FY 2023 ARTS & HUMANITIES FELLOWSHIP PROGRAM GRANT REQUEST FOR APPLICATIONS

The DC Commission on the Arts and Humanities (CAH) requests applications from qualified artists and humanities practitioners for its Fiscal Year 2023 Arts and Humanities Fellowship Program (AHFP) grant.

Award Amount:	Up to $12,500
Number of Awards:	Multiple
RFA Release:	Monday	June 6, 2022
Submission Deadline:	Friday	July 8, 2022	10 pm

Incomplete or late applications or applications that do not follow the instructions and guidelines may be deemed ineligible for review and funding. Prospective applicants should read through this Request for Applications (RFA) in its entirety before submitting an application.

Source of Funds: The source of funds for the grant(s) is the portion of the Agency's annual grants budget allocated for grant programs established by CAH in accordance with D.C. Official Code § 29-205(c-1)(2)(C). CAH may make multiple awards under this RFA.

CAH's Authority to Make Grants: 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).

Staff Contacts:	Kamanzi Kalisa, Grant Manager	Kamanzi.kalisa@dc.gov
	Kerry Kaleba, Grant Manager	Kerry.kaleba@dc.gov

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

Government of the District of Columbia
Commission on the Arts and Humanities
200 I Street, SE, Suite 1400, Washington, DC 20003
202-724-5613 | dcarts.dc.gov

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ARTS & HUMANITIES FELLOWSHIP PROGRAM GRANT

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 2023 (October 1, 2022 to September 30, 2023). 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:** a performing art consisting of sequences of movement, either improvised or purposefully selected.
- **Design Arts**: Pertaining, but not limited to the following fields: architecture, fashion, graphic, industrial, interior, landscape architecture, and urban/metropolitan.
- **Go-Go Musician:** Pertaining, but not limited to the following: composers, conductors, instrumentalist, vocalists, specifically practicing go-go music as the official music of the District of Columbia.
- **Humanities:** Pertaining but not limited to the following fields: history, philosophy, languages, literature (poetry, fiction, creative writing, screenwriting, spoken word, etc.), linguistics, archaeology, jurisprudence, history and criticism of the arts, ethics, comparative religion, and those aspects of the social sciences employing historical or philosophical approaches including, cultural anthropology, sociology, political theory, international relations, and other subjects concerned with questions of value and not with quantitative matters.

- **Interdisciplinary:** Pertaining to art forms/art works that integrate more than one arts discipline to form a single practice (e.g., collaboration between/among the performing and/or visual arts).
- **Media Arts:** Pertaining but not limited to film, audio (including radio and sound installations), video, technology/experimental (including work created using computer or other digital/experimental media as the primary expressive media).
- **Music:** Pertaining but not limited to composers, conductors, instrumentalist, vocalist.
- **Teaching Artists:** Practicing, professional artists from any artistic field (music, dance, theater, visual arts, writing, etc) that provide arts-based education for grade school students.
- **Theatre:** Pertaining but not limited to: actors/performers, design (costume, lighting, set, sound), directors, playwrights, choreographers.
- **Visual Arts:** Any artistic creation including but not limited to: painting, drawing, printmaking, sculpture, ceramics, photography, crafts, installations, and conceptual art.

Prior applicants and grantees have included actors, archeologists, 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 (interdisciplinary) mediums.

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 proficiency in the applicant's selected discipline;
- Provide a statement describing the applicant's mission— why the applicant does what they do, and what drives their work;
- Provide recent work samples of work within three (3) years) which clarify, demonstrate, or unite the applicant's mission and/or creative 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 July 8, 2022 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 2023); and
- Obtain certification of "Citywide Clean Hands" (CCH) from the District of Columbia Office of Tax and Revenue (see Citywide Clean Hands- Page 9).

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

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 below).

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 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.

I.D.E.A. DEFINITIONS
Below are definitions used by CAH of each component of I.D.E.A. CAH's goal for the arts and humanities community is to have a comprehensive and actionable plan in place by FY 2024.

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, anti-ageist 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.

GRANT PREPARATION AND TECHNICAL ASSISTANCE 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 or emailing Kamanzi Kalisa at kamanzi.kalisa@dc.gov and Kerry Kaleba at kerry.kaleba@dc.gov . Please note that CAH requests the applicant prepare (via the online grants portal) their full draft application along with any questions in advance of scheduling a meeting for agency staff assistance.

