



DC COMMISSION ON THE ARTS & HUMANITIES

ARTS AND HUMANITIES EDUCATION PROJECTS (AHEP)

Presenter:

Mauricio Pita, Grants Management Specialist
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(202) 365-5749

AGENDA

- Overview of AHEP Guidelines
- Eligibility and Allowable Costs
- Application Process and Mandatory Documents
- CAH Grants Portal
- Work Samples
- Review Criteria and Process
- Notifications and Payments
- Q & A



RECRUITING GRANT REVIEW PANELISTS

- ▶ Panelists are integral to the grantmaking process, providing a critical review, comments, and scores of all applications to a particular grant program.
- ▶ CAH seeks panel diversity in all forms: age, race, gender, disabilities, sexual orientation, artistic discipline, location, etc.
- ▶ There is a paid stipend for completed participation



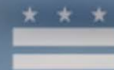


Land Acknowledgment

Recognizing the Nacotchtank and Piscataway People, the First Residents of the land that would become the District of Columbia

Every community owes its existence and vitality to generations from around the world who contributed their hopes, dreams, and energy to making the history that led to this moment. Some were brought here against their will, some were drawn to leave their distant homes in hope of a better life, and some have lived on this land for more generations than can be counted. Truth and acknowledgment are critical to building mutual respect and connection across all barriers of heritage and difference. We begin this effort to acknowledge what has been buried by honoring the truth. We stand on the ancestral lands of the Nacotchtank and the Piscataway People. We pay respects to their elders past and present. Please take a moment to consider the many legacies of violence, displacement, migration, and settlement that bring us together here today. And please join us in uncovering such truths at any and all public events and to use such truths to guide the legacy of this Arts Commission.

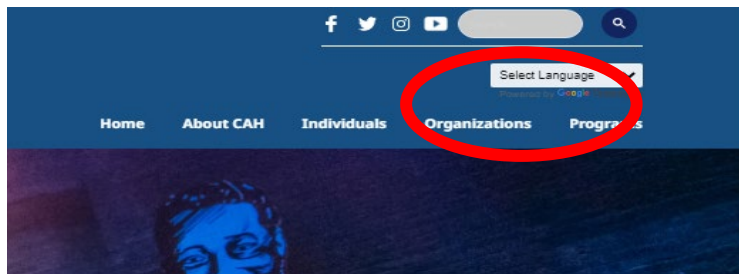
200 I Street SW





Google Translate is available on the dcarts.dc.gov Website.

For reasonable accommodation requests regarding access and inclusion, please contact us at CAHaccessibility@dc.gov, no later than 5 business days before the start of this event. For any other questions, please email cah@dc.gov.





IN THE CHAT

Share the grant application question at the top of your list.

Grant Application Questions samples:

- When is the due date?
- Does my organization qualify?
- How do I upload and label my work samples?
- Refresh my memory on ...

DC COMMISSION ON THE ARTS AND HUMANITIES

First established in 1968, the DC Commission on the Arts and Humanities (CAH) is an independent agency in the District of Columbia government that evaluates and initiates action on matters relating to the arts and humanities and encourages programs and the development of programs that promote progress in the arts and humanities.

CAH is the designated state arts agency for the District of Columbia and is supported primarily through District government funds and in part by the National Endowment for the Arts.



AHEP GOALS

- Provide high-quality arts and humanities experiences
- Strengthen the value of an arts and humanities education as a critical component of education
- Support activities that are consistent with local and national learning standards for arts and humanities education

ARTS AND HUMANITIES PROJECT TYPES

Organizations may apply for up to **\$30,000** to support:

- **In-School Projects** for youth in PreK-12 settings
- **Out-of-School-Time** projects for youth in PreK-12 settings
- **Professional Development** opportunities for classroom educators
- Community based learning for **older adults ages 50+**

IN-SCHOOL PROJECTS

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

OUT-OF-SCHOOL-TIME PROJECTS

- Activities that occur after-school, during weekends, and in the summer
- Projects may occur on school premises but are often facilitated by non-school arts providers
- Priority is given to programming that engages participants multiple times throughout the year

PROFESSIONAL DEVELOPMENT PROJECTS

High-quality training opportunities for educators to:

- Enhance their skills in an arts discipline
- Explore integration of arts instruction with non-arts academic content
- Classroom Educators
- Instructional Staff
- Teaching Artists serving DCPS or DCPCS

PROJECTS FOR OLDER ADULTS

- Culturally relevant and experiential to advance engagement of older adults (50+) in the arts and humanities
- Activities that take place within senior centers and/or senior residential facilities
- Applicant must identify an older adult population to serve, possible partners as appropriate

Application Opens: June 23, 2026

Application Closes: July 24, 2026

Award Announcement: On or after October 1, 2026

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

Prospective applicants should read through the Request for Applications (RFA) completely before submitting application.

