



**REQUEST FOR APPLICATIONS
FY 2019
PROJECT-BASED GRANT:
PROJECTS, EVENTS OR FESTIVALS (PEF)
CYCLE 1**

Applicants may submit one (1) Project, Events or Festivals application
per grant cycle

Projects by Organizations

Organizations may request up to \$20,000

Deadline: Friday, June 8, 2018 at 4:00 pm Eastern Time (ET)

Projects by Individuals

Individuals may request up to \$10,000

Deadline: Friday, June 8, 2018 at 4:00 pm 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: PROJECTS EVENTS OR FESTIVALS (PEF) CYCLE 1

Applicants may submit one (1) Projects, Events or Festivals application per grant cycle

FY 2019

Projects, Events or Festivals (PEF) Cycle 1

Projects by Organizations

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 apply for up to \$20,000 (Maximum Award)
Cash-Match Requirement: 1:1 (Dollar to dollar)

Projects by Individuals

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: Individuals may apply for up to \$10,000 (Maximum Award)
Cash-Match Requirement: No match for individuals

PEF Cycle 1 Overview and Goals

The Projects, Events or Festivals (PEF) Cycle 1 grant program supports individuals and organizations who execute projects that promote arts and humanities activities to a diverse range of communities within the District of Columbia.

CAH seeks grant applications from qualified organizations and individual program providers who present exemplary projects in the arts and humanities. CAH will award select applicants (“grantee”) a grant of funds to support the delivery of their proposed program. Grants funds are applicable only to CAH’s Fiscal

Year 2019 (“FY 2019”), which occurs from October 1, 2018 to September 30, 2019, and which is referred to as the “grant period” in this document. Grant award funds cover expenses made only within CAH’s Grant Period.

By making its PEF Cycle 1 awards, CAH endeavors to:

- Provide access to high-quality arts and humanities experiences for all District of Columbia residents;
- Improve quality of life by supporting vibrant community projects within the arts and humanities; and,
- Strengthen the creative economy through investments in local individuals and organizations.

Cash-Match Requirement

Individuals are not required to match grant funds. Organizations have a 1:1 cash match requirement designed to assist an organization’s fundraising by leveraging funding from additional private fund sources. In-kind contributions, CAH or other District Government funds may not be used to satisfy the match requirement of this grant by grantees. Grant award funds cover expenses made only within CAH’s “Grant Period” of October 1, 2018 to September 30, 2019.

Description of PEF Cycle 1 Grant Project Types

The Projects, Events or Festivals (PEF) Cycle 1 grant program supports individuals and organizations who execute projects that promote arts and humanities activities to a diverse range of communities within the District of Columbia. CAH accepts applications for projects of all sizes that demonstrate District impact and engage District residents and visitors.

CAH encourages community-based projects that share characteristics such as geographic location, common interests or community impact. Arts and humanities projects may include, but are not limited to: concerts, visual arts exhibitions, literary readings or festivals that feature dance, folk art, film, music, theatre and other art forms. Applicants who are unsure if their project may qualify for this grant program are encouraged to contact a CAH grants manager.

Projects, Events or Festivals applicants will be reviewed by cohorts based on applicant type (individuals or organizations). Projects, Events or Festivals (Organizations) applicants will be reviewed by cohorts based on the organization’s FY17 cash expenses. Cohorts will be determined by CAH based on the pool of applications received.

Successful PEF Cycle 1 Applications

Successful PEF Cycle 1:

- Clearly articulate the design, deliverables and schedule of the project, including the impact of the project on the community and on the artists and/or organization involved in the execution.
- Demonstrate knowledge about the community and community members where the project is sited and reflects this understanding of its location and participants throughout the application.
- Employ new methods and technology to ensure project accessibility and engagement for all.
- Describe one distinct project. Do not provide a “laundry list” of programming happening throughout the year.
- Have an active board of directors.

Grant Eligibility and Restrictions

- Organizations awarded funds in the **FY 2019 General Operating Support**, including General Operating Support – Service Organizations, are **prohibited** from applying to CAH FY 2019 Projects, Events or Festivals (PEF) Cycle 1.
- Applicants are **prohibited** from submitting PEF Cycle 1 applications for projects that feature temporary or permanent **public art** projects. For public art projects, review the **Public Art Building Communities (PABC)** grant program for more information.
- Applicants are **prohibited** from submitting PEF Cycle 1 applications for projects that provide activities for **children or youth**. For projects to provide activities for children or youth, review the **Arts and Humanities Education Projects (AHEP)** or **East of the River (EOR)** grant program guidelines for more information.
- Eligible projects by individuals are projects that work independently of the applicant’s affiliated organization. Individuals who are staff of a non-profit organization **may not** apply for funding for projects that are part of that organization's programming. Individuals who are staff or proprietors of a for-profit company **cannot** apply for funding for projects that are a product or service of that company.

