



**REQUEST FOR APPLICATIONS  
FY 2019  
GENERAL SUPPORT GRANT:  
ARTS AND HUMANITIES FELLOWSHIP  
PROGRAM (AHFP) GUIDELINES**

Applicants may submit one (1) Arts and Humanities Fellowship Program application per grant cycle

**Individuals may request up to \$10,000  
Deadline: Friday, June 1, 2018 at 4:00 pm Eastern Time (ET)**

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 completely for this Request for Applications (RFA) prior to submitting an application for this grant program. For questions or additional information, please contact the Commission on the Arts and Humanities (“CAH”).**

## **GENERAL SUPPORT GRANT: ARTS AND HUMANITIES FELLOWSHIP PROGRAM (AHFP)**

Applicants may submit one (1) Arts and Humanities Fellowship Program application per grant cycle.

### **FY 2019**

#### **Arts and Humanities Fellowship Program (AHFP)**

<b>Release Date:</b>	Monday, April 30, 2018
<b>Application Deadline:</b>	Friday, June 1, 2018 at 4:00 pm ET
<b>Grant Period:</b>	October 1, 2018 – September 20, 2019
<b>Award Amount:</b>	Individuals may receive up to \$10,000 (Maximum Award)

#### **AHFP Grant Overview and Goals**

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The Arts and Humanities Fellowship Program (AHFP) seeks grant applications from qualified individual artists and humanities practitioners who significantly contribute to the District of Columbia as a world-class cultural capital. AHFP recognizes the impact of individual artists and humanities practitioners within the District and supports the vitality that those individuals bring to the local community.

CAH will award select applicants (“grantee”) a grant of funds to support the delivery of their proposed program. Grants funds are applicable only to CAH’s Fiscal Year 2019 (“FY 2019”), which occurs from October 1, 2018 to September 30, 2019, and which is referred to as the “Grant Period” in this document. Grant award funds cover expenses made only within CAH’s Grant Period.

Grants are competitive and applications will be organized for review in cohorts listed under the program description.

By making its AHFP grant awards, CAH endeavors to meet the following goals, and an applicant's submission should offer consideration to these goals:

- Encourage the contributions of individual artists and humanities practitioners to the District. Highlight the professional accomplishments and creative excellence of artists and humanities professionals residing in the District;
- Provide support to individuals who demonstrate exceptional creativity; and,
- Cultivate a city with a dynamic cultural sector and a large contingent of artists and humanities practitioners.

## **Description of AHFP Grant Project Types**

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**AHFP is not a project-based grant and applicants are not required to complete a particular project as part of the fellowship. Funds may be used for many types of expenses.**

**AHFP is open to all arts and humanities disciplines in FY19.** Arts and humanities disciplines may include, but are not limited to: dance, design, folk and traditional arts, literature, media arts, music, theatre, visual arts, as well as other emerging and experimental fields and multi-disciplinary media. **Established as well as emerging artists and humanities practitioners are encouraged to apply.**

Arts and Humanities Fellowship Program has no cash matching requirement. Funds must be spent within CAH's FY19 (October 1, 2018 to September 30, 2019).

## **Successful AHFP Applications**

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Successful AHFP applications:

- Consider how the arts and/or humanities statement connects panelists to work samples.
- Focus on work that has been created, not on work that WILL be created.
- Avoid work samples which make it difficult for panelists to review the quality of the work itself (e.g. low resolution images, audio with unintentional white noise, incomplete material, etc.).

## **Grant Eligibility and Restrictions**

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### **Eligibility Requirements of Applicants:**

- Be legal District of Columbia resident for at least two (2) years prior to the application deadline and must maintain residency during the entire grant period (proof of residency is required);
- Be artists, arts professionals and/or humanities professionals (e.g., presenters, producers and educators), aged 18 or older;
- Have a permanent District of Columbia address, as listed on government issued 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 October 15, 2019, are ineligible to receive an additional award from CAH in FY2019; and,
- Not use fiscal agents.

