DC COMMISSION ON THE ARTS & HUMANITIES

FY 2022
LIFTOFF PROGRAM GRANT

The DC Commission on the Arts and Humanities (CAH) is soliciting applications from qualified arts, humanities, arts education, and service organizations for its Fiscal Year 2022 LiftOff grant program. Award amounts vary.

RFA Release: Monday | May 3, 2021
Submission Deadline: Friday | June 25, 2021 | 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. Organizations may request up to $25,000. FY 2022 awards are renewable for one (1) additional year, contingent upon reporting and funding availability.

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

Staff Contact: Grant Manager, Khalid Randolph | khalid.randolph@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
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LiftOff PROGRAM GRANT
Applicants may submit one (1) application to the LiftOff program
per fiscal year cycle.

OVERVIEW

The LiftOff grant offers support to qualified non-profit arts, humanities, arts education, and service organizations the opportunity to build the infrastructural capacities of arts and humanities through professional development. The program supports nonprofits with budgets under $250,000 (cash expenses). CAH will award select applicants ("grantees") a grant of funds to support the delivery of their proposed project. CAH, in consultation with program consultants, makes recommendations for final capacity building projects. Funding may only be used to cover costs associated with capacity building projects directly related to the work plan developed in collaboration with the program consultants. CAH grant funds must be spent within CAH's Fiscal Year 2022 (FY 2022) (October 1, 2021 to September 30, 2022). Grant award funds cover expenses made only within this period.

Grants are competitive. Award amounts are subject to the availability of funds and are based upon the organization's advisory review panel score and ranking.

LiftOff awards do not require a cash match.

GRANT PROGRAM GOALS

By making LiftOff grant awards, CAH endeavors to meet the following goals:
- Provide funding to support infrastructure growth for nonprofit arts and humanities organizations located in the District of Columbia;
- Cultivate a robust professional development experience among LiftOff participants to foster new partnerships, collaborations, and shared resources;
- Prepare leaders of small arts and humanities nonprofits to build organizational capacity; and
- Promote culturally diverse, distinctive, and dynamic expression through the arts and humanities for all District of Columbia residents.

LIFTOFF PROGRAM DESCRIPTION

CAH's LiftOff grant program provides capacity building support to established DC-based arts and humanities non-profit organizations that face operational and infrastructure challenges that inhibit their organizational and programmatic sustainability.

Program staff and consultants work closely with an organizational leader ("Leader") from each participating organization to build on their existing organizational infrastructures and perspectives, so their communities might be best served.

The two-year program implementation timeline spans October 2021 through September 2023 and has three mandatory workshops. Leaders (up to 20) receive a combination of technical assistance and in-person learning sessions. The goal of these workshops is to provide Leaders with robust opportunities and resources aimed at strengthening their organizations infrastructures.

The program's three components, detailed below, are specifically designed to reflect the needs of arts and humanities nonprofits with budgets under $250,000 (cash expenses):

- **Organizational Self-Assessment:** Program participants complete an online organizational assessment as part of the grant application process to articulate short- and long-term organizational development priorities, and to identify opportunities and community resources available to help reach their goals (the assessment takes approximately 45 minutes to complete);

- **Capacity Building Workshops:** Three half-day workshop sessions are designed to build upon the fundamentals of nonprofit management practice for small organizations, including: planning; board development; strategic relationships; internal administrative operations; and technology. These in-person sessions are designed to serve as a welcoming space to engage, exchange, and network with peers; and

- **Dedicated Financial Support:** Grant funds are awarded to address core capacity building needs to build infrastructure to strengthen and sustain organizations.

Successful applicants are awarded a provisional grant amount, however, the final LiftOff activities and award total are determined once grant program consultants complete a comprehensive assessment of the organization, identify appropriate capacity building projects,

and work with organizational leadership to develop work plans and associated budgets for CAH approval.

Capacity building grants support opportunities to build infrastructures for strong and sustainable organizations. Examples of capacity building projects include:
- **Planning** activities such as organizational assessments, strategic planning, funding development, communications/marketing, or business planning;
- **Board Development** activities such as leadership training, defining the role of the board, and strengthening governance;
- **Strategic Relationships** utilizing CAH funds to provide technical assistance or consultant support to help organizations work through collaboration and strategic restructuring, program evaluation, or positioning for a merger or affiliation;
- **Internal Operations** that may include improvements to financial management, human resources, volunteer management, or facility planning; and
- **Technology** improvements through upgrades to hardware and software, networking, websites, and staff training to optimize use of technology.

Applicants may not request nor receive funding for the same activities through more than one CAH grant program or grant category. Multiple applications may not be submitted by the same organization to the LiftOff grant program. Organizations may also not submit an application with the same scope of work to another CAH grant program.

APPLICATION REQUIREMENTS

Successful LiftOff applicants shall, in their respective grant applications:
- Demonstrate arts and humanities programs that are impactful to the communities they serve;
- Articulate a clear vision, with the highest levels of conviction and commitment by leadership to ensure completion of an organizational assessment;
- Provide a clear picture of the organization's current position, and how LiftOff might help elevate the organization to the next level;
- Provide complete information, with questions thoroughly answered, and assessment completed; and
- Prepare requisite materials, including all required documentation, well in advance of the deadline.