Applications not adhering to this policy will be automatically deemed ineligible.

Eligibility Requirements of Applicants to PEF Cycle 1 (Individual):

- Be arts and humanities practitioner (e.g., presenters, producers and educators), aged 18 or older;
- Be legal DC residents for at least one year prior to the application deadline and must maintain residency during the entire grant period (proof of residency is required);
- Have a permanent DC address as listed on proper identification or tax returns. PO boxes may not be used as a primary address;
- Be in good standing with CAH. Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2018, are ineligible to receive an additional award from CAH in FY 2019; and,
- Abstain from any use of secondary party that acts on an individual’s behalf (“fiscal agent”) in the performance and execution of financial duties.

Eligibility Requirements of Applicants to PEF Cycle 1 (Organization):

- 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 a certification of “Citywide Clean Hands” (CCH) from the District of Columbia Office of Tax and Revenue (see page 11);
- 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).

For festival requests, applicants must also meet the following eligibility requirements:

- A minimum of 1,000 people must benefit from the festival;
- Artistic programming must comprise a minimum of six (6) hours of the festival;
- Festival events and programs must be publicly advertised and open to the general public;
- The festival may not be a block party, fundraiser or charity benefit;
- Funding may be used for project expenses only, which includes support for salaries and operations directly related to the festival events and programs. Funding may not be used for food, beverages, capital costs, building renovations/improvements, cash prizes, gifts, security, items for sale (for example, t-shirts and posters) or any operational costs associated with the administrative office (such as staff salaries, office rent and utilities, office equipment, office supplies, etc.); and,
- All festival activities must comply with District of Columbia permits, policies and safety requirements. Be sure to include these items in the project budget, where applicable.

Applicant Restrictions (non-eligibility):

- Applicants 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;
- Recipients (or intended recipients), of a CAH FY 2019 General Operating Support (GOS) grant; and
- 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

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 PEF Cycle 1 Grant:

- Artistic and administrative personnel salaries or wages;
- Artists/consultants;

- Space rental and fees directly related to project implementation;
- Travel and transportation directly related to project implementation;
- Materials, supplies and equipment purchases no more than 25% of the award that are directly related to project implementation; and,
- Overhead, maintenance and administration not exceeding 35% of the grant and match.

Examples of “Unallowable Costs” Related to the PEF Cycle 1 Grant:

- Overhead, maintenance and administration exceeding 35% of the grant and cash-match;
- Food and beverages;
- Payment to auxiliary and/or affiliate organizations;
- Tuition, awards, and scholarships;
- Re-granting (also known as “sub-granting”);
- Debt reduction;
- Fundraising project expenses;
- Equipment purchases over 25% of the grant award;
- Expenses not directly related to the execution of the project;
- Operational reserve;
- Temporary or permanent public art projects;
- Activities for youth; and,
- Funding to universities, foreign governments or DC government agencies, including DCPS.

The PEF Cycle 1 grant program manager reviews and approves all expenses before the grant agreement is processed for payment. Grantees with questions regarding allowable costs may contact CAH’s grant program manager. The grantee will be responsible for demonstrating cash expenses in interim and final reports.

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

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.

In addition to detailed plans for its compliance with the Americans with Disabilities Act (ADA) (42 U.S.C. §§ 12101 et seq.), 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 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.

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.dcartz.dc.gov, 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	12:00 pm - 1:30 pm	PEF Cycle 1 Workshop	DMGEO
Friday, May 4	2:30 pm - 3:30 pm	All Open Grants	Livechat
Tuesday, May 8	6:00 pm - 7:30pm	PEF Cycle 1 Workshop	CAH
Friday, May 11	2:30 pm- 3:30 pm	All Open Grants	Livechat
Saturday, May 12	10:00 am - 12:00 pm	Open Hours	CAH Gallery
Friday, May 18	2:30 pm- 3:30 pm	All Open Grants	Livechat
Saturday, May 19	10:00 am - 12:00 pm	Open Hours	CAH Gallery
Friday, May 25	2:30 pm-3:30 pm	All Open Grants	Livechat
Tuesday, May 29	6:00 pm - 7:30 pm	PEF Cycle 1 Workshop	CAH

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 Projects, Events and Festivals Workshops are held at:

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

Office of the Deputy Mayor for Greater Economic Opportunity (DMGEO)
 2235 Shannon Place SE, Suite 3040
 Washington, DC 20020

Grant Application Process

1. 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 [FY19 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 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

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 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.

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 Projects, Events or Festivals grant can be referred to CAH employees Regan Spurlock at regan.spurlock@dc.gov.

