



DC COMMISSION ON THE ARTS & HUMANITIES

FY 2021
ARTS/HUMANITIES EDUCATION PROJECT
GRANT PROGRAM
REQUEST FOR APPLICATIONS

The DC Commission on the Arts and Humanities (CAH) invites applications from qualified arts, humanities, arts education, and service organizations for its Fiscal Year 2021 Arts/Humanities Education Project (AHEP) grant program. The number and amount of awards vary.

RFA Release: Tuesday | June 2, 2020

Submission Deadline: Thursday | July 2, 2020 | 4:00pm

Incomplete or late applications or applications that do not follow the instructions and guidelines will be automatically deemed ineligible for review and funding.

Prospective applicants should read through this Request for Applications (RFA) in its entirety before submitting an application.

Staff Contact: David Markey, Interim Senior Grants Officer | david.markey@dc.gov

The DC Commission on the Arts and Humanities (CAH) is an independent agency within the District of Columbia government that evaluates and initiates action on matters relating to the arts and humanities and encourages the development of programs that promote progress in the arts and humanities. As the official arts agency for Washington, DC, CAH is supported by District government funds and in part by the National Endowment for the Arts, a federal agency.

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

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ARTS AND HUMANITIES EDUCATION PROJECT GRANT PROGRAM

Applicants may submit one (1) Arts/Humanities Education Project Grant application per fiscal year cycle

OVERVIEW

The Arts/Humanities Education Project (AHEP) Grant supports exemplary programs in arts and/or humanities education to students in grades pre-K to 12 and to teachers, educational staff and teaching artists of DCPS and DCPCS schools delivered by qualified non-profit arts, humanities, arts education, and service organizations. The AHEP grant will not offset the responsibilities of DCPS or DCPCS schools in providing their students with an excellent education, but will support projects that enhance the learning that is already in place. Grant award funds cover expenses made only within CAH's Fiscal Year 2021.

Grants are competitive and applications are reviewed in cohorts based on the following qualifying project categories: (1) In-School Projects; (2) Out-of-School-Time Projects; or (3) Professional Development Projects.

The number and amounts of grant awards are subject to CAH's availability of funds and are based upon the organization's advisory review panel score and ranking.

There is no matching requirement for AHEP grants.

PROGRAM OBJECTIVES

By making its AHEP grant awards, CAH endeavors to meet the following goals:

- Provide access to high-quality arts and humanities experiences that work to advance student academic achievement in the District of Columbia;
- Strengthen the value of an arts and humanities education as a critical component of a student's broader education; and
- Support activities that are consistent with local and national learning standards for arts and humanities education, including the current state standards in non-arts content areas, where appropriate.

SUPPORTED PROJECT CATEGORIES

1. In-School Projects

Defined as those that take place within the traditional school day and may include: artist residencies; field trips; and arts integration opportunities. Projects must connect to curricula standards and instructional programs occurring in the schools. Assessment and evaluation criteria should emphasize an intentional and comprehensive design.

2. Out-of-School-Time Projects

Defined as those that take place in the after-school, weekend and/or summer hours. They may take place on school premises, but are often facilitated by non-school arts and/or humanities providers. Priority is given to projects that engage participants multiple times throughout the year.

3. Professional Development Projects

These include high-quality training opportunities for educators that enhance their skills in an arts discipline or in the integration of standards-based arts and/or humanities instruction with non-arts academic content. The project must target classroom educators, instructional staff, or teaching artists providing services at a DC public or public charter school. Applications may also include components of technological support to assist in the delivery of virtual arts and humanities experiences and for the purposes of data collection and analysis.

APPLICATION REQUIREMENTS

Applicants shall, in their respective grant applications:

- Provide a brief overview of the organization's general programming, but articulate the details of a unique project that is the focus of the project grant application;
- Demonstrate expertise in offering developmentally appropriate arts and/or humanities programming for students of diverse abilities;
- Articulate an understanding of curriculum design through the provision of syllabi, lesson plans, and assessment tools;
- Develop and detail programming that provides an immersive experience for participants;
- Provide evidence of an intentional and comprehensive assessment and evaluation plan;
- Demonstrate that all of project activities occur within the District of Columbia; and
- Demonstrate experience in offering high-quality, impactful professional development for educators in order to enhance their skills in an arts discipline or in the integration of standards-based arts and humanities instruction with non-arts academic content.