## Allowable Costs and Funding Restrictions

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As an agency of the Government of the District of Columbia, CAH ensures that its grantmaking funds are expended in a fiscally responsible manner. Unallowable costs include food and beverages.

Individual applicants may receive funds from multiple grant programs. Please note that payments may be taxable under the law. Each grant recipient should consult with a tax professional to determine how payments may impact individual circumstances.

The AHFP grant program manager reviews and approves all expenses before the grant agreement is processed for payment. Grantees with questions regarding allowable costs may contact CAH's grant program manager. The grantee will be responsible for demonstrating the cash match expenses in the interim and final reports.

The grant period is from October 1, 2018 to September 30, 2019. CAH restricts a grantee's grant-funded activity expenses that are beyond the grant period.

## Technical Assistance and Workshops

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CAH staff members are available to assist grant applicants through group or individual technical assistance. CAH staff members will not write applications for applicants. However, CAH staff members are available by appointment (up to thirty (30) minutes) to review application drafts on government business days from application release date through one (1) week prior to the grant application deadline. Applicants may contact CAH at (202) 724-5613 to schedule an application review meeting. For such meetings, CAH requests that the applicant prepare and deliver in advance their full **draft** application proposal and any questions they may have.

CAH conducts free workshops for participants to learn useful information about the agency's funding opportunities and how to submit a grant application. **Workshop dates, times and locations listed below are subject to change.** All workshops are free and open to the public; however, participants are strongly encouraged to RSVP. Photo identification is required to enter CAH and DMGEO offices. More information about the dates and times of these workshops may be found at [www.dccarts.dc.gov](http://www.dccarts.dc.gov) under [Grant Writing Assistance](#), or by calling CAH at 202-724-5613.

Day and Date	Time	Topic	Location
Thursday, May 3	10:00am-11:30am	Open Hours	DMGEO
Thursday, May 3	6:00pm-7:30pm	AHFP	CAH Multipurpose Room
Friday, May 4	2:30pm-3:30pm	All Open Grants	<a href="#">Livechat</a>
Thursday, May 10	12:00pm-1:30pm	AHFP	DMGEO
Friday, May 11	2:30pm-3:30pm	All Open Grants	<a href="#">Livechat</a>

Saturday, May 12	10:00am-2:00pm	<b>Open Hours</b>	CAH
Thursday, May 17	2:30pm-4:00pm	<b>AHFP</b>	DMGEO
Friday, May 18	2:30pm-3:30pm	<b>All Open Grants</b>	<a href="#">Livechat</a>
Saturday, May 19	10:00am-2:00pm	<b>Open Hours</b>	CAH
Friday, May 25	2:30pm-3:30pm	<b>All Open Grants</b>	<a href="#">Livechat</a>

On Fridays during the application window, grants staff will be available for online live chats, may be accessed by visiting <https://dcarts.dc.gov/livechat>.

**FY 2019 Arts and Humanities Fellowship Program Workshops are held 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

## Grant Application Process

1. Review the [FY 2019 Guide to Grants](#).
2. Read the RFA guidelines (for the desired grant program) and determine eligibility
3. Go to [Apply for Grants](#) and select [Grant Application Portal](#) to register  
(To reset the password either select “Forgot your password?” or click [here](#))
4. Upon registration, applicants select the desired grant program(s)
5. Complete the application questions, budget and budget narrative data
6. Upload required documents, supplementary material and work samples
7. Double-check the application for thoroughness, clarity and typographical errors
8. **Submit the application by 4:00PM ET on the grant program’s deadline date.**
9. Ensure receipt of grant submission confirmation e-mail (auto-generated by the online portal) by the application deadline.

CAH utilizes an online grant portal to receive grant applications. **All applications must be submitted online by 4:00PM ET, Friday, June 1, 2018.** A confirmation email generates automatically upon submission of the application. Technical issues or failure to receive a confirmation e-mail should be immediately brought to the attention of CAH staff. Incomplete or late applications or applications that

**do not follow the instructions and guidelines are deemed ineligible for review and funding.** CAH does not accept mailed, emailed or hand-delivered copies of grant applications and/or the required attachments. CAH will accept reasonable accommodation requests from applicants with disabilities to submit grant applications via mail, email or hand-delivery. To request a reasonable accommodation, contact Kali Wasenko at 202-724-5613 or [kali.wasenko@dc.gov](mailto:kali.wasenko@dc.gov) and await request approval.

