DC COMMISSION ON THE ARTS & HUMANITIES

DC COMMISSION ON THE ARTS & HUMANITIES

Agenda:
Arts/Humanities Education Project (AHEP)

- Introduction to CAH and Mission;
- Overview of AHEP Guidelines & Application;
- Application Process, Panelist/Commissioner Roles, and Awards Processing;
- Review of Criteria and Panelist Comments;
- Panelist Scoring Rubric/Application Review Process; and
- Q & A

DC COMMISSION ON THE ARTS & HUMANITIES

The **Mission** of the DC Commission on the Arts and Humanities is to provide

- grants
- programs
- and educational activities

that encourage diverse artistic expressions and learning opportunities so that all District of Columbia residents and visitors can experience the rich culture of our city.

DC COMMISSION ON THE ARTS & HUMANITIES

Grants Department

Staff Member	Title	Grant Programs
Benjamen Douglas	Grants Programs Manager	• General Operating Support: Service • Arts & Humanities Fellowship: Dance • Facilities & Buildings • Upstart
David Markey	Arts Education Manager Interim Department Head	• General Operating Support: Generalists & NCAC • Arts & Humanities Fellowship: Teaching Artists • Arts/Humanities Education Project
Kamanzi Kalisa	Grants Programs Manager	• General Operating Support: Generalists • Arts & Humanities Fellowship: Humanities
Kerry Kaleba	Grants Program Manager	• Arts & Humanities Fellowship: Visual and Design Artists
Kevin Hasser	Grants Program Manager	• General Operating Support: Generalists • Arts & Humanities Fellowship: Theatre and Media • Facilities & Buildings
Khalid Randolph	Grants Programs Manager	• General Operating Support: Generalists • East of the River
Robert Nunez	Grants Program Manager	• Arts & Humanities Fellowship: Music and GO-GO • Projects, Events, or Festivals: Organizations
Travis Marcus	Grants Program Manager	• Projects, Events, or Festivals: Individuals

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Spring/Summer Grant Programs

Grant Program	Maximum Award	No Required Match
Arts/Humanities Education Projects (AHEP)	**$20,000 – Organizations**	No Match Required
Arts & Humanities Fellowship Program (AHFP)	$10,000 – Individuals	
General Operating Support (GOS)	% of FY19 Cash Expenses	
East of the River (EOR)	$35,000 – Organizations	
Facilities and Buildings (FAB)	Up to 50% of organizational budget	
Projects, Events or Festivals (PEF)	$7,500 – Individuals $15,000 – Organizations	
Public Art Building Communities (PABC)	$50,000 – Individuals $100,000 – Organizations	
UPSTART (UPS)	$25,000 – Organizations	
Curatorial Grant (CGP)	$25,000 – Individuals	
Public Art Building Communities (PABC)	$50,000 – Individuals $250,000 - Organizations	

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Spring/Summer Application Deadlines

Grant Program	Deadline
General Operating Support (GOS)	Closed
Arts & Humanities Fellowship Program (AHFP)	Thursday July 2, 2020 at 4pm
Arts/Humanities Education Projects (AHEP)	Thursday July 2, 2020 at 4pm
East of the River (EOR)	Friday July 10, 2020 at 4pm
Projects, Events or Festivals (PEF) – Organizations & Individuals	Friday July 10, 2020 at 4pm
Public Art Building Communities (PABC)	Friday July 17, 2020 at 4pm
Facilities and Buildings (FAB)	Friday July 24, 2020 at 4pm
UPSTART (UPS)	Fall 2020

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Arts/Humanities Education Project (AHEP)
Goals

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

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Arts/Humanities Education Project (AHEP) *Scope*

Overview

- Organizations may apply for up to $20,000 to support In-School and Out-of-School-Time arts and humanities projects for children and youth in pre-school through high school settings. The grant also supports Professional Development opportunities in the arts and humanities for classroom educators.

In-School Projects

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

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Arts/Humanities Education Project (AHEP) *Scope*

Out-of-School-Time Projects

- Defined as those that take place in the after-school, weekend, and summer hours;
- Projects may take place on school premises, but are often facilitated by non-school arts providers; and
- Priority is given to programming that engages participants multiple times throughout the year.

Professional Development Projects

- Include high-quality training opportunities for educators in order to enhance their skills in an arts discipline or in the integration of standards-based arts instruction with non-arts academic content.

