



DC COMMISSION ON THE ARTS & HUMANITIES
50th ANNIVERSARY

REQUEST FOR QUALIFICATIONS FY2019 MURALSDC GRAFFITI AND AEROSOL MURAL ARTISTS

APPLICATION RELEASE: FRIDAY | APRIL 5, 2019
APPLICATION DEADLINE: TUESDAY | APRIL 30, 2019 | 4:00PM
FINAL ARTIST NOTIFICATION: MONDAY | MAY 6, 2019

Applicants may submit one (1)
MuralsDC application per fiscal year.

Mural Budgets vary \$10,000 - \$25,000

Applicants should read through these guidelines in their entirety
prior to submitting an application.

Staff Contact:

Keona Pearson, Arts Program Coordinator | keona.pearson@dc.gov

Government of District of Columbia
Commission on the Arts and Humanities
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Washington, DC 20003
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WE ARE
WASHINGTON GOVERNMENT OF THE
DISTRICT OF COLUMBIA
DC MURIEL BOWSER, MAYOR

Introduction

The DC Commission on the Arts and Humanities (CAH), in partnership with the DC Department of Public Works (DPW), seeks graffiti and aerosol mural artists and artist teams to design, create and install aerosol murals as part of the MuralsDC program. Selected artists will be expected to address designated youth (ages 14-18) to help them understand the art of aerosol graffiti mural painting and provide youth with opportunities to assist (site preparation and mural outlining).

The MuralsDC program was established to replace illegal graffiti with artistic works, revitalize sites within communities in the District of Columbia, and to teach young people the art of aerosol painting. This initiative aims to positively engage the District's youth by teaching proper professional art techniques, providing supplies, and a legal means to practice and perform artistic skills in a way that promotes respect for public and private property and community awareness. There are currently more than eighty (80) MuralsDC projects across all eight wards of the District of Columbia.

MuralsDC Goals

- Illegal graffiti abatement
- Neighborhood enhancement and beautification
- Youth engagement and artistic education

Tips for First Time MuralsDC Applicants

- Take advantage of the technical assistance sessions that CAH provides by either:
 - Requesting a meeting to discuss your application before you begin the writing process or;
 - Requesting a meeting as soon as your application draft is finalized.
- Prepare your application early and submit well before the deadline.
- Convey your confidence and enthusiasm for the project.
- Investigate opportunities to team up with a more experienced lead artist to fill gaps in your own expertise and resources.
- Critique your own application as well as have others review it.

Applicant Eligibility and Restrictions

This is an International Call for Graffiti and Aerosol Mural Art Artists and Artist Teams (selection preference will be given artists that are residents of the District of Columbia).

Artists must (at the time of application):

- Be eighteen (18) years of age or older;
- Be a U.S. Citizen or demonstrate the ability to legally work and enter into an agreement in the United States of America.
- Demonstrate graffiti and aerosol mural art experience;
- Be a practicing professional mural artist;
- Be in good standing with the *MuralsDC* program, CAH and DPW;

- Obtain a Citywide Clean Hands certification (see <https://otr.cfo.dc.gov/page/online-clean-hands-application>, Non-DC residents see Addendum A on page 12 for complete instructions);
- Demonstrate ability to engage and instruct youth (ages 14-18) of varying skill levels that are interested in graffiti art (may include youth who are or have been justice-involved for illegal graffiti or “tagging”); and
- Have the skill level, capacity and ability to function as a Lead Artist.

Artist Teams must consist of only two (2) members, with both members meeting all of the eligibility requirements stated above at the time of application.

Applicants restricted from applying include:

- Artist Teams with more than two (2) members;
- Organizations established as 501(c)(3) and 501(c)(6) as identified by the US Internal Revenue Service code for tax extended organizations;
- Individuals and organizations that require “fiscal agents” and that are for-profit organizations; private foundations; political organizations; colleges or universities; foreign governments; federal government entities; and, other District of Columbia government agencies, including DC Public Schools and charter schools; and
- For profit (commercial) businesses, ventures or joint ventures.

Allowable Costs and Funding Restrictions

As a District of Columbia agency, CAH must ensure that all funds are expended in a fiscally responsible manner. CAH grant-related “allowable costs” are costs that the District government (through its subordinate agency, CAH) has determined, in its sole discretion, to be valid expenditures.

