



**DC COMMISSION ON
THE ARTS & HUMANITIES**

FY19 Art Bank

Application Instruction Guide

How to Apply

- Follow this link to find the [FY19 Art Bank application](#)
- If this is your first time applying to a CAH opportunity, you will be asked to **Sign Up** in order to create an account and receive a login password

CAH | Grants About Instructions Contact Clean Hands **Support** Sign In or Sign Up

DC COMMISSION ON THE ARTS & HUMANITIES

Guide to Grants

The DC Commission on the Arts & Humanities (CAH) offers several funding programs for individuals and nonprofit organizations located in the District of Columbia. Individuals are not required to provide matching funds. Organizations are only required to provide matching funds as indicated. To find out more information about CAH policies, procedures and programs, read the complete Guide to Grants [here](#). CAH recommends using internet browser Google Chrome for the smoothest applicant experience. You may download Google Chrome by clicking [here](#).

Sign Up today

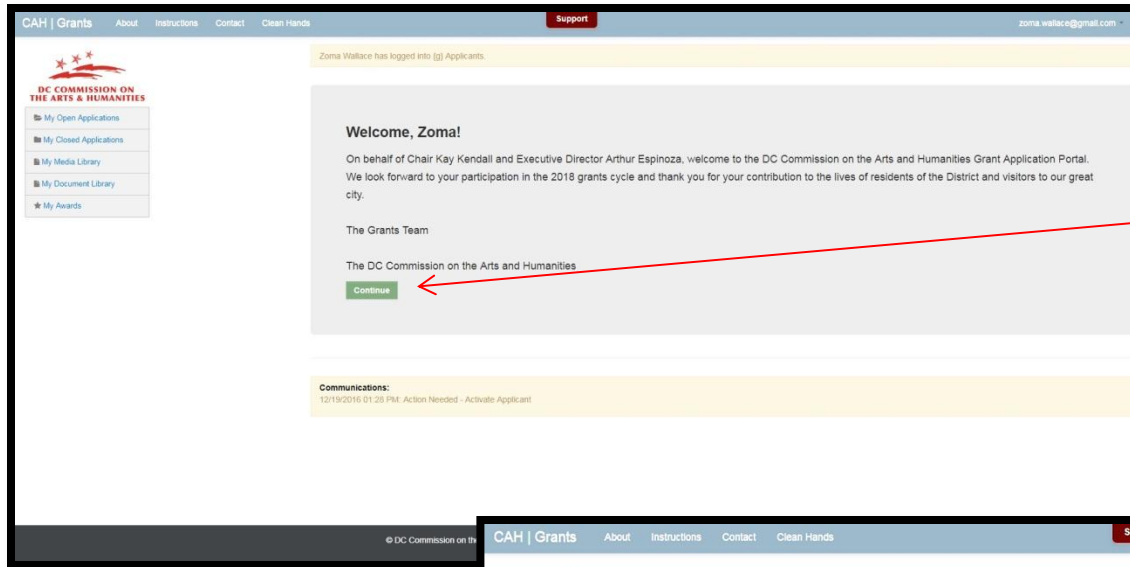
Already have a Login? [Sign In](#)