Applicants must be up-to-date with reporting requirements for prior CAH grants. If you are not sure of your reporting status, contact a CAH grant manager.

Eligible individuals may submit one (1) grant application, accessible from the CAH website: dcarts.dc.gov

All applicants must submit applications online by **5:00 PM ET**

Applications are reviewed and scored by a panel of arts professionals.

HIGHLIGHTING CULTURE AND COMMUNITY

Resources for Grant Applicants

CAH applicants can find resources below needed for your application:

If the form is a PDF, please follow these instructions:

- Download the form to your desktops (device);
- Fill it out;
- Print, sign and scan to upload; or
- Sign the form using your electronic signature; and
- Upload the form to the DC Commission on the Arts and Humanities' grants portal with other mandatory supporting materials.

If the form is a Word document, please follow these instructions:

- Print a copy of the form;
- Fill it out;
- Scan then save it as a PDF with the appropriate label title of the form;
- Upload the form to the DC Commission on the Arts and Humanities application portal all other mandatory supporting materials. For additional instructions on how to save in PDF, please proceed to the following link on [Microsoft.com](https://www.microsoft.com)
- [Artwork Relationship and Copyright Form](#)
- [Certificate of Clean Hands](#) - This page describes the necessary steps to obtain a Certificate of Clean Hands from the DC Office of the Chief Financial Officer - Office of Tax and Revenue.
- [Data Universal Numbering System \(DUNS\)](#) - Numbers are free to obtain however; the process can take up to 30 days.
- [District of Columbia Funding Form](#)
- [Form W-9](#)
- [Highlighting Culture and Community in Your Grant Application](#)
- [Master Supplier Information Collection Template](#) - For collection and identification of relevant master supplier information.
- [Statement of Certification](#)
- Submittable
 - [Grant Application Portal](#)
 - [Getting Started as a New Submitter](#)
 - [Help for Applicants](#)

CAH is a community-centered agency that recognizes the importance of equality and community engagement within the arts and humanities. We embrace the nuance of DC's distinct cultural design and are committed to ensuring all DC residents have universal access to the arts across all 8 wards of the District.

