FY 2018
DISTRICT ARTS AND
HUMANITIES INITIATIVE:
FIELD TRIP EXPERIENCES
GUIDELINES

Applicants may submit one (1) District Arts and Humanities Initiative application per grant cycle

Organizations may request up to $75,000
Deadline: Friday, July 21, 2017 at 4:00PM EDT

Government of the District of Columbia
Commission on the Arts and Humanities
200 I (Eye) Street, SE, Suite 1400
Washington, DC 20003
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</table>
NOTICE: It is critical that applicants review this entire guidelines packet prior to submitting an application for this grant program. For questions or additional information, please contact the Commission on the Arts and Humanities (CAH). Conformance to all requirements in this application (and the online portal) is required and strictly enforced. It is the responsibility of each applicant to ensure information is complete and accurate. Applications that do not comply with these instructions may be delayed or not accepted for review.

FY 2018
Funding Title: District Arts and Humanities Initiative: Field Trip Experiences

RFA ID: FY 2018.DAHI.1

Key Dates

Application Release Date: Monday, June 19, 2017

Application Submission Deadline: Friday, July 21, 2017 at 4:00PM EDT
Submit the application no later than 4:00PM Eastern Daylight Time. The portal for submission will close promptly at 4:00PM. Late submissions will not be accepted for this funding opportunity.

Applicants are encouraged to apply early to allow adequate time to make corrections, review work and upload materials during the submission process by the due date.

Grants are competitive. Funding for this program is authorized from: District Arts and Humanities Initiative (DAHI) Grant Program. Organizations may apply for up to $75,000.
Introduction to CAH

The District of Columbia Commission on the Arts and Humanities (CAH) seeks grant applications from qualified arts, humanities and arts education organizations and program providers whose function is to present exemplary programs in arts education.

Background

The DC Commission on the Arts and Humanities (CAH) announces the availability of the District Arts and Humanities Initiative: Field Trip Experiences Grant Program for fiscal year 2018. Grants will be awarded to support non-profit, 501(c)(3) tax exempt, arts and humanities organizations offering comprehensive field trip experiences for students in the District of Columbia’s public schools. Funding may be used to support the cost of field trip tickets, associated transportation costs, professional development opportunities for classroom educators, and/or pre/post-field trip workshops for students. Funding may also be allocated to necessary personnel support for the planning and implementation of the program.

Initiative Objectives

Applications should target the provision of new or expanded field trip experiences for students. FY 2018 Heritage and Horizon grantees may increase the number of field trips offered or the total number of students served. They may also expand their current field trip opportunities to include complementary workshops around the field trips to students and teachers. Organizations may submit one application to the grant program and must target one grade grouping. The following grade groupings are aligned with DCPS’ curricular framework for music and visual arts. Deviations from these guidelines will render applications disqualified and will not be accepted for review:

<table>
<thead>
<tr>
<th>Grade Grouping</th>
<th>Field Trip Discipline Focus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten – 2nd Grade</td>
<td>Dance or Music or Theatre</td>
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<tr>
<td>3rd Grade – 5th Grade</td>
<td>Music or Visual Arts</td>
</tr>
<tr>
<td>6th Grade – 8th Grade</td>
<td>Dance or Film or Visual Arts</td>
</tr>
<tr>
<td>9th Grade – 12th Grade</td>
<td>Film or Theatre</td>
</tr>
</tbody>
</table>

All programming is to be delivered between the grant award notification date and September 30, 2018.

CAH’s District Arts and Humanities Initiative: Field Trip Experiences grant program is not a matching grant program. Funding must be spent within CAH’s FY 2018 period (October 1, 2017 to September 30, 2018).
Field Trip Experiences Goals

- Provide access to comprehensive arts and humanities field trip experiences that advance student achievement in the District of Columbia;
- Create a strategic approach to the planning and delivery of field trip experiences and associated programming to students and teachers;
- Make authentic connections to curricular content / themes across targeted grade levels in collaboration with appropriate personnel at DCPS and DCPCS;
- Encourage collaboration between arts and humanities organizations and create the opportunity to build a “community of practice” between organizations within their discipline of specialty;
- Foster new relationships between arts and humanities organizations and public schools across the city; and,
- Demonstrate measurable impact of field trip experiences and associated programming on participating students and teachers.