<h3>Apply Online</h3> <p>This online request is easy and intuitive for first-time applicants. Forms are streamlined and simple to use, ensuring that the application is complete and accurate.</p>	<h3>Track Progress</h3> <p>You don't have to finish your request in a single session. Take your time, gather your information, think about your responses. You can always come back to it before final submission.</p>	<h3>Stay Informed</h3> <p>You will always know the status of your request, and any additional information required of you by the grant-maker. All alerts, to-do's or notifications are on your Dashboard.</p>
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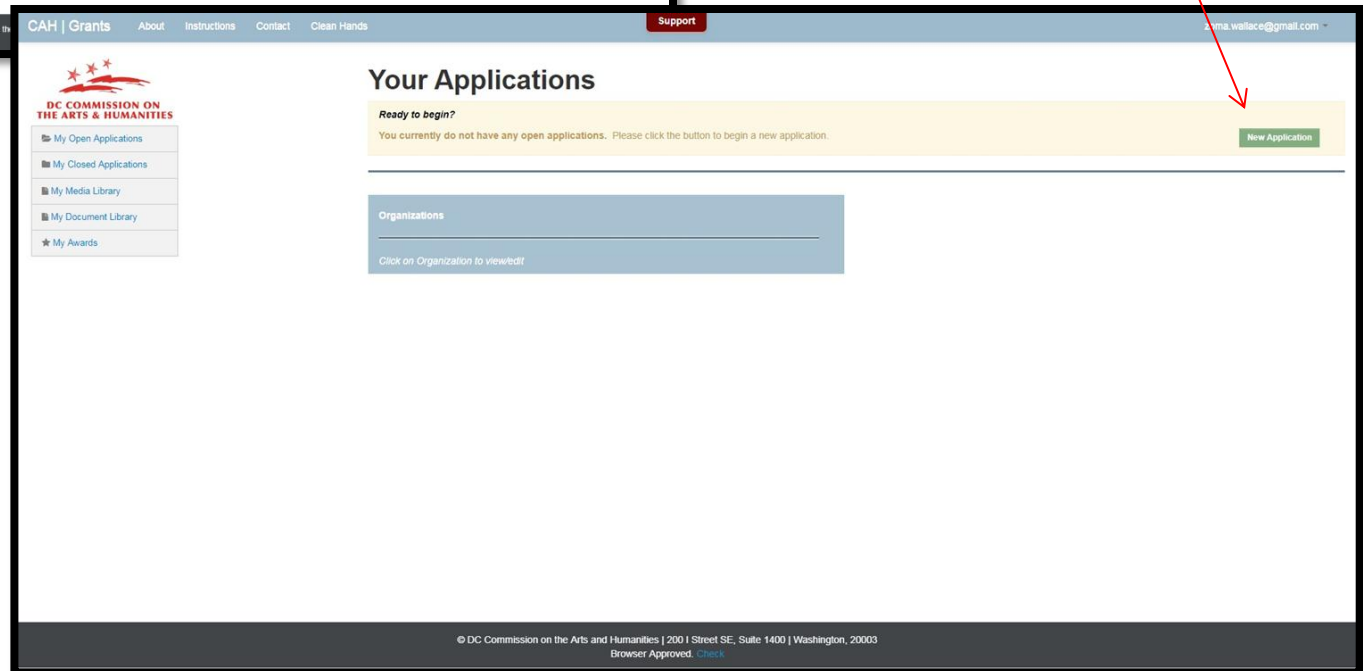
If you already have login information, you can **Sign In** here

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Starting a New Application



- Press the **Continue** button on the welcome page
- And then **New Application** to begin



First Step: Select the Program

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New Request | Select Grant Program

Currently Open Programs
(Select the appropriate button to begin an application)

<input type="radio"/> Arts and Humanities Education Projects (Organization)	Preview
<input type="radio"/> Arts and Humanities Fellowship (Individuals)	Preview
<input type="radio"/> Art Bank (Individuals)	Preview
<input type="radio"/> East of the River (Organization)	Preview
<input type="radio"/> Facilities and Buildings (Organization)	Preview
<input type="radio"/> MuralsDC Project	Preview
<input type="radio"/> Projects Events and Festivals (Individuals)	Preview
<input type="radio"/> Projects Events and Festivals (Organization)	Preview
<input type="radio"/> Sister Cities Grant (Individual)	Preview
<input type="radio"/> Sister Cities Grant (Organizations)	Preview
<input type="radio"/> Testing Only	Preview
<input type="radio"/> Upstart (Organization)	Preview

From the list of Currently Open Programs:

Select **Art Bank (Individuals)** if you are an individual artist

Select **Art Bank (Organizations)** if you are a gallery

At the bottom of this New Request Page, complete the eligibility questionnaire and then press the button labeled **Save and Continue**

Step 2: Work Sample & Uploads

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Request "Request" has been created.

