FY 2018
PROJECT-BASED GRANT:
UPSTART (UPS)

Applicants may submit one (1) Upstart application per grant cycle

Organizations may request up to $50,000

Deadline: Friday, June 9, 2017 at 4:00PM EDT

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

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

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

PROJECT-BASED GRANTS
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FY 2018
Upstart Program (UPS)

Release Date: **April 25, 2017**

RFA ID: **FY18.UPS.1**

Submission Deadline: **Friday, June 9, 2017 at 4:00PM EDT**

Organizations may apply for up to $50,000

Introduction:

DC Commission on the Arts and Humanities (CAH) is soliciting grant applications from qualified arts, humanities and arts education organizations whose function is to present exemplary arts, humanities and arts education programs.

Grants are competitive. Funding for this program is authorized from: Arts Program – Upstart program.

Upstart Program Description

The Upstart Program (UPS) provides capacity building support to established DC-based arts and humanities nonprofit organizations that face operational and infrastructure challenges and financial limitations that prevent their organizational and programmatic sustainability. A maximum of six (6) applicants will be selected for the FY18 cohort.

Upstart is designed to support arts organizations with intensive technical assistance through consulting and funding for core administrative systems, leadership development and operating reserves. Projects funded through Upstart may include consulting services for information technology, communications or fundraising strategy, organizational development, executive coaching, financial management, strategic planning, and governance. Each grantee's participation is overseen by the Upstart consultants who are contracted by CAH to administer the organizational assessments and work directly with participants on planning and implementing their capacity building projects.

The Upstart program has four structured components that are mandatory for each participant:
1. CAH's Upstart consultants assess the participant's operations and finances and produce a written assessment report outlining the organization's most urgent challenges;
2. From the assessment report, organizational leadership and the Upstart consultants develop a project work plan with goals, milestones and associated project budget, which sent to CAH for approval;
3. Upstart grant funds are expended on capacity building projects as outlined in the CAH-approved work plan and budget; and,
4. Organizational leadership attend up to three Upstart-specific peer learning sessions throughout the grant period.

Upstart grantees have the option of setting aside up to 30% of their project budget in a board-approved operating reserve fund. <u>Grantees are not required to have an operating reserve in place prior to receiving an Upstart award. Upstart funds set aside as operating reserves must be matched 1:1. To access the operating reserve funds, Upstart consultants will work with a grantee's board and staff to create an operating reserve policy or adjust an existing policy.</u> More information about the optional matching requirement can be found under the section labeled (Upstart Program Funding Amounts and Special Requirements).

All Upstart grant funds must be spent or committed within CAH's FY 2018, which begins on October 1, 2017 and ends on September 30, 2018, but cannot be committed prior to CAH approving each individual participant's capacity building project plan and budget.

Upstart Program Goals

- Provide access to high-quality arts and humanities experiences for all District of Columbia residents;
- Strengthen the creative economy through investments in local arts organizations; and,
- Ensure organizational sustainability for arts and humanities organizations so that they may contribute to the District of Columbia's diverse cultural landscape.

Upstart Program Funding Amounts and Special Requirements

Upstart grant amounts are determined once Upstart consultants assess the organization, identify capacity building projects, and work with the organization's leadership to develop work plans and budgets for CAH approval. CAH, in consultation with the Upstart program consultants, will make a recommendation for a final grant amount to support the capacity building projects. The final amount will be determined by CAH's Board of Commissioners.

Funding may only cover costs associated with capacity building projects that directly relate to the work plan developed in collaboration with the Upstart consultants. Funds may not be used to support: salaries for new or existing permanent staff positions; general operating expenses; purchase of land or property; technology and equipment pertaining to arts, humanities and/or arts education programming; or funding of pre-existing debts, expenses or obligations incurred by the organization. More information about allowable costs can be found in the "Funding Restrictions" section.

Up to 30% of the project budget may be used to establish or expand an operating reserve fund for purposes related to the long-term sustainability of the organization. The reserve fund amount requires a 1:1 match of new and/or increased donations, designed to help grantees leverage Upstart funds to increase contributed revenue. Neither in-kind support nor other CAH funds may be used to satisfy the matching requirement. Grantees must present evidence of clearly articulated policies about the management of the reserve that have been formulated and ratified by its Board of Directors by the end of the Upstart grant period. <u>If a grantee has an operating reserve policy in place, it must be in good standing with its own policy.</u> The Upstart consultants provide assistance with the development or adjustment of these policies.