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Arts/Humanities Education Project (AHEP)
Eligibility
(*see guidelines for full listing)

- Organizations may apply if they meet all of the following eligibility requirements at the time of application:
- Be incorporated as a nonprofit, with a designated tax exempt status under section 501(c)(3) of the US Internal Revenue Code as well as incorporated within the District;
- 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);
- Have principal offices that are located in the District of Columbia, as demonstrated by the address on the organization's official 990 document. P.O. boxes and the addresses of board members or volunteers may not be used as a primary business address;

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Arts/Humanities Education Project (AHEP)
Eligibility
(*see guidelines for full listing)

- Have a commitment to provide arts and humanities education programs to the residents of Washington, DC. At least fifty-one percent (51%) of the organization's arts and humanities activities should occur within the District of Columbia;
- Be in good standing with CAH and the District of Columbia government. Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2019, are ineligible to receive an award from CAH in FY 2020;
- Not use fiscal agents;
- Not be colleges, universities, foreign governments, parent teacher associations/organizations or DC government agencies, including DC Public and DC Public Charter Schools;
- Projects must be "stand-alone" projects and may not be combined with the application of another organization; and
- Submit all compliance documents in the guidelines.

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Arts/Humanities Education Project (AHEP)
Restrictions

Organizations that have applied to FY 2021 General Operating Support (GOS) are restricted from applying to FY 2021 Arts/Humanities Education Projects (AHEP), except in cases where the majority of programming services and organizational budget is dedicated to providing services to children and youth.

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Arts/Humanities Education Projects (AHEP)
Allowable Costs

Grantees may not spend more than 35% of the AHEP grant on overhead and administration costs.

<u>Examples of allowable costs for AHEP:</u>

- Artistic personnel;
- Teaching Artists/consultants;
- Travel and transportation directly related to the project;
- Equipment purchases that are directly related to the project and equal to no more than 25% of the grant award; and
- Overhead, maintenance and admin. not exceeding 35% of the grant.

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Arts/Humanities Education Projects (AHEP)
Unallowable Costs

Examples of unallowable costs for AHEP:

- Food and beverages;
- Operational reserves;
- Tuition and scholarships;
- Re-granting or sub-granting of CAH funds;
- Costs related to fundraisers and special events;
- Pieces of equipment that exceed 25% of the grant award;
- Expenses not directly related to the execution of the project; and
- Funding to universities, foreign governments or DC government agencies, including DCPS or DCPCS.

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Application Process

- Eligible organizations submit one (1) grant application, accessible from the CAH website: dcarts.dc.gov
- All applicants must submit applications online by **4:00 PM Eastern Time** on **Thursday, July 2, 2020**.
- CAH will not accept mailed, emailed or hand-delivered copies of grant applications or components of an application such as a W-9, work sample or emailed PDF of support material.

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Application Tips

- Create a CAH application folder on your desktop;
- Place common upload elements such as W9s, work samples, federal tax information and support materials into this CAH folder and pull from one location for each online application submission;
- Print/download the PDF of application questions. Draft/enter/edit your responses to a Notepad or .txt based application. There is no formatting on the portal;
- Keep a copy of the scoring criteria nearby as you write. **Write to the criteria;**
- Have someone outside of your organization/discipline read your narrative responses and get their feedback;
- Cut and paste application responses onto the portal using plain text; and
- Upload requested materials to ensure submission is complete.

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Mandatory Documents for AHEP

- Balance Sheet
- Certificate of Clean Hands
- Certificate of Insurance
- Current Board of Directors
- IRS Letter of Determination
- IRS Form 990
- Organizational Budget
- Resume(s) of Key Personnel
- Statement of Certification
- Support Material(s)
- Signed IRS Form W-9
- Work Sample(s)

