DC COMMISSION ON THE ARTS & HUMANITIES

Request for Applications FY 2020 PROJECT-BASED GRANT: LIFTOFF

Applicants may submit one (1) application to the LiftOff program per fiscal year cycle. Requests amount vary.

Projects by Organizations

Organizations may request up to $25,000

Application Deadline: Friday, December 13, 2019 at 4:00 PM EDT

Government of the District of Columbia
Commission on the Arts and Humanities
200 I Street, SE, Suite 1400
Washington, DC 20003

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NOTICE: Applicants must read this Request for Applications (RFA) completely, prior to submitting an application to this grant program.
For questions or additional information, please contact the Commission on the Arts and Humanities ("CAH").

PROJECT-BASED GRANT
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FY 2020
LiftOff

Release Date: Monday, November 18, 2019
RFA ID: FY20.LIFT.1

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Introduction

The DC Commission on the Arts and Humanities (CAH) is soliciting applications from qualified applicants for LiftOff, a program designed to build the infrastructural capacities of arts and humanities through professional development. The program targets nonprofits with budgets under $250,000 (cash expenses).

LiftOff Goals

- Provide funding to support infrastructure growth within District of Columbia nonprofit arts and humanities organizations;

- 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 nonprofit 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 six-month program implementation timeline spans April 2020 through September 2020 and has three mandatory workshops. Leaders (up to 20) receive a combination of technical assistance and in-person learning sessions. The goal of these forums 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 also 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 for strong and sustainable organizations.

Successful applicants are awarded a provisional grant amount, however, the final LiftOff activities and award total are determined once the LiftOff 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.

CAH, in consultation with program consultants make 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. Eligible expenses are those that are incurred from the date of the fully executed grant agreement through September 30, 2020. CAH prohibits the use of grant funds for activities that occur outside of this time period.

The application process is competitive and subject to the availability of funds. 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.

> ✓ **Note: the LiftOff grant program has no matching fund requirement.**

Successful LiftOff 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 the 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;
- Are complete, with questions thoroughly answered, and assessment completed; and
- Are prepared in advance of the deadline, with all required documentation attached prior to the submission of the application.

Eligibility Requirements

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

- Have a primary mission focus in one or more of the following areas: dance, design, folk and traditional arts, fiction or non-fiction writing, media arts, music, theatre, or visual arts such that the majority of its activities and/or services are concentrated on and devoted to the arts and humanities and/or arts education;
- Have received funding through a CAH competitive grant that was awarded in the District's Fiscal Year 2019 (FY19) and/or Fiscal Year 2020 (FY20);
- 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 personnel and programming;
- 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 January 1, 2020, 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 2020); and
- Have a principal business office address that is 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).

Allowable Costs and Funding Restrictions

CAH's public funds, which support this program, must ensure that all grant disbursements are expended in a fiscally responsible manner. Allowable costs are those that District government and CAH have determined as valid expenditures; similarly, certain funding restrictions are warranted. Examples of allowable and restricted expenses are broadly outlined here:

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.

The grant recipient must document all project expenses within the grant agreement. The grant agreement will not be processed for payment until expenses are reviewed and approved by the grants manager. The grant recipient will be responsible for demonstrating cash expenses in the final report.

Technical Assistance and Workshops

Assistance to Applicants

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, times and locations listed below
are subject to change. All workshops are free and open to the public; however, participants are strongly
encouraged to RSVP. Photo identification is required to enter CAH offices. More information about the
dates and times of these workshops may be found at http://www.dcarts.dc.gov under Grant Writing
Assistance, or by calling CAH at 202-724-5613.

