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

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

Table of Contents

DC COMMISSION ON THE ARTS & HUMANITIES

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 SERVICE ORGANIZATION GRANT

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

FY 2019

GOS: Arts and Humanities Service Organization Grant

Release Date: Friday, January 26, 2018
Application Deadline: Friday, March 2, 2018 at 4:00 PM EST
Award Amount: Varies based upon budget size
                                      Specific details included in the grant description section

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The General Operating Support (GOS): Arts and Humanities Service Organization Grant offers general operating support to non-profit arts, humanities, and arts education service organizations whose primary mission is to provide specialized services which can include professional development, technical assistance, networking opportunities, shared operational services, printed materials, and/or research to Washington, DC-based arts and humanities organizations.

For the purposes of this grant, organizations dedicated to providing technical assistance and support services to DC arts and humanities practitioners, as outlined in the definition below, are deemed "service organizations."

GOS applicants must demonstrate the ways in which their ongoing programming aligns with CAH's 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.

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.

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).

Arts and Humanities Service Organization Definition

Service organizations are those whose primary mission is to provide specialized support to people or institutions within the arts and humanities through functions like networking, professional development, communication, convening, and various technical or managerial support. Service organizations are not typically arts producers or presenters, although some organizations supporting historically disenfranchised communities may be actively engaged in delivery and creation. While some social service organizations may use the arts and humanities as a vehicle for service delivery, GOS funds are intended for organizations whose primary mission is the support of the arts and/or humanities.

Dimensions of support provided by service organizations may include:
- Validation: Building support and understanding of the value of what arts and humanities organizations and practitioners do;
- Demand/markets: Fostering society's appetite for artists and humanities practitioners and building demand for what they do through promotion;
- Material supports: Providing access to the financial and physical resources artists need for their work including space, employment, health insurance, awards and grants, and equipment – often through contracted/group services;
- Training and professional development: Offering conventional and lifelong learning opportunities;
- Communities and networks: Building inward connections and outward connections through convening and networking; and/or,
- Information: Providing research about and for arts and humanities practitioners and organizations.

GOS: Arts and Humanities Service Organization Grant Goals

By making its GOS grant awards, CAH endeavors to:
- Provide deeper, specialized support for arts, humanities, and/or arts education practitioners, organizations, and their staffs and boards to enhance their ability to meet their collective needs;
- Improve the capacity, stability, and effectiveness of individual artists and scholars, small community-based agencies, and large arts and humanities institutions;
- Increase the level of technical and managerial support available to constituencies of small or historically under-resourced organizations, artists and humanists; and,
- Strengthen cohesion and community within the District's arts and humanities ecosystems.

Successful General Operating Support Applications

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 participants, audiences, 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

Prior to submitting applications, applicants must meet all of the following eligibility requirements:
- Have, as its primary mission, to provide specialized support to people or institutions within the arts and humanities through functions like networking, professional development, communication, convening, and various technical or managerial supports;
- 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;
- Have an active board of directors;
- Ensure that at least fifty-one percent (51%) of the organization's activities occur within the District of Columbia (Note: Arts and humanities service organizations that serve a national constituency may be eligible for project funding under the Projects, Events or Festivals category);
- 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 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 IRS Form 990. (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:
- Service organizations with a majority of their constituents outside of the District of Columbia;
- 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 or charter schools.

Allowable Costs and Funding Restrictions

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 Arts and Humanities Service Organization Grant:
- Salaries;
- Programmatic expenses;
- Overhead and maintenance;

- Equipment, materials and supplies directly related to services offered to artists and humanists, including capital expenses and technological resources;
- Expenses related to convenings, professional development workshops, or other activities in the service organization definition outlined above;
- 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 service opportunities in the District of Columbia.