Successful Field Trip Experiences Applications

CAH recommends organizations submitting applications have a strong programmatic plan for the delivery of the components of their proposal;

- Applications should include a comprehensive overview of the scope of their program delivery to-date, if applicable. Programmatic details should include numbers of teachers and students served and their respective grades;
- Applications should provide evidence of authentic connections to curricular themes in both arts or humanities and non-arts or humanities content for targeted grade level(s);
- Applications should include sample syllabi / lesson plans for any professional development or workshops included in the scope of the application. Evidence of useful tools and strategies for classroom teachers to embed in their teaching practice should be included as part of any work samples or plans;
- Applications may include testimonies from teachers, principals, parents / caregivers and students to support the success of field trip experiences, and associated programs, delivered by their organizations;
- Applications should demonstrate evidence of student engagement in the activities offered as part of the program;
- Applicants are encouraged to consider partnering with another arts or humanities organization to craft an inter-disciplinary scope of work; and,
- Applications should demonstrate the organizational capacity to manage and deliver the scope of the proposed program.
Eligibility Requirements

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

- Be incorporated as a nonprofit, with a designated tax exempt status under section 501(c)(3) of the United States Internal Revenue Code, or as stipulated in the particular grant program guidelines, as well as incorporated within the District of Columbia;
- Have their Federal and DC tax exempt status (subject to DCRA verification) in good standing for one year prior to the application deadline;
- Have principal offices that are located in the District of Columbia, as demonstrated by the address on the organization’s official 990 document. Post Office boxes and the addresses of board members or volunteers may not be used as a primary business address;
- Have a commitment to provide arts and humanities education programs to the residents of Washington, DC. At least fifty-one percent (51%) of the organization’s arts and humanities activities should occur within the District of Columbia;
- Be in good standing with CAH and the District of Columbia government. Applicants with incomplete or delinquent reports, in any funding program, as of Monday, October 16, 2017, are ineligible to receive an award from CAH in FY 2018;
- Not use fiscal agents;
- Not be colleges, universities, foreign governments or other DC government agencies, including DC Public Schools;
- Propose “stand-alone” projects that are not combined with the application of another organization; and,
- Submit a Clean Hands certificate, signed Arrest and Conviction Statement, completed and signed Statement of Certification, Certificate of insurance as well as other documents specified in the guidelines.

Organizations awarded funds in the FY 2018 General Operating Support (GOS) Grant Program are eligible to apply, but only if they can demonstrate their Field Trip Experiences project scope has not been funded in part or in full through the FY 2018 GOS Grant Program.

Public Charter Schools are also eligible to apply.

All eligible applications are reviewed through a competitive process. The Request for Applications (RFA) will be available electronically beginning June 19, 2017 on the CAH website at http://dcarts.dc.gov/. Applicants must apply online. The deadline for receipt of completed applications is July 21, 2017 at 4:00PM EDT.
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 appropriate expenditures.

Examples of allowable costs:
- Salaries for arts educators for nonprofit organizations;
- Teaching artists / consultants;
- Travel and transportation directly related to project implementation;
- Materials, supplies and equipment purchases no more than 25% of the award that are directly related to project implementation; and,
- Overhead, maintenance and administration not exceeding 35% of the grant and match, as long as the entity is not a Public Charter School or Parent Teacher Association.

Examples of unallowable costs:
- Overhead, maintenance and administration exceeding 35% of the grant and match;
- Food and beverages;
- Operational reserves;
- Tuition and scholarships;
- Sub-granting or re-granting of CAH funds;
- Costs related to fundraisers and special events;
- Pieces of equipment that exceed 25% of the grant award;
- Expenses not directly related to the execution of the project; and,
- Funding to universities, foreign governments or DC government agencies, including DCPS.

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. 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.dcartsdcgov under Grant Writing Assistance. CAH staff members are also available for 30-minute appointments up to one week before the deadline, as schedules allow.

Workshop dates, times and locations listed below are subject to change. All workshops are free and open to the public; however, participants are encouraged to RSVP. Photo identification
is required for in-person workshops. Call 202-724-5613 for additional information and workshop confirmation. **Workshop attendance is required.**

<table>
<thead>
<tr>
<th>Location</th>
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</table>
| DC Commission on the Arts and Humanities (CAH)  
 200 I (Eye) Street SE, Suite 1400  
 Washington, DC 20003 |

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Topic</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, June 27, 2017</td>
<td>1:00pm - 2:30pm</td>
<td>Field Trip Experiences</td>
<td>CAH</td>
</tr>
<tr>
<td>Thursday, July 6, 2017</td>
<td>2:30pm - 4:00am</td>
<td>Field Trip Experiences</td>
<td>CAH</td>
</tr>
</tbody>
</table>

**Applicant Assistance**
CAH staff members are available to meet with applicants to discuss strategies that may strengthen their applications. 30-minute appointments with CAH staff are available with advance notice at the CAH offices up to one week before the deadline. CAH encourages applicants to contact the appropriate program manager well in advance to schedule an appointment and to 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. The DataArts Funder Report is not required for Field Trip Experiences applications. Applicants should submit their organization’s most recent 990 as part of their application.

