



DC COMMISSION ON THE ARTS & HUMANITIES  
50<sup>th</sup> ANNIVERSARY

# REQUEST FOR APPLICATIONS FY2019 PROJECT-BASED CONTRACT

## SPECIAL ARTS INITIATIVE: CELEBRATE THE CREATIVE SPARK!

Applicants may submit one (1) Special Arts Initiative application per fiscal year cycle

### **Projects by Organizations and Individuals**

Organizations and Individuals may request up to \$1,500. Request amounts vary.

Deadline: Friday, December 21, 2018 at 4:00 pm Eastern Time (ET)

Award recipients must implement programming between  
Monday, April 1, 2019 and Friday, June 14, 2019.

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 this Request for Applications (RFA) completely prior to submitting an application for this program. For questions or additional information, please contact the Commission on the Arts and Humanities (“CAH”).**

## PROJECT-BASED CONTRACT

Applicants may submit one (1) Special Arts Initiative application per fiscal year cycle.

### FY 2019

### Special Arts Initiative: Celebrate the Creative Spark!

#### Projects by Organizations and Individuals

<b>Release Date:</b>	Friday, November 30, 2018
<b>Application Deadline:</b>	<b>Friday, December 21, 2018</b>
<b>Grant Period:</b>	April 1, 2019 to June 14, 2019
<b>Award Amount:</b>	Varies. Contracts are competitive(range up to \$1,500)

#### Special Arts Initiative (SAI): Celebrate the Creative Spark! Description

Now in its fifth year, *Celebrate the Creative Spark!* is designed to meet the DC Commission on the Arts and Humanities (CAH) goal of developing the creative capacity of children and youth in the city.

CAH solicits applications from qualified arts and humanities organizations and individual teaching artists through a competitive process. Each applicant submits a three-lesson residency (Unit Plan) targeting a specific age/grade grouping in their discipline. The Unit Plan should align with the central tenets of creativity as determined by Dr. E. Paul Torrance:

- Originality: The statistical rarity of a student’s response to a prompt or idea;
- Elaboration: The amount of detail in a student’s response to a prompt or idea;
- Fluency: The total number of interpretable, meaningful, and relevant ideas generated by a student in response to a stimulus; and
- Flexibility: The number of different categories of relevant responses to a stimulus or idea.

The Unit Plan Template (see these Guidelines' attached Addendum B) should be used and submitted as an attachment to the application in the portal. CAH will pair successful applicants with classrooms across all eight wards to engage students in process-driven arts activities to build their creative skills.

Program activities should be scheduled for implementation between April 1, 2019 and June 14, 2019. Once paired, it is the responsibility of the organizations and teaching artists to work with schools to set up dates and times for implementation.

Each award is by contract. Individuals and Organizations are not required to provide a match. Funds must be spent from the date of award notification through September 30, 2019. Awardees are required to submit a final report, including evidence of implementation of assessment, no later than sixty (60) calendar days following the final session of the residency.

### **Celebrate the Creative Spark! Goals**

- Provide access to high-quality arts and humanities experiences for all District of Columbia residents;
- Reinforce the importance of including creative thinking as a critical component of an excellent education;
- Develop the creative capacity of children and youth in the city; and
- Provide participating teaching artists and arts and humanities organizations with the opportunity to build new relationships with public schools across all eight wards of the city.

### **Successful Celebrate the Creative Spark! Applications**

- Give a brief overview of general goals and specific objectives of unit plan/residency;
- Connect activities of residency to four tenets of creativity, as defined by American psychologist E. Paul Torrance (i.e. Originality, Elaboration, Fluency, and Flexibility);
- Demonstrate expertise in offering developmentally appropriate arts and humanities programming for a targeted population of children and youth;
- Articulate an understanding of curriculum design through the provision of a three-lesson unit plan; and
- Craft programming that provides an immersive experience for participants.

