



DC COMMISSION ON THE ARTS & HUMANITIES

FY 2021
ARTS AND HUMANITIES FELLOWSHIP PROGRAM GRANT
REQUEST FOR APPLICATIONS

The DC Commission on the Arts and Humanities (CAH) is soliciting applications from qualified artists and humanities practitioners for its Fiscal Year 2021 Arts and Humanities Fellowship Program (AHFP) grant. Maximum AHFP awards are \$10,000. The number and amount of awards vary.

RFA Release: Wednesday | June 3, 2020 | 4:00 pm

Submission Deadline: Friday | July 10, 2020 | 4:00 pm

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 initiating and submitting an application.

Staff Contact: Determined by applicant discipline (see [Contact Information on page 13](#))

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
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202-724-5613 | dcarts.dc.gov

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FY2021

ARTS AND HUMANITIES FELLOWSHIP PROGRAM

Applicants may submit one (1) Arts and Humanities Fellowship Program grant application per fiscal year cycle

OVERVIEW

The Arts and Humanities Fellowship Program (AHFP) supports qualified individual artists and humanities practitioners who significantly contribute to the District of Columbia as a world-class cultural capital. AHFP recognizes the impact of individual artists and humanities practitioners within the District and supports the vitality that those individuals bring to the local community. Grant award funds must be spent within CAH's Fiscal Year 2021 (October 1, 2020 to September 30, 2021).

Grants are competitive and applications are reviewed in cohorts as detailed under "[Supported Artist/Humanities Disciplines](#)" below.

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

There is no matching requirement for AHFP grants.

PROGRAM OBJECTIVES

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

- Encourage the contributions of individual artists and humanities practitioners to the District, by helping to sustain them in their practice; and
- Highlight and elevate the creative excellence and professional accomplishments of artists and humanities professionals residing in the District.

SUPPORTED ARTIST AND HUMANITIES DISCIPLINES

AHFP is open to all arts and humanities disciplines. Applicants must select one of the following CAH categories that best represents their discipline:

- Dance
- Design Arts
- Go-Go Musician
- Humanities
- Media Arts
- Music
- Teaching Artists
- Theatre
- Visual Arts

Prior applicants and grantees have included actors, archaeologists, authors, curators, dancers, directors, filmmakers, historians, instrumentalists, mixed-media artists, muralists, painters, photographers, podcasters, poets, preservationists, producers, puppeteers, scholars, sculptors, singers, stage designers, and more, including practitioners of experimental or multi-disciplinary media.

Established, as well as emerging artists and humanities practitioners, are encouraged to apply.

APPLICATION REQUIREMENTS

Applicants shall, in their respective grant applications:

- Demonstrate experience and excellence in the applicant's selected discipline;
- Provide an artist statement describing the applicant's mission— why the applicant does what they do, and what drives their work;
- Provide recent work samples (of prior work) which clarify, demonstrate, or unite the applicant's mission and/or processes; and
- Demonstrate and articulate an understanding of the applicant's work in context of the applicant's community/communities in the District.

ELIGIBILITY REQUIREMENTS

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

- Be a legal District of Columbia resident for at least one (1) year prior to the submission deadline;
- Have a permanent District of Columbia address, as listed on government issued identification or tax returns. Post office boxes may not be used as a permanent address;
- Maintain District of Columbia residency during the entire granting fiscal year;
- Be an artist, arts professional, and/or humanities practitioner, aged 18 or older;
- 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
- Obtain certification of "Citywide Clean Hands" (CCH) from the District of Columbia Office of Tax and Revenue (see [Citywide Clean Hands- Page 9](#)).

Applicants restricted from applying include:

- Organizations, collectives, sole proprietorships, LLCs, or other non-individual entities;
- Individuals applying with an EIN number;
- Individuals who reside outside of the District of Columbia;
- Applicants seeking project-specific funding (AHFP grant awards are not project-dependent); and
- Individuals who use or require fiscal agents

ALLOWABLE COSTS AND FUNDING RESTRICTIONS

As a District of Columbia agency, 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 10).

CAH considers the AHFP grant as a general operating support grant for individuals. As such, all AHFP grantees should consider “salary for the applicant artist or humanities practitioner” as the sole or primary program cost.

Grantees with questions regarding allowable costs may [contact their grant program manager](#). The grantee will be responsible for demonstrating expenses in 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. For more information, see the [Legal Compliance](#) section of these RFA guidelines (page 10) and the FY 2021 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 sessions. 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 AHFP 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.dcarts.dc.gov under [Grant Writing Assistance](#), or by calling CAH at 202-724-5613.

| Day and Date | Time | Topic | Location |
|----------------------------|-----------------|-------------------|--------------------------|
| Friday, June 5th, 2020 | 2:00 - 3:00pm | Grants/Public Art | Livechat |
| Tuesday, June 9th, 2020 | 4:00 - 5:30pm | Online Workshop | Online Location TBD |
| Friday, June 12, 2020 | 2:00 - 3:00pm | Grants/Public Art | Livechat |
| Wednesday, June 17th, 2020 | 12:00 - 1:30pm | Online Workshop | Online Location TBD |
| Friday, June 19th, 2020 | 10:00 - 11:30am | Online Workshop | Online Location TBD |
| Friday, June 19th, 2020 | 2:00 - 3:00pm | Grants/Public Art | Livechat |
| Friday, June 26th, 2020 | 2:00 - 3:00pm | Grants/Public Art | 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.** An automatic confirmation email is generated once an application is submitted. 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 FY 2021 Guide to Grants.
2. Read the Request for Application (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.

