



FY 2018 PROJECT-BASED GRANT: LIFTOFF

Applicants may submit one (1) application to the LiftOff program per grant cycle.

Projects by Organizations

Organizations may request up to \$25,000

Application Deadline: Friday, October 20, 2017 at 4:00PM EDT

Grant recipients must expend funds within CAH's FY 2018 grant cycle
(From the grant award date, and by September 30, 2018)

Government of the District of Columbia
Commission on the Arts and Humanities
200 I Street, SE, Suite 1400
Washington, DC 20003

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NOTICE: Applicants must read the entire guidelines prior to submitting an application for this grant program. For questions or additional information, please contact the Commission on the Arts and Humanities (CAH).

PROJECT-BASED GRANT

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FY 2018

LiftOff

Release Date: Friday, September 22, 2017

RFA ID: FY18.LIFT.2

Projects by Organizations

Application Deadline: Friday, October 20, 2017 at 4:00 PM EDT

Organizations may apply for up to \$25,000

Introduction

The DC Commission on the Arts and Humanities (CAH) is soliciting applications from qualified applicants for LiftOff, a program to build capacity and professional development of humanities nonprofits with budgets under \$250,000 (cash expenses).

LiftOff Program Description

CAH's LiftOff program supports professional development and capacity building of nonprofit organizations established in the arts or humanities with organizational budgets under \$250,000. By working with an identified program participant ("Leader") from applicant organizations, the LiftOff program will endeavor to incorporate perspectives of individuals from communities historically underrepresented in the agency's past capacity building initiatives by developing an inclusive peer network across the District's geographic areas.

The eight-month program, tentatively scheduled between February and September 2018, will be coordinated by LiftOff consultants, independently contracted by CAH, responsible for facilitating peer exchange sessions, highlighting informational resources, and providing limited hands-on technical assistance to program participants.

In addition to grant funding, the cohort of awarded organizational Leaders (up to 20) will receive a combination of hands-on technical assistance consulting and in-person learning sessions. These forums are intended to provide LiftOff participant Leaders with a robust peer exchange opportunity and resources aimed to strengthen an organization’s infrastructure, funding and program delivery methods. This flexible support will address priority capacity challenges faced by the awarded nonprofit organizations.

The program’s three components, indicated below, are specifically designed to reflect the needs of arts or humanities nonprofits with budgets under \$250,000 (cash expense):

- **Organizational Self-Assessment:** Program participants will work with consultants and facilitators to articulate short- and long-term organizational development priorities and identify opportunities and community resources available to help reach their goals; and
- **Structured Peer Exchange:** Six half-day peer exchange sessions will build upon the group’s knowledge and experience with fundamental nonprofit management practices, such as fundraising, finance management, governance and human capital. These in-person sessions will also serve as a welcoming space to engage, exchange and network with peers; and
- **Dedicated Financial Support:** Participants will work with LiftOff facilitators to identify and propose an organizational capacity building project to CAH in their interim report. These funding requests will be finalized and approved by CAH, and allocated in three tiers based on the awarded organization’s budget size, subject to the availability of funds.

Organizational Budget Size (Cash Expenses)	Eligible Award
up to \$ 50,000	\$ 5,000
\$ 50,001 - \$150,000	\$15,000
\$150,000 - \$250,000	\$25,000

✓ **Note: the LiftOff grant program has no matching fund requirement.**

The application process is competitive and subject to the availability of funds. Applicants may not request nor receive funding for the same activities through more than one CAH grant program or grant category. Multiple applicants may not apply for funding for the same project whether through the same or different CAH administered grant programs.

The grant period for this grant program is from date of the grant award (fully executed grant agreement) through September 30, 2018. CAH prohibits the use of grant funds for activities that occur outside of this time period.