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 programming, inclusive of both 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 certification of "Citywide Clean Hands" (CCH) from the District of Columbia Office of Tax and Revenue (see page 9);
- Be in "good standing" with CAH. Note: a CAH grant applicant that has failed, as of June 1, 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);
- Have a principal business office address located in the District of Columbia, subject to on-site visit. (Note: CAH will not allow post office boxes or the addresses of board members or volunteers as evidence of the principal business address); and
- Have received funding through a CAH competitive grant that was awarded in the District's Fiscal Year 2020 (FY20) and/or Fiscal Year 2021 (FY21).

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 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
- 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

Assuming all other eligibility criteria are met, organizations planning to accept a FY 2022 General Operation Support (GOS) grant may apply for either the FY 2022 FAB or FY 2022 Liftoff programs, but not both.

Assuming all other eligibility criteria are met, organizations **not** intending to accept (or not eligible to receive) a FY 2022 General Operating Support (GOS) grant are still permitted to apply to the FY 2022 LiftOff program.

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).

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

Examples of funding restrictions for LiftOff Grants:

- Overhead, maintenance and administration exceeding 35% of the grant;
- Food and beverages;
- Auxiliary and/or affiliate organizations;
- Tuition, awards and scholarships;
- Re-granting;
- Debt reduction;
- Fundraising project expenses;
- Travel not directly related to the execution of the project;
- Expenses not directly related to the execution of the project;
- 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 has placed increased focus on utilizing an Inclusion, Diversity, Equity and Access (I.D.E.A.) lens in its grantmaking, with the goal of creating a more equitable arts and humanities landscape in the District. In addition to detailed plans for its compliance with the Americans with Disabilities Act (ADA) (42 U.S.C. §§ 12101 et seq.), each applicant must demonstrate how its programming and services will be inclusive, diverse, equitable, and accessible throughout the District of Columbia, beyond participants with disabilities. Applicants should consider a broad definition of "accessibility" by addressing financial, geographic, demographic, cultural and developmental access. For more information, see the Americans with Disabilities Act section of these RFA guidelines (see page12) 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.

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 etc. An equitable framework centers awareness of these hierarchies and creates systems that are actively anti-racist, anti-classist, anti-sexist, and anti-homophobic.

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 workshops. CAH staff members will not write applications for applicants. CAH staff members are available to review draft applications for thirty (30) minute appointments, on government business days up to one (1) week prior to the grant application deadline. Applicants

should contact CAH to schedule a meeting by calling 202-724-5613. Please note that CAH requests the applicant prepare and deliver (by email or via the online grants portal) their full draft application proposal along with any questions in advance of scheduling a meeting for agency staff assistance.

CAH conducts free workshops for participants to learn useful information about the agency's funding opportunities and how to submit a grant application. Workshop dates and times are subject to change. All workshops are virtual, 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 & Date	Time	Topic	Location
Friday, May 14. 2021	2:00 pm – 3:00 pm	Grants	Livechat
Friday, May 21, 2021	2:00 pm - 3:00 pm	Grants	Livechat
Friday, May 28, 2021	2:00 pm – 3:00 pm	Grants	Livechat
Friday, June 4, 2021	2:00 pm - 3:00 pm	Grants	Livechat
Monday, June 7, 2021	6:30 pm – 8:00 pm	LiftOff	Online
Wednesday June 9, 2021	10:00 am – 11:30 am	LiftOff	Online
Thursday, June 10, 2021	3:00 pm – 4:30 pm	LiftOff	Online

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 4:00 PM ET on Friday, June 25, 2021. 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 Travis Marcus at 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](#).

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 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 deadline for grant final report;
- 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://ocfocleanhands.dc.gov/cch/.

Legal Compliance

Federal and District of Columbia law requires all grant applicants to comply with all applicable laws and regulations that regard non-discrimination. The list of those laws and regulations include: Title VI of the Civil Rights Act of 1964 (which provides that 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 LiftOff grant can be referred to CAH staff member, Khalid Randolph at khalid.randolph@dc.gov.

FY 2022 LiftOff Grant Program

REVIEW CRITERIA

Arts & Humanities Content (25%)
- The organization meets the minimum requirement of having arts and/or humanities as its primary function based on articulation of its mission and core programs;
- The work sample and support materials demonstrate integrity, innovation and/or specific cultural origins within the chosen discipline(s); and
- The applicant's mission and programs provide clear value to its participants.

District Impact & Engagement 20%
- The applicant provides a substantial level of arts and humanities activities to DC-based audiences;
- The applicant demonstrates it can measure levels of outreach to, and impact on, DC-based audiences; and
- The applicant arts and humanities activities and services are accessible.

Cohesion 25%
- Application represents an astute and perceptive body of work that clearly advances the visionary leadership and assessment; and
- Organization demonstrates an understanding of the application content and ensures that the project goals outlined in the application relate to the results of the capacity building assessment.

Visionary Leadership 30%
- The applicant demonstrates a clear vision and the highest levels of commitment and conviction;
- The applicant clearly articulates perceived benefits of building capacity for their organization through LiftOff funds; and
- The applicant clearly articulates the resources and approach they would use to enhance the development of their organization.

FY2022 LiftOff Program

APPLICATION CHECKLIST

The following is a checklist for all mandatory and supplementary documents required to submit the LiftOff 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 the 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)

  o **Balance Sheet** (from most recently completed fiscal year);

  o **Certificate of Clean Hands** (dated no more than 30 days prior to the deadline);

  o **Certificate of Liability Insurance** (general coverage);

  o **Current Organizational Budget** (approved by the organization's Board of Directors);

  o **IRS 501(c)(3) Letter of Determination;**

  o **IRS Form 990** (most-recently submitted);

  o **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-folio 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.