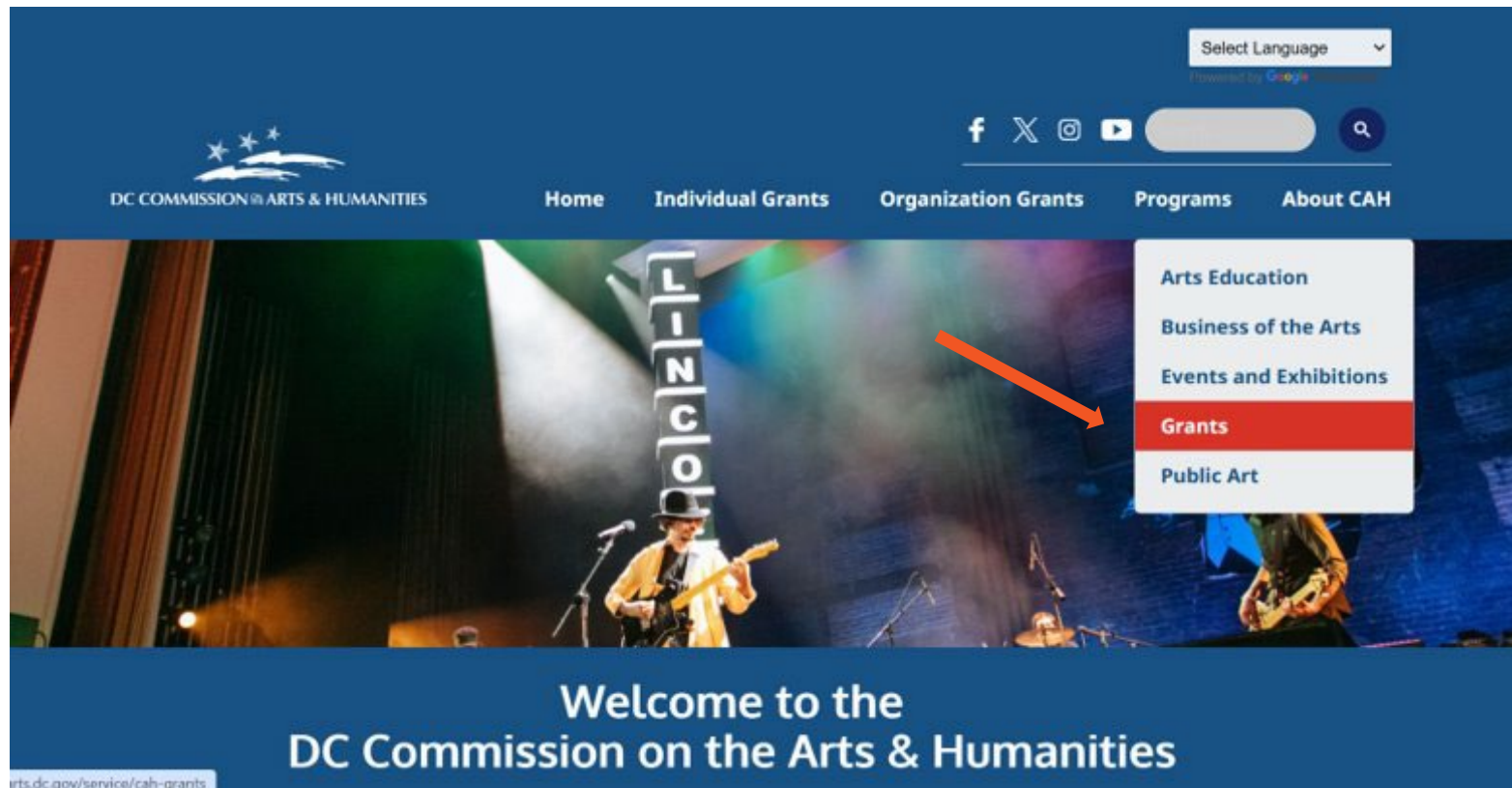
THE APPLICATION

- Logging into the grant portal (CAH Website)
- Logging into the grant portal (Submittable)
- ORG Identification
- Eligibility
- Required documents and uploads
- Scoring Criteria



DC COMMISSION ON THE ARTS & HUMANITIES

LOGGING INTO THE GRANTS PORTAL: FROM OUR WEBSITE



<https://dcarts.dc.gov/service/cah-grants>



GOVERNMENT OF THE
DISTRICT OF COLUMBIA



LOGGING INTO THE GRANTS PORTAL: FROM OUR WEBSITE

<https://dcarts.dc.gov/service/cah-grants>

Grant Panelists

- CAH seeks grant review panelists to perform evaluations of applications submitted throughout the year.
- Panelists are integral to the grantmaking process. Panels provide a critical review of a particular grant program.
- Panelists are paid a stipend for their participation in the panel review process.
- [Apply to be a CAH Panelist](#)

Grant Resources

- [Application Assistance](#)
- [Be a Review Panelist](#)
- [Closed Grant RFAs](#)
- [FY 2026 Grantee Directory](#) - Opt-in directory listed alphabetically
- [FY 2026 Grantees](#) - Comprehensive lists by grant program
- [Getting Started](#)
- [Grant Application Portal](#)  [Submittable] 
- [Grant Programs](#)
- [Guide to Grants](#)
- [Resources for Grant Applicants](#)
- [Resources for Grant Recipients](#)



LOGGING INTO THE GRANTS PORTAL: FROM SUBMITTABLE

<https://dcommissionontheartshumanities.submittable.com/submit>

DC COMMISSION ON THE ARTS & HUMANITIES

Welcome!

Tips on using Submittable:

- You will need to create a free Submittable account or sign in with Google or Facebook credentials to submit to these forms. Please ensure that your display name on your account is your preferred name.
- You can [save a draft](#) of your work if you would like to finish filling out the form at a later date. There is an autosave feature, but you can also manually save your draft by clicking the button at the bottom of the form.
- Submittable works best on Google Chrome, Firefox, and Safari. Internet Explorer is not supported. Please make sure you are using a supported browser.
- We will follow up with you about your submission by email. Please be sure to [safelist](#) notification emails from Submittable and check the email you used to sign up for your Submittable Account regularly.