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 FY2021 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](#).

LIVE WORK SAMPLES (Cancelled for FY 2021)

CAH values the unique nature of artists' and humanitarian practitioners' work, and that live exhibitions and performances can be essential to understanding that work during panel deliberations. In past application and panel review cycles, CAH has invited applicants to share live work samples for panelist consideration on their respective panel days. Due to the current environment, it is impossible for CAH to accommodate that practice for FY 2021.

FY 2021 AHFP applicants must upload all application content to the digital portal.

NOTIFICATION AND AWARD DISBURSEMENT

CAH will notify applicants regarding the results of their application and the applicable award disbursement process on or shortly after October 1, 2020 via (1) letter of intention to award, (2) letter of ineligibility, or (3) letter of denial. These notifications will be sent via the applicant's email as it appears in the grants portal.

For award recipients, the date(s) of CAH grant award disbursement(s) is/are subject to the availability of funds and the processing of required documentation. CAH does not disburse grant awards through its office. However, in collaboration with other District of Columbia government agencies, CAH processes grant award installment requests in a timely manner. To expedite award processing, CAH advises that grantees register to receive direct deposit by completing an Automated Clearing House Vendor Payment Enrollment Form (ACH). CAH no longer requires grantees to upload an ACH form with their award agreements. More details may be found in grantees' Grant Agreement letter, or on CAH's website at [Managing Grant Awards](#).

Applicants must ensure that all compliance materials are uploaded and that all 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 policies, regulations, and RFA guidelines 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

Each grantee will be required to submit to CAH a Final Report regarding: (1) the extent to which they advanced their artistry, humanities work, and profession throughout the fiscal year, and (2) details regarding artistic and humanities-focused activities and engagement with communities within the District of Columbia.

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

AHFP Final Reports are due by Friday, October 15, 2021. Grantees with delinquent reports will not be eligible to receive subsequent awards or award disbursements in current or future grant cycles. Reports must be completed and submitted to CAH via its online portal. Grantees may access the Final Report forms through the [Managing Grant Awards](#) page on CAH's website.

Grant Management and Rescindment

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 reporting;
- 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 Agreement requirements;
- Fails to demonstrate adequate financial management and oversight; and/or
- Fails to properly publicly credit CAH's support.

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).

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 statutes, regulations, orders and other requirements. This monitoring process may include site visits, an evaluation of allowable costs, an assessment of efforts to meet projected grant applicant benchmarks, 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 FY2021 Guide to Grants.

Specific questions about AHFP grants can be referred to CAH staff members as detailed in the following table:

| | |
|-------------------|---|
| Dance: | Benjamin Douglas - benjamin.douglas@dc.gov |
| Design Arts: | Kerry Kaleba: kerry.kaleba@dc.gov |
| Go-Go Musicians: | Robert Nuñez - robert.nunez@dc.gov |
| Humanities: | Kamanzi Kalisa - kamanzi.kalisa@dc.gov |
| Media Arts: | Kevin Hasser - kevin.hasser@dc.gov |
| Music: | Robert Nuñez - robert.nunez@dc.gov |
| Teaching Artists: | David Markey - david.markey@dc.gov |
| Theatre: | Kevin Hasser - kevin.hasser@dc.gov |
| Visual Arts: | Kerry Kaleba: kerry.kaleba@dc.gov |

FY 2021 ARTS AND HUMANITIES FELLOWSHIP PROJECT GRANT REVIEW CRITERIA

Mastery of Form 30%

- The applicant's statement and work sample(s) demonstrate exemplary technical capabilities within the chosen discipline; and
- The applicant's work has sustained resonance, impact or value.

Conceptual Content 40%

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

Cohesion 30%

- The applicant's work sample(s) advance the applicant's artist statement; and
- The application represents a clear and unified body of work.

FY 2021 ARTS AND HUMANITIES FELLOWSHIP PROJECT GRANT APPLICATION CHECKLIST

The following is a checklist for all mandatory and supplementary documents required to submit the Arts and Humanities Fellowship 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.

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 (6) additional items (e.g. letters of support, awards, programs, publicity, etc);
- **Applicant's Résumé**
With content primarily addressing the applicant's artistry or humanities practices.

DC Office of the City Administrator (OCA) 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)
- **Statement of Certification** (dated at the time of application submission)
- **Signed IRS Form W-9** (Note: Post office boxes are prohibited. The applicant'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

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 program. 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.

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| 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 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-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). |

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| 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. |

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| 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-folio assessments.

Section 3 - Artist Resumé/CV

Another way for the advisory review panelists to determine the artistic and humanities content of each application is to review the resumé of the artist or humanities practitioner. The content therein, should detail the breadth of work of the applicant along with the applicant's formal/informal training in their discipline of choice.

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. 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;
- Select work samples that illustrate and unite the applicant's narrative content;
- 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; and
- For project-based grants, include samples of similar projects completed to illustrate an ability to execute the proposed project.

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, 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.