Eligibility Requirements

Organizations with cash expenses between $250,000 and $1,249,999 and at least one (1) full-time staff member are eligible to apply. Past recipients of Upstart grants are eligible to reapply, but no recipient may receive more than two (2) consecutive years of Upstart funding before taking at least three (3) fiscal years off.

Applicants must meet all of the following prior to submitting an application. Applicants must:

UPSTART SPECIFIC
- Operate with a budget of between $250,000 and $1,249,999 in cash, as evidenced on the organization's most recent DataArts profile;
- Employ at least one full-time, salaried administrative staff member earning at least DC's minimum wage, subject to W2 verification;
- Has senior leadership attend one Upstart workshop, occurring in person on either May 9, May 16 or May 18, 2017, or online; and,
- Recent past Upstart recipients may contact Interim Grants Director Regan Spurlock for additional information regarding workshop attendance.

CAH SPECIFIC
- Be incorporated as a nonprofit, 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 statuses (subject to DCRA verification) in good standing for one year prior to the application deadline;
- Have the primary function to exhibit, present or train in the arts and humanities, as documented within its mission and evidenced within its core programs;
- 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 to the residents of Washington, DC. At least fifty-one percent (51%) of scheduled arts activities occur within the District of Columbia;
- 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 FY18;
- Not use fiscal agents; and,
- Colleges, universities, service organizations, foreign governments or other DC government agencies, including DC Public Schools, are prohibited from applying for any CAH grants.

Organizations awarded funding in the FY18 General Operating Support program may submit an application to the Upstart (UPS) or Facilities and Buildings (FAB) program upon successfully meeting eligibility criteria established in the guidelines for each of these programs. Organizations not awarded funds in the FY 2018 General Operating Support Program are permitted to apply to up to two (2) project-based grants upon successfully meeting eligibility criteria established in the guidelines for each program.

Funding Restrictions and Allowable Costs

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.

Examples of allowable costs for Upstart:
- Consultants working on time-limited capacity building projects;
- Collateral materials relating to implementation of approved work plan projects;
- Hardware and software related to operations;
- Professional development trainings; and,
- Operating reserves.

Examples of unallowable costs for Upstart:
- Salaries for permanent positions;
- Artistic programming and equipment expenses;
- Overhead and maintenance;
- Food and beverages;
- Regranting or sub-granting the funds;
- Tuition and scholarships;
- Costs related to fundraisers and special events;
- Travel not directly related to the execution of the project; and,
- College tuition or to fund universities, foreign governments, or DC government agencies, including DC Public Schools.

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

Technical Assistance and Workshops

CAH staff members are available to help develop grant applications through group and individual technical assistance. In May 2017, CAH will conduct free workshops for participants to learn useful information about the agency's funding opportunities and how to submit a grant application. More information about the dates and times of these workshops may be found at www.dcarts.dc.gov under Grant Writing Assistance. **Applicants are required to attend these workshops.** In addition, CAH staff members are available for 30-minute appointments up to one week before the deadline.

Workshops will take place at the offices of the DC Commission on the Arts and Humanities and locations throughout DC. **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. Be sure to bring photo identification when you arrive. Call 202.724.5613 for additional information and workshop confirmation.

FY 2018 Workshops will be located at:
DC Commission on the Arts and Humanities
200 I (Eye) Street SE, Suite 1400
Washington, DC 20003
Office of the Deputy Mayor for Greater Economic Opportunity (DMGEO)
2235 Shannon Place SE, Suite 3040
Washington, DC 20020

