



DC COMMISSION ON THE ARTS & HUMANITIES
50th ANNIVERSARY

REQUEST FOR APPLICATIONS
DISTRICT ARTS AND HUMANITIES INITIATIVE -
FIELD TRIP EXPERIENCES (FTE)
PROJECT-BASED GRANT | FY 2020 GUIDELINES

Application Release: Friday | May 3, 2019

Application Deadline: Friday | June 14, 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

Organizations may request up to \$100,000. Only one (1) application for Field Trip Experiences may be submitted per grant cycle.

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

Staff Contact: David Markey, Arts Education Coordinator | david.markey@dc.gov

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

DISTRICT ARTS AND HUMANITIES INITIATIVE FIELD TRIP EXPERIENCES (FTE) PROJECT-BASED GRANT

FTE Program Overview

The Field Trip Experiences (FTE) grant program supports the cost of field trip tickets, associated transportation costs, professional development opportunities for classroom educators, and/or pre/post-field trip workshops for students. Funding may also be allocated to necessary personnel support for the planning and implementation of the program.

CAH seeks grant applications from qualified arts and humanities organizations offering comprehensive field trip experiences for students in District of Columbia public schools. Field trip experiences are defined as those that take place during the traditional school day and require students to be transported to a cultural site to participate in a professional-quality performance, visual arts exhibition or humanities experience. CAH will award select applicants (“grantees”) a grant of funds to support the delivery of their proposed project. Grants 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.

FY 2020 General Operations Support (GOS) grantees may apply to the Field Trip Experiences grant program, but must demonstrate their application increases the number of field trips offered or the total number of students served to those already underwritten in their FY 2020 GOS application. They may also expand their current field trip opportunities to include complementary workshops around field trips to students and teachers.

Organizations may submit one application to the grant program and must target one grade grouping. The following grade groupings are aligned with DCPS’ curricular framework for the arts. All programming submitted as part of an application must take place within the District of Columbia. Deviations from these guidelines will render applications disqualified and will not be accepted for review:

Grade Grouping	Field Trip Discipline Focus*
Kindergarten – 2 nd Grade	Dance or Music or Visual Arts

3 rd Grade – 5 th Grade	Music or Visual Arts
6 th Grade – 8 th Grade	Dance or Film or Theatre
9 th Grade – 12 th Grade	Film or Theatre

*Applicants are encouraged to consider the inclusion of the humanities in their applications and/or to consider partnerships with humanities organizations in the realization of their projects.

An applicant’s submission should offer consideration to the following CAH goals:

- Provide access to comprehensive arts and humanities field trip experiences that work to advance student achievement in the District of Columbia;
- Create a strategic approach to the planning and delivery of field trip experiences and associated programming to students and teachers;
- Make authentic connections to curricular content / themes across targeted grade levels in collaboration with appropriate personnel at DCPS and DCPCS;
- Encourage collaboration between arts and humanities organizations and create the opportunity to build a “community of practice” between organizations within their discipline of specialty;
- Foster new relationships between arts and humanities organizations and public schools across the city; and
- Demonstrate measurable impact of field trip experiences and associated programming on participating students and teachers.

Cash-Match Requirement

There is no matching requirement for the FTE grant program.

Successful FTE Applications

- Include a comprehensive overview of the scope of program delivery to-date, if applicable and a strong programmatic plan for delivery of the proposed project. Programmatic details should include numbers of teachers and students served and their respective grades;
- Provide evidence of authentic connections to curricular themes in both arts or humanities and non-arts or humanities content for targeted grade level(s);
- Include sample syllabi / lesson plans for any professional development or workshops included in the scope of the application. Evidence of useful tools and strategies for classroom teachers to embed in their teaching practice should be included as part of any supporting documents or plans;

- Include testimonies from teachers, principals, parents / caregivers and students to support the success of field trip experiences and associated programs delivered by their organizations;
- Demonstrate evidence of student engagement in the activities offered as part of their program; and
- Demonstrate the organizational capacity to manage and deliver the scope of the proposed program.