To improve the strength of the submitted application, participating in one of the four virtual workshops listed below is strongly recommended for all AHFP applicants. All workshops are virtual, free, and open to the public. 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, Jun 8, 2022	12:00pm-1:00pm	Online Workshop	[Webex](#)
Friday Jun 10, 2022	2:30pm - 3:30pm	Online Workshop	[Livechat](#)
Saturday, June 11, 2022	1:00pm - 2:00pm	Online Workshop	[Webex](#)
Tuesday, June 14, 2022	10:00am - 11:00am	Grants/Public Art	[Webex](#)
Thursday, Jun 16, 2022	6:00pm - 7:00pm	Online Workshop	[Webex](#)
Friday Jun 17, 2022	2:30pm - 3:30pm	Online Workshop	[Livechat](#)
Thursday, Jun 23, 2022	2:00pm - 3:00pm	Grants/Public Art	[Webex](#)
Friday Jun 24, 2022	2:30pm - 3:30pm	Online Workshop	[Livechat](#)

Livechats may be accessed by visiting https://dcarts.dc.gov/page/live-chat-dccah-grants-specialist. Interested artists and humanities practitioners may 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 10:00 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 10:00 PM ET on Friday, July 8, 2022. 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. 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 regarding the results of their application and the applicable award disbursement process on or shortly after October 1, 2022 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 of CAH grant award payment disbursement(s) is subject to the availability of funds and the processing of required documentation. CAH staff will advise grant award recipients on the payment disbursement process on or after October 1, 2022. More details may be found on CAH's website at Managing Grant Awards.

CONDITIONS OF FUNDING, REPORTING REQUIREMENTS, GRANT CANCELLATIONS
CAH reserves the right to rescind any grant award for non-compliance with CAH policies, regulations, and RFA guidelines at any time. Grant recipients with unmet reporting obligations regarding any CAH funding program are ineligible to receive additional awards from CAH.

Reporting Requirements
Each grantee is required to submit 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 must submit a Final Report by Friday, October 21, 2023 or will be ineligible to receive further funding from CAH.

Grant Management and Rescindment
Grantee agrees that it will include a CAH logo and a credit line in all grant-related announcements and promotional materials and that it will make its best efforts to publicly credit CAH's support 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;
- Refuses to provide access for monitoring; and/or
- Fails to comply with the terms of the grant award contract requirements.

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).

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.

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.

RESERVATIONS
CAH reserves the right to issue addenda and/or amendments subsequent to the issuance of the Notice of Funding Availability (NOFA) or Request for Applications (RFA), or to rescind the NOFA or RFA. CAH will post addenda or amendments online. Applicants are responsible to review and adhere to any RFA addenda or amendments. Funding for this award is contingent on the availability of funds. Publication of the NOFA or RFA does not commit CAH to make an award.

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 FY2023 Guide to Grants.

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

Dance	Marcia Howard - marcia.howard@dc.gov
Design Arts	Camille Ashford - camille.ashford1@dc.gov
Go-Go Musicians	Robert Nuñez - robert.nunez@dc.gov
Humanities	Kamanzi Kalisa - kamanzi.kalisa@dc.gov

Interdisciplinary	Krystle Seit - krystle.seit@dc.gov
Media Arts	Terrell Johnson - terrell.johnson@dc.gov
Music	Robert Nuñez - robert.nunez@dc.gov
Teaching Artists	Alorie Clark - alorie.clark@dc.gov
Theatre	Jeanne Hisle - jeanne.hisle@dc.gov
Visual Arts	Kerry Kaleba: kerry.kaleba@dc.gov

FY 2023 ARTS AND HUMANITIES FELLOWSHIP GRANT
APPLICATION REVIEW CRITERIA

Concept & Cohesion (60%)
- The applicant demonstrates creative and original theories, ideas, and/or perceptions; **AND/OR** holds, preserves, perpetuates, and interprets traditional forms; (30%) and
- The applicant's work samples and written statements together demonstrate a clear and unified body of work. (30%)

Demonstrated Command of Form (30%)
- The applicant's statement and work sample(s) demonstrate exemplary technical capabilities within the chosen discipline; (15%) and
- The applicant's work has sustained resonance, impact, or value. (15%)

District Impact (10%)
- The applicant **or** applicant's arts and humanities work engages, reflects, or responds to the District's residents and visitors. (10%)

FY 2022 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 (found within the Guide to Grants) to determine materials that would best support the application;
- **Support Materials**
  Up to three (3) 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.
- **Proof of Residency**
  Must be current. If driver's license or DC residency ID are unavailable, please submit two (2) other proofs of residency

Compliance Documents
(Templates and instructions available at: Grantee Resources)
- **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. 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.