Technical Questions?

Check out the [Submitter Resource Center](#) or contact [Submittable Customer Support](#).

FY27 Arts and Humanities Education Projects (AHEP) Application

Ends on Fri, Jul 24, 2026 5:00 PM

Guidelines ▾ **Apply**

FY27 Arts and Humanities Education Projects (AHEP) Application

Ends on Fri, Jul 24, 2026 5:00 PM

Link to RFA: [Arts and Humanities Education Projects](#)

Applicant Organizations may submit one (1) grant application to this program per fiscal year cycle.

For program information, contact

- Mauricio Pita, Grants Management Specialist | mauricio.pita@dc.gov

Technical Questions?

Check out the [Submitter Resource Center](#) or contact [Submittable Customer Support](#).

First, let's find your organization

All applicants must apply on behalf of a registered organization.

Organization Identifier (required)

[Learn more about organization registration requirements and data sources](#) 

Search organizations

Org Identification

Enter your Employer Identification Number (**EIN**).

Submittable will retrieve the organization's information from the appropriate governmental databases.

You can also start typing the organization's name for results to select from.



ELIGIBILITY (part 1)

- Nonprofit, with a designated tax-exempt status under section 501(c)(3)
- Be registered with, and authorized to do business, in the District
- Have principal offices located in the District of Columbia
- Proposed planning and implementation is fully carried out in the District
- Have an active Board of Directors
- Comply with all applicable CAH-related mandates by October 1, 2026
- Submit all compliance documents in the guidelines



ELIGIBILITY (part 2)

- Be current on all taxes and liabilities owed to the District or have an approved plan to resolve all taxes as demonstrated by a certification of “Citywide Clean Hands”
- Be in good standing with CAH



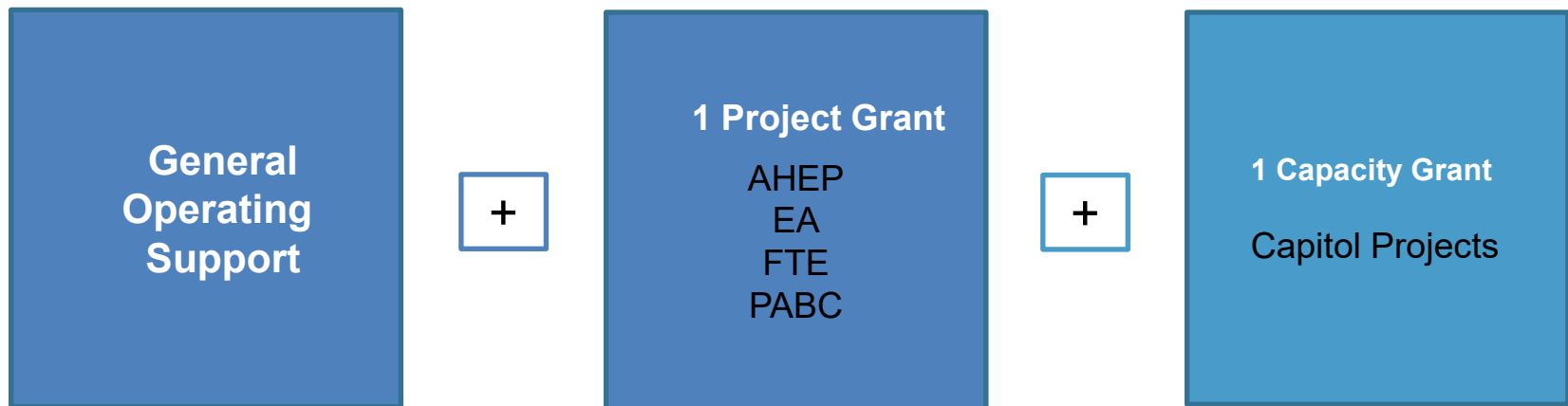
ELIGIBILITY (Part 3)

Organizations that have applied to FY2027 General Operating Support (GOS) may only apply to FY2027 Arts/Humanities Education Projects (AHEP) if they:

- a) You **MUST** identify as an arts education organization
- b) And, their project scope is completely distinct from any of the projects or programs included in their FY26 GOS application



FY 2027 GOS recipients may apply to only one “Project Grant” and one “Capacity Grant”



GOS recipients are not eligible for Projects, Events, and Festivals



A NOTE ON AI

Has artificial intelligence (AI) been used in the creation of any part of the application narrative? (required)

- ☐ Yes
- ☐ No

Note: Applicants **are permitted** to use AI in the creation, editing, and formatting of their application narratives. The answer to this question will be used for Internal CAH purposes only and **will not be shared** with review panelists.