Examples of Allowable Costs (valid expenditures) are, but not necessarily limited to:

- Artist Fees (20% of the project budget)
- Materials and supplies
- General Liability Insurance
- Shipping
- Fabrication and installation services
- Equipment Rentals and Permits
- Travel and transportation directly related to project implementation
- Copyright registration

Examples of Unallowable Costs:

- Sub-granting or re-granting of grant funds
- Tuition and scholarships
- Food or beverage expenses
- Capital expenses
- Expenses to obtain a U.S. visa
- Equipment purchases over five-hundred US dollars (\$500.00)
- Costs related to special events, fundraisers, and lobbying
- Travel other than as noted above (see, "Examples of Allowable Expenses" above)

Technical Assistance

MuralsDC program staff members at CAH are available to assist applicants through technical assistance. Staff members do not write applications for applicants. MuralsDC 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 an individual technical assistance meeting, please contact Keona Pearson, Public Art Coordinator at CAH by calling 202-724-5613.

Please note that CAH requests the applicant prepare and deliver (by e-mail) their full draft application proposal along with any questions in advance of scheduling a meeting for assistance.

Application Process

Applicants may electronically save drafts (incomplete) applications and return to them for completion until the applicant submits it before the deadline. The date and time of the application deadline is firm and CAH does not accept late applications.

Applicants are fully responsible for the content of their application packages. Incomplete applications will not be forwarded to the MuralsDC Artist Selection Panel for consideration. Following are the steps for application submission:

Step 1: Review the *MuralsDC* Call and ensure eligibility.

Step 2: Visit www.dcartarts.dc.gov and navigate to the "Grants" menu and select the "Grant Application Portal" to register using the "Sign Up today" link. Once registered, select My Open Applications and click on "New Application" on the right side of the screen.

Step 3: Select *MuralsDC* Program from the program list.

Step 4: Answer the Eligibility Questionnaire at the bottom of the page then click “save” and continue to enter the application.

Step 5: Work Samples and Uploads Tab

- Find the Media Viewer section of your application to upload ten (10) to twenty (20) images of previous artwork. (Disregard the general instructions provided by the grant application portal).
- Click on the button “Select or Upload Media Files to Attach.”
- The Media Viewer is a popup window to upload your new images to your application.
- Upload each image by using the orange “Upload New Media File” button on the popup window of the Media Viewer.
- Please fill in the “Description” section for each file when uploading. This section provides a file name for the image within the Media Viewer. If you do not designate a description for the image it will be uploaded only as “File”. It is recommended to provide a description with Title, Year, Medium.
- Once all images are uploaded to the Media Viewer, click on the “File Name” on the left next to each image within the list. Your image will be added to the main application page. If you do not see the image on the main page it has not been successfully uploaded.

Step 6: Upload mandatory and supplementary documents in the Document Viewer, **All documents listed below require submission at the time of application. Missing documents, incomplete the application package and will deem the application eligible. Eligible applications will not be reviewed or considered by the Artist Selection Panel:**

1. Application Form;
2. Work Samples (10 digital images for Artists / 20 digital images for Teams);
3. Annotated Image List;
4. Artist Bio and or Resume;
5. Two (2) Professional References;
6. Two (2) Letters of Support / Recommendation;
7. Signed W9 Form;
 - ✓ International Artists, please upload blank “N/A” document
8. Signed W8 BEN Form (International Artist Only);
 - ✓ USA-Resident Artists, please upload a blank “N/A” document
9. Clean Hands Certificate;
 - ✓ Required by **all** applicants
 - ✓ Non-DC Residents see Addendum A for complete instructions
10. Arrest and Conviction Statement Form;
11. List of Insurance Carrier(s) Form and
12. Artwork Relationship and Copyright Warranty Form

Step 7: Overview Tab: Enter Artist Information.

Step 8: Request Tab: Complete Applicant Profile.

Step 9: Final Review Tab: Review information for completion and click submit.

- Any required documents that are missing or incomplete fields will prevent an application from being submitted.
- If there are documents that are not applicable to you, please upload a blank document that states "N/A"
 - For Example: A DC Artist would upload an "N/A" marked document to the Signed W8 BEN Form tab and an International Artist would upload a "N/A" marked document to the Signed W-9 tab).

Artist Selection Criteria

Artist selection will be based on artistic merit, community impact and managerial capability using the following evaluation criteria:

- High quality and reflection of graffiti or Hip-Hop aesthetic as demonstrated in submitted work samples;
- Adaptability to the collaborative process of mural design;
- Demonstrated knowledge of unique exterior murals;
- Ability to create a unique and engaging artwork appropriate in concept, materials and scale;
- Availability to complete mural installation by September 23, 2019.
 - The Mural painting period will run from July- September.