Day & Date	Time	Topic	Location
Every Friday till December 6, 2019	2:30pm – 3:30pm	Webchat	Online
Wednesday, November 20, 2020	10:00am – 11:00am	General Workshop	CAH
Thursday, November 21, 2020	6:00pm – 7:00pm	General Workshop	CAH
Friday, November 22	2:30pm – 3:30pm	General Workshop	CAH

FY20 Workshop Locations
DC Commission on the Arts and Humanities (CAH) 200 I (Eye) Street SE, Suite 1400 Washington, DC 20003   **Live Web Chats** dcarts.dc.gov/livechat

Grant Application Process

1. Read the FY 2020 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 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 e-mail (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, December 13, 2019. A confirmation email generates automatically upon submission of the application. Technical issues or failure to receive a confirmation e-mail 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 David Markey at
 202-671-1354 or david.markey@dc.gov and await request approval.

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.

Conditions of Funding, Reporting Requirements, and Grant Cancellations

Grant recipients are required to submit a final report regarding the extent to which they met their organizational and project goals and the community impact of the funded projects or activities. Final reports must also include a financial report for the funded activities, clearly showing how grant funds were used, proof of expenditures and locations, date, numbers of people and communities served, schools served (if applicable), and numbers of artists and youth engaged. Grant recipients who do not submit final reports are ineligible for further CAH funding.

CAH reserves the right to rescind any and all grant awards for non-compliance with CAH grant
guidelines, policies or regulations, at any time.

Grantees must submit a Final Report by Friday, October 16, 2020. Grantees with delinquent reports will not be eligible to receive subsequent payments or awards in current or future grant cycles. Final reports must be completed and submitted to CAH through its online portal. Grantees may access the Final Report forms through the Managing Grant Awards page on CAH's website.

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. 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.

Inclusion, Diversity, Equity, Access

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 the project will be inclusive, diverse, equitable and accessible throughout the District of Columbia, beyond participants with disabilities. Successful applications will consider a broad definition of "accessibility" by addressing financial, geographic, demographic, cultural and developmental access.

An organization applying for funding from CAH must include, in its grant application, a response to the information request set forth in the "Accessibility" section of its grant application, by providing the following information:

- 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.);

- 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; and

- 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.

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. Panelists participate in a group review of CAH grant applications, according to their cohort, to discuss and comment on the merits and deficiencies of applications and finalize their application-related scores in the presence of CAH staff and Commissioner Conveners.

CAH staff, Commissioner Conveners and panelists remain impartial in their review of CAH grant applications. CAH ensures that all involved recuse themselves from review of any application that presents a personal or professional conflict of interest (or the appearance of a conflict of interest).

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 Payment

CAH will notify applicants as to the results of their application in winter 2020 (date to be determined) via (1) award letter, (2) letter of ineligibility or (3) letter of denial.

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 April 1, 2020. CAH does not disburse grant award payments through its office. However, in collaboration with other District of Columbia government agencies, CAH processes the grant award payment requests for grantees in a timely manner. To expedite grant award payments, CAH advises grantees to register to receive a direct deposit for the grant award, by completing an Automated Clearing House (ACH) Vendor Payment Enrollment Form. The ACH Form may be found on CAH's website at Managing Grant Awards.

Applicants must ensure that all compliance materials are uploaded and that all organizational data is current in the online portal before submitting an invoice.

Risk Management and Performance Monitoring

All grant recipients are subject to risk assessments and monitoring requirements, as outlined in the District's Citywide Grants Manual and Sourcebook (which is primarily managed by the District's Office of Partnerships and Grant Services (OPGS)). CAH has established standards for grant recipients to ensure compliance with risk assessment monitoring, and those standards 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.

Contact Information

More information regarding CAH's grant programs, and clarification about accessibility requirements, work sample submissions and grant making processes can be found in CAH's Guide to Grants.

Specific questions about the LiftOff grant program can be referred to CAH staff member, Khalid Randolph, at 202-724-5613 or Khalid.Randolph@dc.gov.

FY 2020 LiftOff

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.

FY2020
LiftOff

Application Checklist

The following is a checklist for all mandatory and supplementary documents required to submit the LiftOff application. Documents must be uploaded through CAH's online grant portal prior to the application deadline. These documents are in addition to the required narrative questions. Visit www.dcarts.dc.gov, click on the grants tab, select "Managing Grant Award" to obtain the OPGS Compliance Documents.