Has artificial intelligence (AI) been used in the creation of any of the support materials or work samples, for the application? (required)

- ☐ Yes
- ☐ No

Note: Applicants **are permitted** to use AI in the creation of their work samples and support materials. The answer to this question **will be shared** with review panelists. Applicants are strongly encouraged to reference the review criteria in the grant guidelines to help guide them in use of AI in their creative process.

ALLOWABLE COSTS

- Salaries for arts and humanities professionals for non-profit organizations.
- Artists/humanities practitioners, or consultants.
- Space rental and fees directly related to project implementation.
- Travel and transportation directly related to the project.
- Equipment purchases that are directly related to the project and equal to no more than 25% of the grant award.
- Overhead, maintenance and administration not exceeding 35% of the grant.

UNALLOWABLE COSTS

- Food and beverages
- Tuition and scholarships
- Re-granting or sub-granting of CAH funds
- Costs related to fundraisers and special events
- Debt Reduction
- Equipment that exceed 25% of the grant award
- Expenses not directly related to the execution of the project
- Temporary or permanent public art projects
- Operational reserve
- Funding to universities, foreign governments or DC government agencies, including DCPS

APPLICATION PROCESS

- Eligible organizations submit one (1) grant application
- All applicants must submit applications online by **5:00 PM ET on Friday, July 24, 2026**
- CAH will not accept mailed, emailed or hand-delivered copies of grant applications or components of an application

GRANT WRITING RESOURCES

We have created a directory of self-selected grant writers

Link here: <https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:150d5785-52f5-4d94-9ac5-0b42423a5759>



MANDATORY DOCUMENTS

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

WORK SAMPLES

- Work samples are a crucial element of any application.
- Must depict the applicant's strongest arts and humanities output
- Panelists must be able to assess the skill and/or impact of the work
- Must not be older than three years
- Can be utilized to show how the organization/facility is arts based

Review the FY27 Guide to Grants for more ideas

Submitting older work samples may render the application ineligible.

Support Materials

Documents that strengthen the application and provide additional information that directly relates to the grant request;
Support materials reinforce the quality of the applicant's artistic disciplines(s) and knowledge of appropriate educational and development milestones.

Examples include performance/exhibition reviews; Letters of recommendation; Certificates; Syllabi and sample lesson plans; Assessments and evaluations; and Awards.

Résumés of Key Personnel

Résumés of the key artists, administrators, and facilitators involved in the grant activities

DEMONSTRATING ADMINISTRATIVE CAPACITY

Resumes of key personnel help panelists understand who within the organization has the professional knowledge and work experience to oversee this project to a successful conclusion.

The key personnel résumés are an opportunity to showcase:

- Your organization produces excellent programming
- You have the capacity to execute the project
- The project will be high quality.

Consider, and provide information on the following:

- Who is responsible for your organizations' arts and humanities output? (e.g. Artistic director, conductor, curator, lead scholar...)
- Who is responsible for managing the proposed project? (e.g. Executive director, Director of education, teaching artist)
- Who is executing the project? (e.g. g contractors, teaching artists, etc.)

A list of your current board of directors gives panelists insight into the organization's governance and procedural oversight. We suggest including board members' roles, responsibilities, and the ward or DC quadrant they live in.