Artist Selection Process

The selection process consists of two stages. CAH will convene a MuralsDC Artist Selection Panel, representing diverse arts-related backgrounds and expertise to review the qualified applications.

Stage One:

- The Artist Selection Panel will review and evaluate each application based on artist selection criteria/work samples and will recommend a roster of Final Artists to the MuralsDC staff.

Stage Two:

- MuralsDC Staff will approve the selections of roster artist/artist teams and ensure a match between artist/artist teams and site owners.
- Upon approval, the final artist/artist team and site owner will develop a scope of work and project budget to reflect their design approach for the mural site.

- MuralsDC Staff will review and approve the final artist/artist team's scope of work and budget.
- Final artist/artist teams will begin community engagement and design phases of the program, to develop a final design concept that will be approved by the site owner and MuralsDC Staff.
- Final artist/artist teams will enter into grant agreement with CAH to fabricate and install the approved final design concept onto the site owner's property.

The MuralsDC application roster 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.

Notification, Budget and Payment

Notifications will only be sent to the artists that are selected as Final Roster Artists/Artist Teams to participate in the MuralsDC FY19 season. Final Roster Artist/Artist Teams will be notified of a decision via a conditional award email by Monday, May 6, 2019.

The budget for each mural may range from \$10,000 to \$25,000.

- The **mural budget** must include: all artist fees and costs associated with design, fabrication, travel, transportation to the site, site preparation, insurance, permits, installation, graffiti protective coating, working with young people and documentation of the artwork.
- The **overall project budget** includes: design fees, artist fees, travel expenses, all materials and fabrication costs, shipping and transportation of materials to the site, mural site preparation, mural protective coating and any applicable taxes and/or insurance.
- All Murals must be completed by September 23, 2019 and final payment requests must be submitted by 4:00 pm, September 30, 2019.

Payments are made directly to the grant recipient. Principals and fiscal agents of any kind are prohibited. The date of payment disbursement is subject to the agency's availability of funds and processing of the required documentation and materials.

In collaboration with other District of Columbia government agencies, CAH processes the payment request of its grant recipients in a timely manner. CAH does not create or distribute payments through its offices or staff. To expedite its payment process, CAH advises grant recipients to register to receive direct deposit of its grant award, by completing an Automated Clearing House (ACH) Vendor Payment Enrollment Form. The ACH Form can be found on CAH's website at [Managing Grant Awards](#) and should be submitted at the time of application.

Conditions of Funding and Cancellations

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

Cancellations

CAH retains the right to withhold or cancel a grant award (or future grant awards) if the involved grant recipient does any of the following:

- Fails to notify MuralsDC or CAH staff of changes in the project scope;
- Fails to comply with the terms of the grant award contract requirements;
- Demonstrates inadequate financial management and oversight of the project throughout its duration; and
- Fails to credit MuralsDC and CAH's support (as per the grant agreement) publicly in any of the project's promotional or information materials.

District of Columbia and Federal Compliance Requirements

Citywide Clean Hands

All applicants must obtain from the District of Columbia a Citywide Clean Hands Certification (CCH) in order to receive a grant award from CAH. **This certification is required before any grant-related funding is disbursed and Grantees must remain in compliance throughout the term of the grant.** CAH may request updated certificates from award recipients.

The CCH website application supports the Citywide "Clean Hands" Certification 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 sites to obtain more CCH information:

<https://ocfocleanhands.dc.gov/cch/> or <https://otr.cfo.dc.gov/page/clean-hands>.

Non-DC Resident Applicants are encouraged to start the process to obtain a clean hands certificate immediately. The process could take 7-10 business days to complete. See Addendum A: Process for Non-DC Residents to obtain a Clean Hands Certificate on page 12 for complete instructions.

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).

Credit/Acknowledgment

Final Artists will enter into agreement requiring the inclusion of MuralsDC logo (or a credit line) in all of its grant-related announcements and promotional (or informational) materials and will agree to make best efforts to publicly credit MuralsDC, CAH, and DPW support in any and any public event that is held and that is related to the funding of the project.

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. 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 MuralsDC 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.

Federal and Local Tax Reporting

All Final Artists 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.

Certificate of Liability Insurance

Grant recipients are required to procure and maintain general liability insurance. The certificate of liability insurance must be provided to CAH before the recommended applicant begins performing work. The District of Columbia must be named as the certificate holder and a special coverage request made to list CAH as an additional insured.

Site Selection

Site selections are based, largely but not solely, on areas of the District with high incidence of illegal graffiti as identified by DPW, Mayor's Office of Community Relations and Services (MOCRS) other agencies and site owners.