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;

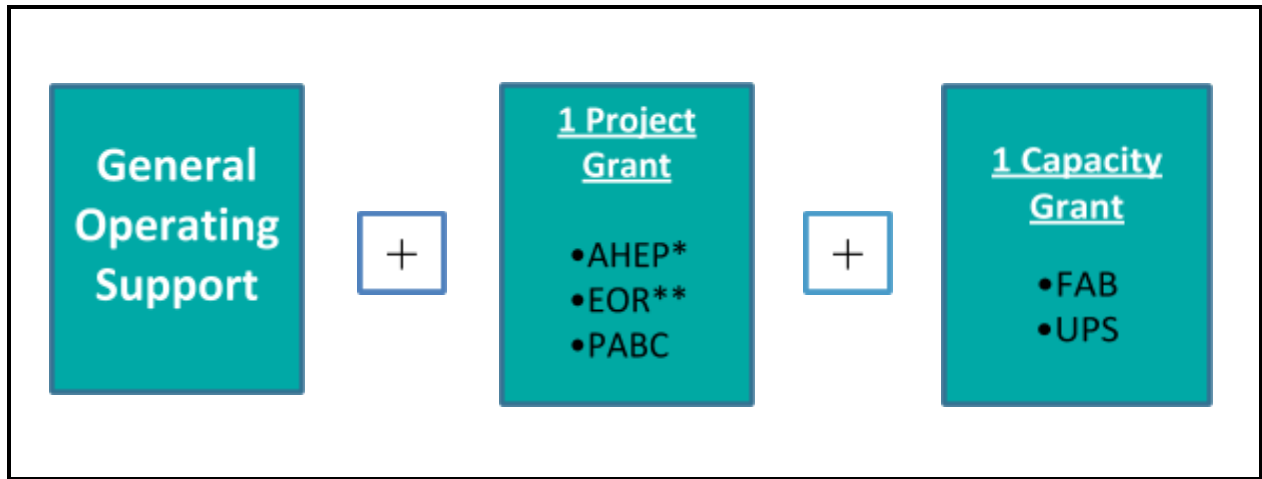
- Register and comply with the regulatory requirements of the following agencies:
 1. District of Columbia Department of Consumer and Regulatory Affairs' (DCRA) – Corporations Division (indicating an “active” business license status at the time of application, and agreeing to maintain such status throughout 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;
- Be in “good standing” with CAH. (Note: A CAH grant applicant who has failed, as of June 1, 2020, 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 2021); and
- Have a principal business office address that is located in the District of Columbia, subject to an 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:

- Arts and humanities organizations with a majority of their constituents who reside outside of the District of Columbia;
- Public charter schools and Parent Teacher Organizations/Associations;
- Private clubs and organizations that prohibit membership based upon race, gender, color, religion, or any other class 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;
- Recipients (or intended recipients) of a CAH FY 2021 General Operating Support (GOS) grant who do not dedicate the majority of their programming services and organizational budget to children and youth; 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 applied to FY 2021 General Operating Support (GOS) are restricted from applying to FY 2021 Arts/Humanities Education Projects (AHEP), except in cases where the majority of programming services and organizational budget is dedicated to providing services to children and youth. All GOS recipients are restricted from applying to Projects, Events, or Festivals (PEF) Grants.



*Organizations that identify as “Arts Education” entities may apply to the Arts/Humanities Education Project (AHEP) grant as long as the scope of their AHEP project is not duplicated in the scope of work of their FY 2021 GOS grant.

**Organizations residing in Wards 7 or 8 receiving funding through FY 2021 GOS grants may apply to the East of the River (EOR) Grant as long as the scope of their EOR project is not duplicated in the scope of work for their FY 2021 GOS grant.

All FY 2021 GOS recipients may apply to only one “Project Grant” and one “Capacity Grant” as defined above.

CAH must ensure that all award funds are expended in a fiscally responsible manner. 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 13 of these Guidelines).

Examples of “Allowable Costs” Related to the Grant:

- Salaries for arts and humanities professionals for nonprofit organizations;
- Teaching artists/humanists, or consultants;
- Travel and transportation directly related to project implementation;
- Materials, supplies and equipment purchases that are directly related to the work of the organization; and
- Overhead, maintenance, and administration of the organization’s AHEP project.

Examples of “Unallowable Costs” Related to the Grant:

- Food and beverages;
- Tuition and scholarships;
- Expenses associated with an organization assuming the role of a fiscal agent for

- another organization;
- Costs related to fundraisers and special events;
- Expenses unrelated to the execution the organization’s scope of work; and
- Funding to universities, foreign governments or DC government agencies, including DCPS.