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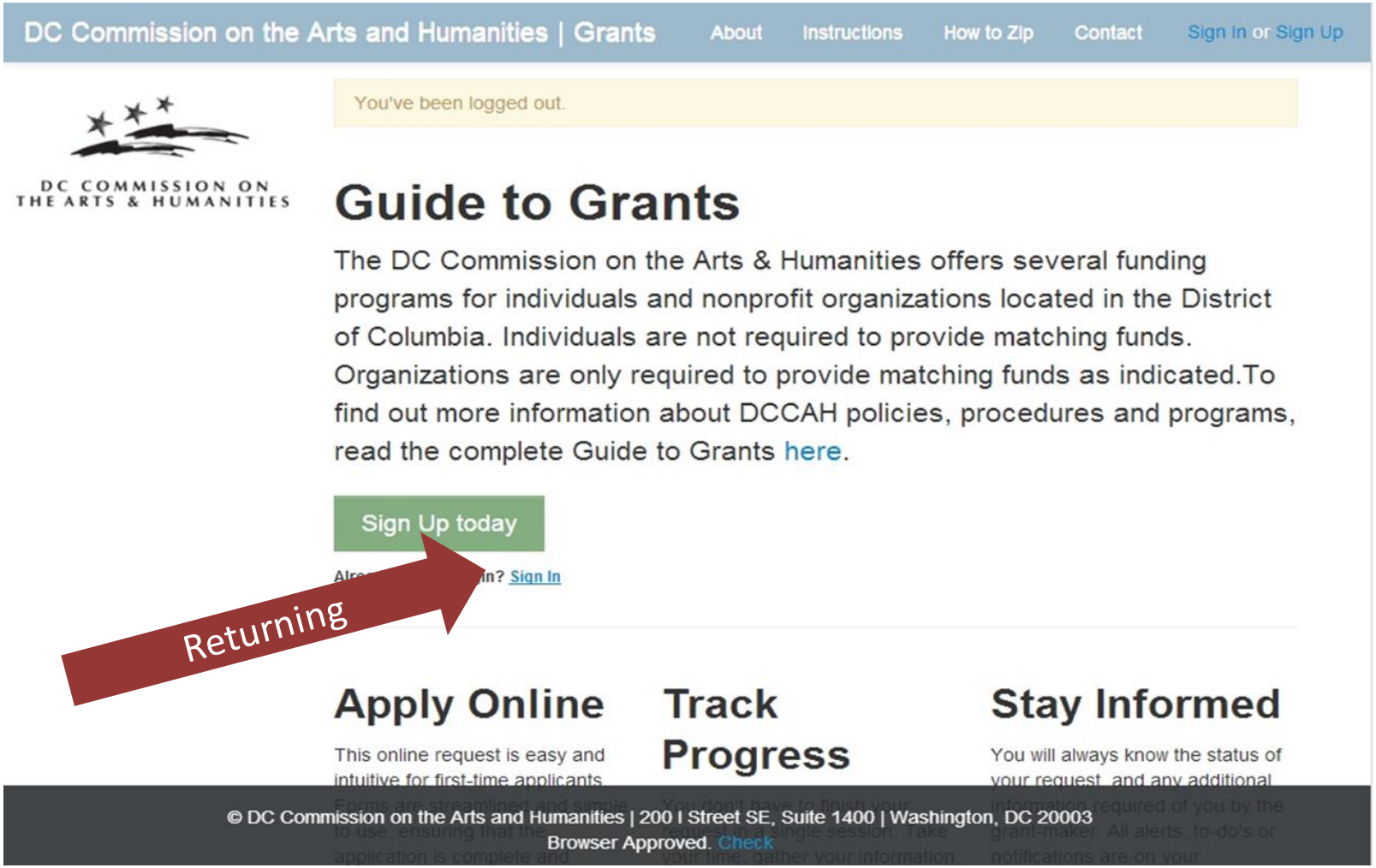
CAH Grant Portal