2019 MuralsDC Schedule

Date	Activity
April 5, 2019	Call for Graffiti Mural Artists Issued
April 30, 2019 (4:00 PM EDT)	Graffiti Mural Artists Deadline
May 2019	Application Review Roster /Semi-Finalist Selection Panel
May 6, 2019	Final Artist Selections and Notifications
May 2019	Site and Artist Assignments
May – July 2019	Mural Concept Design Discussion and Approvals
July 22, 2019	Final Approval of Mural Designs
July – September 2019	Installation of Murals
September 16 -23, 2019	Mural Completion Inspections

Application Deadline

All materials must be received by **Tuesday, April 30, 2019 at 4:00 PM (EDT)**.

- Applications are only accepted from the online application portal.
- Incomplete or late applications will not be considered or reviewed.

CAH MuralsDC Staff Contact

For more information regarding the MuralsDC program, clarification about requirements, work sample submissions, the application processes or program specific questions can be referred to CAH Arts Program Coordinator Keona Pearson at keona.pearson@dc.gov or 202-724-5613.

FY19 MuralsDC

Submission Requirements / Application Checklist

The following is a checklist for all mandatory and supplementary documents required to submit the MuralsDC application, which are 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.

Visit www.dcartools.dc.gov, click on the grants tab, select "Managing Grant Award" to obtain the OPGS Compliance Forms and click on the current funding opportunities tab to obtain the MuralsDC Application Form and Annotated Image List.

Application Checklist

Mandatory Documents:

1. Application Form
 - a. available at dcarts.dc.gov under current funding opportunities
2. Work sample(s): *Flyers and brochures are NOT considered work samples.*
 - a. Artists may submit ten (10) digital images of at least five (5) different works;
 - b. Artist teams submit (20) digital images.
 - ✓ Ten (10) images per artist of at least five (5) different works;
3. Annotated Image List
 - a. available at dcarts.dc.gov under current funding opportunities
 - b. A printed sheet of information with artist's name, contact information, artwork titles, mediums, date of artworks, sizes and the corresponding image numbers in same order of the submitted work samples.
 - c. Each team member must clearly identify their individual mural contributions on partnership murals by detailing their specific contributions on the annotated image list.
4. Artist Biography or Résumé(s)/CVs: Up to two (2) pages each; demonstrating artist's experience of instructing and engaging youth;
5. Professional References: Include two (2) professional references that lists names, addresses, phone number and email address;
6. Letters of Support/Recommendation: Include two (2) letters of support/recommendation. (One (1) page maximum per letter, per person);
7. Signed IRS W-9 Form (Request for Taxpayer Identification Number and Certificate);
8. Signed IRS W8-BEN Form (International Applicants Only)
9. DC Office of Partnerships and Grants (OPGS) compliance documents (forms and instructions are available at: <http://dcarts.dc.gov/page/managing-grant-awards>):
 - a. Certificate of Clean Hands
 - ✓ Non-DC Residents: see Addendum A (page 12) for instructions on how to obtain a Clean Hands Certificate.
 - b. Arrest and Conviction Statement Form
 - c. List of Insurance Carriers Form
 - d. Artwork Relationship and Copyrights Warranty Form

ADDENDUM A: Process for Non-DC Residents to obtain a Clean Hands Certificate

Non-DC Resident Applicants are encouraged to start this process to obtain a Clean Hands Certificate immediately as the process could take 7-10 business days to complete.

Following are the steps for Non-DC Residents to obtain a Clean Hands Certificate:

Step 1: Visit www.mytax.dc.gov select "Register a New Business: Form FR-500"

Step 2: Review and complete the Combined Registration Application for DC Business Taxes/Fees/Assessments Instructions then select next.

Step 3: Complete the following Primary Questions and select the following options then select next:

- Business Type: Select Sole Proprietor
- Street Vendor: Select No
- Specialized Sales: Select No
- Employees: Select No
- Taxable Products: Select No
- Tangible Personal Property: Select No

Step 4: Complete the following General Business Information questions and select the following options, input your personal data and the select next:

- Enter Social Security Number or Foreign ID Number in the Social Security Number box
- Business Activity Code (NAICS):
 - Select/enter 711510 or search "artist"
 - Description: Independent Artists , Writers and Performers
- Input Name, Address, Phone Number and Email information
- Business previously registered with District: Select No
- Enter current date for expected business to begin

Step 5: Select "New/Edit Officer" and select next in the Officers Tab.