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.

INCLUSION, DIVERSITY, EQUITY, AND ACCESS (I.D.E.A.)

CAH embraces a commitment to the philosophy of I.D.E.A. and complies with the Americans with Disabilities Act (ADA) (42 U.S.C. §§ 12101 et seq.) in its work. CAH encourages applicants and grantees to be as inclusive, diverse, equitable, and accessible in their work 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 in their programming/projects.. For more information, see the Americans with Disabilities Act section of these RFA guidelines (see 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 e-mail 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. All workshops for the FY21 AHEP grant cycle will be virtual. Workshop dates and times listed below are subject to change. All workshops are free and open to the public; however, participants are strongly encouraged to RSVP. More information about the dates and times of these workshops may be found at www.dcartools.gov under [Grant Writing Assistance](#), or by calling CAH at 202-724-5613.

Day and Date	Time	Topic	Location
Friday, June 5, 2020	2:30 pm – 3:30 pm	Grants	Livechat
Tuesday, June 9, 2020	2:00 pm – 3:30 pm	Grants	Online Workshop
Friday, June 12, 2020	2:30 pm – 3:30 pm	Grants	Livechat
Wednesday, June 17, 2020	10:00 am – 11:30 pm	Grants	Online Workshop
Friday, June 19, 2020	2:30 pm – 3:30 pm	Grants	Livechat
Friday, June 26, 2020	2:30 pm – 3:30 pm	Grants	Livechat

Livechats may be accessed by visiting <https://dcarts.dc.gov/livechat>. No RSVP is necessary for participation.

SUBMISSION GUIDELINES

CAH utilizes an online grant portal to receive grant applications. **All applications must be submitted online by 4:00 PM ET on Thursday, July 2, 2020. 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 in advance of the application due date to assist them in submitting grant applications via mail, email or hand-delivery. To request a reasonable accommodation, contact David Markey at 202-671-1354 or david.markey@dc.gov and await request approval.

Submitting a grant application

1. Read the FY21 Guide to Grants.
2. Read the RFA guidelines for the desired grant program and determine eligibility.
3. Go to [Apply for Grants](#) and select [Grant Application Portal](#) to register as a user. (Note: To reset a user password either select “Forgot your password?” or click [here](#)).
4. Upon registration, applicants select the desired grant program(s).
5. Complete the application questions, budget and budget narrative data.
6. Upload required documents, supplementary material and work samples.
7. Double-check the application for thoroughness, clarity and typographical errors.
8. Submit the application by 4:00 PM ET on the grant program’s deadline date.
9. Ensure receipt of grant submission confirmation email (auto-generated by the online portal) by the application deadline.

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, “Application Review”). CAH staff is not

permitted to make corrections to applications on behalf of applicants. CAH staff reviews applications for completeness and contacts applicants for any incomplete documents within five (5) business days of the deadline. Applicants are then responsible for updating their application within five (5) business days of CAH's notification. Failure to do so will disqualify the application.

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.

APPLICATION REVIEW

CAH's grant application process is competitive and subject to the availability of funds. 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 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 FY21 Guide to Grants. To volunteer or nominate a person to serve as an advisory review panelist for a grant program, see CAH's [Call for Panelists](#).

NOTIFICATION AND PAYMENT

CAH will notify applicants of this grant program as to the results of their application by October 1, 2020 via (1) letter of intention to 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, 2020. CAH does not disburse grant award payments through its office. However, in collaboration with other District of Columbia government agencies, CAH processes the grant award payment requests for grantees in a timely manner. 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 with the Procurement Center of Excellence. CAH no longer requires applicants or grantees to upload an ACH form with their applications or award agreements. More details may be found on CAH's website at [Managing Grant Awards](#).

Applicants must ensure that all compliance materials are uploaded and that all organizational data is current in the online portal before submitting an invoice.

- ✓ REMINDER: The grant period is from October 1, 2020 to September 30, 2021. Grant funds may not be used for activities that occur outside of this grant period.

CONDITIONS OF FUNDING, REPORTING REQUIREMENTS, AND GRANT CANCELLATIONS

CAH reserves the right to rescind any and all grant awards for non-compliance with CAH grant guidelines, policies or regulations, at any time. FY 2021 grant recipients with unmet reporting obligations regarding any CAH funding program as of close of business on Friday, October 16, 2020 are ineligible to receive additional awards from CAH.