FY 2019

PROJECT-BASED GRANT: PEF CYCLE 1

Review Criteria

Arts and Humanities Content 40%

- The project is of high quality, based upon the applicant's work sample and support materials (brochures, articles, letters of support, etc.), and demonstrates high standards pertaining to the indicated disciplines; and,
- The applicant uses personnel with demonstrated expertise (such as arts administrators, humanities professionals, teaching artists, educators, professional artists) to plan and implement project content.

District Impact and Engagement 30%

- The applicant demonstrates a commitment to hiring DC-based artists and humanities professionals, where applicable, to deliver arts and/or humanities content (such as arts administrators, humanities professionals, teaching artists, educators, professional artists);
- The applicant presents effective evaluation methods specific to the project which are used to improve future activities and services;
- The applicant directly targets and services District of Columbia residents via varied and appropriate marketing methods;
- The applicant partners with similar or complementary partners to leverage resources for the described activities; and,
- The proposed activities and services are accessible to DC residents and visitors of all backgrounds and abilities.

Financial Capacity, Management and Sustainability 30%

- The applicant demonstrates capable management oversight with well-rounded expertise related to their activity;
- The applicant demonstrates individual/organizational stability to implement the proposed request in terms of capacity and financial expertise to successfully complete the project or activity;
- The applicant has identified any required permits and permissions necessary to produce the event and their related costs;
- The applicant's budget information is detailed, accurate, feasible and directly related to the activities of the grant request; and,
- The applicant clearly demonstrates its ability to attract the financial support necessary to complete the activities and match required funds, if applicable.

FY 2019

PROJECT BASED GRANT: PEF CYCLE 1

Application Checklist

The following is a checklist for all mandatory and supplementary documents required to submit the PEF Cycle 1 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.dcartsonline.gov, click on the grants tab, select "Managing Grant Award" to obtain the OPGS Compliance Documents.

MANDATORY DOCUMENTS

Individuals:

- **Work Samples**
Review "Addendum A: Work Samples and Supplementary Materials" (see page 17)
- **Support Materials**, i.e., up to six (6) additional items, e.g., publicity, letters of support, programs, brochures, evaluations, strategic plans, letters of agreement from project site if applicable, etc.
- **Résumés of Key Personnel;** (e.g. artistic/managing/executive directors, arts educators, etc. with roles, responsibilities, and home addresses clearly indicated;
- **Letter of Project Site Agreement** (Required for Festivals. Optional but recommended for all other PEF Cycle 1 applicants)
- **DC Office of Partnerships and Grants (OPGS) compliance documents.** (Templates and instructions available at: <http://dcarts.dc.gov/page/managing-grant-awards>)
 - Arrest and Conviction Statement
 - Certificate of Clean Hands – must be dated within thirty (30) days of application deadline
 - Certificate of Insurance (or demonstrated knowledge of how to attain it)
 - Statement of Certification
 - Signed W-9, no post office boxes – must match address in application portal.

Organizations:

- **Work Sample(s)**
Review "Addendum A: Work Samples and Supplementary Materials" (see page 17)
- **Support Materials**, i.e., up to six (6) additional items, e.g., publicity, letters of support, programs, brochures, evaluations, strategic plans, etc.
- **Résumé(s) of Key Personnel** (e.g. artistic/managing/executive directors, arts educators, etc. with roles, responsibilities and home addresses clearly indicated);
- **Board of Directors List:** member names, officers, start and end dates of term/term limit and professional occupation

- **Letter of Project Site Agreement** (Required for Festivals. Optional but recommended for all other PEF Cycle 1 applicants)

- **Most Recent IRS Form 990**

- **DC Office of Partnerships and Grants (OPGS) compliance documents.** (Templates and instructions available at: <http://dcarts.dc.gov/page/managing-grant-awards>)
 - Arrest and Conviction Statement
 - Certificate of Clean Hands, dated within thirty (30) days prior to the deadline
 - Certificate of Liability Insurance – general coverage and, if the project merits additional insurance, demonstrated knowledge of how to attain it
 - Copy of IRS 501(c)(3) Letter of Determination
 - Signed IRS Form W-9 (Note: Post office boxes are prohibited) **Address must match exactly the address in CAH's grant application portal**
 - Statement of Certification (must be signed at the time of application submission)



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 sample

Section 2 - Support materials

Section 3 - Résumé(s) 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.

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.
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 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)	
	Individuals - Submit digital images of up to five (5) works of art available for acquisition by CAH
	District galleries and organizations - Submit images of up to ten (10) works of art by DC resident artists

Section 2 - Support Materials

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

Some examples of support materials are:

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

Assessment and Evaluations

Purpose:

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

Types:

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

Assessment and Evaluation Design

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

Section 3 - Résumés of Key Personnel

Another way for the advisory review 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 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 the grant application portal.

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