Day & Date	Time	Program	Location
Friday, April 28, 2017	2:30pm - 3:30pm	Live web chat with grants team	Online
Tuesday, May 2, 2017	1:00pm - 2:00pm	DataArts orientation	culturaldata.org
Thursday, May 4, 2017	9:00am - 11:00am	Open Hours	DMGEO
Friday, May 5, 2017	2:30pm - 3:30pm	Live web chat with grants team	Online
Monday, May 8, 2017	9:00am - 11:00am	Open Hours	DMGEO
Tuesday, May 9, 2017	6:00pm - 7:30pm	Upstart	CAH
Friday, May 12, 2017	2:30pm - 3:30pm	Live web chat with grants team	Online
Saturday, May 13, 2017	10:00am - 12:00pm	Open Hours	CAH
Tuesday, May 16, 2017	1:00pm - 2:30pm	Upstart	DMGEO
Thursday, May 18, 2017	11:00am - 12:30pm	Upstart	CAH
Friday, May 19, 2017	2:30pm - 3:30pm	Live web chat with grants team	Online
Saturday, May 20, 2017	10:00am - 12:00pm	Open Hours	CAH
Tuesday, June 6, 2017	1:00pm - 2:00pm	DataArts orientation	culturaldata.org

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.

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

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

To learn more about DataArts, visit this link to view additional videos and previously recorded training webinars.

The DataArts funder's report is a required document for Upstart application. The DataArts Funder's report for CAH will include three years of data.

Application Process

All of the FY18 grant program guidelines are available online at www.dcarts.dc.gov. CAH utilizes an online grant portal. If an applicant requires assistance with online access they may contact the agency for support. All applications must be submitted online by 4:00pm on the deadline date. Incomplete or late applications, or applications which do not follow the instructions, will be ineligible for review and funding. The grant period is from October 1, 2017 to September 30, 2018. Grant funds may not be used for activities that occur outside these dates. CAH will not accept mailed, emailed or hand-delivered copies of grant applications unless approved prior to the grant deadline as a reasonable accommodation request from applicants with disabilities. To request a reasonable accommodation, contact Kali Wasenko at 202-724-5613 or kali.wasenko@dc.gov.

Grant Application Procedure

1.Review the "FY18 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, then go to the Grants tab and select the Grant Application Portal to register:

- To reset the password select "Forgot your password?"

3. Once logged in, applicants must select the desired grant program(s);

4. Complete the application questions and the additional financial requirements;

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

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

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

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

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
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 including: Arts and Humanities Content with District Impact and Engagement; Financial Capacity, Management and Sustainability; and Organizational Capacity Readiness. The evaluation criteria are specific to each grant program and listed in each grant program's guidelines. The application process is competitive and subject to the availability of funds. Applicants may not request or receive funding for the same project activities through more than one Commission grant program or grant category.

Once an application has been successfully submitted, a grant manager will review each submission for eligibility and completeness. Receiving an automated confirmation of the applicant's submission does not guarantee the application's eligibility or recommendation for funding.

CAH selects advisory review panelists for each grant program to rank and score applications. Panelists are arts, humanities and/or business professionals, independent of CAH, who ensure that CAH provides programs and services that meet the needs of the District. All eligible applications will be forwarded to the advisory review panelists for evaluation and scoring based on the published criteria. Panelists will conduct a thorough review, and then convene as a group to discuss the applications and finalize scores. The Certificate of Clean Hands, Arrest and Conviction Statement, and other compliance documents will not be viewed by panelists, and are used by CAH staff for agency purposes only.

FY18 Upstart applicants' financial materials may be reviewed by a third party financial evaluator.

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

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

To nominate a person to serve on CAH's advisory review panels, see CAH's FY 2018 Call for Panelists.

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 FY18 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. FY18 grantees with unfulfilled reporting in any funding program as of Monday, October 16, 2017 are ineligible to receive additional awards from CAH.

Risk Management and Performance Monitoring

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 FY18 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 the Upstart program, or clarification about accessibility requirements, work sample submissions and the grant making process, please refer to the Guide to Grants or contact Grants Programs Manager Benjamen Douglas at benjamen.douglas@dc.gov or 202-724-5613.

FY 2018
Upstart
Review Criteria

Arts and Humanities Content and District Impact and Engagement 40%
- The applicant meets the requirement of having the arts, humanities and/or arts education as its primary function;
- The applicant's work sample and support materials (brochures, articles, letters of support, etc.) demonstrate high standards of excellence within the chosen discipline(s);
- The applicant provides a substantial level of arts and humanities activities to DC-based audiences;
- The applicant demonstrates it can measure levels of outreach and impact for DC-based audiences; and,
- The applicant's arts and humanities activities and services are accessible.

