Consider relationships and collaborations with the potential to endure beyond the program.
- Demonstrate awareness of cultural climate in partner location(s).
- Demonstrate a significant cultural exchange between the application and partner location(s).
- Clearly explain applicant background, subject area expertise, and project objectives.
- Demonstrates appropriate budget for traveler per diems, airfare, and lodging.
- Demonstrate adherence to SCG Safety Policy Procedures (starting on page 12).

Eligibility Requirements

IMPORTANT APPLICATION PROHIBITIONS:

- Applicants are **prohibited** from submitting SCG applications for projects that feature temporary or permanent PUBLIC ART projects. For public art projects, applications may consider CAH's Public Art Building Communities (PABC) grant program (which restrict public art to placement in the District of Columbia).
- Applicants are **prohibited** from submitting SCG applications for projects that provide activities exclusively for or with youth.
- Eligible projects for individuals are projects that work independently of the applicant's affiliated organization. Individuals who are staff of a non-profit organization are **prohibited** from submitting and SCG application to fund projects that are part of that organization's programming. Individuals who are staff or proprietors of a for-profit company are **prohibited** from submitting and SCG application to fund projects that are a product or service of that company.

Applications not adhering to this policy will be 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 District of Columbia 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 District of Columbia 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;
- Not use fiscal agents;
- Demonstrate that any arts or humanities professionals traveling to or from District of Columbia are aged 18 or older;
- **New to FY18: Attend a mandatory orientation (virtual option will be available) for all selected grantees on Saturday, December 16, 2017 (time and location TBD, subject to change).**

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 District of Columbia 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;
- Be an organization with a primary function to exhibit, present or train in the arts and humanities.
- 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;
- Have a demonstrated understanding of and considerations for safety policies and recommendations outlined in Safety Policy and Procedures.
- 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;
- Are not colleges, universities, service organizations, foreign governments or other District of Columbia government agencies, including District of Columbia Public Schools;
- Demonstrate that any arts or humanities professionals traveling to or from District of Columbia are aged 18 or older;
- **New to FY18: Attend a mandatory orientation (virtual option will be available) for all selected grantees on Saturday, December 16, 2017 (time and location TBD, subject to change).**

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

- 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.). Be sure to include these items in the project budget, where applicable.

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 SCG grant on overhead and administration costs.

Examples of allowable costs for Sister Cities Grant:

- Project activities that take place within city limits of the Sister City(s) or District of Columbia (if the application involves bringing someone from the Sister City to District of Columbia);
- Performance fees;
- Artistic personnel;
- Travel and transportation directly related to project implementation;
Note: Any foreign air travel funded through SCG must be undertaken on an approved US flag air carrier as part of the Fly American Act, or a foreign air carrier under an air transport agreement with the United States when these services are available. Approved US flag carriers can be found at: <https://www.transportation.gov/policy/aviation-policy/licensing/US-carriers>; Fly American Act guidelines can be found at: <https://www.gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act>
- Airfare equivalent to economy class rates;
- Lodging and Per diem (http://aoprals.state.gov/web920/per_diem.asp);
- International Communication;
- Visa fees;
- Interpreters;
- Vaccination costs;
- Space rental and fees;
- Materials and supplies 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 Sister Cities Grant:

- Project activities that take place outside of the city limits of the Sister City(s) or District of Columbia (if the application involves bringing someone from the Sister City to District of Columbia);
- Overhead, maintenance and administration exceeding 35% of the grant and match;
- Food and beverages not included in the per diem;
- First Class Airfare;
- Tuition and scholarships;
- Travel or participation of anyone under the age of 18;
- Costs related to fundraisers and special events;
- Equipment purchases that exceed 25% of the grant award;

- Travel not directly related to the execution of the project;
- Projects or events that are commercial in nature or in which the arts and humanities are not the primary focus (e.g., sidewalk sales, food festivals, firework displays, etc.); and
- College tuition or to fund universities, service organizations, foreign governments, or District of Columbia government agencies, including District of Columbia Public Schools.

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.dcart.dc.gov under [Grant Writing Assistance](#).

Workshop dates, times and locations are posted below. All workshops are free and open to the public; however, participants are encouraged to RSVP. Photo identification is required for in-person workshops. Call 202-724-5613 for additional information and workshop confirmation. **Workshop attendance is required for first-time applicants. For workshop assistance, please contact CAH grants department at (202) 724-5613 or heran.sereke-brhan2@dc.gov.**

Live Web Chat with Grants Team

CAH grants staff will be available to answer questions online via web chat (dates and times posted below). 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.

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

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 USC. Sections 1681-1686), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended (29 USC. Section 794), the District of Columbia Human Rights Act of 1977, and the Americans with Disabilities Act of 1990 (42 USC. 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 the District of Columbia and the Sister Cities 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 and Sister Cities 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.

In addition to the advisory review panel, applications may be reviewed by representatives from the corresponding Sister City (e.g. applications that involve travel to Sunderland, UK may be reviewed by representatives from the city of Sunderland). Feedback provided by the Sister City will be taken into consideration when making the final selection for funding.

