



DC COMMISSION ON
THE ARTS & HUMANITIES

**REQUEST FOR APPLICATIONS
FY2019
PROJECT-BASED GRANTS:
EAST OF THE RIVER (EOR)**

Applicants may submit one (1) East of the River application per grant cycle

**Organizations may request up to \$35,000
Deadline: Friday, June 8, 2018 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 these 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”).

PROJECT-BASED GRANT: EAST OF RIVER (EOR)

Applicants may submit one (1) East of the River application per grant cycle

FY 2019

East of the River

Release Date:	Monday, April 30, 2018
Application Deadline:	Friday, June 8, 2018 at 4:00 pm ET
Grant Period:	October 1, 2018 to September 30, 2019
Award Amount:	Organizations may request up to \$35,000 (Maximum Award)
Cash-Match Requirement:	None

EOR Grant Overview and Goals

CAH seeks grant applications from qualified arts and humanities organizations to deliver exemplary arts and humanities experiences to DC residents who live east of the Anacostia River, in Wards 7 and 8. Activities may be programs or projects that include, but are not limited to: dance, design, folk and traditional arts, literature, media arts, music, theater and visual arts. Grants are competitive. CAH will award select applicants (“grantee”) a grant of funds to support the delivery of their proposed program. The East of the River Grant Program does not require matching funds. 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.

Priority will be given to organizations with a principal place of business residing in Wards 7 and 8.

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

- Provide access to high-quality arts and humanities experiences for residents who live east of the Anacostia River;

- Increase quality of life by supporting a vibrant community identity through the arts and humanities;
- Support the creative economy located east of the Anacostia River through investments in local arts and humanities organizations.

Successful EOR Applications

Successful EOR applicants shall, in their respective grant applications:

- Bring diverse populations in Ward 7 and/or Ward 8 together in new and dynamic ways;
- Demonstrate close collaboration among arts and humanities organizations and include practitioners and organizations working in other fields, such as science and technology in Ward 7 and/or Ward 8; and,
- Establish robust and/or long-term public-private partnerships among local government and other funders from the private and corporate sectors throughout all eight Wards.

Grant Eligibility and Restrictions

Eligibility Requirements of Applicants:

- Be incorporated as a nonprofit with a federally designated tax exempt status under section 501(c)(3) of the United States Internal Revenue Service (IRS) code, as evidenced by an IRS determination letter that is dated at least one year prior to the application deadline date;
- Demonstrate that one hundred percent (100%) of the project deliverables occur within the District of Columbia;
- Register and comply with the regulatory requirements of the following agencies:
 - 1) District of Columbia Department of Consumer and Regulatory Affairs (DCRA) - Corporations Division (indicating an “active” business license status at the time of application, and agreeing to maintain such status throughout the grant period);
 - 2) District of Columbia Office of the Chief Financial Officer, Office of Tax and Revenue (OTR);
 - 3) District of Columbia Department of Employment Services (DOES); and
 - 4) United States Internal Revenue Service (IRS);
- Obtain certification of “Citywide Clean Hands” (CCH) from the District of Columbia Office of Tax and Revenue (see page 14);
- Be in good standing with CAH. (Note that applicants with incomplete or delinquent reports from any prior funding program, as of October 15, 2018, are ineligible to receive additional funds from CAH in FY 2019); and,
- Have a principal business office address that is located in the District of Columbia, subject to on-site visit. (Note: CAH will not allow post office boxes or the addresses of a board member or volunteer as evidence of the principal business address).
- Must meet at least one of the following:
 - Have a principal place of business located in Ward 7 or 8, 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. Please do not use the address of a board member or volunteer;

- Have a satellite location located in Ward 7 or 8, as demonstrated by a lease, bill, letter of support or a memorandum of understanding; or,
- Have an established program or project partnership with a business or nonprofit located in Ward 7 or 8, as demonstrated by a letter of support or memorandum of understanding.

Applicant Restrictions (non-eligibility):

- Individuals;
- Organizations that require “fiscal agents”;
- For-profit (commercial) entities;
- Tax-Exempt organizations other than 501(c)(3) designated entities;
- Private foundations;
- Political organizations;
- Foreign governments;
- Colleges or universities;
- District of Columbia Government or Federal Government agencies, including DC Public Schools;
- Organizations submitting an application whose content is combined with the application of another organization. Proposed projects must be “stand-alone” projects.