**Application Process**

All of the FY 2018 grant program guidelines are available online at [www.dcarts.dc.gov](http://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](mailto:kali.wasenko@dc.gov).

**Grant Application Procedure**
1. Read CAH’s “FY 2018 Guide to Grants,” which may be obtained online at: [www.dcarts.dc.gov](http://www.dcarts.dc.gov), and this grant guideline thoroughly.
2. Ensure eligibility of the applicant, project and project activities;

3. Visit www.dcarts.dc.gov and go to the Grants tab. Select the Grant Application Portal to register to sign up and log in:

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

   Once logged in, select the desired grant program(s);

4. Complete application questionnaire and provide budget/budget narrative information;

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

6. Submit the application no later than 4:00PM Eastern Daylight Time on the grant program’s deadline date. The portal for submission will close promptly at 4:00PM. Late submissions will not be accepted for this funding opportunity.

   **Applicants are encouraged to apply early to allow adequate time to make corrections, review work, and upload materials during the submission process by the due 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

**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 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 main criteria: Artistic and Arts / Humanities Education Content, Community Impact and Engagement, and Organizational Financial Capacity, Management and Sustainability (see below).

Applicants are responsible for the content of their application information and materials. Disqualified or incomplete applications will not be forwarded to the Advisory Review Panel for consideration.

CAH selects advisory review panelists for each grant program to score applications. Panelists are arts, humanities,, arts education, and non-profit service or administration, 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 independently conduct a review of the application materials and may pre-score the application based on an established range of scoring. Panelists then convene as a group to deliberate on the applications and finalize their unique scores against the predetermined criteria. Scores are then submitted to the agency for funding formulation in accordance with grant budget allotment and presented to the Board of Commissioner for review final deliberation, and determination of grant awards.

The Certificate of Clean Hands, Arrest and Conviction Statement, and other compliance documents will not be viewed by panelists, and are used by CAH staff for agency purposes only.

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

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.

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 FY2018 grant recipients register for direct deposit by completing an Automated Clearing House (ACH) Vendor Payment Enrollment Form. The ACH Form can be found on the CAH website at Managing Grant Award.

CAH reserves the right to rescind any and all grant awards for non-compliance with grant guidelines, policies and regulations, at any time. FY 2018 grantees with unfulfilled reporting in any funding program as of close of business on Monday, October 16, 2017 are ineligible to receive additional awards from CAH.

**Risk Management and Performance Monitoring**

All grant recipients are subject to risk assessments and monitoring requirements as outlined in the City-Wide Grants Manual and Sourcebook from the Office of Partnerships and Grants Services (OPGS). CAH has established standards for grantees in making determinations of demonstrated performance prior to the award of all grants.
All activities funded by CAH will be monitored and evaluated by staff to assure compliance with all aspects of the District of Columbia’s requirements, which may include evaluating allowable costs, meeting project 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 report will be completed through the online portal. Grantees may access the interim and final report pages through the Manage Grant Award page on the 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 the tax professionals and the IRS.

**Contact Information**

For more information regarding the DAHI: Field Trip Experiences grant program, or clarification about accessibility requirements, work sample submissions and the grant making process, please refer to the Guide to Grants or contact David Markey, Arts Education Coordinator, at david.markey@dc.gov or 202-724-5613.
PROJECT-BASED GRANT

FY 2018
District Arts and Humanities Initiative:
Field Trip Experiences

Review Criteria

Arts Education and / or Humanities Content 40%
- The applicant’s work sample and educational materials (syllabi, lesson plans, rubrics, etc.) demonstrate high standards of artistic, humanities and educational excellence within the chosen discipline(s);
- The described activities advance student learning through the arts and / or humanities;
- The related goals and schedule of planned activities are feasible;
- The applicant uses personnel with demonstrated arts expertise (such as arts administrators, teaching artists, educators, professional artists) to plan and implement content;
- The applicant demonstrates a commitment to hiring DC-based artists and humanities professionals, where applicable, to deliver content (such as arts administrators, teaching artists, educators, professional artists); and,
- The applicant presents effective evaluation methods specific to the project with the desired outcome of improving future activities and services.

District Impact & Engagement 30%
- Applicant directly targets a substantial number of DCPS and DC Public Charter School students within the targeted age /grade grouping;
- The described arts activities are enriching experiences that meet the unique needs of the children and youth of the District of Columbia;
- Applicant partners with similar or complementary organizations to leverage resources for the described activities; and,
- The proposed activities and services are available to, and inclusive of, people with disabilities.