Request | Work Sample & Uploads

Zoma Wallace Art Bank (Individuals)

Work Sample & Uploads Final Review

Media Viewer

Please upload your media files here

Applicants should upload work samples of Photos (JPG, PNG, GIF), Video (MP4), or Audio (MP3) by clicking the "Select or Upload Media Files to Attach" button. Please see Work Sample addendum in the grant program guidelines to find out which work sample format is appropriate for your application. If your work sample(s) are not photo, video, or audio files, please use the Work Sample field below. If you work sample(s) are exclusively photo, video and/or audio files, please upload a placeholder file to the Work Sample field below.

Attach Media From Library

#	Action	Media File
You do not have any media files attached to this request.		

Required Documents

Please upload one document for each of the available options for "Source", as these are required documents. If you uploaded a document that you need to replace, just upload a new document and save this page (save button is located at the bottom left on this page). This will overwrite the previously uploaded file. If requested document is not applicable, upload a PDF saved as "N/A" to be allowed to save and submit your application. Documents are available for download at <http://dcarts.dc.gov/page/managing-grant-awards>

Please upload one document for each of the available options for "Source", as these are required documents. If you uploaded a document that you need to replace, just upload a new document and save this page (save button is located at the bottom left on this page). This will overwrite the previously uploaded file. If the requested document is not applicable, upload a blank PDF or Word Document saved as "N/A" to be allowed to save and submit your application. If you are submitting more than one design to your application (applicants are allowed up to 3 designs) please click the blue button "Add Document" at the top of the list. Select the appropriate document type and upload the required JPEG files for each: Design (Truck Front); Design (Truck Left Side) and Design (Truck Right Side). Required documents are available for download at <http://dcarts.dc.gov/page/managing-grant-awards>

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Begin uploading images of prospective artwork by pressing the grey button labeled **Attach Media From Library**

A window will open allowing you to press the orange button labeled:

Upload New Media File

Select existing Media Files by clicking the File Name Link under the First Column 'FILE' or click the "Upload New Media File" button to upload a new Media File. You may use the items saved in My Media Files in one or more applications. After you have selected all of the media files you want to include, close this window. Please note: after you upload a file, you must click the File Name Link under the First Column 'FILE' to add the file to your application as it does NOT get automatically added after uploading.

Upload New Media File

Search... 

Select existing Media Files by clicking the File Name Link under the First Column 'FILE' or click the "Upload New Media File" button to upload a new Media File. You may use the items saved in My Media Files in one or more applications. After you have selected all of the media files you want to include, close this window. Please note: after you upload a file, you must click the File Name Link under the First Column 'FILE' to add the file to your application as it does NOT get automatically added after uploading.

Click Here when you are done uploading files to see your new media files

- Create a **Description** for the file using the following format:

Artwork Title_Artist Last Name

- Then upload a file by pressing the **Choose File** button
- Once a file has been chosen, press the green **Submit** button
- Repeat this but choosing up to (5) image files for your application

Upload Application Attachments
Photos: JPG, PNG, GIF | Videos: MP4, FLV | Audio: MP3

Description:

Upload File: No file chosen

(or) Youtube Video ID:

(or) Vimeo Video ID:

Step 3: Review Uploaded Files

Click here to view your newly uploaded image files to make sure that each image has successfully been uploaded and that they correspond to your application

Select existing Media Files by clicking the File Name Link under the First Column 'FILE' or click the "Upload New Media File" button to upload a new Media File. You may use the items saved in My Media Files in one or more applications. After you have selected all of the media files you want to include, close this window. Please note: after you upload a file, you must click the File Name Link under the First Column 'FILE' to add the file to your application as it does NOT get automatically added after uploading.