Allowable Costs and Funding Restrictions

Organizations in receipt of an intent to fund letter for the FY 2019 General Operating Support (GOS) Program are prohibited from applying to CAH’s FY 2019 Arts Education Projects, East of the River* and Projects Events or Festivals (Cycle 1), unless otherwise specified in these Guidelines.

***Organizations residing in DC Wards 7 and 8 that receive funding through GOS are exempt from the restriction on EOR and may apply for the East of the River Grant Program.**

As an agency of the Government of the District of Columbia, CAH ensures that its grantmaking funds are expended in a fiscally responsible manner. CAH grant-related “allowable costs” are those costs the District Government (through its subordinate agency, CAH) has determined to be valid expenditures.

Examples of “Allowable Costs” Related to the EOR Grant:

- Salary support for employees working in the arts and humanities in Wards 7 and/or 8;
- Arts and humanities expenses for projects occurring in Wards 7 and/or 8;
- Overhead and maintenance of buildings located in Wards 7 and/or 8 that provide arts and humanities programs and experiences;
- Materials, supplies and equipment purchases no more than 25% of the award, that are directly related to projects occurring in Wards 7 and/or 8; and,
- Travel directly related to the cost of producing arts and humanities programming in Wards 7 and/or 8.

Examples of “Unallowable Costs” Related to the EOR Grant:

- Operating reserves;
- Food and beverages;
- Tuition and scholarships;
- Debt reduction;
- Re-granting
- Costs related to fundraisers and special events;
- Equipment expenses that exceed twenty-five percent (25%) of the grant award;
- Expenses unrelated to the execution of the project;
- Pieces of equipment that exceed 25% of the grant award; and,
- Travel not directly related to the execution of the project;

The EOR 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 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.

Inclusion, Diversity, Equity, Access

CAH believes that all District residents should be able to access arts and humanities experiences for their benefit. To facilitate this vision, CAH has adopted a cultural equity policy known as I.D.E.A. (inclusion, diversity, equity, access). By incorporating I.D.E.A. across grants programs, CAH seeks to help grantees develop programs that are inclusive of diverse populations and provide equitable accessibility to those populations.

The East of the River Grant is only available for projects at facilities that are already compliant with the Americans With Disabilities Act (ADA) (42 U.S.C. §§ 12101 et seq.), or for projects designed to bring the facility into compliance. If an applicant needs assistance assessing their facility, they may contact the DC Office of Disability Rights at 202-724-5055 or odr@dc.gov.

In addition to detailed plans for its compliance with the Americans With Disabilities Act, each applicant must demonstrate how the project will be inclusive, diverse, equitable and accessible throughout the District of Columbia, beyond participants with disabilities. Successful applications will consider a broad definition of “accessibility” by addressing financial, geographic, demographic, cultural and developmental access.

For more information, see the Americans with Disabilities Act section of these RFA guidelines (Page 11, below) and the CAH Grants Glossary, located in the [Guide to Grants](#).

Technical Assistance and Workshops

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.

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 register to attend the workshop. Valid photographic identification is required to enter DC government offices. Additional information about CAH workshops may be found at www.dcartsonline.org, by clicking this link: [Grant Writing Assistance](#), or by calling CAH at 202-724-5613.

Day and Date	Time	Topic	Location
Thursday, May 3	10:00 am - 11:30 am	Open Hours	DMGEO
Thursday, May 3	2:30pm-4:00pm	EOR	DMGEO
Friday, May 4	2:30 pm - 3:30 pm	All Open Grants	Livechat
Thursday, May 10	6:00pm-7:30pm	EOR	CAH
Friday, May 11	2:30pm - 3:30pm	All Open Grants	Livechat
Friday, May 18	2:30pm - 3:30pm	All Open Grants	Livechat
Saturday, May 19	10:00 pm – 2:00 pm	Open Hours	CAH
Tuesday, May 22	12:00pm-1:30pm	EOR	DMGEO
Friday, May 25	2:30 pm-3:30 pm	Live Web Chat	Online

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

FY 2019 East of the River Grant Workshop locations :

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. Read 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 as user
(Note: to reset a user 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 4:00 pm 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 4:00 pm ET, Friday, June 8, 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 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

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 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

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 (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](#).