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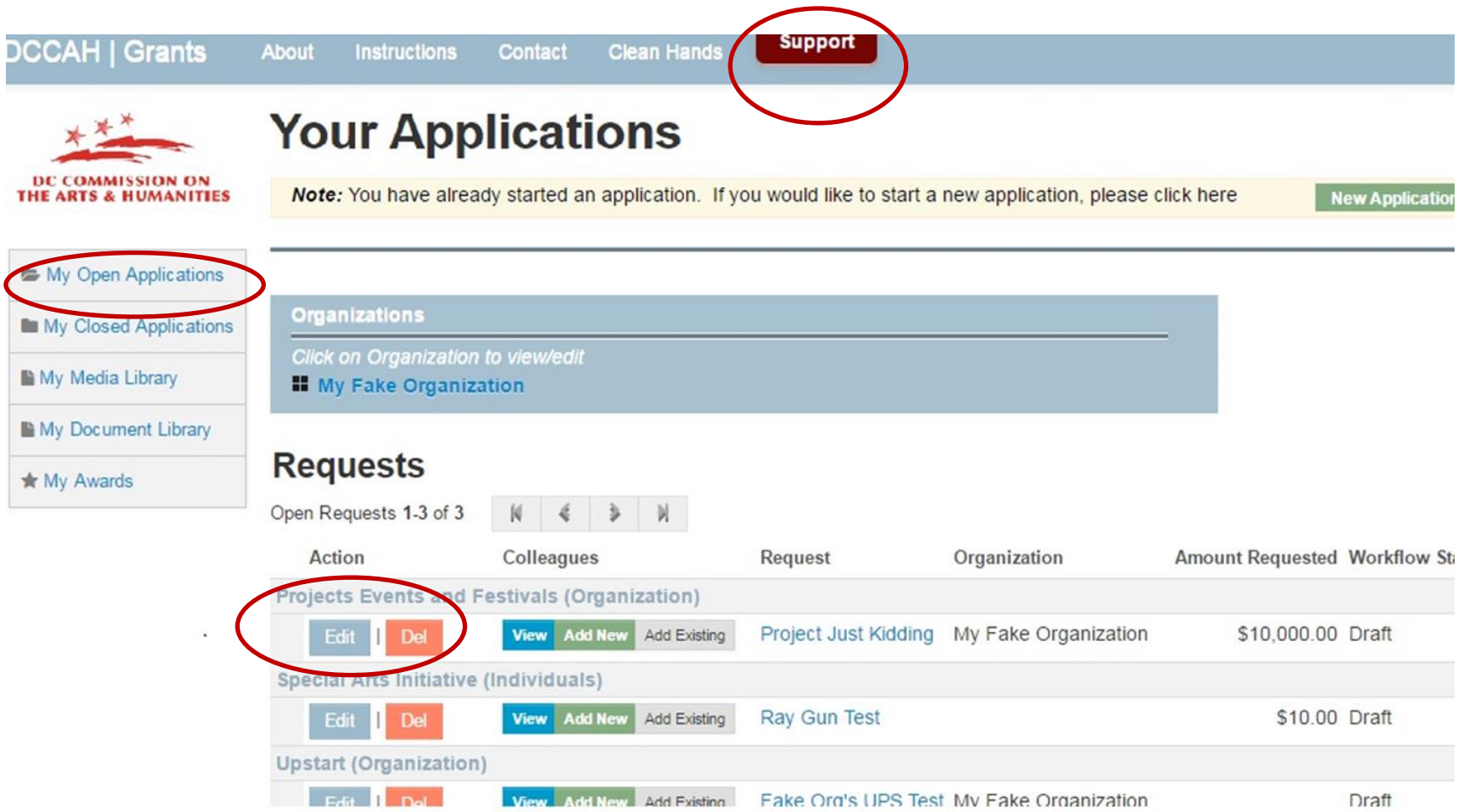
CAH Grant Portal