Financial Capacity & Sustainability 30%
- The applicant demonstrates capable management oversight with well-rounded expertise related to their activity;
- The applicant demonstrates artistic expertise, an understanding of curriculum and educational standards to implement the proposed request;
- The applicant demonstrates the internal capacity to administer the grant and has appropriate financial monitoring systems in place to track expenditures; and,
- The applicant’s budget information is detailed, accurate, feasible and directly related to the activities of the grant request. All items to be funded with by the grant award represent eligible expenses within the grant guidelines.
FY 2018
Field Trip Experiences
Application Checklist

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 Field Trip Experiences grant application. Documents must be uploaded prior to the application deadline.

MANDATORY DOCUMENTS

- Application Narrative & Budget Form (Available on CAH’s Website)
- Work samples – 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 Materials - up to six (6) additional items, e.g., curriculum, syllabi, and lesson plans, letter of agreement from project site(s), letters of support, brochures, evaluations, strategic plans, etc.
- Resumes of key personnel involved in the project, such as artistic staff and educators
- Signed W-9 - No Post Office boxes. Must match address in application portal
- IRS Letter of Determination
- FY16 Form 990
- District of Columbia Certificate of Incorporation
- List of current board of directors, including officers, occupations and term limits
- Arrest and Conviction Statement
- Statement of Certification
- Certificate of Insurance
- Certificate of Clean Hands
- ACH Form (if not already on file with CAH)

FAILURE TO SUBMIT MANDATORY DOCUMENTS WILL AUTOMATICALLY RESULT IN DISQUALIFICATION.
The DC Commission on the Arts and Humanities (CAH) values and emphasizes artistic and educational excellence in all grant programs within all disciplines. This section contains detailed information on the CAH’s requirements and suggestions regarding artistic and educational content.

Arts/humanities and educational content is one of several criteria on which an application is reviewed. Other criteria include: District Impact and Engagement, and Financial Capacity, Management and Sustainability. Arts/Humanities and educational content is demonstrated to the Advisory Review Panel through the applicant’s:

- **Section 1 - Work sample;**
- **Section 2 - Support materials;**
- **Section 3 - Résumés of key personnel;** and,

Of these, the work sample carries the most weight because it must contain the clearest depiction of the applicant’s best work(s). All applicants must submit arts/humanities and educational work samples.

To further assist you in submitting strong arts/humanities and educational content with your application, CAH has provided:

- **Section 4 – General suggestions from CAH staff.**

### Section 1 - Work Samples

Work samples are a 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 applicant’s artistic discipline and the nature of the grant request. *Applicants must adhere to the work sample requirements below in order to be eligible for consideration.*

*Work samples must be no more than two years old. Submitting older work samples will make the application ineligible for funding consideration.*
<table>
<thead>
<tr>
<th><strong>Arts Education (multigenerational or adults)</strong></th>
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<tbody>
<tr>
<td>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.</td>
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<tr>
<td>Educational materials are also acceptable alongside the work samples.</td>
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<tr>
<th><strong>Crafts</strong></th>
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<tbody>
<tr>
<td><strong>Individuals</strong> - Submit digital images of ten (10) different works</td>
</tr>
<tr>
<td><strong>Organizations</strong> - Submit twenty (20) digital images of different works</td>
</tr>
<tr>
<td>Applicants must create an image identification list of the images uploaded and should arrange the list in the order of viewing preference. Title the page with the words “Image Identification List” and the applicant’s name. For each image, include the artist’s name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.</td>
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<tr>
<th><strong>Dance</strong></th>
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<tbody>
<tr>
<td>Submit up to two (2) video recordings of performances</td>
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<tr>
<td>Submit an ensemble selection unless the applicant is a soloist or the project involves a solo</td>
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<tr>
<th><strong>Design Arts</strong></th>
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<tbody>
<tr>
<td><strong>Individuals</strong> - Submit digital images of ten different works</td>
</tr>
<tr>
<td><strong>Organizations</strong> - Submit twenty (20) digital images of different works</td>
</tr>
<tr>
<td>Applicants must create an image identification list of the images uploaded and should arrange the list in the order of viewing preference; Title the page with the words “Image Identification List” and the applicant’s name. For each image, include the artist’s name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the image identification list.</td>
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<tr>
<th><strong>Interdisciplinary</strong></th>
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<tbody>
<tr>
<td>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.</td>
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### Literature (e.g. poetry, fiction, creative writing, screenwriting, spoken word, etc.)

