



**FY 2019**

**AWARD NOMINATION**

**GUIDELINES**

Deadline: Friday, March 22, 2019 at 4:00 PM EDT

Government of the District of Columbia  
Commission on the Arts and Humanities  
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Washington, DC 20003

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**NOTICE: Applicants should read through these guidelines prior to submitting a nomination package. For questions or additional information, please contact Commission on the Arts and Humanities (CAH) at 202-724-5613 or [CAH.maa@dc.gov](mailto:CAH.maa@dc.gov).**

## **FY19 AWARD NOMINATIONS**

### **FY19 – 34th Mayor’s Arts Awards**

Award Nomination Release Date: January 28, 2019

Submission Deadline: March 22, 2019

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## Introduction

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DC Commission on the Arts and Humanities (CAH) is soliciting nominations from individuals and organizations with an artistic and/or humanities background who demonstrate artistic excellence in their chosen discipline. The award nomination process is competitive, and awards are based on the cohorts listed under the Mayor's Arts Awards description.

## Mayor's Arts Awards (MAA)

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The Mayor's Arts Awards are the most prestigious honors conferred by the District of Columbia ("District") on individual artists, teachers, nonprofit organizations and patrons of the arts. This year, the DC Commission on the Arts and Humanities will present the 34<sup>th</sup> Annual Mayor's Arts Awards. Artists and Organizations will be recognized in seven categories: Excellence in Visual Arts, Excellence in Performance Arts, Excellence in Creative Industries, Excellence in Arts Education, Excellence in the Humanities, The Larry Neal Writers' Award (Youth and Adult Awards) . Special Awards will be given to individuals and organizations, recognizing their outstanding support to DC arts, humanities and creative industries.

## Successful MAA Nomination

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- **Is the nominee right for this award category?**  
The nominator should know the intent of the award and the required nomination components. Read the criteria for each award carefully. Be realistic. It is a very rigorous and competitive process. If the individual and/or organization you have in mind does not meet the stated qualifications, you should not submit a nomination package packet.
- **Submit a concise, well written nomination packet.**  
Complete, well-written, but concise nomination package packets are more likely to be successful. Use an active voice when writing.
- **Provide a complete overview of your nominee.**  
A peer review process, using very specific, clearly defined scoring criteria, is used to review and rate the awards submissions. Only the information in the packet that is electronically submitted is considered. Please do not assume that the reviewers will know your candidate — you must include all of their accomplishments in the packet submittal.
- **Create a unique picture of your nominee.**  
This process is competitive. Your nomination package packet must stand out among all the others that have been submitted if your candidate is to be selected for this prestigious award. Put yourself in the reviewers' shoes. Your nomination will be judged by creative peers. Make sure your nomination clearly describes the uniqueness of your candidate.
- **Solicit information from others to strengthen the nomination.**  
Be sure to solicit information from others to strengthen the submission. Also, two heads are better than one — invite some colleagues to give you feedback and other ideas about the

accomplishments of your nominee and how you've presented it. Their insights may make your nomination more robust.

- **Be objective.**  
Submit objective information to support testimonials or statements made by colleagues whenever possible. Review all nomination materials for consistency before submitting the electronic packet.
- **Make an impact.**  
Clearly describe how the specific, unique qualifications and contributions of your candidate or program have made a distinct impact in the individuals and/or organizations creative profession and community.
- **Be Organized.**  
Don't wait until the last minute to prepare your awards submission. Maintain an awards file. Most criteria remain very constant from year to year and changes in procedure are minimal. Gather materials early and allow plenty of time for review. Compile all nomination materials prior to initiating the online nomination process. Though you can "save" what you've done and go back later to complete the packet, it will make your submission process much smoother and hassle-free if you have all the necessary components compiled before you begin.

## Nomination & Eligibility Requirements

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- The awards are limited to: (1) individuals who are residents of the District of Columbia; (2) nonprofit organizations that were incorporated in the District (that is, "Domestic" corporations) and that have their respective principal administrative offices in the District;
- Must maintain residency in the District of Columbia throughout the nomination package period and award ceremony; and,
- Be in "good standing" with CAH. Applicants with incomplete or delinquent reports from any prior funding program, as of October 15, 2018 (or otherwise as determined by CAH), are deemed to not be in good standing with CAH and, accordingly, are ineligible to submit a nomination package to CAH in FY 2019.
- Individuals and nonprofit organizations may self-nominate or be nominated for an award.
- Individuals and nonprofit organizations may be nominated in multiple award categories where appropriate.
- Separate nomination packages are required for each nomination category.
- Individuals and nonprofit organizations cannot be nominated in a category that they have been awarded in for a period of at least 2 years.