LiftOff Goals

- Prepare Leaders of small arts or humanities nonprofits to build organizational capacity; and
- Cultivate a robust peer network among LiftOff participant Leaders to foster new partnerships, collaborations and shared resources; and
- Promote culturally diverse, distinctive and dynamic expression through the arts and humanities for all District of Columbia residents; and
- Increase understanding of and access to CAH’s resources, programs and opportunities.

Successful LiftOff Applications

- Demonstrate arts and humanities programs that are impactful to the communities they serve;
- Articulate a clear vision, with the highest levels of conviction and commitment from leadership;
- Provide a clear picture of the organization’s current position, and how LiftOff may help move it to the next step;
- Are complete, with each question thoroughly answered; and
- Are prepared in advance of the deadline, with all required documentation attached prior to the submission of the application.

Eligibility Requirements

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

- Nonprofit organizations must have an annual budget (cash expenses) under \$250,000 (“annual budget” is represented by cash expenses only, typically evidenced by a most recent IRS Form 990 or the most recent twelve (12) consecutive month bank statements); and
- Commit to providing arts, humanities or arts education programs to the residents of Washington, DC, as reflected in the organization’s mission and its initiatives; and
- Ensure that at least fifty-one percent (51%) of the organization’s activities occur within the District of Columbia; and
- Identify an organizational individual who will serve as the participant (“Leader”) and, may also serve as the point of contact, for the LiftOff program. Only one (1) applicant per art or humanities nonprofit organization may apply;
 - “Leaders” are representatives generally limited those holding positions such as an Executive Director, CEO, Managing Director, Artistic Director;
 - “Arts or humanities nonprofit organization” are defined as those having as a primary function to exhibit, present or train in disciplines of dance, design, folk and traditional arts, literature, media arts, music, theatre and visual arts, as documented by the organization’s mission statement and evidenced by its core programs;
- Be incorporated in the District of Columbia; and
- Be a registered (non-foreign entity) District of Columbia nonprofit business; and
- Be headquartered with a land address in the District of Columbia as demonstrated by the organization’s most recent IRS Form 990 (Post Office Boxes and the address of board members or volunteers may not be used as a primary business address); and

- Possess a federal tax exemption status (501(c)(3)) for at least one year prior to the application deadline date; and
- Be a registered organization in good standing with the District of Columbia Department of Consumer and Regulatory Affairs' (DCRA) Corporation Division, the Office of Tax and Revenue (OTR) and the Internal Revenue Service (IRS); and
- Obtain a Citywide Clean Hands certification; and
- Are in good standing with CAH. Applicants with incomplete or delinquent reports from any prior funding program, as of October 16, 2017, are ineligible to receive an additional award from CAH in FY 2018; and
- Abstain from any use of secondary party that acts on an organization's behalf ("fiscal agent") in the performance and execution of financial duties; and
- Are not colleges, universities, service organizations, foreign governments or other District of Columbia government agencies, including District of Columbia Public Schools or charter schools.

Allowable Costs and Funding Restrictions

CAH's public funds, which support this program, must ensure that all grant disbursements are expended in a fiscally responsible manner. Allowable costs are those that District government and CAH have determined as valid expenditures; similarly, certain funding restrictions are warranted. Examples of allowable and restricted expenses are broadly outlined here:

Examples of allowable costs for LiftOff Grants:

- Artistic and Administrative personnel salaries or wages;
- Artists/consultants fees;
- Space rental and fees;
- Travel and transportation directly related to project implementation; and
- Purchase of equipment that increases organizational capacity.

Examples of funding restrictions for Budget LiftOff Grants:

- Overhead, maintenance and administration exceeding 35% of the grant;
- Food and beverages;
- Auxiliary and/or affiliate organizations;
- Tuition, awards and scholarships;
- Re-granting;
- Debt reduction;
- Fundraising project expenses;
- Travel not directly related to the execution of the project;
- Expenses not directly related to the execution of the project;
- Operational reserve – LiftOff awards cannot go toward operational reserves;
- Funding to universities, foreign governments or District of Columbia government agencies, including DCPS.