Financial Capacity, Management and Sustainability 30%
- The applicant demonstrates the internal capacity to administer the grant and has appropriate financial monitoring systems in place to track expenditures;
- The applicant's budget information is detailed, accurate, feasible and directly related to the grant request. All proposed items are eligible expenses under the grant; and,
- The applicant clearly demonstrates the ability to attract the financial support necessary to sustain the activities and match required funds, if applicable.

Organizational Capacity Readiness 30%
- The applicant is sufficiently stable, in terms of managerial expertise, organizational capacity and financial status, to implement the proposed request;
- The organization employs at least one full-time paid professional staff member, compensated at levels consistent with position responsibilities;
- The organization has made efforts to conduct a strategic plan, or if not, understands the benefits of strategic planning; and,
- The organization demonstrates proper oversight with a committed Board of Directors with well-rounded expertise.

FY 2018
Upstart
Application Checklist

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

MANDATORY DOCUMENTS

o   Work Sample(s) – see Guide to Grants for more information on Work Sample Requirements. *Flyers and brochures DO NOT count as work samples.*

o   Support Material – up to six additional items, e.g., publicity, letters of support, programs, brochures, evaluations, strategic plans, etc.

o   Resume(s) of key personnel involved in the project, such as key administrative staff

o   List of current board of directors, including officers, occupations and term limits

o   Current Organizational Budget

o   Profit-and-Loss Statement from most recently completed fiscal quarter

o   Balance Statement from most recently completed fiscal year

o   2016 Data Arts Funders Report – This should include three years of data with 2016 as the most recent year.

o   Signed W-9 (No post office boxes. Must match addresses in the portal.)

o   IRS Letter of 501(c)(3) Determination

o   District of Columbia Certificate of Incorporation

o   Clean Hands Certification

o   Arrest and Conviction Statement

o   Statement of Certification

o   Certification of Insurance

FAILURE TO SUBMIT MANDATORY DOCUMENTS WILL AUTOMATICALLY RESULT IN DISQUALIFICATION.

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:

- **Section 1 - Work sample**
- **Section 2 - Support materials**
- **Section 3 - Résumé(s) of key personnel**
- **Section 4 – General suggestions from CAH staff**

Of these, the work sample carries the most weight because it must contain the clearest depiction of the applicant's best work(s) of art and/or humanities. All applicants must submit arts and/or humanities work samples or demonstration of content of services provided to artists and humanities practitioners.

To further assist the applicant in submitting strong artistic content with an application, general suggestions are provided in Section 4 (below).

Section 1 - Work Samples
Work samples are critical to each application and are carefully considered during application review. CAH strongly recommends that applicants pay close attention to the content of work sample submissions.

The guidelines on what to submit within a work sample submission depend on the grant application. Applicants must adhere to the work sample requirements below in order to be eligible for consideration.

Work samples must be no more than two (2) years old from the date of submission. Submitting older work samples will render the application ineligible for funding consideration.

Arts Education

	Includes video and audio excerpts, writing samples and student art work. Syllabi and lesson plans should be included in support materials, unless created by teaching artists and teachers in professional development projects.
	Educational materials are also acceptable alongside the artistic work sample.

Crafts

	Individuals - Submit digital images of ten (10) different works
	Organizations - Submit twenty (20) digital images of different works
	Applicants must create an Image Identification List of the images uploaded and should arrange the list in the order of viewing preference Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.

Dance

	Submit up to two (2) video recordings of performances.
	Submit an ensemble selection unless the applicant is a soloist or the project involves a solo.

Design Arts

	Individuals - Submit digital images of ten different works
	Organizations - Submit twenty (20) digital images of different works
	Applicants must create an Image Identification List of the images uploaded and should arrange the list in the order of viewing preference; Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.

Interdisciplinary

	Individuals and organizations must submit up to ten (10) digital images or up to two audio/video recordings demonstrating the integration of disciplines in the work.

