



**DC COMMISSION ON  
THE ARTS & HUMANITIES**

**REQUEST FOR APPLICATIONS  
FY 2019  
GENERAL OPERATING SUPPORT (GOS):  
ARTS AND HUMANITIES  
ORGANIZATION GRANT**

*(Formerly the Heritage and Horizons Grant Program)*

Applicants may submit one (1) General Operating Support Program application per grant cycle

**Deadline: Friday, March 2, 2018 at 4:00PM EST**

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

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

## **GENERAL OPERATING SUPPORT (GOS): ARTS AND HUMANITIES ORGANIZATION GRANT**

Applicants may submit one (1) General Operating Support application per grant cycle

**FY 2019**

## **GENERAL OPERATING SUPPORT (GOS): ARTS AND HUMANITIES ORGANIZATION GRANT**

|                              |   |
|------------------------------|---|
| <b>Release Date:</b>         | Friday, January 26, 2018  |
| <b>Application Deadline:</b> | Friday, March 2, 2018 at 4:00 PM EST  |
| <b>Award Amount:</b>         | Varies based upon total organization expenses<br>Specific details included in the grant description section |

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The General Operating Support (GOS): Arts and Humanities Organization Grant offers general operating support to non-profit arts, humanities and arts education organizations whose primary mission focus is in one or more of the following areas: dance, design, folk and traditional arts, literature, media arts, music, theatre, visual arts or any of the other disciplines referenced on page 18-20, such that its total activities and/or services are concentrated on and devoted to the arts and humanities and/or arts education.

GOS applicants must demonstrate the ways in which their ongoing programming aligns with the DC Commission on the Arts and Humanities' (CAH) mission to encourage diverse artistic expressions and learning opportunities so that all District of Columbia residents and visitors can experience the rich

culture of the city. Successful GOS applications must clearly detail their organization's outstanding leadership and vision, history of exceptional programming and strong track record of broad and inclusive community engagement.

GOS applications are reviewed in cohorts of organizations with similarly sized budgets based on their most recently completed fiscal year total organization expenses. Award amounts are subject to CAH's availability of funds and are based upon the organization's advisory review panel score. The maximum award will not exceed thirty percent (30%) of an applicant's Form 990 organizational expenses (see above) and no single GOS award will exceed \$200,000.

Organizations with current or recent unusual budgetary circumstances, such as a capital campaign, should contact GOS grant program manager Regan Spurlock at [regan.spurlock@dc.gov](mailto:regan.spurlock@dc.gov) for assistance determining the cohort.

GOS: Arts and Humanities Service Organizations Grant has a 1:1 cash matching requirement designed to leverage public and private dollars and assist an organization's fundraising. In-kind contributions of goods or services and other CAH or District of Columbia government funds may not be used to satisfy the matching requirement for awardees. CAH grant funds must be spent within CAH's Fiscal Year 2019 (FY 2019) (October 1, 2018 to September 30, 2019).

## **GOS: Arts and Humanities Organization Grant Goals**

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By making its GOS grant awards, CAH endeavors to:

- Provide access to high-quality arts, humanities and/or arts education services and/or experiences for all District of Columbia residents;
- Stimulate the creative economy through investments in the stabilization and advancement of arts, humanities and/or arts education organizations;
- Enhance the stability, capacity and professional development of arts, humanities and arts education organizations and their practitioners; and,
- Strengthen cohesion and community within the District's arts and humanities ecosystems.

## **Successful General Operating Support Applications**

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Successful GOS applicants shall, in their respective grant applications:

- Provide work samples and other support materials that best represent the work of the applicant organization and realization of its mission;
- Demonstrate the applicant's clear commitment to inclusion, diversity, equity and access among audiences, participants, staff and board leadership;
- Provide evidence of strong levels of assessment and growth from participation, evaluation and risk;
- Articulate the depth and breadth of the program impact provided to the community; and,
- Provide detailed, accurate and feasible budget information and clear information on large variances.

## Eligibility Requirements

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Prior to submitting applications, applicants must meet all of the following eligibility requirements:

- Have the primary mission focus in one or more of the following areas: dance, design, folk and traditional arts, literature, media arts, music, theatre and visual arts such that its total activities and/or services are concentrated on and devoted to the arts and humanities and/or arts education;
- Have received funding through a CAH competitive grant in FY17 and/or FY18;
- Be incorporated in the District of Columbia, as a non-foreign entity (Note: In the context of these Guidelines, a “foreign” corporation is an entity that was incorporated in a jurisdiction other than the District of Columbia);
- Possess a federal exemption status under section 501(c)(3) of the United States Internal Revenue Code, as evidenced by an IRS determination letter dated at least one year prior to the application deadline date;
- Ensure that at least fifty-one percent (51%) of the organization’s activities occur within the District of Columbia;
- Have an active board of directors;
- Be a registered organization in good standing with: (1) the DC Department of Consumer and Regulatory Affairs’ (DCRA) Corporation Division; (2) the District of Columbia’s Office of Tax and Revenue (OTR); (3) the United States Internal Revenue Service (IRS); and (4) the District of Columbia Department of Employment Services (DOES);
- Obtain, from the District of Columbia government, a Citywide “Clean Hands Certification”;
- Be in good standing with CAH. 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,
- Be headquartered and have principal offices that are located in the District of Columbia, as demonstrated by the address on the organization’s official 990 document. (Note: Post office boxes and the addresses of board members or volunteers may not be used as a primary business address.)