Conditions of Funding, Reporting Requirements and Grant Rescindment

CAH reserves the right to rescind any and all grant awards for non-compliance with CAH's RFA guidelines, policies or regulations, at any time. FY 2019 grantees 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

Grantees 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 quality of the engagement and responsibility to community 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. Grantees who do not submit Final Reports are ineligible for further CAH funding.

All FY 2019 grantees 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. Grantees 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 without advance approval;
- Refuses to provide access for monitoring;
- 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 grantees 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).

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.

An organization applying for funding from CAH should include, in its grant application, a response to the information request set forth in the "Accessibility" section of its grant application, by providing the following information:

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 in the grant application 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.

Risk Management and Performance Monitoring

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, evaluation of allowable costs, assessment of efforts to meet projected grant applicant benchmarks, and evidence of proof of expenditures.

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 professional and the United States Internal Revenue Service.

Contact Information

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](#).

Specific questions about the East of the River Grant can be referred to CAH employees Khalid Randolph at khalid.randolph@dc.gov.

LIVE PRESENTATION (OPTIONAL BUT STRONGLY RECOMMENDED)

Each EOR applicant is invited to present in-person to the Advisory Review Panel to clarify the organization's programs and structure. This is **OPTIONAL** for each applicant. An applicant must have a **CONFIRMED** appointment for an interview to occur prior to the panel presentation, which should be scheduled through the grants program manager, by calling [202-671-1323](tel:202-671-1323). CAH will not accept walk-ins. Upon confirmation, applicants will be provided directions on how to prepare for interviews, including what questions may be asked.

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Review Criteria

Arts and Humanities Content 40%

- The applicant's work sample and support materials (brochures, articles, letters of support, etc.) demonstrate high standards of excellence within the chosen arts and/or humanities discipline(s);
- The related goals and schedule of planned activities are substantial and feasible;
- The applicant uses personnel with demonstrated arts and humanities expertise (such as arts administrators, humanities professionals, teaching artists, educators, professional artists) to plan and implement arts and/or humanities content;
- The applicant demonstrates a commitment to hiring DC-based arts and humanities professionals, where applicable, to deliver arts and humanities content (such as arts administrators, teaching artists, educators, humanities professionals); and,
- The applicant presents effective evaluation methods specific to the project, which are used to improve future activities and services.

Ward 7 and/or Ward 8 Impact and Engagement 30%

- Applicant targets audience(s) in Wards 7 and/or 8 and provides support for their selection;
- The described arts and humanities activities meet the unique needs of the target audience(s);
- Varied and appropriate marketing methods are used to target the target audience(s);
- Applicant partners with similar or complementary organizations in Wards 7 and/or 8 to leverage resources for the described activities; and,
- The proposed activities and services are available to people with disabilities.

Financial Capacity, Management and Sustainability 30%

- The organization demonstrates proper oversight with a committed board of directors with well-rounded expertise;
- The applicant is sufficiently stable, in terms of arts and humanities expertise, organizational capacity and financial status, to implement the project;
- The applicant demonstrates it has the internal capacity to administer the grant and has appropriate financial monitoring systems in place to track expenditures;
- The applicant's budget information is detailed, accurate, feasible and directly related to the grant request. All items funded with grant dollars are eligible expenses under the grant; and,
- The applicant clearly demonstrates ability to attract the financial support necessary to sustain the activities and match required funds, if applicable.

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PROJECT-BASED GRANT: EOR

Application Checklist

The following is a checklist for all mandatory and supplementary documents required for the EOR application that are in addition to the required narrative questions within the online application portal. Documents must be uploaded as PDFs through CAH's online grant portal prior to the application deadline. Visit www.dcartz.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 15)
- o **Support Materials**, i.e., up to three (3) internally-produced items (e.g. curricula, strategic plans, marketing materials, etc.) and up to three (3) externally-produced items (e.g. reviews, commendations, testimonials, letters of support, etc.)
- o **Résumés of Key Personnel**; (e.g. artistic/managing/executive directors, arts educators, etc. with roles, brief description of responsibilities and home addresses)
- o **Board of Directors List**; member names, officers, start and end dates of term/term limit and professional occupation
- o **Organizational Budget**; current as approved by the organization's board of directors
- o **Most recent IRS Form 990**; for organizations with annual budgets less than \$50,000, bank statements from the past 12 months may be submitted
- 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 within thirty (30) days prior to the application deadline
 - o Certificate of Liability Insurance – general coverage
 - o Copy of IRS 501(c)(3) Letter of Determination
 - 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 exactly the address in CAH's grant application portal (Good Done Great (GDG))**