**CAH's grant 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 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 fully responsible for the content of their application materials. An automated confirmation of an applicant's submission does not guarantee an applicant's eligibility, and therefore review by the advisory review panel (see below, "Review Process"). CAH staff is not permitted to make corrections to applications on behalf of applicants. CAH staff reviews applications for completeness and contacts applicants for any incomplete documents within five (5) business days of the deadline. Applicants are then responsible for updating their application within five (5) business days of CAH's notification. Failure to do so will disqualify the application.

- ✓ **REMINDER:** The grant period is from October 1, 2018 to September 30, 2019. Grant funds may not be used for activities that occur outside of this grant period.

## **Application Review Process**

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CAH selects individuals who are arts, humanities and/or business professionals, independent of CAH, to serve as advisory review panelists for each grant program. The role of a panelist is to review and score an eligible application's content to the established grant program review criteria. Panelists participate in a group review of CAH grant applications, according to their cohort, to discuss and comment on the merits and deficiencies of applications and finalize their application-related scores in the presence of CAH staff and Commissioner Conveners.

CAH staff, Commissioner Conveners and panelists are to remain impartial in their review of CAH grant applications. CAH ensures that all involved recuse themselves from review of any application that presents a personal or professional conflict of interest (or the appearance of a conflict of interest).

CAH's grant application evaluation process takes into consideration general standards of decency and respect for the diverse beliefs and values of the American public consistent with [The National Foundation on the Arts and Humanities Act](#), as amended in 1990. For more information regarding the grant review process please visit the [Guide to Grants](#). To volunteer or nominate a person to serve as an advisory review panelist for a grant program, see CAH's [FY 2019 Call for Panelists](#).

## **Notification and Payment of Grant Awards**

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CAH will notify applicants of this grant program as to the results of their application by Monday, October 1, 2018 via (1) letter of conditional grant award, (2) letter of intention to award, (3) letter of ineligibility or a (4) letter of denial.

For award recipients, the date of CAH grant award payment disbursement(s) is subject to the availability of funds and the processing of required documentation. CAH staff will advise grant award recipients on the payment disbursement process on or after October 1, 2018. CAH does not disburse grant award payments through its office. However, in collaboration with other District of Columbia government agencies, and in a timely manner, CAH processes the grant award payment requests for grantees. To expedite grant award payments, CAH advises grantees to register to receive a direct deposit for the grant award, by completing an Automated Clearing House (ACH) Vendor Payment Enrollment Form. The ACH Form may be found on CAH's website at [Managing Grant Awards](#).

## Live Work Samples

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Applicants with eligible applications will be divided into cohorts based on applicant discipline. Applicants with eligible and complete applications in performing arts cohorts will be invited to perform for the panel. Once a grant application has been submitted and reviewed for eligibility, CAH staff will contact applicants to schedule live work samples. The live work sample is designed to complement or supplement the online submission. In the event that an applicant wishes to present a live sample but is unable to attend, they may submit a pre-recorded live sample for the panelists to review at the time they review the application on panel day. All live work samples for performing arts cohort applicants will take place the same day on which the panel convenes.

Discipline	Date
Theatre	July 16 and 23, 2018
Music	July 18 and 19, 2018
Humanities	August 1 and 2, 2018
Dance	August 8, 2018

Applicants with eligible and complete applications in visual arts cohorts will be invited to participate in a group exhibition. The exhibition is scheduled to open on July 2, 2018. Details including artwork drop off and pick up dates will be shared after applications have been received.