<table>
<thead>
<tr>
<th>Category</th>
<th>Requirements</th>
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</table>
| 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

<table>
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<tr>
<th>Category</th>
<th>Requirements</th>
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<tbody>
<tr>
<td>Film, Video, Radio</td>
<td>Applicants must submit up to two (2) audio/video recordings of completed work or work-in-progress.</td>
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### Multi-disciplinary

<table>
<thead>
<tr>
<th>Category</th>
<th>Requirements</th>
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<tbody>
<tr>
<td></td>
<td>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.</td>
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### Music

<table>
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<tr>
<th>Category</th>
<th>Requirements</th>
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|          | 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

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<th>Category</th>
<th>Requirements</th>
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<tbody>
<tr>
<td>Individuals</td>
<td>Submit digital images of ten (10) different works.</td>
</tr>
<tr>
<td>Organizations</td>
<td>Submit twenty (20) digital images of different works.</td>
</tr>
<tr>
<td></td>
<td>Applicants must create an image identification list of the images uploaded and should arrange the list in the order of viewing preference; Title the page with the words “Image Identification List” and the applicant’s name. For each image, include the artist’s name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the image identification list.</td>
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<tr>
<td>Theatre</td>
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<tr>
<td>Actors</td>
<td>Submit video recordings of two (2) contrasting monologues.</td>
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<td></td>
<td>Still images of productions are prohibited.</td>
</tr>
<tr>
<td>Costume, Lighting, or Set Designers</td>
<td>Submit up to three (3) videos of up to five minutes, and/or (3) still images that best showcase the designer’s work.</td>
</tr>
<tr>
<td>Directors</td>
<td>Submit a copy of a one to three (1-3) page concept statement of a recently directed play.</td>
</tr>
<tr>
<td>Organizations</td>
<td>Submit up to two (2) video recordings of performances.</td>
</tr>
<tr>
<td></td>
<td>Digital images of productions are prohibited.</td>
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<tr>
<td></td>
<td>Playbills and programs are prohibited as work samples. However, they may be included as support material.</td>
</tr>
<tr>
<td>Playwrights</td>
<td>See LITERATURE, above.</td>
</tr>
<tr>
<td>Sound Designers</td>
<td>Submit up to three (3) audio recordings.</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Visual Arts</th>
<th></th>
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<tbody>
<tr>
<td>Individuals</td>
<td>Submit digital images of ten (10) different works.</td>
</tr>
<tr>
<td>Organizations</td>
<td>Submit twenty (20) digital images of different works.</td>
</tr>
<tr>
<td></td>
<td>Applicants must create an image identification list of the images uploaded and should arrange the list in the order of viewing preference; Title the page with the words “Image Identification List” and the applicant’s name. For each image, include the artist’s name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.</td>
</tr>
</tbody>
</table>

**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 acquisition by CAH  
District galleries and organizations – Submit images of up to ten (10) works of art by DC resident artists
Section 2 - Support Materials
Support materials are documents that strengthen the application and provide additional information that directly relates to the grant request. Support materials do not take the place of a work sample. They do, however, reinforce the quality of the applicant’s artistic disciplines(s).

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

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

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

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

Section 3 - Résumés of Key Personnel
Another way for the advisory review panel to determine the artistic content of each application is to review the résumés of the key artists, administrators and facilitators involved in the grant activities. The professionals involved in the project determine the capacity of the project and ability for the applicant to effectively create an excellent artistic product and/or experience. Their backgrounds as artists and administrators should be relevant to the project and clearly demonstrated through their professional résumés.

Section 4 - General Suggestions from CAH Staff
When creating and preparing work samples, support materials and résumés, CAH recommends considering the following:
- Applicant should be able to see and play all work samples in the application before submitting. If a sample cannot be played, then panelists will not be able to see or play it.
- Select recent, high quality samples that relate as directly to the application as possible.
- Uploaded pictures should be JPGs with the resolution of at least 72 dpi and should not exceed 20MB in size.
• Adding more than the recommended number of work samples to an application will often weaken it.
• Carefully chosen work samples (pictures, videos, excerpts, etc.) tend to make the biggest impact and create the strongest artistic impression.
• Advisory review panelists are required to review each applicant’s work samples; however, they are not guaranteed to review multiple work samples within the same application.
• Each work sample and document must be labeled clearly so that panelists can identify what they are reviewing.
• For project-based grants, include samples of similar projects completed, to illustrate an ability to execute the proposed project.
• Panelists must be able to assess the skill level of the artist(s) involved in the work that will be created, exhibited or taught.

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

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

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