Eligibility Requirements

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

- 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;
- Be registered with, and authorized to do business in, the District as either a “Domestic” entity (that is, an entity that was incorporated in the District) or a “Foreign” entity (that is, an entity that was incorporated in another state);
- Ensure that at least fifty-one percent (51%) of the organization’s activities occur within the District of Columbia;
- Ensure that one hundred percent (100%) of the grant award dollars are used to support District of Columbia personnel and programming;
- Have an active Board of Directors;
- 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 certification of “Citywide Clean Hands” (CCH) from the District of Columbia Office of Tax and Revenue (see page 12);
- 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

- 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 board members or volunteers as evidence of the principal business address).

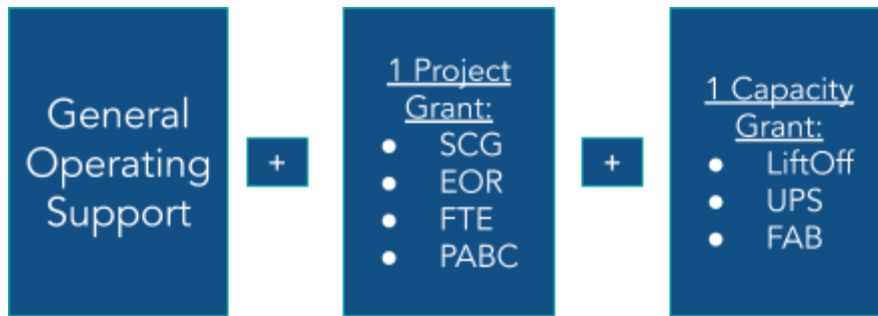
Applicants restricted from applying include:

- Individuals;
- Arts and humanities organizations with a majority of their constituents who reside outside of the District of Columbia;
- Arts and humanities service organizations who provide specialized services which can include professional development, technical assistance, networking opportunities, shared operational services, printed materials and/or research;
- Private clubs and organizations that prohibit membership based upon race, gender, color, religion, or any other classes identified in the District of Columbia Human Rights Act;
- Individuals; organizations that require “fiscal agents”; for-profit organizations; private foundations; political organizations; colleges; universities; foreign governments; federal government entities; and other District of Columbia government agencies, including DC Public Schools and charter schools;
- Recipients (or intended recipients), of a CAH FY 2020 General Operating Support (GOS) grant that are unable to demonstrate that the scope of work within their FTE application is not new or additional programming to that already funded in-part or in-full in their FY 2020 GOS award; 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

Organizations that have accepted an “intent to fund” notification for General Operating Support (GOS) may apply for one of the following CAH project-based grant programs: Sister Cities (SCG), Field Trip Experiences (FTE) and Public Art Building Communities (PABC). Those organizations may also apply for one of the following CAH capacity-building programs: LiftOff, Upstart (UPS) or Facilities and Buildings (FAB), unless otherwise specified in the guidelines of each grant program.

The Council of the District of Columbia (“Council”) may decide, during the District’s annual budget process, to identify one or more arts and humanities organizations that will receive a “Budget Enhancement Grant.” If an organization receives CAH funding through one of the above-referenced CAH grant programs (“CAH Grant Award Funds”) and the Council awards to that same organization an additional Budget Enhancement Grant, that organization will be required to return to CAH all of the CAH Grant Award Funds that were issued to it as part of CAH’s project-based or capacity building grants.



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 that the District Government and CAH have determined as valid expenditures. All awarded funds are subject to audit and Performance Monitoring (see page 14 below).

Examples of “Allowable Costs” Related to the Grant:

- A per-student ticket cost based on the applicant’s group sales ticket price for a performance / exhibition / experience. The per-student ticket price should include all costs associated with student participation in the field trip experience;
- Salaries for arts and humanities educators for nonprofit organizations directly related to the administration of the field trip experience or the planning of complementary workshops for the same;
- Teaching artists / consultants paid for the implementation of the project, if not included in staff salaries;
- Travel and transportation directly related to project implementation; and,
- Materials, supplies and equipment purchases no more than 25% of the award that are directly related to workshop implementation associated with the field trip experience.