### FY19 AHFP Applicant Visual Arts Exhibition Requirements:

- Two and three-dimensional works including, but not limited to prints, drawings, mixed media compositions, paintings, photographs, ceramics and moveable sculptures will be accepted. Works should not exceed 48-inches in any direction, including frame, or 50 pounds.
- All works must be framed and ready to hang upon delivery. If installation instructions are required, artist must include them on the form.
- If work requires a technological component, artist must provide appropriate equipment such as monitors, cables, projectors, headphones and adapters.
- Label all artwork on the back or bottom with the artist name, artwork title and contact information.
- If sculpture in the round requires a pedestal, it is the artist's responsibility to provide a plain white, matte pedestal of appropriate size. Label the inside of the pedestal with the artist's



name and contact information. CAH will not be held responsible for any failures of the pedestal to adequately support the work.

- Participant artists must carry their own insurance and/or riders, to cover any potential loss or damage to the loaned artwork and related materials during the exhibition period. CAH cannot be held responsible for any damage, theft or photography of work by gallery visitors. Visitor photography, outside of the opening reception, will be strictly prohibited and enforced to the extent possible by building security.
- Images of submitted artwork will not be replicated for commercial use under any circumstance.

**Installation:**

- The installation will be handled by insured, professional art handlers. All artwork must be ready to hang upon delivery. Any work without proper hanging mechanisms attached to the work is subject to exclusion from exhibition. CAH is responsible for placement of the artwork within the gallery space.

**Please note:**

- Participation by performance or in the exhibit is not mandatory.
- Applicants are encouraged to consider how their work is best represented. If appropriate for the applicant's work, participation in the live work sample or exhibition is recommended.
- Applicants may not contact the venue with questions. All questions should be directed to CAH staff.
- Applicants may not rely on panelists for interaction or participation. However, panelists may opt to participate, if they wish. If the nature of the work is interactive or devised, such as a "fourth wall" would inhibit the ability to represent your work, it may be best to rely on a video of a live performance instead.
- Applicants may not be positioned behind or among the panelists during presentation of the live work sample.
- Dates are subject to change.

## **Conditions of Funding, Reporting Requirements and Grant Rescindment**

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CAH reserves the right to rescind any and all grant awards for non-compliance with CAH grant guidelines, policies or regulations, at any time. FY 2019 grant recipients with unmet reporting obligations regarding any CAH funding program as of close of business on Monday, October 15, 2018 are ineligible to receive additional awards from CAH.

### **Interim and Final Reporting to CAH**

Grant recipients will be required to submit to CAH an Interim Report and a Final Report regarding: (1) the extent to which they met their CAH grant award-related organizational and project goals; and (2) the impact that its funded projects or activities have had on the District of Columbia. The applicants' respective Interim and Final Reports to CAH must also include: (1) a financial report regarding the funded activity that clearly shows how the subject grant funds were used; (2) proof of expenditures and related locations data; (3) the numbers of people and communities served; (4) the number of schools

served (if applicable); and (5) the numbers of local artists and youth engaged. Grant recipients who do not submit Final Reports are ineligible for further CAH funding.

All FY 2019 grant recipients must submit to CAH their respective grant-related Interim Reports by Monday, April 15, 2019, and their grant-related Final Reports by Tuesday, October 15, 2019. All of the above-referenced reports must be completed and submitted to CAH through its online portal. Grant recipients may access the Interim and Final Report forms through the [Managing Grant Awards](#) page on CAH's website.

### **Grant Management and Rescindment**

Grantee agrees that it will include a CAH logo and a credit line in all of its grant-related announcements and promotional materials and that it will make its best efforts to publicly credit CAH's support for the project in all related public events.

CAH has the right to withhold, reduce or rescind a grant award according to the terms and provisions of the grant agreement or if the grantee exercises any of the following:

- Fails to meet deadlines for grant reports;
- Fails to notify CAH of changes in project collaborators or other significant management changes or changes in the project scope;
- Fails to comply with the terms of the grant award contract requirements;
- Fails to demonstrate adequate financial management and oversight of the project; and/or,
- Fails to properly publicly credit CAH's support of the funded project.

