



FY 2022 DISTRICT ARTS AND HUMANITIES INITIATIVE - FIELD TRIP EXPERIENCES

REQUEST FOR APPLICATIONS

The DC Commission on the Arts and Humanities (CAH) is seeking applications from qualified arts and humanities organizations for its Fiscal Year 2022 Field Trip Experiences (FTE) grant program. Organizations may request up to \$50,000. The number of awards and the amount of each will vary.

RFA Release: Monday | May 3, 2021

Submission Deadline: Friday | June 11, 2021 | 11:59pm

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.

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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.

CAH has grantmaking authority under the Commission on the Arts and Humanities Act of 1975, as amended (D.C. Law 1-22, D.C. Official Code § 39-204).

Government of the District of Columbia
Commission on the Arts and Humanities
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FY 2022 DISTRICT ARTS AND HUMANITIES INITIATIVE - FIELD TRIP EXPERIENCES

Applicants may submit one (1) Field Trip Experiences Grant application
per fiscal year cycle

OVERVIEW

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

CAH seeks grant applications from qualified arts and humanities organizations offering comprehensive field trip experiences for students in District of Columbia public schools. For FY 2022, field trip experiences are defined as those that take place at a cultural venue, on-site at a school, or virtually, and during the traditional school day. All programming associated with the FTE initiative must be provided by an arts or humanities non-profit organization and be a professional-quality performance, visual arts exhibition or humanities experience.

CAH will award select applicants (“grantees”) a grant of funds to support the delivery of their proposed project. Grants funds are applicable only to CAH’s Fiscal Year 2022 (“FY 2022”), which occurs from October 1, 2021 to September 30, 2022, and which is referred to as the “grant period” in this document. Grant award funds cover expenses made only within CAH’s Grant Period.

FY 2022 General Operations Support (GOS) grantees may apply to the Field Trip Experiences grant program, but must demonstrate that their application increases the number of field trips offered or the total number of students served to those already underwritten in their FY 2022 GOS application. They may also expand their current field trip opportunities to include complementary workshops around field trips to students and teachers.

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

Grade Grouping	Field Trip Discipline Focus*
Kindergarten – 2 nd Grade	Dance or Music or Visual Arts
3 rd Grade – 5 th Grade	Music or Visual Arts
6 th Grade – 8 th Grade	Dance or Film or Theatre
9 th Grade – 12 th Grade	Film or Theatre

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

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

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

There is no matching requirement for the FTE grant program in FY 2022.

APPLICATION REQUIREMENTS

- Include a comprehensive overview of the scope of program delivery to-date, if applicable and a strong programmatic plan for delivery of the proposed project. Programmatic details should include numbers of teachers and students served and their respective grades;
- Provide evidence of authentic connections to curricular themes in both arts or humanities and non-arts or humanities content for targeted grade level(s);
- Include sample syllabi / lesson plans for any professional development or workshops included in the scope of the application. Evidence of useful tools and strategies for classroom teachers to embed in their teaching practice should be included as part of any supporting documents or plans;
- Include testimonies from teachers, principals, parents / caregivers and students to support the success of field trip experiences and associated programs delivered by their organizations;
- Demonstrate evidence of student engagement in the activities offered as part of their program; and
- Demonstrate the organizational capacity to manage and deliver the scope of the proposed program.

ELIGIBILITY REQUIREMENTS

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

- Be incorporated as a nonprofit with a federally-designated tax exempt status under section 501(c)(3) of the United States Internal Revenue Service (IRS) code, as evidenced by an IRS determination letter that is dated at least one year prior to the application deadline date;
- Be registered with, and authorized to do business in, the District as either a "Domestic"

entity (that is, an entity that was incorporated in the District) or a “Foreign” entity (that is, an entity that was incorporated in another state);

- Ensure that one hundred percent (100%) of the grant award dollars are used to support District of Columbia programming, inclusive of direct and indirect costs;
- 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 Clean Hands Certification (CCH) from the District of Columbia Office of Tax and Revenue (see Citywide Clean Hands- Page 10);
- Be in good standing with CAH. (Note: A CAH grant applicant who has failed, as of June 18, 2021, 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 2022); 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:

- Individuals;
- Arts and humanities organizations with a majority of their constituents who reside outside of the District of Columbia;
- Arts and humanities service organizations who provide specialized services which can include professional development, technical assistance, networking opportunities, shared operational services, printed materials and/or research;
- Private clubs and organizations that prohibit membership based upon race, gender, color, religion, or any other classes identified in the District of Columbia Human Rights Act;
- Individuals; organizations that require fiscal agents; for-profit organizations; private foundations; political organizations; colleges; universities; foreign governments; federal government entities; and other District of Columbia government agencies, including DC Public Schools and charter schools;
- Recipients (or intended recipients), of a CAH FY 2022 General Operating Support (GOS) grant that are unable to demonstrate that the scope of work within their FTE application is not new or additional programming to that already funded in-part or in-full in their FY 2022 GOS award; and
- Organizations submitting an application whose content is combined with the application of another organization. Proposed projects must be “stand-alone” projects.