Examples of “Unallowable Costs” Related to the Grant:

- Overhead, maintenance and administration exceeding thirty-five percent (35%) of the grant;
- Food and beverages;
- Operational reserves;
- Tuition and scholarships;
- Debt reduction;
- Re-granting (also known as “sub-granting”);
- Costs related to fundraisers and special events;
- Equipment expenses that exceed twenty-five percent (25%) of the grant award;
- Costs associated with programming taking place outside of the District of Columbia;
- Expenses unrelated to the execution of the project; and,
- Funding to universities, foreign governments or DC government agencies, including DCPS.

The FTE 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 expenses, as applicable, in Interim and Final Reports.

This FTE grant period is from October 1, 2019 to September 30, 2020. CAH mandates that all of a grantee's grant-funded activity expenses must be made during the District's Fiscal Year 2020 (that is, from October 1, 2019 until the end of the day on September 30, 2020). Specific projects/programs underwritten by the grant must be completed by August 15, 2020.

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 13, 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 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. Attendance at one of the two in-person workshops listed below is a requirement for application to the FTE grant program. 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.

Day and Date	Time	Topic	Location
Friday, May 3, 2019	2:30 pm - 3:30 pm	Livechat	Online
Saturday, May 4, 2019	10:00 am - 11:30 am	Open Hours	CAH
Friday, May 10, 2019	2:30 pm - 3:30 pm	Livechat	Online
Thursday, May 16, 2019	4:00 pm - 5:30 pm	FTE	Cleveland Park Neighborhood Library
Saturday, May 18, 2019	2:00 pm - 3:30 pm	Open Hours	CAH
Friday, May 24, 2019	2:30 pm - 3:30 pm	Livechat	Online
Thursday, May 30, 2019	10:00 am - 11:30 am	FTE	DCHR

FY 2020 FTE Workshops locations:

Cleveland Park Neighborhood Library
 3310 Connecticut Avenue, NW
 Washington, DC 20008

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

On several Fridays during the application window, grants staff will be available for online Livechats, 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, June 14, 2019. A confirmation email generates automatically upon submission of the application. Technical issues or failure to receive a confirmation email 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 scope of work, 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.

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 [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.

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 grantees to register in the electronic invoicing [DC Vendor Portal](#) system through which payments are processed.

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.

Reporting Requirements

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:

DC Government | Commission on the Arts and Humanities

- 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 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 applicants that are recommended for funding must obtain from the District of Columbia a "Citywide Clean Hands Certification", in order to receive a grant award from CAH. This certification is required before any related grant disbursement may be made. The CCH website application supports the "Clean Hands" Mandate (D. C. Code § 47-2862) which stipulates that individuals and businesses are to be denied District goods or services if there is a debt owed to the District of Columbia of more than one hundred dollars (\$100.00) for fees, fines, taxes or penalties. Applicants may visit the following site to obtain more information:

<https://ocfocleanhands.dc.gov/cch/>.

Legal Compliance

Federal and District of Columbia law requires all grant applicants to comply with all applicable laws and regulations that regard non-discrimination. The list of those laws and regulations include:

- Title VI of the Civil Rights Act of 1964 (which provides that 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 grant recipients comply with the Americans with Disabilities Act (ADA) of 1990. The ADA provides civil rights protection to individuals with disabilities in the areas of employment, services rendered by state and local government, places of public accommodation, transportation and telecommunication services.

Organizations funded by CAH must make reasonable accommodations to ensure that people with disabilities have equal physical and communications access, as defined by federal law.

An organizations applying for funding from CAH must 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, an evaluation of allowable costs, as assessment of efforts to meet projected grant applicant benchmarks, providing 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 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 AHEP grant may be referred to CAH employees David Markey at david.markey@dc.gov or Anya Saleh at anya.saleh@dc.gov.