## Nomination Process

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The Mayor's Arts Awards guidelines are available [www.dcartarts.dc.gov](http://www.dcartarts.dc.gov). CAH utilizes an online nomination package portal. All nominations must be submitted online by the deadline, 4:00 pm, Friday, March 22, 2019. Incomplete or late nominations, or nominations which do not follow the instructions, will be

ineligible for review. The nomination period is from January 28, 2019 to March 22, 2019. CAH will not accept mailed, emailed or hand-delivered copies of nomination packages.

### **Nomination Procedure:**

1. Review the FY19 Mayor's Arts Awards guidelines [PDF] thoroughly and determine eligibility of the nominee.
2. Visit [www.dcartz.dc.gov](http://www.dcartz.dc.gov) and go to the [Events](#) tab and select [Programs and Events](#). Select [Mayor's Arts Awards Nominations](#) and scroll to the bottom of the page and select <https://dcarts.slideroom.com/#/login/program/36099/vJ18hUE082> to register to and sign in:  
  
(To reset the password select "Forgot your password?")
3. Once fully registered, the nominator must select the desired award category(s).
4. Complete the nomination questions and narratives.
5. Upload all required documents, supplementary material, work samples and W-9.
6. Submit the nomination by 4:00 PM EST on the deadline date.

**The nomination process is highly competitive.** The applicant is fully responsible for the content of their nomination packages. An automated confirmation of a nomination package's submission does not guarantee a nomination package's eligibility for review by the Advisory Review Panel. CAH staff is not permitted to make corrections to nomination packages on behalf of the nominator. CAH staff will review nomination packages for completeness and contact the applicant for any incomplete documents within five business days of the deadline. The applicant is responsible for updating their nomination package within five business days of CAH's notification. Incomplete nomination packages will not be forwarded to the Advisory Review Panel for consideration.

### **Review Process**

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All nomination packages are scored according to seven (7) categories: Excellence in Visual Arts, Excellence in Performance Arts, Excellence in Creative Industries, Excellence in Arts Education, and Excellence in the Humanities. The evaluation criteria are specific to each award category and listed in each award category guideline. The Larry Neal Writers' Award (Youth and Adult Awards) nomination packages are reviewed and scored separately. The guidelines for The Larry Neal Writers' Award are available at [www.dcartz.dc.gov](http://www.dcartz.dc.gov).

CAH selects Advisory Review Panelists each year with arts, humanities and/or business professionals, independent of the Commission, who to ensure that the finalist that are selected for the award ceremony demonstrate artistic excellence in their chosen discipline. All eligible nomination packages will

be forwarded to the Advisory Review Panelists for evaluation and scoring based on the published criteria. Panelists will conduct a thorough review of all nomination packages and convene as group to discuss the nomination packages and finalize scores.

## **Finalist Notification**

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Finalists will be announced approximately 8 weeks before the awards ceremony. During that time, we encourage finalists to share the big news and to invite friends and family to attend the awards ceremony. Winners will be announced during the awards ceremony.

## **Conditions of Submitting a Nomination and Receiving an Award**

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CAH reserves the right to disqualify an applicant and/or awardee for non-compliance with CAH nomination guidelines, policies or regulations and any outstanding liabilities with the District of Columbia.

## **Review Criteria**

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### **Artistic and/or Humanities Content 40%**

- Nominee demonstrates sustainable history, artistic excellence and distinction in chosen discipline
- Nominees work demonstrates, creativity, originality, and is thought-provoking
- Nominee demonstrates opportunity for artistic growth and development
- Nominees work samples and supporting materials clearly demonstrate a high standards of artistic excellence

### **Expertise and History 30%**

- Nominee has a demonstrated history of knowledge and expertise in chosen discipline
- Nominee has an extensive artistic history in the District and/or beyond the metropolitan area in chosen discipline
- Nominee demonstrates sustainability and longevity in chosen discipline and in the community.
- Nominee utilizes personnel with demonstrated arts expertise, and uses DC-based artists to deliver content (if applicable)
- Nomination (category) request aligns and supports the nominee's mission
- Nominee shows commitment in development of craft
- Nominees work samples and supporting materials clearly demonstrate a timeline a high standards of artistic excellence

