



DC COMMISSION ON THE ARTS & HUMANITIES
50th ANNIVERSARY

REQUEST FOR APPLICATIONS
ARTS AND HUMANITIES FELLOWSHIP PROGRAM
GENERAL SUPPORT GRANT | FY 2020 GUIDELINES

Application Release: Friday | May 3, 2019

Application Deadline: Friday | May 31, 2019 | 4:00pm

FY 2020 Funding

The grant period is from October 1, 2019 to September 30, 2020. Grant funds may not be used for activities or expenses that occur outside of the grant period.

Funding Requests

Individuals may receive up to \$10,000 (Maximum Award). Only one (1) Arts and Humanities Fellowship Program grant application may be submitted per grant cycle.

Applicants should read through these guidelines in their entirety prior to submitting an application.

Staff Contact: Refer to chart on page 12

Established in 1968, the Commission on the Arts and Humanities (CAH) supports programs that promote progress in the arts and humanities through grants, professional opportunities, and other services to individuals and nonprofit organizations in all communities within the District of Columbia. As the designated state arts agency for the District, CAH is an agency of the Planning and Economic Development Cluster of the Executive Branch of the District government, and is supported primarily through District government funds and in part by the National Endowment for the Arts.

Government of the District of Columbia
Commission on the Arts and Humanities
200 I Street, SE, Suite 1400, Washington, DC 20003
202-724-5613 | dcarts.dc.gov

ARTS AND HUMANITIES FELLOWSHIP PROGRAM (AHFP) GENERAL SUPPORT GRANT

AHFP Overview

The Arts and Humanities Fellowship Program (AHFP) seeks grant applications from qualified individual artists and humanities practitioners who significantly contribute to the District of Columbia as a world-class cultural capital. AHFP recognizes the impact of individual artists and humanities practitioners within the District and supports the vitality that those individuals bring to the local community.

CAH will award select applicants (“grantees”) a grant of funds to support the delivery of their proposed program. Grant funds are applicable only to CAH’s Fiscal Year 2020 (“FY 2020”), which occurs from October 1, 2019 to September 30, 2020, and which is referred to as the “Grant Period” in this document. Grant award funds cover expenses made only within CAH’s Grant Period.

Grants are competitive and applications will be organized for review in cohorts listed under the program description.

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

- Encourage the contributions of individual artists and humanities practitioners to the District. Highlight the professional accomplishments and creative excellence of artists and humanities professionals residing in the District;
- Provide support to individuals who demonstrate exceptional creativity; and,
- Cultivate a city with a dynamic cultural sector and a large contingent of artists and humanities practitioners.

Cash-Match Requirement

There is no matching requirement for the AHFP grant program.

Description of AHFP Grant Types

AHFP is not a project-based grant and applicants are not required to propose or complete a particular project as part of the fellowship. Funds may be used for many types of expenses.

AHFP is open to all arts and humanities disciplines in FY20. Arts and humanities disciplines may include, but are not limited to: dance, design, folk and traditional arts, literature, media arts, music, theatre, visual arts, as well as other emerging and experimental fields and multi-disciplinary media. Established as well as emerging artists and humanities practitioners are encouraged to apply.

Arts and Humanities Fellowship Program has no cash matching requirement. Funds must be spent within CAH's FY20 (October 1, 2019 to September 30, 2020).

Successful AHFP Applications

Successful AHFP applications:

- Consider how the arts and/or humanities statement connects panelists to work samples.
- Focus on work that has already been created, not on work that has yet to be created.
- Avoid work samples which make it difficult for panelists to review the quality of the work itself (e.g. low resolution images, audio with unintentional white noise, incomplete materials, etc.).

Eligibility Requirements

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

- Be legal District of Columbia resident for at least one (1) year prior to the application deadline and must maintain residency during the entire grant period (proof of residency is required);
- Be artists, arts professionals and/or humanities practitioners (e.g., presenters, producers and educators), aged 18 or older;
- Have a permanent District of Columbia address, as listed on government issued identification or tax returns. Post office boxes may not be used as a primary address;
- Be in "good standing" with CAH. Note: a CAH grant applicant that has failed, as of May 3, 2019, to comply with all applicable CAH-related mandates (e.g., failed to submit to CAH required reports related to prior CAH funding), is not in "good standing" with CAH and, accordingly, is ineligible to receive additional funds from CAH in FY 2020; and
- Must not use fiscal agents.