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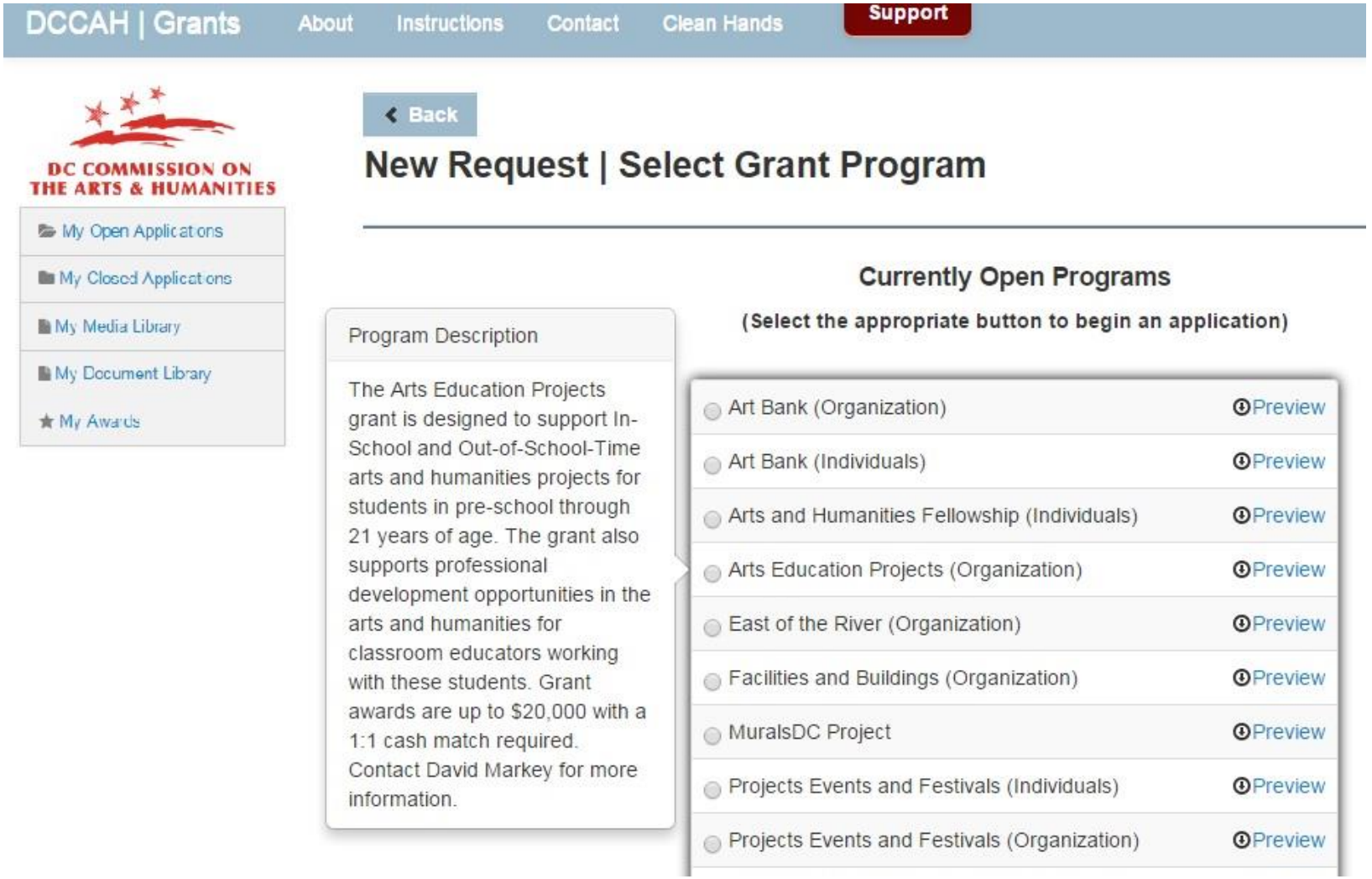
CAH Grant Portal



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CAH Grant Portal: Media Viewer

Select existing Media Files or click the "Upload New Media File" button to upload a new Media File. You may use the items saved in My Media Files in one or more applications. After you have selected all of the media files you want to include, close this window.

Click Here when you are done uploading files to see your new media files

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CAH Grant Portal

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- My Open Applications
- My Closed Applications
- My Media Library
- My Document Library
- My Awards

Request | Work Sample & Uploads

My Fake Organization | Update Org

Arts Education Projects (Organization)

View Application | Work Sample & Uploads | Overview | Request | Budget | Final Review

Provide a statement describing how the content of the work sample best represents the applicant and/or the work supported by the req

Let me tell you about how my work samples speak to the proposed project.....

Words remaining: 386

Media Viewer

Please upload your media files here

Attach Media From Library

#	Action	Media File
1	×	

Work Sample #1

Required Documents

Please upload one document for each of the available options for "Source", as these are required documents. If you uploaded a documer