### **Eligibility Requirements**

**Individuals** may apply if they meet all of the following eligibility requirements at the time of application.

Applicants must:

- Be arts and humanities professionals (e.g., presenters, producers, actors, visual artists, dancers, and educators), aged 18 or older;
- Be legal residents of the District of Columbia (District) for at least one (1) year prior to the application deadline and must maintain residency in the District during the entire award period (proof of residency is required);
- Provide proof of District residency as listed on proper identification or tax returns. PO boxes may not be used as a primary address;

- Be in good standing with CAH and the District of Columbia Government. Applicants with incomplete or delinquent reports, in any funding program, as of Friday, December 21, 2018, are ineligible to receive an additional award from CAH in FY 2019; and
- Abstain from any use of a secondary party that acts on an individual's behalf ("fiscal agent") in the performance and execution of financial duties.

**Organizations** may apply if they meet all of the following eligibility requirements at the time of application. Applicants must:

- Be incorporated as a non-profit entity 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 contract period);
  - 2) District of Columbia Office of the Chief Financial Officer, Office of Tax and Revenue (OTR);
  - 3) District of Columbia Department of Employment Services (DOES); and
  - 4) United States Internal Revenue Service (IRS);
- Obtain certification of "Citywide Clean Hands" (CCH) from the District of Columbia Office of Tax and Revenue (see page 10 of these Guidelines);
- Be in good standing with CAH. (Note that applicants with incomplete or delinquent reports from any prior funding program, as of October 19, 2018, are ineligible to receive additional funds from CAH in FY 2019);
- Abstain from any use of a secondary party that acts on an organization's behalf ("fiscal agent") in the performance and execution of financial duties; and,
- Not be colleges, universities, service organizations, foreign governments or other District of Columbia government agencies, including District of Columbia Public Schools and Public Charter Schools.
- 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).

Organizations participating in the FY 2019 General Operating Support (GOS) program may apply for new or expanded project opportunities that were not submitted as part of their FY 2019 GOS application.

### **Funding Restrictions and Allowable Costs**

CAH must ensure that all award funds are expended in a fiscally responsible manner. Allowable costs are those that District government and CAH have determined as valid expenditures, all awarded funds are subject to audit and Performance Monitoring (See Page 11 of these Guidelines).

#### **Examples of allowable costs for Celebrate the Creative Spark!:**

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

- Travel and transportation directly related to project implementation.

**Examples of unallowable costs for Celebrate the Creative Spark!:**

- Overhead, maintenance and administration exceeding 35% of the award;
- Food and beverages;
- Auxiliary and/or affiliate organizations;
- Tuition, awards, and scholarships;
- Re-granting;
- Debt reduction;
- Fundraising project expenses;
- Expenses not directly related to the execution of the project;
- Operational reserves; and
- Temporary or permanent public art projects.

The awardee must document all project expenses within the award agreement. The award agreement will not be processed for payment until expenses are reviewed and approved by the program manager. Should an awardee have a question regarding the issue of whether, in this context, a prospective award-related expense is an “allowable” expense, awardee should first ask CAH for related and specific guidance before awardee incurs the subject financial obligation.

**Award Recipient Reporting Requirements and Award Cancellations**

All eligible applications are reviewed through a competitive process. Evaluation criteria are based on: 1) Arts Education Content; and 2) Assessed District Impact and Engagement. Awardees will be required to submit to CAH a final report regarding: (a) the extent to which they met their project goals; and (b) the community impact of the funded projects or activities (Final Report).

Final Reports must also include;

- (a) A revised unit plan with process, procedural outcomes and reflections completed;
- (b) A completed assessment tool for each student participating in the residency; and
- (c) A financial report that: (1) regards the funded activity; (2) clearly shows how the award funds were used; and (3) provides proof of project-related expenditures and locations, residency dates and numbers of artists and youth engaged.

Awardees who do not submit Final Reports are ineligible for further CAH funding.

CAH has the right to withhold, reduce or cancel awards if an awardee does any of the following:

- Misses deadlines for 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 award contract requirements;
- Demonstrates inadequate financial management and oversight; and/or
- Does not properly credit CAH’s support (See Page 9, Award Management and Rescindment.)