FY 2020 FIELD TRIP EXPERIENCES

APPLICATION REVIEW CRITERIA

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

- The applicant's work sample(s) (video or audio files of proposed or similarly appropriate field trip experience content) and educational material(s) (syllabi, lesson plans, rubrics, etc.) demonstrate high standards of artistic, humanities and educational excellence within the chosen discipline;
- The project activities demonstrate advancement in student learning through arts and/or humanities-related experiences;
- The project's goals/activities are attainable and appropriate to the grade levels intended; and
- The applicant demonstrates the use of personnel with subject matter expertise (such as arts administrators, teaching artists, educators, professional artists) to plan and implement content.

District Engagement and Responsibility to Community 30%

- The project demonstrates the ability to reach a reasonable number of DCPS and DCPCS students;
- The project activities serve to enrich the educational experience of the intended students;
- The project activities and deliverables reasonably accommodate persons with disabilities;
- The applicant presents effective evaluation methods specific to the project with the desired outcome of improving future activities and services;
- The project activities provide meaningful engagement with communities of students and/or educators;
- The applicant demonstrates a commitment to hiring DC-based artists and humanities practitioners, where applicable, to deliver content (such as arts administrators, teaching artists, educators, professional artists); and
- The applicant articulates how services or the project's deliverables will promote inclusion, diversity, equity and access for participants, staff, board and the broader community.

Organizational Management, Capacity and Sustainability 30%

- The applicant demonstrates skillful project management, organization and deliverability;
- The applicant demonstrates proficiency in curriculum development and execution, and knowledge of educational standards to achieve successful project implementation;
- The applicant demonstrates appropriate financial monitoring systems to track expenditures;
- The applicant's budget information is detailed, accurate, feasible and directly related to the activities of the grant request. All items to be funded by the grant award represent

- eligible expenses as noted within the RFA guidelines of the grant program; and
- The applicant is realistic in its anticipated reach (i.e. the total number of participants projected in both the field trip experience and any complementary programming is achievable.)

FY 2020 FIELD TRIP EXPERIENCES

APPLICATION CHECKLIST

The following is a checklist for all mandatory and supplementary documents required for the FTE application, 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.dcartz.dc.gov, click on the grants tab, select "Managing Grant Award" to obtain the OPGS Compliance Documents.

MANDATORY DOCUMENTS

- Application Narrative & Budget Form (available on CAH's website)
- Work Samples
 - CAH recommends reviewing the Work Sample Addendum to determine what work samples would best represent your project and your organization.
- Support Materials, such as up to three (3) internally-produced items (e.g. curricula, strategic plans, marketing materials, etc.) and up to three (3) externally-produced items (e.g. reviews, commendations, testimonials, letters of support, etc.)
- Résumé of Key Personnel (e.g. artistic/managing/executive directors, arts educators, etc. with roles, responsibilities and home addresses clearly indicated);
- List of current Board of Directors with roles (e.g. president, treasurer, etc.), responsibilities and home addresses indicated;
- Current organizational budget as approved by the organization's Board of Directors;
- Profit and loss statement from most recently completed fiscal quarter;
- Balance sheet from most recently completed fiscal year;
- Most recent IRS Form 990; (for organizations under \$50K – bank statements from the past 12 months);

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)
- Articles of Incorporation
- Certificate of Liability Insurance – general liability coverage
- IRS 501(c)(3) Letter of Determination
- 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

The DC Commission on the Arts and Humanities (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 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 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 of a grant award.

*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 artwork. 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 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.
Dance	
	Submit up to two (2) three-five-minute video recordings of performances or identify a performance piece on which the panelists should focus.
	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 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.
Humanities (e.g. archaeology, comparative religion, ethics, history museums and historic homes, jurisprudence, language and linguistics, philosophy, etc.)	
	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	
Literature (e.g. poetry, fiction, creative writing, screenwriting, spoken word, etc.)	
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.
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	
	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 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 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.
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 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.
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 discipline(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/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 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; 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.