### **District Impact and Engagement 30%**

- Nominee demonstrates shared learning opportunities in the District that facilitate a greater participation in the arts, relative to the artistic discipline

- Nominee demonstrates an effort to reach a culturally diverse audience and encourages their active participation
- Nominee meets the needs of various DC communities through special programming, free events, educational programs, outreach-focused programs, etc.
- In accordance with applicable District and federal law, Nominees work is made accessible to persons with disabilities
- Nominee identifies the specific District communities it serves and describes significant impact within these communities
- Nominee is clear about the target audience and appropriate marketing methods to their target audiences
- Nominee partners with similar/complementary organizations and individuals to leverage resources, where appropriate

## Nomination Checklist

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The following is in addition to the required narrative questions within the online nomination package. This checklist includes all mandatory and supplementary documents required to submit the Mayor's Arts Awards nomination package. Documents must be uploaded prior to the nomination deadline.

### MANDATORY DOCUMENTS

- Work Samples and Supporting Materials– see Addendum A - Section 1 for more information on Work Sample Requirements. *Flyers and brochures DO NOT count as work samples.*
- Support Materials - up to six additional items, e.g., letter of agreement from project site(s), publicity, letters of support, programs, brochures, evaluations, strategic plans, etc.
- Resume(s) of key personnel involved in the project and/or programs, such as artistic staff and educators
- Justification Narrative is statement describing why the nominee is deserving of being honored in the selected award category and the correlation of the applicant's artistic history to the selected category
- Signed W-9 (Request for Taxpayer Identification and Certificate)

**FAILURE TO SUBMIT MANDATORY DOCUMENTS WILL AUTOMATICALLY RESULT IN DISQUALIFICATION.**



# ADDENDUM A: WORK SAMPLES AND SUPPLEMENTARY MATERIALS

The DC Commission on the Arts and Humanities (CAH) values and emphasizes artistic excellence in all programs within all disciplines. This section contains detailed information on the CAH’s requirements and suggestions regarding artistic and educational content.

Arts and Humanities content (that is, “artistic merit”) is one of several criterion on which a nomination package is reviewed. Other criteria include: District impact and engagement, artistic expertise and history as dictated within the program guidelines Arts and Humanities content and/or merit content is demonstrated to the Advisory Review Panel through the applicant’s:

- **Section 1 - Work Sample;**
- **Section 2 - Support Materials;**
- **Section 3 - Résumé(s) of Key Personnel; and, biography**
- **Section 4 – Justification Narrative**
- **Section 5 – General suggestions from CAH staff**

Of these, the work sample carries the most weight because it must contain the clearest depiction of the nominee’s best work(s). All applicants must submit arts and/or humanities work samples.

The guidelines on what to submit within a work sample submission depend on the applicant’s arts and/or humanities discipline. ***Applicants must adhere to the work sample requirements below in order to be eligible for consideration.***

## **Section 1 - Work Samples**

Work samples are a critical to each nomination package and are carefully considered during the review process. CAH strongly recommends that applicants pay close attention to the content of work sample submissions.

The guidelines on what to submit within a work sample submission depend on the applicant’s artistic discipline and the nomination category. ***Applicants must adhere to the work sample requirements below in order to be eligible for consideration.***

***Work samples must be no more than two years old. Any work samples dated before this must demonstrate the nominees work over a period of time. Submitting older work samples will make the nomination package ineligible for consideration. Please contact the nominee to obtain the most up to date information for uploads. Arts Education***

	Includes video and audio excerpts, writing samples, and student art work along with syllabi, lesson plans, and other materials created by teaching artists and
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	teachers in professional development projects.
	Educational materials are also acceptable alongside the artistic work sample.
<b>Crafts</b>	
	Individuals - Submit digital images of ten different works.
	Organizations - Submit 20 digital images of different works.
	Create an Image Identification List of the images you are submitting. Arrange the list in the order that you would like the images to be viewed. Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.
<b>Dance</b>	
	Submit up to two video recordings of performances.
	Submit an ensemble selection unless you are a soloist or the project involves a solo.
<b>Design Arts</b>	
	Individuals - Submit digital images of ten different works.
	Organizations - Submit 20 digital images of different works.
	Create an Image Identification List of the images you are submitting. Arrange the list in the order that you would like the images to be viewed. Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.
<b>Interdisciplinary</b>	
	Individuals and organizations must submit up to 10 digital images or up to two audio/video recordings demonstrating the integration of disciplines in the work.