The grant recipient must document all project expenses within the grant agreement. The grant agreement will not be processed for payment until expenses are reviewed and approved by the grants manager. The grant recipient will be responsible for demonstrating cash expenses in interim and final reports.

Grantee Reporting Requirements & Grant Cancellations

Grant recipients will be required to submit an interim report and a final report regarding the extent to which they met their organizational and project goals and the community impact of the funded projects or activities. Interim and final reports must also include a financial report for the funded activity, clearly showing how grant funds were used, proof of expenditures and locations date, numbers of people and communities served, schools served (if applicable), and numbers of artists and youth engaged. Grant recipients who do not submit final reports are ineligible for further CAH funding.

CAH has the right to withhold, reduce or cancel grants if a grant recipient does any of the following:

- Misses deadlines for grant reports,
- Fails to notify CAH of changes in project collaborators or other significant management changes or changes in the project scope,
- Fails to comply with the terms of the grant award contract requirements,
- Demonstrates inadequate financial management and oversight, or
- Does not properly credit CAH's support.

Technical Assistance and Workshops

Assistance to Applicants

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 for thirty (30) minute appointments on government business days up to one (1) week prior to the grant 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.**

Day & Date	Time	Topic	Location
Wednesday, October 4	6:00pm – 8:00pm	General Workshop	CAH
Friday, October 6	2:30pm – 3:30pm	Webchat	Online
Thursday, October 12	10:00am – 12:00pm	General Workshop	DMGEO
Friday, October 13	2:30pm – 3:30pm	Webchat	Online

<p style="text-align: center;">FY18 Workshops will be located at:</p> <p style="text-align: center;">DC Commission on the Arts and Humanities (CAH) 200 I (Eye) Street SE, Suite 1400 Washington, DC 20003</p> <p style="text-align: center;">Office of the Deputy Mayor for Greater Economic Opportunity (DMGEO) 2235 Shannon Place SE, Suite 3040 Washington, DC 20020</p> <p style="text-align: center;">Live Web Chats dcarts.dc.gov/livechat</p>

Application Process

Applications must be submitted via CAH’s online portal by 4:00PM EDT 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 from applicants with disabilities to submit grant applications via mail, email or hand-delivery. To request a reasonable accommodation, contact Kali Wasenko at 202-724-5613 or kali.wasenko@dc.gov and [await request approval](#).

All of the FY 2018 grant program guidelines are available online at 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 grant period for this grant program opportunity is from **date of the grant award (fully executed grant agreement) to September 30, 2018**. CAH prohibits the use of grant funds for activities (expenses) that occur outside of this period of time.

Grant Application Procedure

1. Review the FY 2018 Guide to Grants and the grant guidelines for specific grant programs thoroughly and determine eligibility of the applicant, project and project activities;
2. Go to the [Apply for Grants](#) page and select the [Grant Application Portal](#) to register;
3. To reset the password select the “Forgot your password?” web link;
4. Once logged in to the portal, applicants must select the desired grant program(s);

5. Complete all of the application's questions and provide the budget and budget narrative information;
6. Upload all required documents, supplementary material and work samples in the file format required; and,
7. Submit the application by 4:00 PM EDT on the grant program's deadline date.

The 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 grant 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 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.

Conditions of Funding

Legal Compliance

Federal and District of Columbia statutes require that all applicants comply with laws and regulations governing nondiscrimination. These include: Title VI of the Civil Rights Act of 1964, 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 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.

Organizations applying for funding from CAH should include a response to the accessibility section of their applications by detailing the following items:

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 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.

Credit/Acknowledgment

Grant recipient agrees that a CAH logo or a credit line will be included in all announcements and promotional materials and efforts will be made to publicly credit CAH support in any public events related to the funding program and activities.

Inclusion, Diversity, Equity, Access

In addition to detailed plans for ADA compliance, applications should demonstrate how the project will be inclusive, diverse, equitable and accessible throughout DC beyond participants with disabilities. Successful applications consider the broader definition of accessibility by addressing financial, geographic, cultural and developmental access.