Addendum A: Work Samples and Supplementary Materials

CAH values and emphasizes excellence in all grant programs within all disciplines. This section contains detailed information on the CAH's requirements and suggestions regarding content.

Arts and humanities content and/or merit are one of several criteria on which an application is reviewed. Other criteria include: District Engagement and Responsibility to Community, Financial Capacity, Management and Sustainability, and others as dictated within the RFA guidelines. Arts and humanities content and/or merit is demonstrated to the advisory review panelists through the applicant's:

- Section 1 - Work Samples**
- 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 of a grant award.

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

Arts Education (multigenerational or adults)	
	Includes video and audio excerpts, writing samples and student artwork. Syllabi and lesson plans should be included in support materials, unless created by teaching artists and teachers in professional development projects.
	Educational materials are also acceptable alongside the artistic work sample.
Crafts	
	Individuals - Submit digital images of 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.
Dance	
	Submit up to two (2) video recordings of performances
	Submit an ensemble selection unless the applicant is a soloist or the project involves a solo.
Design Arts	
	Individuals - Submit digital images of 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.
Humanities (e.g. archaeology, comparative religion, ethics, history museums and historic homes, jurisprudence, language and linguistics, philosophy, etc.)	
	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).

Interdisciplinary	
	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.
Literature (e.g. poetry, fiction, creative writing, screenwriting, spoken word, etc.)	
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.
Media Arts	
Film, Video, Radio	Applicants must submit up to two (2) audio/video recordings of completed work or work-in-progress.
Multi-disciplinary	
	Provide the required work samples (as described herein) for two (2) (minimum) or three (3) (maximum) of the artistic disciplines that are relevant to the grant request.
Music	
	Applicants must submit up to three (3) audio/video recordings.
	Selections must not exceed five (5) minutes.
	Upload each selection in a separate file.
Photography	
	Individuals - Submit digital images of 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 arrange the list in the order of viewing preference. Title the page with the words “Image Identification List” and the applicant’s name. For each image, include the artist’s name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the image identification list.
Theatre	
Actors	Submit video recordings of two (2) contrasting monologues.
	Still images of productions are prohibited.
Costume, Lighting, or Set Designers	Submit up to three (3) videos of up to five minutes, and/or (3) still images that best showcase the designer’s work.
Directors	Submit a copy of a one to three (1-3) page concept statement of a recently directed play.
Organizations	Submit up to two (2) video recordings of performances.
	Digital images of productions are prohibited.
	Playbills and programs are prohibited as work samples. However, they may be included as support material.
Playwrights	See “Literature”, above.
Sound Designers	Submit up to three (3) audio recordings.
Visual Arts	
	Individuals - Submit digital images of 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.

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 panelists 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. Those 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 view and/or play all work samples in the application before submitting. If a sample cannot be played, then panelists will experience the same.
- Select recent, high quality samples that relate as directly to the application as possible.
- Photograph uploads should be in JPEG (or JPG) format with a 72 dpi minimum resolution 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 project work to be created, exhibited or taught.

For video submission:

- Do not include highly edited commercial/promotional video as a work sample.
- Do not include poor quality video samples or samples with dim lighting, unstable video, bright backlighting or blurred images.
- If the video work sample is longer than five (5) minutes, indicate the embedded timecode of the video where panelists should begin viewing the work sample (e.g. 5:05:00).

For online materials and websites:

- A website is often an insufficient work sample. Submit a website only if it is an essential part of the project.
- Provide all passwords or include any necessary information required to view the work sample, such as plug-ins or navigation paths.
- Ensure links to online materials or websites are fully functional and up-to-date. An inoperative link to a website containing a work sample will negatively affect the application. CAH is not responsible for any material obtained outside of its online grants portal, GDG.

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