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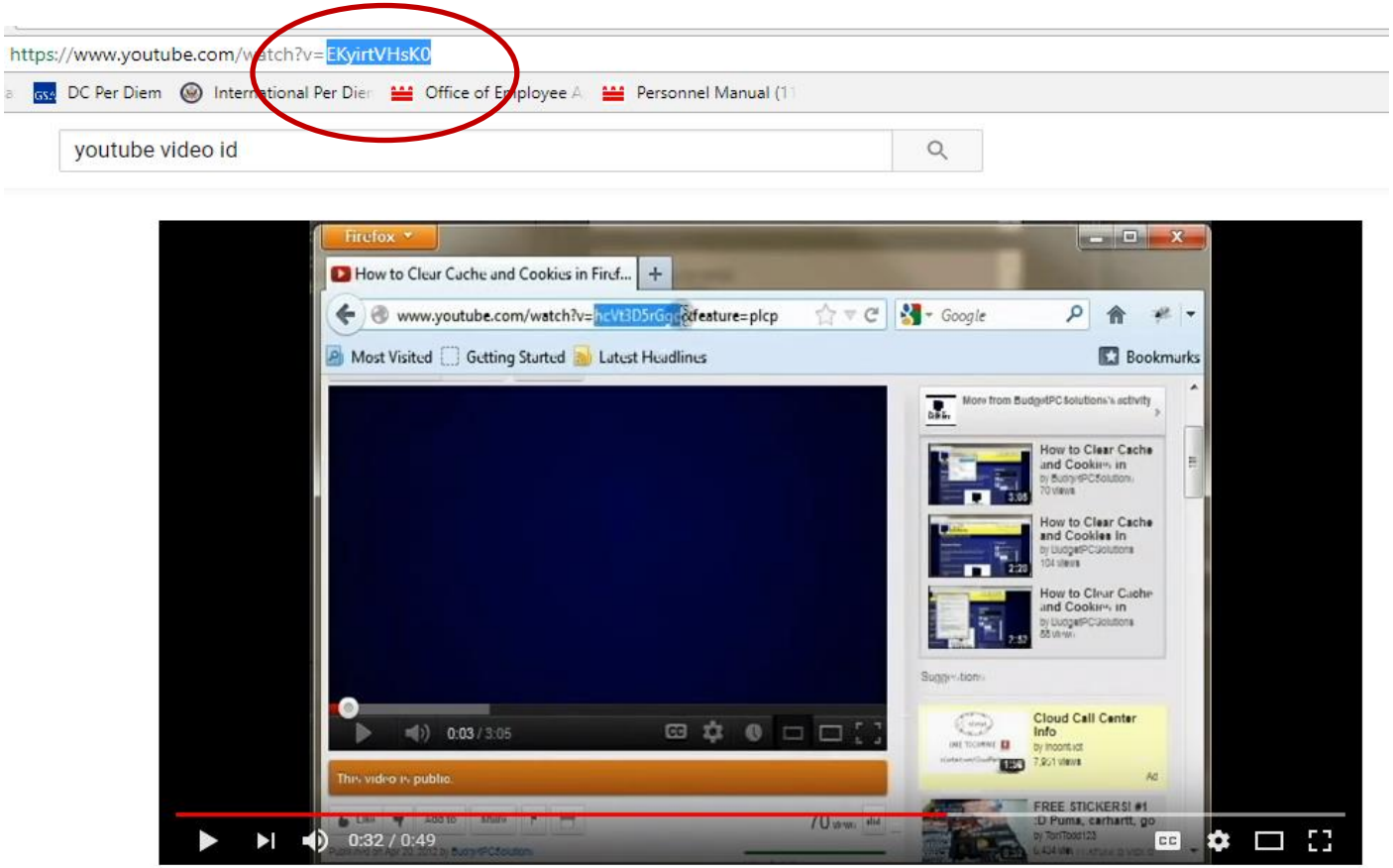
YouTube Video ID