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.

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 Friday, December 1, 2017 – depending upon the program.

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

CAH works with other District of Columbia 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

Standard CAH Grantee 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 US Internal Revenue Service.

In addition to the final report, CAH requests that all SCG grantees submit pictures taken during their travel and at least one blog article detailing their experiences.

Safety Policy and Procedure

International travel adds an additional level of risk for the grantee. Grantee safety and well-being are important to CAH. The following policies have been adopted to reduce risk during overseas travel:

- Grantees are required to register themselves with the US Department of State Smart Traveler Enrollment Program for the period of time they will be outside of the US. Registration instructions can be found on the US Department of State website: <https://travelregistration.state.gov/STEP/Pages/Common/Citizenship.aspx>
- All travelling parties must be enrolled in medical insurance for the travelling period. Insurance may be purchased from [International SOS](#), [GeoBlue](#), [IMG Global](#), or another reputable company of the grantee's choosing. The policy should cover accidental death and dismemberment. Grantees should also check if their health insurance from home will cover them while abroad. If grantees need to purchase insurance, the costs may be included in the budget of the grant application up to \$100.

Grantees are encouraged to regularly visit the US Department of State website (<http://www.travel.state.gov>) for security updates and related information for US citizens who are overseas. It is CAH policy not to fund grantees who wish to travel to a country with travel warnings.

Embassy Registration

Grantees are strongly encouraged to register with the nearest US embassy or consulate through the US Department of State's travel registration website:

<https://travelregistration.state.gov/STEP/Pages/Common/Citizenship.aspx>. Registration will make grantee presence and whereabouts known in the event of an emergency situation. In accordance with the Privacy Act, information on your welfare and whereabouts may not be released without your expressed authorization. US embassies and consulates can provide both emergency and non-emergency services to American citizens who encounter problems while abroad. Registration is voluntary, costs nothing, and is strongly recommended as part of grantee travel planning and security.

The following situations may warrant grantees need to contact the US consulate: reporting and replacing lost or stolen passports, locating a medical facility, or seeking legal assistance.

Safety Guidelines

Although no set of guidelines can guarantee the health and safety of grantees, these guidelines address issues that merit attention and thoughtful judgement. Grantees are expected to exercise personal safety precautions overseas, and consider that they will stand out overseas, making them a potential target. Meeting people and making new connections are important aspects of SCG; however, CAH asks that grantees demonstrate common sense when engaging people abroad:

- Know basic help phrases in the native languages.
- Report your travel plans to CAH.
- Do not give home phone numbers or addresses to people they have just met.
- It is recommended that grantees keep money in two places.
- Do not leave luggage unattended to accept packages from strangers.
- Leave copies of all important documents in more than one place (e.g. at home in US and in your room abroad).
- Leave passport and other valuables in hotel safe.
- Adopt an attitude of watchfulness and notice the people in proximity. If someone seems to be following you, vary your route, go into a populated place, or flag down a taxi.
- Do not go out alone with someone you've just met. Try meeting in a public place.
- Know the local laws. Laws and systems of justice are not universal. Certain freedoms and protections enjoyed by residents of District of Columbia are considered illegal in other countries. Grantees are subject to the laws of host country while abroad.
- Grantees should educate themselves about gender roles in the country they will visit.
- Consider that clothing that is acceptable in the US may be perceived as provocative in another country or disrespectful in a specific context (e.g. visiting a religious site).

Situations to Avoid:

- Protest groups or other potentially volatile situations.
- When using public transportation, avoid deserted trains, buses, and metros. Move to where people are sitting.
- Avoid deserted streets and exercise caution in unfamiliar neighborhoods.

- Grantees should consider their alcohol consumption. Excessive drinking is neither appropriate nor safe in another culture or unfamiliar surroundings. If grantees drink, they are advised to do so responsibly.
- Resisting robbers' demands can lead to dangerous outcomes. Grantees should keep in mind that items can always be replaced.

Politics

Grantees should educate themselves about current political and social issues of their host country, as well as the political and economic relationships between their host country and US Grantees will find that people in other countries are often very knowledgeable about US issues and they may approach grantees to ask question or discuss opinions. It is possible that the political situation will be unstable or grantees may encounter political demonstrations, which are specifically anti-American.

US Department of State Advisories

The US government monitors political conditions in every country of the world. Grantees with concerns regarding crime and security threats are urged to take advantage of travel advisories. There are three forms of travel advisories available to the public:

1. "Travel Warnings" are issued by the United States Department of State when it decides, based on all relevant information, to recommend that Americans avoid travel to a certain country. Examples of reasons for issuing a Travel Warning might include unstable government, civil war, ongoing intense crime or violence and/or frequent terrorist attacks. As advised by the Department of State on its Website, Travel Warnings remain in place until the situation changes (some warnings have been in effect for years). **CAH will NOT award grants to projects that involve travel to or through a country with an active Travel Warning.**
2. "Travel Alerts", which are also issued by the Department of State, are issued to advise the public of short-term events that the Department of State believes that the public should know about. The Department of State gives the following examples of reasons why it might issue a Travel Alert: an election season that is bound to have many strikes, demonstrations or disturbances, a health alert like an outbreak of H1N1, and/or evidence of an elevated risk of terrorist attacks. When these short-term events are over, the Department of State cancels the Travel Alert.
3. Consular Information Sheets are available for every country in the world. These include information such as immigration practices, health conditions, minor political disturbances, unusual currency and entry regulations, crime and security information, and drug policies. If an unstable situation exists that is not severe enough to warrant a Travel Warning, it would be noted in Consular Information Sheets.