ALLOWABLE COSTS AND FUNDING RESTRICTIONS

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

As an agency of the Government of the District of Columbia, CAH ensures that its grantmaking funds are expended in a fiscally responsible manner. CAH grant-related “allowable costs” are those that the District Government and CAH have determined as valid expenditures. All awarded funds are subject to audit and Performance Monitoring (see page 14 below).

Examples of Allowable Costs Related to the Grant:

- The performance cost articulated in the Project Budget submitted with the application should include all costs associated with student participation in the field trip experience;
- Salaries for arts and humanities educators for nonprofit organizations directly related to the administration of the field trip experience or the planning of complementary workshops for the same;
- Teaching artists / consultants paid for the implementation of the project, if not included in staff salaries;
- Travel and transportation directly related to project implementation; and,
- Materials, supplies and equipment purchases no more than 25% of the award that are directly related to workshop implementation associated with the field trip experience.

Examples of Unallowable Costs Related to the Grant:

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

The FTE grant program manager reviews and approves all expenses before the grant agreement is processed for payment. Grantees with questions regarding allowable costs may contact CAH’s grant program manager. The grantee will be responsible for demonstrating expenses, as applicable, in Interim and Final Reports.

This FTE grant period is from October 1, 2021 to September 30, 2022. CAH mandates that all of a grantee’s grant-funded activity expenses must be made during the District’s Fiscal Year 2022 (that is, from October 1, 2021 until the end of the day on September 30, 2022). Specific projects/programs underwritten by the grant must be completed by August 15, 2022.

I.D.E.A. DEFINITIONS

Below are definitions used by CAH of each component of I.D.E.A. CAH encourages applicants to develop short- and long-term plans to ensure each of these components is realized in their processes and programs. CAH’s goal for the arts and humanities community is to have a comprehensive and actionable plan in place by FY 2024. **Organizations in receipt of funding from**

CAH will be required to demonstrate their progress in all future interim and final reports beginning in FY 2022.

INCLUSION

Inclusion authentically welcomes, and intentionally brings, traditionally excluded individuals and/or groups into processes, activities, and decision/policymaking in a way that shares power.

DIVERSITY

Diversity refers to the various backgrounds and races that comprise a community, nation, or other grouping. In many instances, the term diversity does not only acknowledge the existence of diversity of background, race, gender, religion, sexual orientation etc., but applies a recognition of the value of these differences. Diversity enriches policies and practices by bringing people of diverse backgrounds and experiences together to inform, shape, and enrich these policies and practices.

EQUITY

Equity is giving everyone what they need to be successful. Equity is different from treating everyone the same. Equity operates from the understanding that people and groups enter given situations from very different starting points. These starting points are often determined by certain social hierarchies such as race, class, gender, age, sexual identity, disability, etc. An equitable framework centers awareness of these hierarchies and creates systems that are actively anti-racist, anti-classist, anti-sexist, anti-homophobic, and anti-ableist.

ACCESS

Access is defined in the broadest definition of the term as a means of ensuring individuals and/or groups are given financial, geographic, demographic, cultural, and developmental access to programming, services, and other opportunities.

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 are virtual. Dates and times listed below are subject to change. **Participating in one of the two in-person workshops listed below is a requirement for application to the FTE grant program.** 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
Wednesday, May 12, 2021	2:30 pm - 4:00 pm	FTE	Online Location TBD
Friday, May 14, 2021	2:00 pm - 3:00 pm	Grants	Livechat
Tuesday, May 18, 2021	11:00 am - 12:30 pm	FTE	Online Location TBD
Friday, May 21, 2021	2:00 pm - 3:00 pm	Grants	Livechat
Friday, May 28, 2021	2:00 pm - 3:00 pm	Grants	Livechat
Wednesday, June 2, 2021	4:00 pm - 5:30pm	FTE	Online Location TBD
Friday, June 4, 2021	2:00 pm - 3:00 pm	Grants	Livechat
Friday, June 11, 2021	2:00 pm - 3:00 pm	Grants	Livechat