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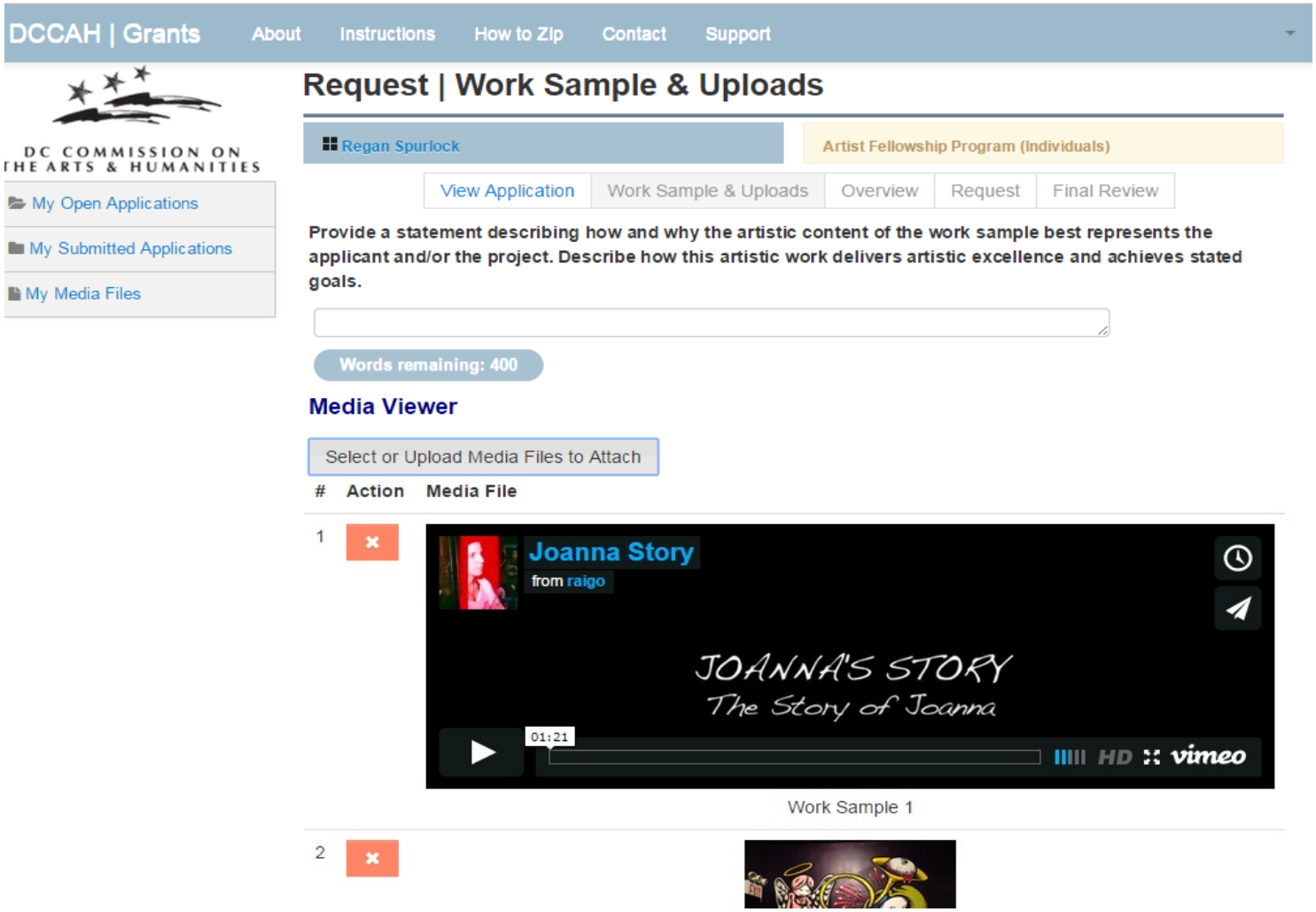
CAH Grant Portal: Media Viewer



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Work Samples and Support Materials

Artistic/educational content is demonstrated to the Advisory Review Panel through the applicant's:

1. Work samples;
2. Support materials; and
3. Résumés of key personnel.

1. Work Samples

- Artistic, humanities and/or arts educational content is the first of several criteria on which an application is reviewed. No work sample may be more than 3 years old. Check the Work Sample Appendix noted in the Guide to Grants for assistance in supporting the application with the most appropriate work samples.

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Work Samples and Support Materials

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;
- Support materials reinforce the quality of the applicant's artistic disciplines(s) and knowledge of appropriate educational and development markers/milestones; and
- Some examples of support materials include: Performance/exhibition reviews; Letters of recommendation; Certificates; Syllabi and sample lesson plans; Assessments and evaluations; and, Awards.

3. Résumés of key personnel

- The Advisory Review Panel determines the artistic/educational content of each application by reviewing the résumés of the key artists, administrators, and facilitators involved in the grant activities.

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Review Criteria for AHEP Grant

Artistic, Humanities and Arts Educational Content (40%)

- High standards of artistic and educational excellence;
- Personnel with demonstrated experience teaching in, through, and about the arts or humanities; and
- The applicant presents effective evaluation methods specific to the project with the desired outcome of improving future activities and services.

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Review Criteria for AHEP Grant

Artistic, Humanities and or Arts Educational Content (40%)

Examples of Panelist Feedback:

- The panel noted the alignment to Common Core as well as 21st Century Skills;
- The panel thought the organization employed high quality teaching artists and educators;
- The panel appreciated how the lesson plan was well thought out and adapted appropriately for different audiences within the target community;
- The panel appreciated the alignment to standards, particularly for an early childhood program, and favorably noted the dance curriculum connections;
- The panel had questions as to how the organization accommodated differently abled students;
- The panel could not determine if the syllabus included was meant for the students or for the teachers;
- The panel thought that more detail in the work sample narratives, to contextualize them, would have strengthened the application; and
- The panel recommended that closer connection to media arts standards would strengthen the application.

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Review Criteria for AHEP Grant

District Impact and Engagement (30%)

- Targets DC residents in a meaningful way;
- Appropriate marketing methods & partnerships;
- The proposed activities and services are available to, and inclusive of, people with disabilities; and
- Intentional assessment and evaluation plan.