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. Unallowable costs include food and beverages.

Individual applicants may receive funds from multiple grant programs. Please note that payments may be taxable under the law. Each grant recipient should consult with a tax professional to determine how payments may impact individual circumstances.

The AHFP grant program manager reviews and approves all expenses before the grant agreement is processed for payment. Grantees with questions regarding allowable costs may contact CAH’s grant program manager.

The grant period is from October 1, 2019 to September 30, 2020. CAH restricts a grantee’s grant-funded activity expenses that are beyond the grant period.

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 or via the online grants portal) their full draft application proposal along with any questions in advance of scheduling a meeting for agency staff assistance.

CAH conducts free workshops for participants to learn useful information about the agency’s funding opportunities and how to submit a grant application. Workshop dates, times and locations listed below are subject to change. All workshops are free and open to the public; however, participants are strongly encouraged to RSVP. Photo identification is required to enter CAH offices. More information about the dates and times of these workshops may be found at www.dcartz.dc.gov under [Grant Writing Assistance](#), or by calling CAH at 202-724-5613.

Workshop dates, times and locations listed below are subject to change.

Day and Date	Time	Topic	Location
Friday, May 3, 2019	2:30 pm - 3:30 pm	Live Chat	Online
Saturday, May 4, 2019	10:00 am -11:30 am	Grants Open Hours	CAH
Thursday, May 9, 2019	11:30 am - 1:00 pm	AHFP Workshop	DCHR
Friday, May 10, 2019	2:30 pm - 3:30 pm	Live Chat	Online
Thursday, May 16, 2019	2:30 pm - 4:00 pm	AHFP Workshop	Cleveland Library
Friday, May 17, 2019	2:30 pm - 3:30 pm	Live Chat	Online

Saturday, May 18, 2019	2:00 pm - 3:30 pm	Open Hours	CAH
Tuesday, May 21, 2019	6:00 pm - 7:30 pm	AHFP Workshop	CAH
Friday, May 24, 2019	2:30 pm - 3:30 pm	Live Chat	Medium

FY 2020 AHFP Workshops locations:

Cleveland Library
3310 Connecticut Ave. NW,
Washington, D.C. 20008

DC Human Resources (DCHA)
1015 Half Street SE
Washington, DC 20003

On several Fridays during the application window, grants staff will be available for online Live chats, where applicants can type questions in the online chat box and receive immediate responses. To join, visit <https://dcarts.dc.gov/livechat>. No RSVP necessary.

Grant Application Process

1. Read the [FY 2020 Guide to Grants](#)
2. Read the Request for Applications (RFA) guidelines for the desired grant program and determine eligibility
3. Go to [Apply for Grants](#) on CAH's website and select [Grant Application Portal](#) to register as a user
(Note: to reset a user password either select "Forgot your password?" or click [here](#))
4. After registration, applicants select the desired grant program(s)
5. Complete the questions in the online application
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 email (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, May 31, 2019. 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 David Markey at 202-724-5613 or david.markey@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 required to make corrections to applications on behalf of applicants. CAH staff reviews applications for eligibility and completeness and contacts applicants for any missing or incomplete mandatory documents. Applicants are responsible for returning any additionally documents to CAH staff within three (3) business days of CAH's notification. Failure to do so will disqualify the application.

✓ **REMINDER:** The grant period is from October 1, 2019 to September 30, 2020. Grant funds may not be used for activities that occur outside of this grant period. Specific projects/programs underwritten by the grant must be completed by August 15, 2020.

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 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 volunteer or nominate a person to serve as an advisory review panelist for a grant program, see CAH's [FY 2020 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, 2019 via (1) letter of conditional grant award, (2) letter of ineligibility or (3) letter of denial. These notifications will be sent via email to the same applicant's email address that was used to submit the online application.

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, 2019. 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](#). CAH also advises that grantees register on the electronic invoicing [DC Vendor Portal](#) system through which payments will be processed.