## **Inclusion, Diversity, Equity, Access**

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 (Page 10, below) and the CAH Grants Glossary, located in the [Guide to Grants](#). For reference, applicants may use this link to access the text of the ADA: (<https://www.law.cornell.edu/uscode/text/42/12101>). Notwithstanding the fact that it has shared hyperlinks attached immediately above and later below, the District government does not represent that shared text of the ADA (or any other text) is the latest version of the subject law.

## **Technical Assistance and Workshops**

CAH staff members are available to assist applicants through group or individual technical assistance. CAH staff members will not write applications for applicants. CAH staff members are available for thirty (30) minute appointments on government business days up to one (1) week prior to the application deadline. An applicant is permitted to contact CAH to schedule a meeting to review draft applications for technical assistance 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. (Final applications may not be submitted by email.)

**Workshop dates, times and locations listed below are subject to change.** All workshops are free and open to the public; however, participants are encouraged to RSVP. Photo identification is required for in-person workshops. Call 202-724-5613 for additional information and workshop confirmation. **Workshop attendance is strongly recommended for first-time applicants.**

<b>Day &amp; Date</b>	<b>Time</b>	<b>Topic</b>	<b>Location</b>
Friday, December 7	2:30 pm – 3:30 pm	Creative Spark!	CAH
Wednesday, December 12	10:00 am – 11:00 am	Creative Spark!	CAH
Tuesday, December 18	4:00 pm – 5:00 pm	Creative Spark!	CAH

<b>FY19 Workshops will be located at:</b>
<b>DC Commission on the Arts and Humanities (CAH)</b>
200 I (Eye) Street SE, Suite 1400
Washington, DC 20003

## **Application Process**

**Applications must be submitted via CAH’s online portal by 4:00 pm EST on the deadline date.**

Incomplete or late applications, or applications which do not follow the instructions, will be **ineligible** for review and funding. Submitting applications by other means, such as email, is not permitted. However, CAH will accept reasonable accommodation requests in advance of application deadline due date from applicants with disabilities to submit 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.

All of the FY 2019 program guidelines are available online at [www.dcarts.dc.gov](http://www.dcarts.dc.gov) and applicants should avail themselves to the entirety of the posted information. Should an applicant require assistance with online access or technical support, they may contact CAH.

The award period for this program opportunity is from the award notification date to September 30, 2019. CAH prohibits the use of award funds for activities that occur outside of this period of time.

1. Review the FY 2019 Program Guidelines for Special Arts Initiative: Celebrate the Creative Spark! programs thoroughly and determine eligibility of the applicant, project and project activities;
2. 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](#))
3. Upon registration, applicants select the desired program(s)
4. Complete the application questions, budget and budget narrative data
5. Upload required documents, supplementary material and work samples
6. Double-check the application for thoroughness, clarity and typographical errors
7. **Submit the application by 4:00 pm ET on the program’s deadline date**
8. Ensure receipt of submission confirmation e-mail (auto-generated by the online portal) by the application deadline

This application process is competitive, and CAH and the District’s liability related to any Special Arts Initiative award is subject to the availability of appropriated funds. Legal liability of the District of Columbia and CAH for the payment of any award-related funds shall not arise unless and until such an award-related appropriation has been made by the Council of the District of Columbia.

Applicants may not request or receive funding for the same activities through more than one CAH program or program category. Multiple applicants may not apply for funding for the same project – whether through the same or different programs.

Applicants are responsible for the content of their application package. 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 will review applications for completeness and contact applicants for any documents that require clarity 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 applications will not be forwarded to the Advisory Review Panel for consideration and will be deemed as disqualified for review.

## **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 program. The role of a panelist is to review and score an eligible application’s content to the established 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, panelists, and Commissioner Conveners. All applications to the Celebrate the Creative Spark! program are scored according to two categories: (1) Arts and Humanities Content; and (2) District Impact and Engagement.