Reporting Requirements

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

Grantees awarded \$10,000 or less must submit a Final Report by Friday, October 15, 2021. Grantees awarded between \$10,000 and \$200,000 must submit an Interim Report by Friday, April 16, 2021 and a Final Report by Friday, October 15, 2021. 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 organization's scope of work.

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://mytax.dc.gov/>.

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).

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.

Credit/Acknowledgment

Grant recipient agrees that it will include a CAH logo and/or a credit line provided by CAH in all of its grant-related announcements and promotional materials and that it will make its best efforts to publicly credit CAH support in any and every public event that is held and that is related to CAH's funding of programs and activities.

RISK MANAGEMENT AND PERFORMANCE MONITORING

All grant recipients are subject to risk assessments and monitoring requirements, as outlined in the District's [Citywide Grants Manual and Sourcebook](#) CAH has established standards for grant recipients to ensure compliance with risk assessment monitoring, which are included 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 grant recipients 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 FY21 Guide to Grants. Specific questions about the AHEP grant can be referred to CAH staff member, David Markey (david.markey@dc.gov).

FY 2021 ARTS/HUMANITIES EDUCATION PROJECT GRANT

REVIEW CRITERIA

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

- The applicant's work sample(s) and educational material(s) (syllabi, lesson plans, rubrics, etc.) demonstrate high standards of artistic, humanities, and educational excellence within the chosen discipline(s);
- 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 level intended; and
- The applicant demonstrates the use of personnel with subject matter expertise (such as arts administrators, teaching artists, educators) to plan and implement content.

District Engagement and Responsibility to Community 30%

- The project demonstrates the ability to reach a substantial population of DCPS and DCPCS students;
- The project activities serve to enrich the educational experience of the intended students;
- The project activities reasonably accommodate persons with disabilities;
- The applicant presents effective evaluation methods specific to the project with the desired outcomes of measuring impact and improving future activities and services;
- The project activities provide meaningful engagement with communities of students and/or educators; 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 proficient 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; and
- The applicant demonstrates the ability to attract any additional financial support necessary to complete the activities of the project.

FY 2021 ARTS/HUMANITIES EDUCATION PROJECT GRANT APPLICATION CHECKLIST

The following is a checklist for all mandatory and supplementary documents required to submit the Arts/Humanities Education Project 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**
CAH recommends reviewing the Work Sample Addendum to determine materials that would best support the application;
- **Support Materials**
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.);
- **Résumés of Key Personnel**
Examples include: artistic/managing/executive directors; arts educators; etc. Provide roles, areas of responsibility, and home addresses;
- **List of current Board of Directors**
Provide board roles (e.g. president, treasurer, etc.), responsibilities and home addresses or ward locations;
- **Current organizational budget**
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; and**
- **Most recent IRS Form 990.**

DC Office of Partnerships and Grants (OPGS) Compliance Documents

(Templates and instructions available at: <http://dcarts.dc.gov/page/managing-grant-awards>)

- **Certificate of Clean Hands** (dated no more than 30 days prior to the deadline)
- **Certificate of Liability Insurance** – general 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. The organization's address must match the address in the grants portal, the address on file in the DC Government's PASS system, and in the DC Vendor Portal. The October 2018 version of the form must be used and be 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 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 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 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) three-to-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, historical geography, fiction and non-fiction writing 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	
	Individuals and organizations: up to ten (10) digital images or up to two (2) audio/video recordings demonstrating the integration of disciplines in the work.
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, the 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 ten (10) different works.
	Organizations - Submit twenty (20) digital images of different works.
	Applicants must create an image identification list of the JPEG images uploaded and should arrange the list in the order of viewing preference; Title the page with the words "Image Identification List" and the applicant's name. For each JPEG image, include the artist's name, artwork title, medium, size and the year the work was completed. JPEG digital images must be numbered to correspond with the image identification list.
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 (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 supporting materials include:

- Theater/exhibition reviews;
- Letters of recommendation;
- Certificates of achievement or recognition;
- Sample lesson plans;
- Assessments and evaluations; and/or
- Awards.

Assessment and Evaluations

Purpose:

- To determine the efficacy of a program, as articulated in the program goals and as required for grant reporting; and
- 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; and
- 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/process-portfolio assessments.

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, supporting materials and résumés, CAH recommends considering the following:

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

- 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 videos as a work samples;
- Do not include poor quality video samples or samples with dim lighting, unstable video content, 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.

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