MANDATORY DOCUMENTS

- Work Sample - at least three (3) to five (5) samples that demonstrate your organization's arts and humanities programs.
    - o   See **Guide to Grants** for more information on Work Sample Requirements. *Flyers and brochures DO NOT count as work samples.*

- Support Materials - up to six items of additional material, e.g., newspaper articles, reviews, letters of support.

- Résumé(s) of key personnel involved in the project, including the artist, consultant, artistic director and executive/managing director - up to two pages each. Bios are not acceptable.

- Most Recent IRS Form 990 (and current year board approved budget)

- OPGS Compliance Documents:
    - o   Arrest and Conviction Statement
    - o   Certificate of Clean Hands – must be dated not more than 30 days prior to the application deadline
    - o   District of Columbia Certificate of Incorporation
    - o   Certificate of Insurance
    - o   IRS Letter of Determination
    - o   Statement of Certification
    - o   Signed W-9 (2018 Version)

Addendum A: Work Samples and Supplementary Materials

CAH values and emphasizes excellence in all grant programs within all disciplines, 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 is one of several criteria on which an application is reviewed. Other criteria include: District Impact and Engagement, Financial Capacity, Management and Sustainability, and others as dictated within the program guidelines. Arts and humanities content and/or merit 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**
- **Section 4 - General Suggestions from CAH staff**

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 or demonstration of content of services provided to artists and humanities practitioners.

To further assist the applicant in submitting strong artistic content with an application, general suggestions are provided in Section 4 (below).

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 what to submit within a work sample submission depend on the grant application. Applicants must adhere to the work sample requirements below in order to be eligible for consideration.

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 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 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.

Dance

	Submit up to two (2) three-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, 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 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 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: The Washingtonia Collection
(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 artistic disciplines(s).

Some examples of support materials are:
- Theatre/exhibition reviews
- Letters of recommendation
- Certificates
- Sample lesson plans
- Assessments and evaluations (more information below)
- Awards

Assessment and Evaluations

Purpose:
- To determine the efficacy of a program, as articulated in the program goals and as required for grant reporting.
- 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.
- 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 assessment.

Section 3 - Résumés of Key Personnel

Another way for the Advisory Review Panel to determine the artistic content of each application is to review the résumés of the key artists, administrators and facilitators involved in the grant activities. The professionals involved in the project determine the capacity of the project and ability for the applicant to effectively create an excellent artistic product and/or

experience. Their backgrounds as artists and administrators should be relevant to the project and clearly demonstrated through their professional résumés.

Section 4 - General Suggestions from CAH Staff

When creating and preparing work samples, support materials and résumés, CAH recommends considering the following:

- Make sure that you can see and play all of your work samples in the application before submitting. If you cannot see or play it, then panelists will not be able to see or play it.
- Select recent, high quality samples that relate as directly to the application as possible.
- Uploaded pictures should be JPGs with the resolution of at least 72 dpi and should not exceed 20MB in size.
- Less is more. Often, adding more than the recommended number of work samples to your application will weaken the application.
- 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 be labeled clearly so that panelists can identify what they are reviewing.
- For project-based grants, if you have conducted similar projects in the past two years, include samples of work that illustrate the core mission, theme or impact of those projects.
- Panelists must be able to assess the skill level of the artist(s) involved in the work that will be created, exhibited or taught.

For video submission
- Do not send promotional work samples (e.g., highly-edited booking tapes).
- Do not send dark work samples or samples with poor visibility.
- If your video work sample is longer than five minutes, please note where you would like panelists to begin viewing (e.g. 5:35:00).

For online materials and website:
- A website is not a sufficient work sample. Only submit a website that is an essential part of the project.
- Provide all passwords or include any necessary information required to view your work sample, such as plug-ins or navigation paths.
- 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 application. CAH is not responsible for any material outside of CAH's online grants portal.

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