Livechats may be accessed by visiting <https://dcarts.dc.gov/page/live-chat-dccah-grants-specialist>. Please register for workshops via Eventbrite:

<https://www.eventbrite.com/o/dc-commission-on-the-arts-and-humanities-cah-1252966799>

GRANT APPLICATION PROCESS

1. Read the [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.

CAH utilizes an online grant portal to receive grant applications. **All applications must be submitted online by 11:59 pm ET, Friday, June 11, 2021.** A confirmation email generates automatically upon submission of the application. Technical issues or failure to receive a confirmation email should be immediately brought to the attention of CAH staff. Incomplete or late applications or applications that do not follow the instructions and guidelines are deemed ineligible for review and funding. CAH does not accept mailed, emailed or hand-delivered copies of grant applications and/or the required attachments. CAH will accept reasonable accommodation requests from applicants with disabilities to submit grant applications via mail, email or hand-delivery. To request a reasonable accommodation, contact Travis Marcus at 202-724-5613 or travis.marcus@dc.gov and await request approval.

CAH’s grant application process is competitive and subject to the availability of funds.

Applicants may not request or receive funding for the same activities through more than one CAH program or grant category. Multiple applicants may not apply for funding for the same scope of work, whether through the same or different grant programs.

Applicants are fully responsible for the content of their application materials. An automated confirmation of an applicant's submission does not guarantee an applicant's eligibility, and therefore review by the advisory review panel (see below, "Review Process"). CAH staff is not 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 PROCESS

CAH selects individuals who are arts, humanities and/or business professionals, independent of CAH, to serve as advisory review panelists for each grant program. The role of a panelist is to review and score an eligible application's content to the established grant program review criteria.

CAH's grant application evaluation process takes into consideration general standards of decency and respect for the diverse beliefs and values of the American public consistent with [The National Foundation on the Arts and Humanities Act](#), as amended in 1990. For more information regarding the grant review process please visit the [Guide to Grants](#). To volunteer or nominate a person to serve as an advisory review panelist for a grant program, see CAH's [Call for Panelists](#).

NOTIFICATION AND AWARD DISBURSEMENT

CAH will notify applicants of this grant program as to the results of their application by October 1, 2021 via (1) letter of intention to award, (2) letter of ineligibility, or (3) letter of denial.

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 staff will advise grant award recipients on the award disbursement process on or after October 1, 2021. More details may be found on CAH's website at [Managing Grant Awards](#).

FUNDING CONDITIONS, REPORTING REQUIREMENTS, 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 2022 grant recipients with unmet reporting obligations regarding any CAH funding program as of close of business on Friday, October 15, 2021 are ineligible to receive additional awards from CAH.

Reporting Requirements

Each grantee is 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.

CAH reporting requirements are determined by award size:

- All grantees must submit a Final Report (due by Friday, October 21, 2022)
- Awards greater than \$10,000 must also submit an Interim Report (due by April, 22, 2022)

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

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 Certificate of Clean Hands, 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 organization applying for funding from CAH must include, in its grant application, a response to the information request set forth in the I.D.E.A. section of its grant application, by providing the following information:

1. The process for formulating plans to increase its diversity, access, inclusion, and ultimately overall equity for its staff, board, and audiences.
2. 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.).
3. 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.
4. 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 or 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 support in any and every public event that is held and that is related to CAH's funding.

RISK MANAGEMENT AND PERFORMANCE MONITORING

All grant recipients are subject to risk assessments and monitoring requirements. Those practices are discussed in greater detail in the applicants' grant agreements with CAH.

Activities funded by CAH will be monitored and evaluated by its staff, to assure compliance with all applicable District of Columbia's statutes, regulations, orders and other requirements. This monitoring process may include site visits, an evaluation of allowable costs, as assessment of efforts to meet projected grant applicant benchmarks, providing proof of expenditures, etc.

CONTACT INFORMATION

More information regarding CAH's grant programs, and clarification about related accessibility requirements, work sample submissions and grant making processes can be found in CAH's [Guide to Grants](#). Specific questions about the FTE grant can be referred to CAH staff member, Alorie Clark (alorie.clark@dc.gov).