Step 6: Complete the following Business Tax Registration Questions and select the following options then select next:

- Business Type: Select Sole Proprietor
- Business Location in the District: Select No
- Merchandise storage in the District: Select No
- Personal Services within the District: Select No
- Business Income Generated: Select No
- Rental Property in DC: Select No
- Date taxable year ends: Enter September 30, 2019
- Enter expected services/activities for the project

Step 7: Complete the following Misc Tax Registration questions and select the following options then select next:

- Ballpark Fee: Select No
- Tobacco Product Tax: Select No
- Nursing Facility: Select No
- Intermediate Care Facility: Select No
- Hospital Revenue Assessment: Select No
- Hospital Provider Fee: Select No
- Medicaid Hospital Outpatient Payment: Select No
- Medicaid Hospital Inpatient Payment: Select No
- Wholesale Alcoholic Beverage: Select No
- Cable Television, Satellite Relay: Select No
- Cigarette Wholesaler: Select No
- Commercial Mobile Service: Select No
- Gross Receipts Public Utility: Select No
- Heating Oil: Select No
- Interstate Bus: Select No
- Motor Vehicle Fuel Tax: Select No
- Natural or Artificial Gas: Select No
- Toll Telecommunication Service Tax: Select No

ADDENDUM B: Work Samples and Supplementary Materials

CAH values and emphasizes excellence in all grant programs within all disciplines. This section contains detailed information on CAH's requirements and suggestions regarding content.

Arts 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 and review criteria. Arts and humanities content and/or merit are primarily demonstrated to the review panel through the applicant's:

1. Section 1 - Work sample(s)
2. Section 2 - Support material(s)
3. Section 3 – Artist Bio/Résumés/CVs
4. Section 4 - General Suggestions from MuralsDC staff

Of these, the work sample carries significant weight because it must contain the clearest depiction of the applicant's best work(s) of graffiti and aerosol mural art. All applicants must submit mural arts work samples.

To further assist the applicant in submitting strong artistic content with an application, general suggestions are provided in Section 3 (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. Applicants must adhere to the work sample requirements below in order to be eligible for consideration.

Work Sample(s) and Image Identification List	
	Artist - Submit digital images of up to ten (10) different works.
	Artist team – 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.

Section 2 - Support Materials

Support materials are documents that strengthen the application and provide additional information that directly relate to the grant request. **Support materials do not replace a work sample.** However, they do reinforce the quality of the applicant’s artistic ability.

Examples of support material include:

- News articles and/or Media coverage
- Exhibition reviews
- Letters of recommendation/support
- Certificates or awards.

Section 3 - Artist Bio/Résumés/CVs

The Roster Artist Selection Panel may determine the capacity and sustainability of the proposed project by reviewing the résumés (or CVs) of each artist.

Section 4 - General Suggestions to support your application

When creating and preparing work samples, support materials and résumés, MuralsDc Staff recommends that the applicant consider the following:

- Test the functionality of viewing work sample(s) in the application portal prior to final submission of their application. If the applicant cannot view a work sample, it is unlikely that panelists will be able to view it.
 - For technical assistance, contact CAH with ample time to address the issue prior to the application deadline.
- Select recent, high quality samples that relate as directly to the application.
- Upload pictures as JPG files (less than 20MB, minimum resolution of 72 dpi).
- Exceeding the recommended number of work samples in an application may weaken the application.
- Carefully chosen work samples (pictures, videos, etc.) tend to make the greatest impact and create a strong artistic impression.
- Advisory panelists must review a work sample from applicants. However, a review of all work samples of the same application is not compulsory.
- Label each work sample or document so that panelists can easily identify it.
- Including samples of similar projects completed, help to illustrate the applicant's ability to execute a mural.
- Application materials should demonstrate the skill level of the involved artist(s).

For video submission:

- Do not send promotional work samples (e.g., highly-edited booking tapes).
- Do not send low light video work samples or samples of low-resolution quality.
- In video work samples longer than five (5) minutes, indicate the time where you would like panelists to begin viewing (e.g. "View beginning at time 10:30 from video start").

For online materials and website:

- A website is not a sufficient work sample. Only submit a website that is an essential part of show casing the ability and execution of a mural project.
- Provide all passwords or include any necessary information required to view your work sample, such as plug-ins or navigation paths (hyperlinks).
- Ensure that the website links or online materials are functional and accessible through, at minimum, September 30, 2019 (program term). An inoperative link to a website containing your work sample will negatively affect the application. CAH is not responsible for any material outside of the online grants portal.