### **Citywide Clean Hands (CCH)**

**All grant award recipients must obtain a "Citywide Clean Hands Certification" from the District of Columbia's Office of Tax and Revenue at the time of application and prior to any grant award disbursement throughout the grant period.** The CCH website application supports the "Clean Hands" Mandate (D. C. Code § 47-2862) which stipulates that individuals and businesses are to be denied District goods or services if there is a debt owed to the District of Columbia of more than one hundred dollars (\$100.00) for fees, fines, taxes or penalties. Applicants may visit the following site to obtain more information: <https://ocfocleanhands.dc.gov/cch/>.

### **Legal Compliance**

Federal and District of Columbia law requires all grant applicants to comply with all applicable laws and regulations that regard non-discrimination. The list of those laws and regulations include:

- Title VI of the Civil Rights Act of 1964 (which provides that grant recipients must take adequate steps to ensure that people with limited English proficiency receive the language assistance necessary to afford them meaningful access to grant-related programs, activities and services);
- Title VII of the Civil Rights Act of 1964 (P.L. 88-352) (which prohibits discrimination on the basis of race, color, or national origin);
- Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1686) (which prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794);
- The DC Human Rights Act of 1977; and,

- The Americans with Disabilities Act of 1990 (42 U.S.C. §§12101 - 12213) (which prohibits discrimination on the basis of disabilities).

## Risk Management and Performance Monitoring

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All grantees are subject to risk assessments and monitoring requirements, as outlined in the District's [Citywide Grants Manual and Sourcebook](#) (which is primarily managed by the District's Office of Partnerships and Grant Services (OPGS)). CAH has established standards for grantees to ensure compliance with risk assessment monitoring, and those standards are discussed in greater detail in the applicants' grant agreements with CAH.

Activities funded by CAH will be monitored and evaluated by its staff, to assure compliance with all applicable District of Columbia's statutes, regulations, orders and other requirements. This monitoring process may include site visits, an evaluation of allowable costs, as assessment of efforts to meet projected grant applicant benchmarks, providing proof of expenditures, etc.

All grantees are responsible for reporting their respective grant award(s) as income on federal and local tax returns (in accordance with applicable law) and are strongly encouraged to consult with a tax

## Contact Information

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More information regarding CAH's grant programs, and clarification about related accessibility requirements, work sample submissions and grant making processes can be found in CAH's [Guide to Grants](#).

For discipline-specific questions, please contact:

Dance: <a href="#">Benjamin Douglas</a>	Design Arts: <a href="#">Regan Spurlock</a>
Humanities: <a href="#">Heran Sereke-Brhan</a>	Music: <a href="#">Khalid Randolph</a>
Media Arts: TBD	Theatre: <a href="#">Benjamin Douglas</a>
Teaching Artists: <a href="#">David Markey</a>	Visual Arts: <a href="#">Regan Spurlock</a>

# **FY 2019**

## **GENERAL SUPPORT GRANT: AHFP**

### **Review Criteria**

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#### **Mastery of Form 30%**

- Application and work sample demonstrate exemplary technical capabilities within the chosen discipline; and
- The work has sustained resonance, impact or value.

#### **Conceptual Content 40%**

- Application demonstrates creative and original theories, ideas and/or perceptions; or
- Applicant is a practitioner who holds, preserves, perpetuates and interprets traditional forms.

#### **Cohesion 30%**

- Work sample advances the applicant's artist statement; and,
- Application represents an astute and perceptive body of work expressed with clarity.

## FY 2019

### GENERAL SUPPORT GRANT: AHFP

#### Application Checklist

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The following is a checklist for all mandatory and supplementary documents required for the AHFP application, in addition to the required narrative questions within the online application. Documents must be uploaded as PDFs through CAH's online grant portal prior to the application deadline. Visit [www.dcartools.dc.gov](http://www.dcartools.dc.gov), click on the grants tab, select "Managing Grant Award" to obtain the OPGS Compliance Documents.