Live Work Samples

Applicants with eligible applications will be divided into cohorts based on applicant discipline. Applicants with eligible and complete applications in literary and performing arts cohorts will be invited to present to the panel. Once a grant application has been submitted and reviewed for eligibility, CAH staff will contact applicants to schedule live work samples. The live work sample is designed to complement or supplement the online submission. In the event that an applicant wishes to present a live sample but is unable to attend, they may submit a pre-recorded live sample for the panelists to review at the time that they review the application on panel day. All live work samples for literary and performing arts cohort applicants will take place the same day on which the panel convenes.

Discipline	Dates
Theatre	July 15 and July 18, 2019

Music	July 17 and July 19, 2019
Humanities	July 30, August 1 and August 7, 2019
Dance	August 15, 2019

Applicants with eligible and complete applications in the Visual Arts cohort will be invited to participate in a group exhibition. The exhibition is scheduled to open on June 21, 2019. Details including artwork drop off and pick up dates will be shared once the application has been received and deemed eligible.

FY20 AHFP Applicant Visual Arts Exhibition Requirements:

- Two and three-dimensional works including, but not limited to prints, drawings, mixed media compositions, paintings, photographs, ceramics and moveable sculptures will be accepted. Works should not exceed 48-inches in any direction, including frame, or 50 pounds.
- All works must be framed and ready to hang upon delivery. If installation instructions are required, artist must include them on the form.
- If work requires a technological component, artist must provide appropriate equipment such as monitors, cables, projectors, headphones and adapters.
- Label all artwork on the back or bottom with the artist name, artwork title and contact information.
- If sculpture in the round requires a pedestal, it is the artist’s responsibility to provide a plain white, matte pedestal of appropriate size. Label the inside of the pedestal with the artist’s name and contact information. CAH will not be held responsible for any failures of the pedestal to adequately support the work.
- Participant artists must carry their own insurance and/or riders, to cover any potential loss or damage to the loaned artwork and related materials during the exhibition period. CAH cannot be held responsible for any damage, theft or photography of work by gallery visitors. Visitor photography, outside of the opening reception, will be strictly prohibited and enforced to the extent possible by building security.
- Images of submitted artwork will not be replicated for commercial use under any circumstance.

Installation:

- The installation will be handled by insured, professional art handlers. All artwork must be ready to hang upon delivery. Any work without proper hanging mechanisms attached to the work is subject to exclusion from exhibition. CAH is responsible for placement of the artwork within the gallery space.

Please note:

- Participation by performance or in the exhibit is not mandatory.

- Applicants are encouraged to consider how their work is best represented. If appropriate for the applicant’s work, participation in the live work sample or exhibition is recommended.
- Applicants may not contact the venue with questions. All questions should be directed to CAH staff.
- Applicants may not rely on panelists for interaction or participation. However, panelists may opt to participate, if they wish. If the nature of the work is interactive or devised, such as a “fourth wall” would inhibit the ability to represent your work, it may be best to rely on a video of a live performance instead.
- Applicants may not be positioned behind or among the panelists during presentation of the live work sample.
- Exhibition dates are subject to change. CAH staff will communicate with participants as necessary.

Conditions of Funding, Reporting Requirements and Grant Rescindment

CAH reserves the right to rescind any and all grant awards for non-compliance with CAH’s RFA guidelines, policies or regulations, at any time. FY 2020 grantees with unmet reporting obligations regarding any CAH funding program by close of business on Friday, October 16, 2019 are ineligible to receive additional awards from CAH.

Interim and Final Reporting to CAH

Each grantee will be required to submit to CAH Interim and Final Reports 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 the community that its funded projects or activities have had on the District of Columbia.

Each grantee’s respective report must also include:

- Financial reporting regarding the funded activity that clearly shows how the subject grant funds were used;
- Proof of expenditures and related locations data;
- Numbers of people and communities served;
- Number of schools served (if applicable); and
- Numbers of local artists and youth engaged.

Grantees awarded \$10,000 or less must submit a Final Report by Friday, October 16, 2020. Grantees awarded between \$10,000 and \$200,000 must submit an Interim Report by Friday, April 17, 2020 and a Final Report by Friday, October 16, 2020. Grantees with delinquent reports will not be eligible to receive subsequent payments or awards in current or future grant cycles.