<b>Media Arts</b>	
Film, Video, Radio	Submit up to two audio/video recordings of completed work or work-in-progress.
<b>Multi-disciplinary</b>	
	Provide the required work samples (as described herein) for two (minimum) or three (maximum) of the artistic disciplines that are relevant to the grant request.
<b>Music</b>	
	Submit up to three audio/video recordings.
	Selections must not exceed five minutes.
	Upload each selection in a separate file.
<b>Photography</b>	
	Individuals - Submit digital images of ten different works.
	Organizations - Submit 20 digital images of different works.
	Create an Image Identification List of the images you are submitting. Arrange the list in the order that you would like the images to be viewed. Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.
<b>Theatre</b>	
Actors	Submit video recordings of two contrasting monologues.
	Still images of productions are prohibited.
Directors	Submit a copy of a 1-3 page concept statement of a recently directed play.
Organizations	Submit up to two 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 audio recordings.
<b>Visual Arts</b>	
	Individuals - Submit digital images of ten different works.
	Organizations - Submit 20 digital images of different works.
	Create an Image Identification List of the images you are submitting. Arrange the list in the order that you would like the images to be viewed. Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.
<b>Arts Teaching</b>	
	Includes video and audio excerpts, writing samples, and student art work along with syllabi, lesson plans, and other materials created by teaching artists and teachers in professional development projects.
	Educational materials are also acceptable alongside the artistic work sample.
<b>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.)</b>	
	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).

## **Section 2 - Support Materials**

Support materials are documents that strengthen the nomination package and provide additional information that directly relates to the nomination category. Support materials do not take the place of a work sample! They do, however, reinforce the quality of the applicant's work and experience.

Some examples of support materials are:

- Theatre/exhibition reviews
- Letters of recommendation
- Press clippings
- Write ups
- Certificates
- Sample syllabi and lesson plans
- Assessments and evaluations; and,
- Awards.

## **Section 3 - Résumés of Key Personnel**

Another way for the Advisory Review Panel to determine the artistic and/or educational content of each nomination package is to review the résumés of the key artists, humanities professionals, administrators, and facilitators being nominated. Their backgrounds should be relevant to the award category, chosen discipline and clearly demonstrated through their professional résumés.

## **Section 4- Justification Narrative**

The justification narrative is very important to the overall nomination package during the review process. In many cases it is used to teach, persuade and inform the Advisory Review Panelists on why the individual and/or organization you are nominating should receive the award.

Things to think about when creating your justification narrative:

- Provide a brief statement about the individual and/or organization you are nominating;
- Provide reason(s) that detail why the individual and/or organization should receive the award;
- Provide information that will support and strengthen your reasoning

## **Section 5 - General Suggestions from CAH Staff**

When creating and preparing Work Samples, Support Materials and Résumés, the CAH recommends considering the following:

- Select recent, high quality samples that relate as directly to the nomination package as possible;
- Uploaded pictures should be JPEG, PNG, GIF with the resolution of at least 72 dpi;
- Allowed Media Types:

- Images: up to 10MB each
- Video: up to 500MB each
- Audio: up to 60MB each
- External media from YouTube, Vimeo and SoundCloud
- Less is more. Oftentimes, adding more than the recommended number of work samples to your nomination package will weaken the nomination package;
- 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 nomination package;
- Each work sample and document must be labeled clearly so that panelists can identify what they are reviewing;
- Provide work samples that clearly demonstrate a timeline of work over a course of years illustrating the core mission, theme or impact of the nominee’s work
- Panelists must be able to assess the knowledge, expertise, and skill level of the nominee’s nomination package work samples and supporting materials
- Digital File Format - All files should be labeled as follows, in the appropriate file extension (jpg, gif, pdf, etc.)
  - Template: Nominee’s LastName.FirstName.Image#.ImageTitle.jpg
  - Example – “DaVinci.Leonardo.1.MonaLisa.jpg”

#### For video submission

- Uploaded video should be MP4, or audio MP3
- Uploaded video should only be up to 500MB each
- Do not send promotional work samples (e.g., highly-edited booking tapes); and
- Do not send dark work samples or samples with poor visibility.

#### For online materials and website:

- A website is not a sufficient work sample. Only submit a website that is an essential part of the body of work;
- Provide all passwords or include any necessary information required to view your work sample such as plug-ins or navigation paths; and,
- Be sure that the links to websites or online materials are fully functioning and maintained throughout the year. An inoperative link to a website containing your work sample will negatively affect your nomination package. CAH is not responsible for any material outside of the online grant portal.