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).

INTERDISCIPLINARY	
	Individuals and organizations: up to ten (10) digital images or up to two (2) audio/video recordings demonstrating the integration of disciplines in the work.

LITERATURE (e.g. poetry, fiction, creative writing, screenwriting, spoken word, etc.)	
Fiction and Creative Nonfiction Writing	Ten (10) to twenty (20) pages from no more than three (3) short works, or a portion from no more than two (2) larger works up to twenty (20) pages.
	Applicants must label the work(s) as fiction or nonfiction.
	If the work is an excerpt, the applicant should include a one-page statement in the manuscript about where it fits into the whole to orient the reviewers.
Poetry	Submit ten (10) to fifteen (15) pages of poetry from no fewer than five (5) poems, not to exceed ten (10) poems.
	Shorter poems should be printed on separate pages.
Spoken Word	In addition to the poetry requirements above, submit video recordings of three (3) contrasting pieces.

MEDIA ARTS	
Film, Video, Radio	Applicants must submit up to two (2) audio/video recordings of completed work or work-in-progress.

MULTI-DISCIPLINARY	
	Provide the required work samples (as described herein) for two (2) (minimum) or three (3) (maximum) of the artistic disciplines that are relevant to the grant request.

MUSIC	
	Up to three (3) audio/video recordings.
	Selections must not exceed five (5) minutes.
	Upload each selection in a separate file.

PHOTOGRAPHY	
	Individuals - Submit digital images of ten (10) different works.
	Organizations - Submit twenty (20) digital images of different works.
	Applicants must create an image identification list of the JPEG images uploaded and should arrange the list in the order of viewing preference; Title the page with the words "Image Identification List" and the applicant's name. For each JPEG image, include the artist's name, artwork title, medium, size and the year the work was completed. JPEG digital images must be numbered to correspond with the image identification list.

THEATRE	
Actors	Submit video recordings of two (2) contrasting monologues.
	Still images of productions are prohibited.
Costume, Lighting, or Set Designers	Submit up to three (3) videos of up to five minutes, and/or (3) still images that best showcase the designer's work.
Directors	Submit a copy of a one to three (1-3) page concept statement of a recently directed play.
Organizations	Submit up to two (2) video recordings of performances.
	Digital images of productions are prohibited.
	Playbills and programs are prohibited as work samples. However, they may be included as support material.
Playwrights	See LITERATURE, above.
Sound Designers	Submit up to three (3) audio recordings.

VISUAL ARTS	
	Individuals - Submit digital images of up to ten (10) different works.
	Organizations - Submit up to twenty (20) digital images of different works.
	Applicants must create an image identification list of the JPEG images uploaded and should arrange the list in the order of viewing preference; Title the page with the words "Image Identification List" and the applicant's name. For each JPEG image, include the artist's name, artwork title, medium, size and the year the work was completed. JPEG digital images must be numbered to correspond with the image identification list.

ART BANK (Fine Art Acquisitions)	
	Individuals - Submit digital images of up to five (5) works of art available for acquisition by CAH
	District galleries and organizations - Submit images of up to ten (10) works of art by DC resident artists

Section 2 - Support Materials

Support materials are documents that strengthen the application and provide additional information that directly relates to the grant request. Support materials do not take the place of a work sample. They do, however, reinforce the quality of the applicant's arts and humanities disciplines(s).

Some examples of supporting materials include:
- Theater/exhibition reviews;
- Letters of recommendation;
- Certificates of achievement or recognition;
- Sample lesson plans;
- Assessments and evaluations;
- Awards; and/or

- Recordings of artistic process, creation or experience

Section 3 - Artist Resumé/CV
Another way panelists determine the artistic and humanities content of an 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.

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;
- 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 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; and
- For project-based grants, include samples of similar projects completed to illustrate an ability to execute the proposed project.

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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