#### MANDATORY DOCUMENTS

- o **Work Samples**  
Review "Addendum A: Work Samples and Supplementary Materials" (see page 14).
- o **Support Materials**, i.e., up to six additional items, e.g., publicity, letters of support, programs, brochures, awards, etc.
- o **Applicant's Résumé**
- o **DC Office of Partnerships and Grants (OPGS) compliance documents** (Templates and instructions available at: <http://dcarts.dc.gov/page/managing-grant-awards>)
  - o Arrest and Conviction Statement
  - o Certificate of Clean Hands, dated no more than 30 days prior to the deadline.
  - o Statement of Certification (must be signed at time of application submission).
  - o Signed IRS Form W-9 (Note: Post office boxes are prohibited). Address must match address in grant application portal.



## **Addendum A: Work Samples and Supplementary Materials**

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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 - Résumés 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.

<p><b><i>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.</i></b></p>
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<b>Arts Education (multigenerational or adults)</b>	
	Includes video and audio excerpts, writing samples and student art work. Syllabi and lesson plans should be included in support materials, unless created by teaching artists and teachers in professional development projects.
	Educational materials are also acceptable alongside the artistic work sample.
<b>Crafts</b>	
	Individuals - Submit digital images of up to ten (10) different works
	Organizations - Submit up to twenty (20) digital images of different works
	Applicants must create an image identification list of the images uploaded and should arrange the list in the order of viewing preference. Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.
<b>Dance</b>	
	Submit up to two (2) video recordings of performances
	Submit an ensemble selection unless the applicant is a soloist or the project involves a solo.
<b>Design Arts</b>	
	Individuals - Submit digital images of up to ten (10) different works.
	Organizations - Submit up to twenty (20) digital images of different works.
	Applicants must create an image identification list of the images uploaded and should arrange the list in the order of viewing preference; Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the image identification list.
<b>Humanities (e.g. archaeology, comparative religion, ethics, history museums and historic homes, jurisprudence, language and linguistics, philosophy, etc.)</b>	
	Applicants must submit: Up to three videos of programs that are up to five minutes each; Up to three PDFs of program materials (e.g. self-guided tour materials, live program transcript, lesson plan or script for a docent-led tour); Up to ten images of key objects from the collection, with an image identification list; Up to five screenshots of digital humanities offerings; or up to three PDFs of original scholarship (published or forthcoming works).

<b>Interdisciplinary</b>	
	Individuals and organizations must submit up to ten (10) digital images or up to two (2) audio/video recordings demonstrating the integration of disciplines in the work.
<b>Literature (e.g. poetry, fiction, creative writing, screenwriting, spoken word, etc.)</b>	
Fiction and Creative Nonfiction Writing	Applicants must submit between ten (10) to twenty (20) pages from no more than three (3) short works, or a portion from no more than two (2) larger works up to twenty (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 ten (10) to fifteen (15) pages of poetry from no fewer than five (5) poems, not to exceed ten (10) poems.
	Shorter poems should be printed one (1) to a page.
Spoken Word	In addition to the Poetry requirements above, submit video recordings of three (3) contrasting pieces.
<b>Media Arts</b>	
Film, Video, Radio	Applicants must submit up to two (2) audio/video recordings of completed work or work-in-progress.
<b>Multi-disciplinary</b>	
	Provide the required work samples (as described herein) for two (2) (minimum) or three (3) (maximum) of the artistic disciplines that are relevant to the grant request.
<b>Music</b>	
	Applicants must submit up to three (3) audio/video recordings.
	Selections must not exceed five (5) minutes.
	Upload each selection in a separate file.
<b>Photography</b>	
	Individuals - Submit digital images of ten (10) different works.
	Organizations - Submit twenty (20) digital images of different works.
	Applicants must create an image identification list of the images uploaded and should arrange the list in the order of viewing preference. Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name,



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

Some examples of support materials are:

- Theater/exhibition reviews
- Letters of recommendation
- Certificates
- Sample lesson plans
- Assessments and evaluations
- 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 organization determine the capacity of the organization and ability for the applicant to effectively create an excellent arts and humanities product and/or experience. Their backgrounds as artists and administrators should be relevant to the organization 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; and,
- 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; and,
- 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; and,
- 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 grant portal.

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