Applicants restricted from applying include:

- Arts and humanities service organizations who provide specialized services which can include professional development, technical assistance, networking opportunities, shared operational services, printed materials and/or research;
- Organizations established primarily to provide social services, even if those organizations use the arts, humanities and arts education programs as a vehicle for service delivery;
- Individuals, organizations that require “fiscal agents”; for-profit organizations; private foundations; political organizations; colleges; universities; foreign governments; federal government entities; and other District of Columbia government agencies, including DC Public Schools and charter schools.

## Allowable Costs and Funding Restrictions

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**Applicants receiving funding through General Operating Support (GOS) are restricted from applying to 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 may also apply for the East of the River Grant Program (to be released publicly in late spring 2018).**

**GOS grantees may apply for the following CAH grant programs (to be released publicly in late spring 2018): Facilities and Buildings, Public Art Building Communities, Upstart, LiftOff, Field Trip Experiences and Sister Cities, unless otherwise specified in the guidelines of each grant program.**

As a District of Columbia agency, CAH must ensure that all of its grant funds are expended in a fiscally responsible manner. CAH grant-related "allowable costs" are those costs that the District government (through its subordinate agency, CAH) has determined, in its sole discretion, to be valid expenditures.

**Examples of "Allowable Costs" Related to the GOS Arts and Humanities Organization Grant:**

- Salaries;
- Programmatic expenses;
- Overhead and maintenance;
- Equipment, materials and supplies directly related to expanding access to arts and humanities programming and arts education, including capital expenses and technological resources;
- Costs directly related to services provided by Consultants who work to help the applicant provide arts and humanities-related services and programs ; and,
- Travel directly related to the cost of producing arts and humanities opportunities in the District of Columbia.

**Examples of unallowable costs for GOS:**

- Food and beverages;
- Re-granting (also known as "sub-granting");
- Tuition and scholarships;
- Costs related to special events, fundraisers, and/or lobbying; and,
- Travel not directly related to the provision of arts and humanities-related services.

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

**Inclusion, Diversity, Equity, Access**

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In addition to detailed plans for its compliance with the Americans With Disabilities Act (ADA) (42 U.S.C. §§ 12101 et seq.), each application 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, cultural and developmental access. For more information, see the Americans with Disabilities Act section of these Guidelines (which appear on Page 12, below) and the CAH Grants Glossary, located in the [Guide to Grants](#). For your reference, you may use this link to access the text of the ADA: (<https://www.law.cornell.edu/uscode/text/42/12101>). By sharing here the hyperlink referenced immediately, the District government does not represent that shared text of the ADA is the latest version of that law.

## 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. CAH staff members are available to review draft applications for thirty (30) minute appointments, on government business days up to one (1) week prior to the grant application deadline. Applicants should contact CAH to schedule a meeting by calling 202-724-5613. Please note that CAH requests the applicant prepare and deliver (by e-mail) their full **draft** application proposal along with any questions in advance of scheduling a meeting for agency staff assistance.

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 offices. More information about the dates and times of these workshops may be found at [www.dcartts.dc.gov](http://www.dcartts.dc.gov) under [Grant Writing Assistance](#), or by calling CAH at 202-724-5613.

| Day and Date           | Time            | Topic                            | Location                               |
|------------------------|-----------------|----------------------------------|--|
| Thursday, February 1   | 10:00am-11:30am | <b>General Operating Support</b> | Tenley-Friendship Neighborhood Library |
| Friday, February 2     | 2:30pm-3:30pm   | <b>General Operating Support</b> | <a href="#">Livechat</a>               |
| Tuesday, February 6    | 5:00pm-6:30pm   | <b>General Operating Support</b> | CAH                                    |
| Friday, February 9     | 2:30pm-3:30pm   | <b>General Operating Support</b> | <a href="#">Livechat</a>               |
| Wednesday, February 14 | 2:30pm-4:00pm   | <b>General Operating Support</b> | Anacostia Neighborhood Library         |
| Friday, February 16    | 2:30pm-3:30pm   | <b>General Operating Support</b> | <a href="#">Livechat</a>               |
| Friday, February 23    | 2:30pm-3:30pm   | <b>General Operating Support</b> | <a href="#">Livechat</a>               |