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

CAH staff, Commissioner Conveners and panelists are to remain impartial in their review of CAH 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 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 review process please visit the [Guide to Grants](#). To volunteer or nominate a person to serve as an advisory review panelist for a grant program, see CAH's [FY 2019 Call for Panelists](#).

## **Notification and Payment**

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CAH will notify applicants of this program as to the results of their application by February 1, 2019 via: (1) letter of conditional award; (2) letter of intention to award; (3) letter of ineligibility; or (4) letter of denial.

For award recipients, the date of CAH award payment disbursement(s) is subject to the availability of funds and the processing of required documentation.

CAH staff will advise award recipients on the payment disbursement process on or after February 1, 2019. CAH does not disburse award payments through its office. However, in collaboration with other District of Columbia government agencies, CAH processes the award payment requests in a timely manner. To expedite award payments, CAH advises awardees to register to receive a direct deposit for the 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 Award Rescindment**

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CAH reserves the right to rescind any and all awards for non-compliance with CAH's Request for Applications (RFA) guidelines, policies or regulations, at any time. FY 2019 awardees with unmet reporting obligations regarding any CAH funding program as of close of business on Friday, December 21, 2018 are ineligible to receive additional awards from CAH.

### **Reporting Requirements**

Awardees will be required to submit to CAH report(s) regarding: (1) the extent to which they met their CAH 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 report(s) must also include: (1) a financial report regarding the funded activity that clearly shows how the subject 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; and (5) the

numbers of local artists and youth engaged. Awardees who do not submit Final Reports are ineligible for further CAH funding.

Awardees must submit a Final Report within sixty (60) calendar days of the final session of their respective residency. Final Reports must be completed and submitted to CAH through its online portal. Awardees may access the Final Report forms through the [Managing Grant Awards](#) page on CAH's website.

### **Award Management and Rescindment**

Awardee agrees that it will include a CAH logo and a credit line in all of its award-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 an award according to the terms and provisions of the agreement or if the awardee exercises any of the following:

- Fails to meet deadlines for 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 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 award recipients must obtain a "Citywide Clean Hands Certification" from the District of Columbia's Office of Tax and Revenue by no later than the time of application and prior to any award disbursement throughout the award period.** The CCH website application supports the "Clean Hands" Mandate (D. C. Official 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 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 awardees 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 individual or organization applying for funding from CAH should include, in its 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 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**

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All award 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 awardees to ensure compliance with risk assessment monitoring, and those standards are discussed in greater detail in the applicants' 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 awardees are responsible for reporting their respective 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 programs and clarification about related accessibility requirements, work sample submissions and award-making processes can be found in CAH's [Guide to Grants](#).

Specific questions about the Celebrate the Creative Spark! program should be directed to David Markey at 202-671-1354 or via email: [david.markey@dc.gov](mailto:david.markey@dc.gov).

# **FY 2019 Special Arts Initiative: Celebrate the Creative Spark!**

## **Review Criteria**

### **Artistic and/or Humanities and Educational Content (50%)**

- The applicant's work sample and educational materials (syllabi, lesson plans, rubrics, etc.) demonstrate high standards of artistic, humanities and educational excellence within the chosen discipline(s);
- The applicant has made authentic connections in the unit plan between the content and the guiding creativity framework;
- The described activities advance student learning through the arts;
- The related goals and schedule of planned activities are feasible;
- The applicant uses personnel with demonstrated arts expertise (such as arts administrators, teaching artists, educators, professional artists) to plan and implement content;
- The applicant demonstrates a commitment to hiring District-based arts and humanities professionals, where applicable, to deliver content (such as arts administrators, teaching artists, educators, professional artists); and
- The applicant presents effective evaluation methods specific to the project with the desired outcome of improving future activities and services.

### **District Impact and Engagement (50%)**

- Applicant directly targets a substantial number of DCPS and DC Public Charter School children and youth;
- The described arts activities are enriching experiences that meet the unique needs of the children and youth of the District of Columbia; and
- The proposed activities and services are available to, and inclusive of, people with disabilities.