For current information, travel advisories, or warnings, contact the US Department of State Office of Overseas Citizens by phone at 1-888-407- 4747, 1-202-501-4444 (overseas), or visit their website at <http://travel.state.gov>.

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 SCG should be directed to Heran Sereke-Brhan at heran.sereke-brhan2@dc.gov or (202) 724-5613.

CAH Sister Cities Grant FY 2018

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 and Sister Cities Engagement and Impact 30%

- The applicant demonstrates a commitment to developing a project that intends to be mutually-beneficial for both District of Columbia and Sister City residents;
- Proposed activities take place either within District of Columbia or the Sister City(s);
- The applicant demonstrates proactive efforts to build connections with representatives from the Sister City(s);
- 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 residents in the identified Sister City;
- The applicant partners with similar or complementary partners to leverage resources for the described activities; and,
- The proposed activities and services are accessible to District of Columbia and Sister City 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 a realistic and appropriate plan for traveling, lodging, and scheduling (applies to travel to Sister Cities as well as bringing guests to DC);
- 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 has identified any required visas and travel prerequisites necessary to travel to the Sister City(s) or bring a representative to District of Columbia 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.

CAH Sister Cities Grant FY 2018

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 Sister Cities Grant 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.
- Scanned image of valid passport for all travelers.
- Scanned image of visa application for travel to Sister City associated with the application.
- Resume(s) of key personnel involved in the project, such as artistic staff and project administrators
- One-page biography describing applicant’s professional background and project goals (should be provided for parties traveling to *and* from the Sister City). A sample is included as Addendum B.
- Detailed budget that reflects current currency exchange rates (<https://www.fiscal.treasury.gov/fsreports/rpt/treasRptRateExch/currentRates.htm>) and includes:
 - registration fees (with cost verification), travel & lodging costs consistent with per diem outlined by the US Department of State
 - travel insurance for at least \$2 million in coverage for each traveler (up to \$100 of grant funding can be applied to cost of travel insurance)
 - visa application fees (with cost verification)
- Detailed project outline with descriptions for any festivals or events featuring the grantee(s). Names and brief biographies and resumes of destination city contacts are also strongly encouraged and demonstrate that the applicant has a fully-developed plan for travel.
-
- 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.
- Scanned image of valid passport for all travelers.
- Resume(s) of key personnel involved in the project, such as artistic staff and project administrators
- One-page biographies of key personnel involved in the project, e.g., artistic staff and project administrators (should be provided for parties traveling to *and* from the Sister City). A sample is included as Addendum B.
- 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 SCG applicants)
- FY16 990
- Scanned image of visa application for travel to Sister City associated with the application
- Detailed budget that reflects current currency exchange rates (<https://www.fiscal.treasury.gov/fsreports/rpt/treasRptRateExch/currentRates.htm>) and includes:
 - registration fees (with cost verification), travel & lodging costs consistent with per diem outlined by the US Department of State
 - travel insurance for at least \$2 million in coverage for each traveler (up to \$100 of grant funding can be applied to cost of travel insurance)
 - visa application fees (with cost verification)
- Include a detailed project outline with descriptions for any festivals or events featuring the grantee(s). Names and brief biographies or resumes of destination city contacts are also strongly encouraged and demonstrate that the applicant has a fully-developed plan for travel.
- Demonstrate an understanding of and considerations for safety policies and recommendations outlined in Safety Policy and Procedures.
- 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 District of Columbia Incorporation
- Certificate of Insurance
- IRS Letter of Determination
- Statement of Certification
- Signed W-9, no post office boxes – Must match address in application portal



Sister Cities Grant FY 2018

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 - Biographies 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.

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.

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 –Biographies of Key Personnel

In addition to resumes of key personnel, biographies of the key artists, administrators and facilitators involved in the grant activities help the advisory review panel to determine the artistic content of each application. 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 biographies. The biographies will also be shared with representatives from the Sister Cities so that they may learn more about applicants and their projects. In some cases, they may be used to help facilitate introductions with potential points of contact in Sister Cities. A sample format for biographies can be found in Addendum B.

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

Addendum B: Single Page Biography Template



Name:

Title or Discipline:

Email:

Background: *In two paragraphs, or less, describe your relevant background, professional mission statement, or personal information.*

Grantee Interests: *State the interests of your project or performance. This section may be used to quickly identify goals or areas of interest that would be useful when making connections abroad.*

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