[Click Here when you are done uploading files to see your new media files](#)

Upload Application Attachments
Photos: JPG, PNG, GIF | Videos: MP4, FLV | Audio: MP3

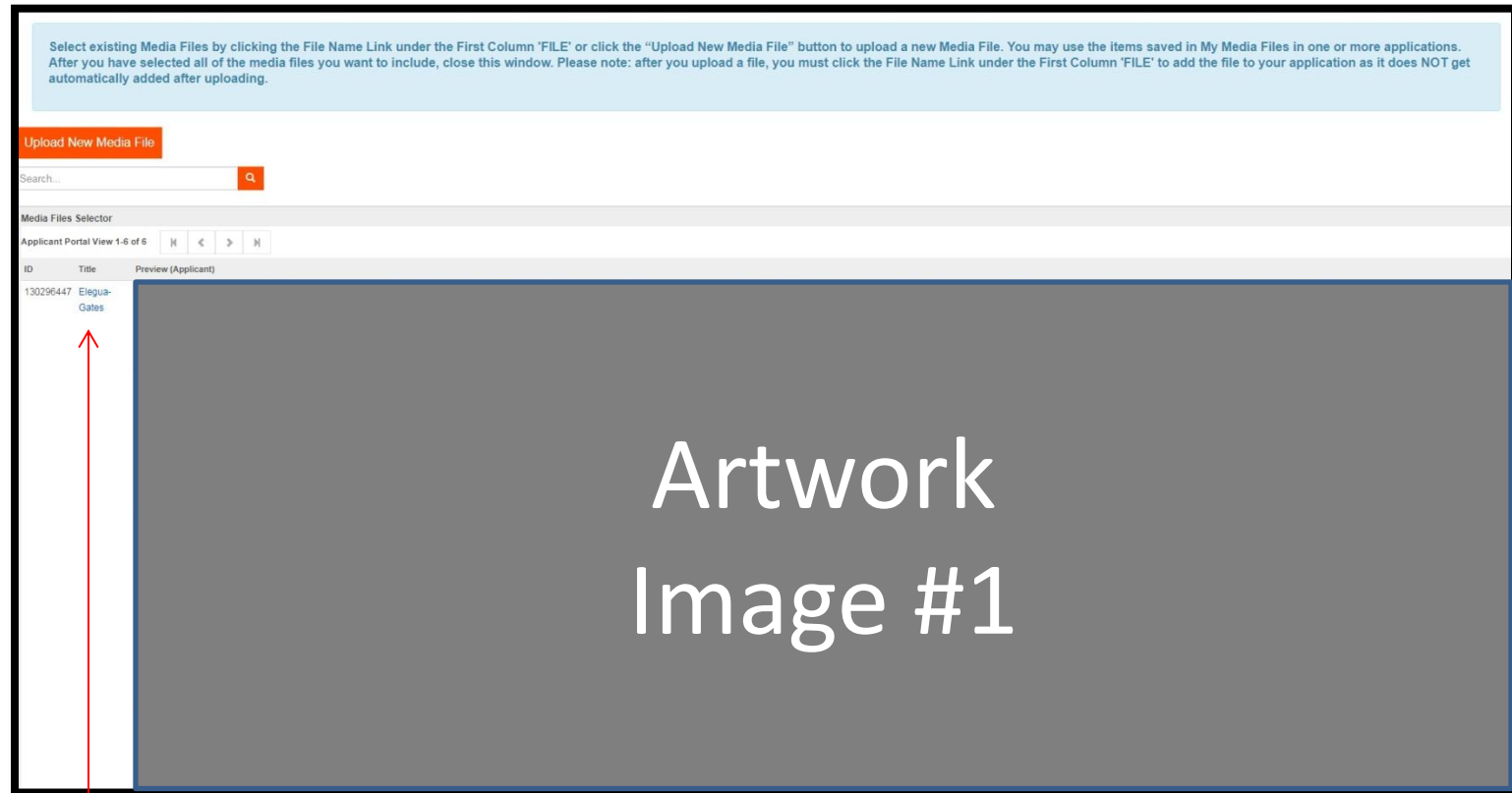
Description:

Upload File: No file chosen

(or) Youtube Video ID:

(or) Vimeo Video ID:

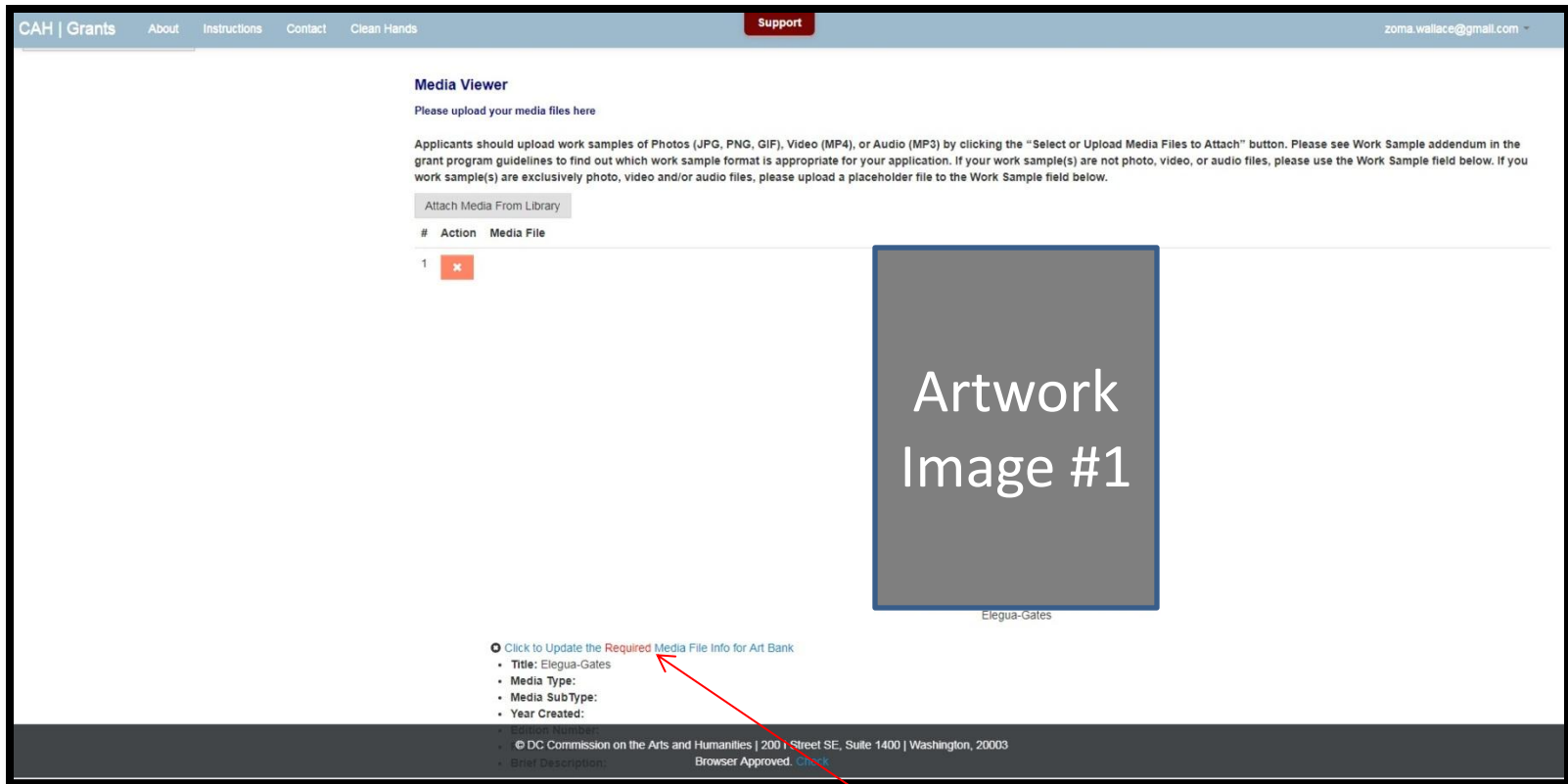
Step 4: Attach Files to Application



- Select the **Title** for each of the (5) artworks intended for your FY19 Art Bank application.
- By clicking on the blue lettered titles, images will automatically populate your application.
- When done, close out of the window.