Review Process

The 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. **The application process is competitive and subject to the availability of funds.**

All applications are scored according to four categories: Artistic or Programmatic Content, Community Impact and Engagement, Level of Participation, and Capacity and Sustainability. Evaluation criteria are specific to each grant program and are listed in each grant program's guidelines. **The application process is competitive and subject to the availability of funds.**

CAH selects individuals to serve as Advisory Review Panelists for each grant program. The role of a Panelist is to review and score an eligible application's content against the established grant program review criteria. Panelists assist in making funding recommendations to the Commission Board. Advisory Review Panelists are arts, humanities and/or business professionals, independent of CAH. CAH advises panelists to remain impartial in their review of applications and ensures that they recuse themselves from review of any application that presents a personal or professional conflict of interest. Panelists will participate in a review of all applications in a group convening to discuss the applications and finalize their scores in the presence of CAH staff and a commissioner (convener).

The evaluation process takes into consideration general standards of decency and respect for the diverse beliefs and values of the American public consistent with The National Foundation on the Arts

and Humanities Act, as amended in 1990. For more information regarding the grant review process please visit the [Guide to Grants](#). To serve or nominate a person to serve as an Advisory Review Panelist for a grant program, see CAH's [FY 2018 Call for Panelists](#).

Notification and Payment

Applicants will be notified of a grant application decision via a conditional grant award email, letter of intention to fund, letter of ineligibility or letter of denial, on or after Friday, December 15, 2017 – depending upon the program.

The date of payment disbursement is subject to availability of funds and processing of required documentation and materials. CAH staff will advise grant award recipients on this process following an award notification by the agency.

In collaboration with other District of Columbia government agencies, CAH processes the payment request to grant recipients in a timely manner. CAH does not create or distribute payments through its offices or staff. To hasten the payment process, CAH advises that FY 2018 grant recipients register for “direct deposit” by completing an Automated Clearing House (ACH) Vendor Payment Enrollment Form. The ACH Form can be found on CAH’s website at [Managing Grant Award](#).

CAH reserves the right to rescind any and all grant awards for non-compliance with grant guidelines, policies and regulations, at any time. FY 2018 grant recipients with unfulfilled reporting in any funding program as of close of business on Monday, October 16, 2017 are ineligible to receive additional awards from CAH.

All applicants that are recommended for funding must obtain “citywide clean hands” certification (see below) in order to receive a grant award from CAH. This may certification is required before each grant disbursement.

Citywide Clean Hands (CCH)

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 should visit the follow site for more information: <https://ocfocleanhands.dc.gov/cch/>.

Risk Management and Performance Monitoring

All grant recipients are subject to risk assessments and monitoring requirements as outlined in the [Citywide Grants Manual and Sourcebook](#) from the Office of Partnerships and Grant Services (OPGS). CAH has established standards for grant recipients to ensure compliance with risk assessment monitoring.

Activities funded by CAH will be monitored and evaluated by staff to assure compliance with all aspects of the District of Columbia's requirements. This monitoring process may include site visits, evaluating allowable costs, meeting projected benchmarks, providing proof of expenditures, etc.

All FY 2018 grant recipients must complete final reports by Monday, October 15, 2018. Grant recipients are required to document payment of all grant related expenses as well as the required match. Interim and final reports are completed through the online portal. Grant recipients may access the interim and final report pages through the [Manage Grant Award](#) page on CAH's website. All grant recipients are responsible for reporting grant awards as income on federal and local tax returns and are strongly encouraged to consult with a tax professional and the US Internal Revenue Service.

Contact Information

More information regarding CAH's grant programs, and clarification about accessibility requirements, work sample submissions and grant making processes can be found in CAH's [Guide to Grants](#).

Specific questions about the LiftOff grant program can be referred to Khalid Randolph or 202-724-5613.