# **FY 2018 Special Arts Initiative: Celebrate the Creative Spark!**

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## **Application Checklist**

The following is in addition to the required narrative questions within the online application. This checklist includes all mandatory and supplementary documents required to submit the Special Arts Initiative application. Documents must be uploaded prior to the application deadline.

**DC Office of Partnerships and Grants (OPGS) compliance documents.** (Templates and instructions available at: <http://dcarts.dc.gov/page/managing-grant-awards>)

### **MANDATORY DOCUMENTS (Organizations)**

- Work Samples – Completed Residency Unit Plan aligned to provided creativity framework;
- Resume(s) of key personnel involved in the project, such as artistic staff and educators;
- Signed W-9 (No Post Office Boxes. Address must match address in online portal);
- ACH Form (if not already on file with CAH);
- IRS Letter of Determination;
- District of Columbia Certificate of Incorporation;
- Certificate of Insurance;
- Clean Hands Certification;
- Statement of Certification; and,
- Arrest and Conviction Statement.

### **MANDATORY DOCUMENTS (Individuals)**

- Work Samples – Completed Residency Unit Plan aligned to provided creativity framework;
- Resume(s) of key personnel involved in the project, such as artistic staff and educators;
- Signed W-9 (No Post Office Boxes. Address must match address in online portal);
- ACH Form (if not already on file with CAH);
- Certificate of Insurance;
- Clean Hands Certification;
- Statement of Certification; and,
- Arrest and Conviction Statement.

**FAILURE TO SUBMIT MANDATORY DOCUMENTS WILL AUTOMATICALLY RESULT IN DISQUALIFICATION.**

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

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CAH values and emphasizes excellence in all 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 demonstrated to the advisory review panel through the applicant's:

- 1. Section 1 - Unit Plan**
- 2. Section 2 - Work samples**
- 3. Section 3 - Support materials**
- 4. Section 4 - Résumé(s) of key personnel**
- 5. Section 5 - General Suggestions from CAH staff**

### **Section 1 - Unit Plan**

The residency Unit Plan carries the most weight because it must contain the clearest depiction of what the applicant plans to do in the classroom as part of the project. Applicants must take their content activities and align them to the four tenets of creativity as defined by Dr. E. Paul Torrance (See Page 3).

### **Section 2 - Work Samples**

All applicants must submit arts and/or humanities work samples that demonstrate the caliber of their work to targeted participants. 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 application. Applicants must adhere to the work sample requirements below in order to be eligible for consideration.

***Work samples must be no more than three (3) 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) 3-5-minute video recordings of performances or identify a performance piece the panelists should focus on.
	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 JPEG 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 JPEG image, include the artist's name, artwork title, medium, size and the year the work was completed. JPEG Digital images must be numbered to correspond with the image identification list.
<b>Humanities (e.g. archaeology, comparative religion, ethics, history museums and historic homes, jurisprudence, language and linguistics, philosophy, etc.)</b>	
	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).

<b>Interdisciplinary</b>	
	Individuals and organizations: 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	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 on separate pages.
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 request.
<b>Music</b>	
	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 JPEG 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 JPEG image, include the artist's name, artwork title, medium, size and the year the work was completed. JPEG 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 JPEG 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 JPEG image, include the artist's name, artwork title, medium, size and the year the work was completed. JPEG Digital images must be numbered to correspond with the Image Identification List.
<b>Art Bank: The Washingtonia Collection</b> (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 3 - Support Materials

Support materials are documents that strengthen the application and provide additional information that directly relates to the 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 supporting materials are:

- Theater/exhibition reviews
- Letters of recommendation
- Certificates of achievement or recognition
- 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 program 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 4 - 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 program 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 5 - General Suggestions from CAH Staff**

When creating and preparing work samples, supporting materials and résumés, CAH recommends considering the following:

- Applicant should be able to view and/or play all work samples in the application before submitting. If a sample cannot be played, then panelists will experience the same.
- Select recent, high quality samples that relate as directly to the application as possible.
- Photograph uploads should be in JPEG (or JPG) format with a 72 dpi minimum resolution and should not exceed 20MB in size.
- Adding more than the recommended number of work samples to an application will often weaken it.
- Carefully chosen work samples (pictures, videos, excerpts, etc.) tend to make the biggest impact and create the strongest artistic impression.
- Advisory review panelists are required to review each applicant's work samples; however, they are not guaranteed to review multiple work samples within the same application.