Literature (Includes poetry, fiction, creative writing, screenwriting, spoken word, etc.)	
Fiction and Creative Nonfiction Writing	Applicants must submit between ten and twenty (10-20) pages from no more than three (3) short works, or a portion from no more than two larger works up to 20 pages.
	Applicants must label the work(s) as fiction or nonfiction.
	If the work is an excerpt, applicant should include a one-page statement in the manuscript about where it fits into the whole to orient the reviewers.
Poetry	Submit 10-15 pages of poetry from no fewer than five (5) poems, not to exceed ten (10) poems.
	Shorter poems should be printed one (1) to a page.
Spoken Word	In addition to the Poetry requirements above, submit video recordings of three (3) contrasting pieces.
Media Arts	
Film, Video, Radio	Applicants must submit up to two (2) audio/video recordings of completed work or work-in-progress.
Multi-disciplinary	
	Provide the required work samples (as described herein) for two (2) (minimum) or three (3) (maximum) of the artistic disciplines that are relevant to the grant request.
Music	
	Applicants must submit up to three (3) audio/video recordings.
	Selections must not exceed five (5) minutes.
	Upload each selection in a separate file.
Photography	
	Individuals - Submit digital images of ten (10) different works.
	Organizations - Submit twenty (20) digital images of different works.
	Applicants must create an Image Identification List of the images uploaded and should arrange the list in the order of viewing preference; Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.

Theatre

Actors	Submit video recordings of two (2) contrasting monologues.
	Still images of productions are prohibited.
Costume, Lighting, or Set Designers	Submit up to three (3) videos of up to five minutes, and/or (3) still images that best showcase the designer's work.
Directors	Submit a copy of a one to three (1-3) page concept statement of a recently directed play.
Organizations	Submit up to two (2) video recordings of performances.
	Digital images of productions are prohibited.
	Playbills and programs are prohibited as work samples. However, they may be included as support material.
Playwrights	See LITERATURE, above.
Sound Designers	Submit up to three (3) audio recordings.

Visual Arts

	Individuals - Submit digital images of ten (10) different works.
	Organizations - Submit twenty (20) digital images of different works.
	Applicants must create an Image Identification List of the images uploaded and should arrange the list in the order of viewing preference; Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.

Art Bank: The Washingtonia Collection
(Fine Art Acquisitions)

	This cycle is open to District of Columbia resident artists only.
	Individuals – Submit digital images of up to five (5) works of art available for purchase acquisition by CAH
	District Galleries and organizations- Submit images of up to ten (10) works of art by DC resident artists

Section 2 - Support Materials

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

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

Assessment and Evaluations

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

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

Assessment and Evaluation Design

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

Section 3 - Résumés of Key Personnel

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

Section 4 - General Suggestions from CAH Staff

When creating and preparing work samples, support materials and résumés, CAH recommends considering the following:
- Make sure that you can see and play all of your work samples in the application before submitting. If you cannot see or play it, then panelists will not be able to see or play it.
- Select recent, high quality samples that relate as directly to the application as possible.

- Uploaded pictures should be JPGs with the resolution of at least 72 dpi and should not exceed 20MB in size.
- Less is more. Often, adding more than the recommended number of work samples to your application will weaken the application.
- Carefully chosen work samples (pictures, videos, excerpts, etc.) tend to make the biggest impact and create the strongest artistic impression.
- Advisory review panelists are required to review each applicant's work samples; however, they are not guaranteed to review multiple work samples within the same application.
- Each work sample and document must be labeled clearly so that panelists can identify what they are reviewing
- For project-based grants, if you have conducted similar projects in the past two years, include samples of work that illustrate the core mission, theme or impact of those projects.
- Panelists must be able to assess the skill level of the artist(s) involved in the work that will be created, exhibited or taught.

For video submission
- Do not send promotional work samples (e.g., highly-edited booking tapes).
- Do not send dark work samples or samples with poor visibility.
- If your video work sample is longer than five minutes, please note where you would like panelists to begin viewing (e.g. 5:35:00).

For online materials and website:
- A website is not a sufficient work sample. Only submit a website that is an essential part of the project.
- Provide all passwords or include any necessary information required to view your work sample, such as plug-ins or navigation paths.
- Be sure that the links to websites or online materials are fully functioning and maintained throughout the year. An inoperative link to a website containing your work sample will negatively affect your application. CAH is not responsible for any material outside of the online grants portal.

DC COMMISSION ON THE ARTS & HUMANITIES

ADDENDUM B:
DATAARTS

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

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

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

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

Please direct questions concerning the DataArts Funder Report to:

DataArts Help Desk:
Toll Free: 1-855-223-2237 (1-855-22-DCCDP)
Email: help@DCculturaldata.org
The Help Desk is available Monday – Friday from 9:00am – 5:00pm DCST.