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

**FY19 General Operating Support Workshops are held at:**

**Tenley-Friendship Neighborhood Library**

4450 Wisconsin Ave NW,  
Washington, DC 20016

**DC Commission on the Arts and Humanities**

200 I (Eye) Street SE, Suite 1400  
Washington, DC 20003

**Anacostia Neighborhood Library**

1800 Good Hope Rd SE,  
Washington, DC 20020

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## DataArts (formerly the Cultural Data Project)

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The DataArts report is a required document for organizations that had more than \$250,000 in IRS Form 990 total expenses in their most-recently completed fiscal year, as documented on IRS Form 990. Applicants interested in participating in online DataArts workshops, please visit [www.culturaldata.org](http://www.culturaldata.org). Additional information is also provided in Addendum B.

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## Application Process

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1. Review the [FY 2019 Guide to Grants](#) and the grant guidelines thoroughly and determine eligibility
2. Go to [Apply for Grants](#) and select [Grant Application Portal](#) to register
  - To reset the password either select “Forgot your password?” or click [here](#)
3. Once fully registered, applicants must select the desired grant program(s)
4. Complete the application questions and budget/budget narrative data
5. Upload all required documents, supplementary material, and work samples
6. **Submit the application by 4:00 pm EST on the grant program’s deadline date**

CAH’s Grant program guidelines are available at [www.dcartts.dc.gov](http://www.dcartts.dc.gov). CAH utilizes an online grant portal to receive grant applications. **All applications must be submitted online by 4:00 pm, Friday, March 2, 2018.** Incomplete or late applications or applications which do not follow the instructions are deemed ineligible for review and funding. The grant period is from October 1, 2018 to September 30, 2019. **Grant funds may not be used for activities that occur outside of the grant period.** CAH does not accept mailed, emailed or hand-delivered copies of grant applications and/or their required attachments.

Submitting applications to CAH by other means, such as by way of email, is not permitted. However, 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 packages. An automated confirmation of an application's submission does not guarantee an application's eligibility or recommendation for funding by the advisory review panel. CAH staff is not permitted to make corrections to applications on behalf of applicants. CAH staff reviews applications for completeness and contact 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. Incomplete or late applications, or applications which do not follow the instructions, will be **ineligible** for review and funding.

## **Review Process**

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Evaluation criteria are specific to each CAH grant program and are listed in each grant program's guidelines.

CAH selects individuals 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 against the established grant program review criteria. Panelists assist in making funding recommendations to the Commission, and are arts, humanities and/or business professionals, independent of CAH. CAH advises panelists to remain impartial in their review of CAH grant applications, and it ensures that its panelists recuse themselves from review of any application that presents a personal or professional conflict of interest (or the appearance of a conflict of interest). Panelists will participate in a review of all CAH grant applications in a group that is convened to discuss the applications and finalize their application-related scores in the presence of CAH staff and a CAH Commissioner Convener.

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 serve 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**

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Applicants will be notified of a grant application decision via a Letter of Intention to Fund, Letter of Ineligibility or Letter of Denial on or after Friday, April 27, 2018.

The date of CAH grant award payment disbursement is subject to availability of funds and processing of required documentation and materials. CAH staff will advise grant award recipients on this process following a conditional grant award email on or after October 1, 2018.

In collaboration with other District of Columbia government agencies, CAH processes the payment request of its grant recipients in a timely manner. CAH does not create or distribute grant award payments through its offices or staff. To expedite its grant award payment process, CAH advises grant recipients to register to receive direct deposit of its grant award, by completing an Automated Clearing House (ACH) Vendor Payment Enrollment Form. The ACH Form can be found on CAH's website at [Managing Grant Awards](#).

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

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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 date; (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 Cancellations**

CAH has the right to withhold, reduce or cancel a grant award if the involved grant recipient does any of the following:

- Misses 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;
- Demonstrates inadequate financial management and oversight; and/or,
- Does not properly credit CAH's support.

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

**All applicants that are recommended for funding must obtain from the District of Columbia a "Citywide Clean Hands Certification", in order to receive a grant award from CAH. This certification is required before any related grant disbursement may be made.** 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).

### **Americans with Disabilities Act**

CAH is committed to ensuring that all grant recipients 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 organizations 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.

### **Credit/Acknowledgment**

Grant recipient agrees that it will include a CAH logo or 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 support in any and every public event that is held and that is related to the CAH's funding program and activities.

## Risk Management and Performance Monitoring

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All grant recipients 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 grant recipients 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 grant recipients 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

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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](#).