Examples of unallowable costs for the Arts and Humanities Service Organization Grant:
- 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 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, and Access

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 broader 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

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 email) 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 DC government offices. More information about the dates and times of these workshops may be found at www.dcarts.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	**General Operating Support**	Tenley-Friendship Neighborhood Library
Friday, February 2	2:30pm-3:30pm	**General Operating Support**	Livechat
Tuesday, February 6	5:00pm-6:30pm	**General Operating Support**	CAH
Friday, February 9	2:30pm-3:30pm	**General Operating Support**	Livechat
Wednesday, February 14	2:30pm-4:00pm	**General Operating Support**	Anacostia Neighborhood Library
Friday, February 16	2:30pm-3:30pm	**General Operating Support**	Livechat
Friday, February 23	2:30pm-3:30pm	**General Operating Support**	Livechat

Livechats may be accessed by visiting https://dcarts.dc.gov/livechat

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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

DataArts (formerly the Cultural Data Project)

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. Additional information is also provided in Addendum B.

Application Process

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.dcarts.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.

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 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 to discuss any missing compliance 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

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

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 receive for 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

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; and
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

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

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 Service Organization Grant can be referred to CAH employee Benjamen Douglas at benjamen.douglas@dc.gov.

FY 2019
GENERAL OPERATING SUPPORT (GOS):
ARTS and HUMANITIES SERVICE ORGANIZATION GRANT
Review Criteria

Quality of Services Provided 40%
- Services provided are of high quality and aligned with its mission based upon the applicant's materials (brochures, articles, letters of support, etc.);

- Organization has proven success in increasing the capacity, stability, and effectiveness of individual artists and scholars, small community-based agencies, and/or large arts and humanities institutions;

- Applicant uses personnel with demonstrated expertise (such as arts and humanities administrators, professionals, educators, scholars, mentors); and,

- Applicant notes services that promote inclusion, diversity, equity and access while demonstrating commitment to under-resourced organizations and communities.

District Impact and Engagement 30%
- The applicant's services create appropriate quantity and quality of impact on constituents based upon the organization's mission and capacity (*i.e.* deep and narrow, or broad and shallow);

- The applicant specifies strategies employed to determine program recipient impact through evaluation, and details changes implemented to ensure continued and future growth;

- The applicant demonstrates a commitment to hiring DC-based arts and humanists, where applicable, to deliver services (such as administrators, professionals, educators, scholars, mentors);

- The applicant demonstrates an understanding of the unique nature of the District of Columbia and the needs of DC arts and humanities organizations and practitioners.

Organizational Capacity and Management 30%
- The applicant demonstrates proper oversight, financial controls, and governance;

- The applicant is sufficiently stable, in terms of expertise, organizational capacity, and financial status to implement the proposed request;

- The applicant's financial information is detailed, accurate, and feasible;

- Applicant demonstrates the proper oversight and financial controls to administer the grant; and

- The applicant demonstrates the ability to attract the financial support necessary to sustain the activities.

FY 2019
General Operating Support (GOS):
Arts and Humanities Service Organization Grant

Application Checklist

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.dcarts.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 best

    demonstrate the quality of services provided by 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; and,

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 Grant Services (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.

Content of services provided and merit is one of several criteria on which an application is reviewed. This is demonstrated to the advisory review panel through the applicant's:

- **Section 1 - Work samples;**
- **Section 2 - Support materials;**
- **Section 3 - Résumé 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 a critical to each application and are carefully considered during application review. The CAH strongly recommends that applicants pay close attention to the content of work sample submissions.

The guidelines on what to submit within a work sample submission depend on the applicant's arts and humanities discipline and the nature of the grant request. Applicants must adhere to the work sample requirements below in order to be eligible for consideration.

Work samples must be no more than two (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 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.

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.

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 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.

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.

Art Bank: The Washingtonia Collection
(Fine Art Acquisitions)

	This cycle is open to District of Columbia resident artists only.
	Individuals – Submit digital images of up to five (5) works of art available for acquisition by CAH

	District galleries and organizations – Submit images of up to ten (10) works of art by DC resident artists

Section 2 - Support Materials

Support materials are documents that strengthen the application and provide additional information that directly relates to the grant request. Support materials do not take the place of a work sample! They do, however, reinforce the quality of the applicant's 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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