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Review Criteria

Arts & Humanities Content 40%

- The organization meets the minimum requirement of having arts and/or humanities as its primary function based on articulation of its mission and core programs.
- The work sample and support materials demonstrate integrity, innovation, and/or specific cultural origins within the chosen discipline(s).
- The applicant's mission and programs provide clear value to its participants.

Community Engagement 20%

- The applicant clearly articulates the specific communities served by its programs;
- The applicant works with an appropriate range of community-based partners to amplify its impact and advance the organization's mission;
- The applicant has demonstrated a history of serving racially-, ethnically-, or culturally-specific communities.

Organizational Readiness 20%

- The board of directors maintains sufficient oversight of the organization;
- The organization makes imaginative use of available resources to amplify impact;
- The applicant demonstrates internal financial capacity to administer and report on grant awards;
- The applicant demonstrates self-awareness about specific organizational challenges and technical assistance needs.

Visionary Leadership 20%

- The applicant demonstrates a clear vision and the highest levels of commitment and conviction;
- The applicant clearly articulates perceived benefits of their participation in LiftOff;
- The applicant clearly articulates the resources and perspectives they would share with peers as a LiftOff participant.

FY2018 LiftOff

Application Checklist

MANDATORY DOCUMENTS

The following is a checklist for all mandatory and supplementary documents required to submit the Budget Enhancement Grants application. Documents must be uploaded through CAH's online grant portal prior to the application deadline. These documents are in addition to the required narrative questions. Visit www.dcart.sdc.gov, click on the grants tab, select "Managing Grant Award" to obtain form numbers 17 through 21.

MANDATORY DOCUMENTS

- Work sample - at least three to five (3-5) samples that demonstrate your organization's arts and humanities programs.
 - See [Guide to Grants](#) for more information on Work Sample Requirements. *Flyers and brochures DO NOT count as work samples.*
- Support Materials - up to six items of additional material, e.g., newspaper articles, reviews, letters of support.
- Résumé(s) of key personnel involved in the project, including the artist, artistic director and executive/managing director - up to two pages each. Bios are not acceptable.
- FY16 IRS Form 990 (or past twelve months' bank statements)
- OPGS Compliance Documents:
 - Arrest and Conviction Statement
 - Certificate of Clean Hands – must be dated not more than 30 days prior to the application deadline
 - District of Columbia Certificate of Incorporation
 - Certificate of Insurance
 - IRS Letter of Determination
 - Statement of Certification
 - Signed W-9



Addendum A: Work Samples and Supplementary Materials

CAH values and emphasizes excellence in all grant programs within all disciplines, 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 sample**
- **Section 2 - Support materials**
- **Section 3 - Résumé(s) of key personnel**
- **Section 4 – General Suggestions from CAH staff**

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

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

Section 1 - Work Samples

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

The guidelines on what to submit within a work sample submission depend on the grant application. Applicants must adhere to the work sample requirements below in order to be eligible for consideration.

Work samples must be no more than two (2) years old from the date of submission. Submitting older work samples may render the application ineligible for funding consideration.

Arts Education	
	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 ten (10) different works.
	Organizations - Submit twenty (20) digital images of different works
	Applicants must create an Image Identification List of the images uploaded and should arrange the list in the order of viewing preference Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.
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 ten different works
	Organizations - Submit twenty (20) digital images of different works
	Applicants must create an Image Identification List of the images uploaded and should arrange the list in the order of viewing preference; Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.
Interdisciplinary	
	Individuals and organizations must submit up to ten (10) digital images or up to two audio/video recordings demonstrating the integration of disciplines in the work.