Step 5:

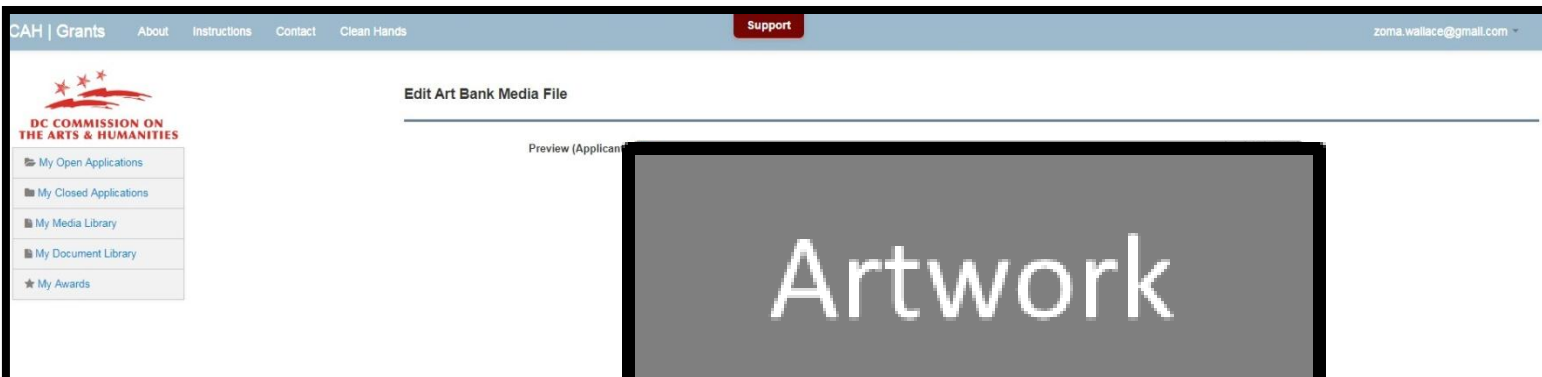
Provide Artwork Information



The screenshot shows a web interface for a 'Media Viewer'. At the top, there is a navigation bar with links for 'CAH | Grants', 'About', 'Instructions', 'Contact', 'Clean Hands', and a 'Support' button. The user's email 'zoma.wallace@gmail.com' is visible in the top right. The main content area is titled 'Media Viewer' and includes instructions for uploading media files. Below the instructions is a button labeled 'Attach Media From Library'. A table with columns '#', 'Action', and 'Media File' contains one entry with a red 'x' icon. A large grey box with a blue border contains the text 'Artwork Image #1' and the name 'Elegua-Gates' below it. At the bottom, there is a form with a radio button and a label 'Click to Update the Required Media File Info for Art Bank'. The form fields are: 'Title: Elegua-Gates', 'Media Type:', 'Media SubType:', and 'Year Created:'. The footer contains copyright information for the DC Commission on the Arts and Humanities and a 'Browser Approved' link.

Once all image files have been added to the Media Viewer and attached to your application, you will be asked to provide requested information for each uploaded image.

Please click here to do so...



It is essential to complete the **Edit Art Bank Media File(s)** process for each uploaded image.