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Review Criteria for AHEP Grant

District Impact and Engagement (30%)

Examples of Panelist Feedback:

- The panel favorably noted the partnerships;
- The panel recommended the applicant consider what evaluation methods of impact would be feasible to implement;
- The panel favorably noted the comprehensive accessibility plan for students with disabilities;
- The panel appreciated the work sample, particularly one which spoke to the impact of the program on students with disabilities;
- The panel believed the letters of support and quotes from the community greatly strengthened the application;
- The panel observed that more clarity regarding evaluation would have strengthened the application;
- The panel appreciated the focus on Ward 8;
- The panel had questions as to how the organization accommodated differently abled students; and
- The panel favorably noted the scholarship opportunities.

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District Impact and Engagement: Assessment & Evaluation

Assessment and Evaluation

Purpose of Assessment & Evaluation

- 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 of Assessment & Evaluation

- 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 & 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 assessment or focus groups.

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Review Criteria for AHEP Grant

Financial Capacity, Management and Sustainability (30%)

- Appropriate oversight with well-rounded expertise;
- Realistic planning and timeline;
- Ability to implement the project;
- Financial Capacity - realistic/accurate budget; and

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Review Criteria for AHEP Grant

Financial Capacity, Management and Sustainability (30%)

Examples of Panelist Feedback:

- The panel appreciated the clarity of the proposal in its current iteration and a plan for growth;
- The panel observed that the program is financially sustainable, particularly with matching grants already identified;
- The panel appreciated the applicant's three-year plan, speaking to the program's sustainability;
- The panel appreciated the diversity of sources of matching funds, and the history of the program spoke to the sustainability of the organization;
- The panel noted that the matching gifts were pending, and there was a concern about the organizational deficit;
- The panel observed that the longevity of school partnerships spoke to the sustainability of the program; and
- The panel had questions about the sustainability and impact of the application because of the breadth of programming.

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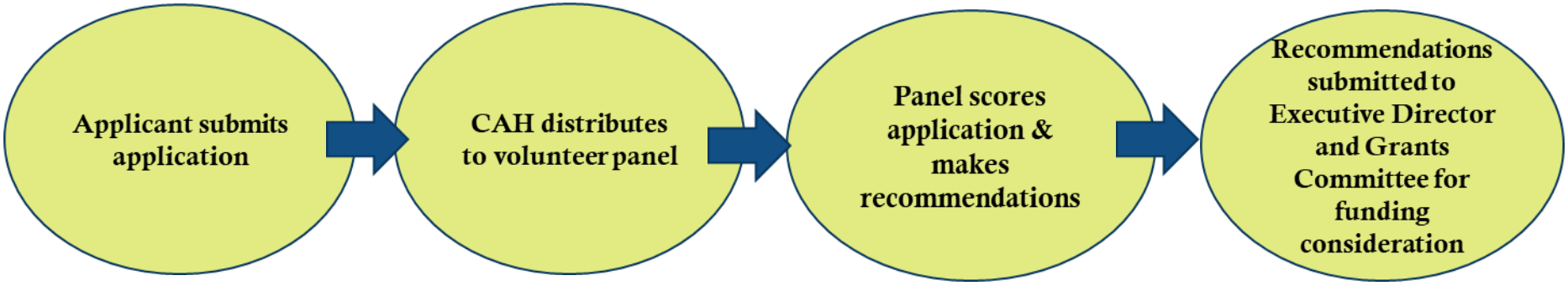
Review Process



Applications are reviewed according to the following criteria:

- Artistic, humanities and arts educational content via Work Samples/Uploads;
- District Impact and Engagement; and
- Financial Capacity, Management and Sustainability.

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Notifications and Payments

Applicants will be notified in writing after October 1, 2020. This notification may consist of a grant package or letter of denial. The original copy of the grant agreement and all associated documents must be completed and returned to CAH.

Please note the date of payment disbursement is subject to change depending on the availability of funds.

All applicants should employ the Direct Deposit option at the time of application submission should they wish for award funds to be transmitted electronically.

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Performance Monitoring

- All grant recipients are subject to monitoring requirements in the City-Wide Grants Manual and Sourcebook.

- All activities funded by CAH will be monitored by staff through:
  - Interim reports for awards $10,000 or over via online portal;
  - Site visits (including performances and presentations); and
  - Email correspondence and phone calls.

- All grantees must complete a final report by October 15, 2021.

DC COMMISSION ON THE ARTS & HUMANITIES

Questions?

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