Specific questions about the General Operating Support Arts and Humanities Organization Grant can be referred to CAH employees Regan Spurlock at [regan.spurlock@dc.gov](mailto:regan.spurlock@dc.gov) or Khalid Randolph at [khalid.randolph@dc.gov](mailto:khalid.randolph@dc.gov).

# FY 2019

## GENERAL OPERATING SUPPORT (GOS): ARTS AND HUMANITIES ORGANIZATION GRANT

### Review Criteria

#### **Arts, Humanities and Arts Education Content and/or Merit 40%**

- The applicant's work samples and support materials demonstrate the highest standards of arts, humanities and/or arts education accomplishment that aligns with its mission; and,
- The applicant uses personnel with demonstrated arts, humanities and/or arts education expertise (such as artistic director, administrators, teaching artists, educators, professional artists) to plan and implement arts, humanities and/or arts education content.

#### **District Impact and Engagement 30%**

- The applicant specifies strategies to determine organizational impact through evaluation and details changes implemented to ensure continued and future growth;
- The applicant demonstrates a commitment to hiring DC-resident arts and humanities professionals, where applicable, to deliver services (such as administrators, professionals, educators, mentors).
- The applicant notes services that promote inclusion, diversity, equity and access for audiences, participants, staff and board; and,
- The applicant demonstrates an understanding of the unique cultural nature of DC.

#### **Organizational Management, Capacity and Sustainability 30%**

- The applicant demonstrates proper oversight, financial controls, and governance;
- The applicant is sufficiently stable, in terms of expertise, organizational capacity, financial status, to implement the proposed request;
- The applicant demonstrates the internal capacity to administer the grant; and,
- The applicant clearly demonstrates ability to attract the financial support necessary to sustain the activities.

# FY 2019

## General Operating Support (GOS): Arts and Humanities Organization Grant

### Application Checklist

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The following is a checklist for all mandatory and supplementary documents required to submit the General Operating Support 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.dcartz.dc.gov](http://www.dcartz.dc.gov), click on the grants tab, select "Managing Grant Award" to obtain the OPGS Compliance Documents.

#### MANDATORY DOCUMENTS

- o Work samples  
CAH recommends reviewing the Work Sample Addendum to determine what would be best for your organization.
- o Support materials, such as 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 Résumé of key personnel  
(e.g. artistic/managing/executive directors, arts educators, etc. with roles, responsibilities and home addresses clearly indicated);
- o List of current board of directors with roles (e.g. president, treasurer, etc.), responsibilities and home addresses indicated;
- o Current organizational budget as approved by the organization's board of directors;
- o Profit and loss statement from most recently completed fiscal quarter;
- o Balance sheet from most recently completed fiscal year;
- o Most recent IRS Form 990;

- o Organizations with total organization expenses over \$250,000 must submit a complete DataArts profile reflecting three years of data;
- o Organizations with total organization expenses under \$250,000 are not required to complete a DataArts profile but instead must submit:
  - o Profit and loss statement from most recently completed fiscal quarter;
  - o IRS Form 990 (for organizations under \$50K – bank statements from the past 12 months);
  - o Most current annual report (if you don't have one – insert N/A);
  - o Participants directly affected and other participants served (insert number for each);
  - o List of programs;
  - o Top three fundraising methods (please explain)
- 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 Certificate of DC Incorporation
  - o Articles of Incorporation
  - o Certificate of Liability Insurance – general coverage
  - o IRS 501(c)(3) Letter of Determination
  - o Statement of Certification
  - o Signed IRS Form W-9 (Note: Post office boxes are prohibited)



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

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

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

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

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

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

### **Section 1 - Work Samples**

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

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

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



|   |  |
|---|--|
| <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>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<br/>(Fine Art Acquisitions)</b> |  |
|  | This cycle is open to District of Columbia resident artists only.  |
|  | Individuals – Submit digital images of up to five (5) works of art available for acquisition by CAH  |
|  | District galleries and organizations – Submit images of up to ten (10) works of art by DC resident artists   |

## **Section 2 - Support Materials**

Support materials are documents that strengthen the application and provide additional information

that directly relates to the grant request. Support materials do not take the place of a work sample! They do, however, reinforce the quality of the applicant's arts and humanities disciplines(s).

Some examples of support materials are:

- Theater/exhibition reviews;
- Letters of recommendation;
- Certificates;
- Sample lesson plans;
- Assessments and evaluations; and
- Awards.

### **Assessment and Evaluations**

Purpose:

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

Types:

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

### **Assessment and Evaluation Design**

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

## **Section 3 - Résumés of Key Personnel**

Another way for the advisory review panel to determine the artistic content of each application is to review the résumés of the key artists, administrators, and facilitators involved in the grant activities. The professionals involved in the 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.
- Panelists must be able to assess the skill level of the artist(s) involved in the work that will be created, exhibited or taught.

For video submission

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

For online materials and website:

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

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