## ADDENDUM B: AWARD CATEGORIES

<b>MAYOR'S AWARD FOR EXCELLENCE IN VISUAL ARTS</b>	
Artistic disciplines may include but are not limited to:	Ceramics, drawing, painting, sculpture, printmaking, design, photography, crafts.
<b>MAYOR'S AWARD FOR EXCELLENCE IN PERFORMING ARTS</b>	
Artistic disciplines may include but are not limited to:	Dance- Jazz, tap, ballet, modern, hip hop, folk, ballroom. Theatre- actors, directors, carpenters. Music- composers, singers, musicians, bands, orchestras, choruses.
<b>MAYOR'S AWARD FOR EXCELLENCE IN ARTS EDUCATION</b>	
	Honors an individual or organization for outstanding nomination packages of imagination and creativity in a learning environment where teaching quality art is an essential part of their mission to its student population. The honor can include but is not limited to teachers in DC Public Schools and Public Charter Schools.
<b>MAYOR'S AWARD FOR EXCELLENCE IN CREATIVE INDUSTRIES</b>	
	Honors an individual, business, organization or group that has taken a leadership role in helping to develop the creative economy/culture in Washington DC whose core function is the production and/or distribution of art.
Artistic disciplines may include but are not limited to:	Design arts, filmmakers, producers, museums, media, lighting designers, sound engineers, fashion, graphic designers, crafters, jewelry designers, media.  *Curators such as festival coordinators, exhibitors best fit in this category.
<b>MAYOR'S AWARD FOR EXCELLENCE IN THE HUMANITIES</b>	
	Honors an individual or organization that has made significant contributions in the humanities in the District of Columbia.

Disciplines may include but are not limited to:	Literature, history, language, philosophy, anthropology, archeology, musicality, religion and social science.
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# ADDENDUM C: Nomination package Sample

## **FORMS:**

1. **Nominee Name: (Required)**
2. **Street Address (Required)**
3. **Telephone: (Required)**
4. **Email: (Required)**
5. **Contact Person: (Required)**

**6. Question Type: Drop Down**

**Artist Type/Discipline: (Required)**

**Choices\***

Arts Education

Crafts

Dance

Design Arts

Interdisciplinary

Media Arts

Multi-disciplinary

Music

Photography

Theatre

Visual Arts

Arts Teaching

**7. Question Type: Multiple Choice**

**Please select an award category(s): (Required)**

**Choices\***

- Excellence in Visual Arts
- Excellence in Performing Arts
- Excellence in Arts Education
- Excellence in Creative Industries
- Excellence in the Humanities

**8. Question Type: Multiple Choice**

**Please indicate whether you are self-nominating or nominating on behalf of an individual and/or organization. (Required)**

**Choices\***

- self-nominating
- nominating on behalf of

**9. Question Type: Multiple Choice**

Is the individual and/or organization aware of this nomination? **(Required)**

Choices\*

- yes
- no

**10. Overview: Provide a statement describing the Nominee’s mission and artistic history. (Required)**

**Attachments:**

- 1. Justification narrative:** Provide a statement describing why the nominee deserves recognition in the selected award category. How does the nominee demonstrate artistic excellence and what attributes make your nominee successful in their chosen discipline? (Refer to award category definitions) **(Required)**
- 2. Resumé of key personnel and/or Biography (Required)**
- 3. Media Description:** Please provide a brief statement describing each media sample with a name or tag of each sample.
- 4. Work sample and Uploads:** Provide a statement describing the work samples in detail. Describe how and why the artistic and/or humanities content of the work sample best represents the nominee’s body of work. Please refer to Addendum A: Work Sample and supplementary material section 1 in the Mayor’s Arts Awards nomination package guideline to find out the work sample requirements. **Please submit a range of work that clearly demonstrates your artistic development over a period of time. (Required)**
- 5. Support Materials:** Additional supporting materials that you believe are important for the Advisory Review Panel to consider as they make their decisions. (Letters of recommendation, certificates, press clippings, flyers, write ups, awards etc.) **(Required)**
- 6. W-9 (Required)**

**Media:**

**Provide 3 -10 items**

Allowed Media Types:

- Images (up to 10MB each)
- Video (up to 500MB each)
- Audio (up to 60MB each)
- PDFs (up to 20MB each)
- 3D Models
- External media from YouTube, Vimeo and SoundCloud