Provide the artwork information **here:**

- Title_Last Name
- Media Type (painting, sculpture, photography, etc.)
- Media Subtype (acrylic, oil, silver gelatin, etc.)
- Year Created (artwork must be less than 5 years in age)
- Retail Price
- Brief description of the meaning of the uploaded piece of artwork or the unique process involved in its making

Step 6:

Upload Required Documents

Upload PDF Files only

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Required Documents

Please upload one document for each of the available options for "Source", as these are required documents. If you uploaded a document that you need to replace, just upload a new document and save this page (save button is located at the bottom left on this page). This will overwrite the previously uploaded file. If requested document is not applicable, upload a PDF saved as "N/A" to be allowed to save and submit your application. Documents are available for download at <http://dcarts.dc.gov/page/managing-grant-awards>

Please upload one document for each of the available options for "Source", as these are required documents. If you uploaded a document that you need to replace, just upload a new document and save this page (save button is located at the bottom left on this page). This will overwrite the previously uploaded file. If the requested document is not applicable, upload a blank PDF or Word Document saved as "N/A" to be allowed to save and submit your application. If you are submitting more than one design to your application (applicants are allowed up to 3 designs) please click the blue button "Add Document" at the top of the list. Select the appropriate document type and upload the required JPEG files for each: Design (Truck Front); Design (Truck Left Side) and Design (Truck Right Side). Required documents are available for download at <http://dcarts.dc.gov/page/managing-grant-awards>.

Fillable W-9 Template

Add/Update Documents [Add Document](#)

Source	Document File
Artist Statements	<input type="button" value="Choose File"/> No file chosen
Artist Resume/CV	<input type="button" value="Choose File"/> No file chosen
Image Identification List	<input type="button" value="Choose File"/> No file chosen
W-9	<input type="button" value="Choose File"/> No file chosen
ACH Form	<input type="button" value="Choose File"/> No file chosen
Certificate of Clean Hands	<input type="button" value="Choose File"/> No file chosen
Statement of Certification	<input type="button" value="Choose File"/> No file chosen
Arrest and Conviction Statem	<input type="button" value="Choose File"/> No file chosen

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Step 7:

Complete Narrative Questions

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Request "Request" has been updated. Documents: created: 8, updated: 0, deleted: 0

Request | Narrative Questions

Zoma Wallace Art Bank (Individuals)

Work Sample & Uploads Request Final Review

In order to save your responses and progress to the next page, you MUST fill out ALL required fields prior to clicking Save and Continue.

Applicant Last Name
Wallace

Applicant First Name
Zoma

Applicant City
Washington, DC

Ward
4

Total Project Budget
\$ 1,500


First Time Applicant
 No
 Yes

Please Note: Here you are being asked to indicate the sum total retail value of all works being submitted for consideration of the FY19 Art Bank

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Final Step: Review Application & Submit









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Artwork
Image #1

Elegua

- **Title:** Elegua
- **Media Type:** Sculpture
- **Media Sub Type:** Other (provide an open field)
- **Year Created:** 2018
- **Edition Number:** N/A
- **Retail Price:** \$ 0.00
- **Brief Description:** This work is a free standing sculpture that combines the orisha names Elegua with bronze forms and fur pelts. The work symbolizes the metaphor of the crossroads and the spiritual implications of guiding forces.

Source	Document File
ACH Form	 Signed ACH Form.pdf (81 KB)
Arrest and Conviction Statement	 Arrest and Conviction Statement.pdf (81 KB)
Artist Resume/CV	 My Resume.pdf (79 KB)
Artist Statements	 Artist Statement.pdf (80 KB)
Certificate of Clean Hands	 Certificate of Clean Hands.pdf (81 KB)
Image Identification List	 Image Identification List.pdf (81 KB)
Statement of Certification	 Statement of Certification.pdf (81 KB)
W-9	 W9.pdf (78 KB)

If you have completed your application, please proceed to the submit page. [Submit Application](#)

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Once all of your application items have been completed and uploaded, you are ready to **Submit Application**

Questions?

Feel free to send questions or schedule an appointment with Zoma Wallace by emailing zoma.wallace@dc.gov