Literature (Includes poetry, fiction, creative writing, screenwriting, spoken word, etc.)	
Fiction and Creative Nonfiction Writing	Applicants must submit between ten and twenty (10-20) pages from no more than three (3) short works, or a portion from no more than two larger works up to 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 10-15 pages of poetry from no fewer than five (5) poems, not to exceed ten (10) poems.
	Shorter poems should be printed one (1) to a page.
Spoken Word	In addition to the Poetry requirements above, submit video recordings of three (3) contrasting pieces.
Media Arts	
Film, Video, Radio	Applicants must submit up to two (2) audio/video recordings of completed work or work-in-progress.
Multi-disciplinary	
	Provide the required work samples (as described herein) for two (2) (minimum) or three (3) (maximum) of the artistic disciplines that are relevant to the grant request.
Music	
	Applicants must submit up to three (3) audio/video recordings.
	Selections must not exceed five (5) minutes.
	Upload each selection in a separate file.
Photography	
	Individuals - Submit digital images of ten (10) different works.
	Organizations - Submit twenty (20) digital images of different works.
	Applicants must create an Image Identification List of the images uploaded and should arrange the list in the order of viewing preference; Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image

Identification List.

Theatre	
Actors	Submit video recordings of two (2) contrasting monologues.
	Still images of productions are prohibited.
Costume, Lighting, or Set Designers	Submit up to three (3) videos of up to five minutes, and/or (3) still images that best showcase the designer’s work.
Directors	Submit a copy of a one to three (1-3) page concept statement of a recently directed play.
Organizations	Submit up to two (2) video recordings of performances.
	Digital images of productions are prohibited.
	Playbills and programs are prohibited as work samples. However, they may be included as support material.
Playwrights	See LITERATURE, above.
Sound Designers	Submit up to three (3) audio recordings.
Visual Arts	
	Individuals - Submit digital images of ten (10) different works.
	Organizations - Submit twenty (20) digital images of different works.
	Applicants must create an Image Identification List of the images uploaded and should arrange the list in the order of viewing preference; Title the page with the words “Image Identification List” and the applicant’s name. For each image, include the artist’s name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.
Art Bank: The Washingtonia Collection (Fine Art Acquisitions)	
	This cycle is open to District of Columbia resident artists only.
	Individuals – Submit digital images of up to five (5) works of art available for purchase 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 artistic disciplines(s).

Some examples of support materials are:

- Theatre/exhibition reviews;
- Letters of recommendation;

- Certificates;
- Sample lesson plans;
- Assessments and evaluations (more information below); and,
- Awards.

Assessment and Evaluations

Purpose:

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

Types:

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

Assessment and Evaluation Design

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

Section 3 - Résumés of Key Personnel

Another way for the Advisory Review Panel to determine the artistic content of each application is to review the résumés of the key artists, administrators and facilitators involved in the grant activities. The professionals involved in the project determine the capacity of the project and ability for the applicant to effectively create an excellent artistic product and/or experience. Their backgrounds as artists and administrators should be relevant to the project 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:

- Make sure that you can see and play all of your work samples in the application before submitting. If you cannot see or play it, then panelists will not be able to see or play it.
- Select recent, high quality samples that relate as directly to the application as possible.
- Uploaded pictures should be JPGs with the resolution of at least 72 dpi and should not exceed 20MB in size.
- Less is more. Often, adding more than the recommended number of work samples to your application will weaken the application.
- 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, if you have conducted similar projects in the past two years, include samples of work that illustrate the core mission, theme or impact of those projects.
- Panelists must be able to assess the skill level of the artist(s) involved in the work that will be created, exhibited or taught.

For video submission

- Do not send promotional work samples (e.g., highly-edited booking tapes).
- Do not send dark work samples or samples with poor visibility.
- If your video work sample is longer than five minutes, please note where you would like panelists to begin viewing (e.g. 5:35:00).

For online materials and website:

- A website is not a sufficient work sample. Only submit a website that is an essential part of the project.
- Provide all passwords or include any necessary information required to view your work sample, such as plug-ins or navigation paths.
- Be sure that the links to websites or online materials are fully functioning and maintained throughout the year. An inoperative link to a website containing your work sample will negatively affect your application. CAH is not responsible for any material outside of CAH's online grants portal.