- Each work sample and document must give a specific name and title so that panelists can identify what they are reviewing.
- For project-based applications, 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 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.
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- Ensure links to online materials or websites are fully functional and up-to-date. An inoperative link to a website containing a work sample will negatively affect the application. CAH is not responsible for any material obtained outside of its online application portal.

## Addendum B: Unit Plan

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The unit plan consists of three individual lessons for the same class/group of students. It should represent an arc moving from process through product, building on students' ideas and building their creative capacities in the unit activities. When crafting the unit plan, applicants are asked to align their activities to the following framework that speaks to the central tenets of creativity and creative thinking:

**Originality**  
**Elaboration**  
**Fluency**  
**Flexibility**

Do you require CAH to find a school with which you would implement your unit?

YES \_\_\_\_\_

NO \_\_\_\_\_

Class/School Name (if known): \_\_\_\_\_

Teaching Artist/Arts Organization: \_\_\_\_\_

Targeted Grade(s): \_\_\_\_\_

Discipline: \_\_\_\_\_

Number of three-lesson residencies you/your organization might accommodate: \_\_\_\_\_

### Unit Description:

Provide a brief (one paragraph) description of the three-lesson unit and identify 3-5 overarching goals for the students i.e. what they will learn and be able to do by the end of the unit.

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Goal #1 \_\_\_\_\_

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Goal #2 \_\_\_\_\_

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Goal #3 \_\_\_\_\_

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## Lesson 1

<p><b>Lesson Objectives:</b> (List the overarching goals and specific objectives of the workshop i.e. what students should know and be able do to by the end of the workshop)</p>	
<p><b>Procedure:</b> (List the sequential process of activities from warm ups through cool downs and reflection/assessment with students)</p>	
<p><b>Materials:</b> (List materials needed for the lesson and those that might need advance prep. Mention should also be made of space requirements)</p>	
<p><b>Process Outcomes &amp; Reflections: To be completed post-workshop</b> (List what worked and what needed adjustment in the process of the activities e.g. factors of time, space, appropriateness of activities. Also list specific reflections on student participation and engagement)</p>	

## Lesson 2

<p><b>Lesson Objectives:</b> (List the overarching goals and specific objectives of the workshop i.e. what students should know and be able do to by the end of the workshop)</p>	
<p><b>Procedure:</b> (List the sequential process of activities from warm ups through cool downs and reflection/assessment with students)</p>	
<p><b>Materials:</b> (List materials needed for the lesson and those that might need advance prep. Mention should also be made of space requirements)</p>	
<p><b>Process Outcomes &amp; Reflections: To be completed post-workshop</b> (List what worked and what needed adjustment in the process of the activities e.g. factors of time, space, appropriateness of activities. Also list specific reflections on student participation and engagement)</p>	

### Lesson 3

<p><b>Lesson Objectives:</b> (List the overarching goals and specific objectives of the workshop i.e. what students should know and be able do to by the end of the workshop)</p>	
<p><b>Procedure:</b> (List the sequential process of activities from warm ups through cool downs and reflection/assessment with students)</p>	
<p><b>Materials:</b> (List materials needed for the lesson and those that might need advance prep. Mention should also be made of space requirements)</p>	
<p><b>Process Outcomes &amp; Reflections: To be completed post-workshop</b> (List what worked and what needed adjustment in the process of the activities e.g. factors of time, space, appropriateness of activities. Also list specific reflections on student participation and engagement)</p>	