FY 2022 FIELD TRIP EXPERIENCES

APPLICATION REVIEW CRITERIA

Arts, Humanities and Arts Education Content 40%

- The applicant's work sample(s) demonstrate high artistic, humanities and educational standards within the chosen discipline (8%). These should include:
 - Video or audio files of field trip or similar experience
 - Distributed educational material(s) that enhance the field trip experience (study guide, activity books, etc.)
 - Workshop lesson plans of supplemental program experiences, where applicable
- The applicant demonstrates proficient knowledge of education standards and practices to achieve successful project implementation (8%);
- The applicant demonstrates the use of appropriate project personnel to plan and implement content (such as arts administrators, teaching artists, educators, professional artists) (8%);
- The proposed activities are comprehensive and ensure participant engagement (8%); and
- The project's goals/activities are developmentally appropriate to the intended grade levels and participant abilities (8%).

Inclusion, Diversity, Equity and Access (I.D.E.A) 20%

CAH prioritizes applicants who give intentional focus to working with children and youth who have been historically marginalized and who demonstrate authentic responsiveness to their identified needs.

- The project demonstrates an educational experience that is inclusive and diverse; either through educational content or the composition of staff who directly engage with participants (7%);
- The project design demonstrates the commitment to engage all participants by ensuring equity and access (considering factors such cultural, socio-economic, geographical, physical and intellectual ability, etc.) (7%); and
- The applicant outlines the plan for current and/or future adjustments to the project based on the evolving needs of the community; and/or how this project supports the organization's evolving goals (6%).

District Impact and Evaluation 20%

(Refer to page 22)

- The applicant demonstrates how this project will enrich the arts education community (students, teaching artists, educators) (5%);
- The applicant indicates a commitment to hiring DC-based personnel, where possible, to deliver content (such as arts administrators, teaching artists, educators, professional artists) (5%);
- The project indicates the ability to reach a reasonable and realistic number of DCPS and DCPCS students (5%); and,
- The applicant presents effective evaluation methods that will measure (5%):
 - Project impact and effectiveness
 - Participant engagement and development

Organizational Management 20%

- The applicant demonstrates skillful project management, organization, and deliverability (10%);
- The applicant's budget information is detailed, accurate, feasible, eligible, and directly related to the activities of the grant request as indicated in the RFA guidelines (10%).

FY 2022 FIELD TRIP EXPERIENCES

APPLICATION CHECKLIST

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

In order to submit an application:

- Ensure your organization meets all eligibility requirements listed in this request for applications;
- Complete all required questions in the online application;
- The **Arrest and Conviction Statement** is no longer required for CAH applications; and
- Attach the following mandatory documents to the online application (available at <https://dcarts.dc.gov/page/grantee-resources-0>):
 - **Balance Sheet** (from most recently completed fiscal year);
 - **Budget Form** (available on CAH's website)
 - **Certificate of Clean Hands** (dated no more than 30 days prior to the deadline);
 - **Certificate of Liability Insurance** (general coverage);
 - **Current Organizational Budget** (approved by the organization's Board of Directors);
 - **IRS 501(c)(3) Letter of Determination**;
 - **IRS Form 990** (most-recently submitted);
 - **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 address registered in the DC Vendor Portal. Only the October 2018 version of the W9 form may be used and the form must be dated at the time of application submission;
 - **List of current Board of Directors**
Provide board roles (e.g. president, treasurer, etc.), responsibilities and home addresses/wards;
 - **Organizational Demographics Overview Form**;
 - **Profit and Loss Statement** (from most recently completed fiscal quarter);

- **Résumés of Key Personnel**
Examples include: artistic/managing/executive directors; teaching artists; etc.
Provide roles, areas of responsibility, and ward or state of residence;
- **Statement of Certification** (signed at the time of 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.); and
- **Work Samples**
CAH recommends reviewing the Work Sample Addendum in the [Guide to Grants](#) to determine materials that might best support the application.

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. 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

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.

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 work sample submissions depend on the grant program. Applicants are encouraged to adhere to the suggested work samples or risk ineligibility 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 may render the application ineligible for funding consideration.

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 Evaluation

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 panelists 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.

Additional 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;
- Photograph uploads should be in JPEG (or JPG) format with a 72 dpi minimum resolution and should not exceed 8MB in size (each);
- 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 submissions:

- 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 audio submissions:

- Panelists are unable to scan, rewind, or skip through a sample. Edit the audio clip to feature exactly the desired content; and
- For audio submissions with visual components, consider submitting as a video clip instead.

For online materials and websites:

- Panelists review only within the “four corners” of the application. They are not expected to go to outside links or content, so a linked website may not be viewed; and
- Websites can be screen-shot and attached as an image, but it is often an insufficient work sample. Submit a website only if it is an essential part of the project.

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