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;
- 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 (CCH) 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 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).

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, an evaluation of allowable costs, an assessment of efforts to meet projected grant applicant benchmarks, requesting proof of expenditures, etc.

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 expert.

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](#).

For discipline-specific questions, please contact:

Dance: Benjamen Douglas	Design Arts: Heran Sereke-Brhan
Humanities: Heran Sereke-Brhan	Music: Khalid Randolph
Media Arts: Khalid Randolph	Theatre: Benjamen Douglas
Teaching Artists: David Markey	Visual Arts: Heran Sereke-Brhan

FY 2020 ARTS AND HUMANITIES FELLOWSHIP PROGRAM (AHFP) APPLICATION REVIEW CRITERIA

Mastery of Form 30%

- Application and work sample demonstrate exemplary technical capabilities within the chosen discipline; and
- The work has sustained resonance, impact or value.

Conceptual Content 40%

- Application demonstrates creative and original theories, ideas and/or perceptions; or
- Applicant is a practitioner who holds, preserves, perpetuates and interprets traditional forms.

Cohesion 30%

- Work sample advances the applicant's artist statement; and,
- Application represents an astute and perceptive body of work expressed with clarity.

FY 2020 ARTS AND HUMANITIES FELLOWSHIP PROGRAM (AHFP) APPLICATION CHECKLIST

The following is a checklist for all mandatory and supplementary documents required for the AHFP application, in addition to the required narrative questions within the online application. Documents must be uploaded as PDFs through CAH's online grant portal prior to the application deadline. Visit www.dcartz.dc.gov, click on the grants tab, select "Managing Grant Award" to obtain the OPGS Compliance Documents.

MANDATORY DOCUMENTS

- Work Samples, Review "Addendum A: Work Samples and Supplementary Materials" .
- Support Materials, i.e., up to six additional items, e.g., publicity, letters of support, programs, brochures, awards, etc.
- Applicant's Résumé

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

- Arrest and Conviction Statement (dated at the time of application submission)
- Certificate of Clean Hands (dated no more than 30 days prior to the deadline)
- Statement of Certification (dated at the time of application submission)
- Signed IRS Form W-9 (Note: Post office boxes are prohibited. Address must match address in grants portal. The October 2018 version of the form must be used and dated 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 is one of several criteria on which an application is reviewed. Other criteria include: District Impact and Engagement, Financial Capacity, Management and Sustainability, and others as dictated within the program guidelines. Arts and humanities content and/or merit is demonstrated to the advisory review panel through the applicant's:

Section 1 - Work Samples

Section 2 - Support Materials

Section 3 - Résumés of Key Personnel

Section 4 - General Suggestions from CAH Staff

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

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

Section 1 - Work Samples

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

The guidelines on what to include 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 three (3) 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. 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 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 view and/or play all work samples in the application before submitting. If a sample cannot be played, then panelists will experience the same;
- Select recent, high quality samples that relate as directly to the application as possible;
- Photograph uploads should be in JPEG (or JPG) format with a 72 dpi minimum resolution and should not exceed 20MB in size;
- Adding more than the recommended number of work samples to an application will often weaken it;
- Carefully chosen work samples (pictures, videos, excerpts, etc.) tend to make the biggest impact and create the strongest artistic impression;
- Advisory review panelists are required to review each applicant's work samples; however, they are not guaranteed to review multiple work samples within the same application;
- Each work sample and document must be labeled clearly so that panelists can identify what they are reviewing;
- For project-based grants, include samples of similar projects completed to illustrate an ability to execute the proposed project; and,
- Panelists must be able to assess the skill level of the artist(s) involved in the project work to be created, exhibited or taught.

For video submission:

- Do not include highly edited commercial/promotional video as a work sample;
- Do not include poor quality video samples or samples with dim lighting, unstable video, bright backlighting or blurred images; and,

- 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 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; and,
- Ensure links to online materials or websites are fully functional and up-to-date. An inoperative link to a website containing a work sample will negatively affect the application. CAH is not responsible for any material obtained outside of its online grants portal.