ORGANIZATIONAL FINANCIAL PICTURE

These required documents provide important context for the panel:

Document	Timeframe	Purpose	How It Applies to Grants
Balance Sheet	From the most recently completed fiscal year	This document shows an org's financial status: *what the org owns (Equity) *what the org owes (Liabilities) *what financial resources remain to support responsible grant management (Assets) Equity + Liability = Assets	The Balance Sheet assesses financial stability, liquidity, and whether the organization can responsibly manage grant funds. A weak balance sheet can raise red flags about risk.
Profit & Loss Statement (Income Statement)	From the most recently completed fiscal quarter	This document shows an organization's revenue, expenses, and surplus/deficit.	The P&L Statement shows financial sustainability, diversified revenue, and whether the organization is operating at a surplus or deficit. This helps justify the need for funding.
Form 990	From the past fiscal year	This document includes finance, governance, and program info. It is required by the IRS for all 501c3 nonprofits.	The Form 990 provides verified, standardized financial data, shows governance practices and program impact, and is used to evaluate credibility and transparency.
Organizational Budget (approved by your Board of Directors)	For the current to future fiscal year	This document is a financial plan showing projected revenue and expenses for the upcoming fiscal cycle.	The Org Budget shows how this grant funding fits into the organization's overall plan, whether the budget is realistic, and how funds will be allocated across programs.

CERTIFICATE OF CLEAN HANDS

- Operated by the Office of Taxation and Revenue and the Office of the Chief Financial Officer
- Create an account and secure your clean hands certificate via [My Tax DC](#).
- This is a newer system. If you haven't secured a clean hands in the last three years, apply early and read through the guidelines carefully posted on their website.
- Keep your most recent DC tax information at hand when applying.
- If locked out of the system, try accessing from a different browser. If still inaccessible, contact us.
- If you cannot secure a Certificate of Clean Hands before the application deadline, you are **STILL ELIGIBLE**. However, without a clean hands you are unable to receive funds.

IRS FORM W-9

Use the March 2024 version

Name should match on all documents and grant portal

Check the correct box in Section 3

Address must be in DC, match your address in the CAH grant portal, DIFS and other application documents; **No PO Boxes**

Your organization's EIN

Signature must be in INK (manual) or verified electronic with date/stamp, dated in 2024

Save the signed W9 as a PDF



W-9
Form (Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification
Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see Purpose of Form, below.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

2 Business name/disregarded entity name, if different from above.

3 Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.
☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate
☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership)
Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.
☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 9).
 Exempt payee code (if any) _____
 Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____
 (Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.
 City, state, and ZIP code _____

6 Requester's name and address (optional)

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)
 Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.
Note: If the account is in more than one name, see the instructions for line 1. See also What Name and Number To Give the Requester for guidelines on whose number to enter.

Part II Certification
 Under penalties of perjury, I certify that:
 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
 2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
 3. I am a U.S. citizen or other U.S. person (defined below); and
 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.
Certification instructions. You must cross out item 2 above if you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person _____ Date _____

General Instructions
 Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.
What's New
 Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.
 New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).
Purpose of Form
 An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Cat. No. 10221X Form **W-9** (Rev. 3-2024)

A fillable PDF copy is available at dcarts.dc.gov

CERTIFICATE OF LIABILITY INSURANCE (GENERAL COVERAGE)

Description of Operations box should include the following language:

“The Government of the District of Columbia and its officers, employees, agents, and volunteers are named as Additional Insured.”

Ask your insurer to include or send a **written waiver of subrogation** against the Government of the District of Columbia and its officers, employees, agents, volunteers, contractors, and subcontractors.

If project provides youth engagement without DCPS staff supervision, Sexual Molestation Coverage (SAM) must be procured

Certificate Holder box should include:

ACORD **CERTIFICATE OF LIABILITY INSURANCE** DATE ISSUED/REVISED: 1/8/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER, AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the provisions must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

Insured: Mrs., Professional Broker
Address: 1818/555-1212
E-Mail: webmaster@mybroker.com
Insured Address: 1818/555-1212
Insured City: 1818/555-1212
Insured State: 1818/555-1212
Insured Zip: 1818/555-1212

My Brokerage:
1 Broker Lane
Brookerville, CA 12345

My Production Company:
100 Maxwell Avenue
Exterior, CA 12354

CERTIFICATE NUMBER 14-19 **REVISION NUMBER**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTHING HEREIN SHALL BE A CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PAYABLE. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. CERTAIN POLICIES MAY HAVE BEEN REVOKED BY PAID CLAIMS.

COVERAGE	FORM NO.	DATE OF POLICY	PERIOD OF POLICY	AMOUNT	COVERAGE	FORM NO.	DATE OF POLICY	PERIOD OF POLICY	AMOUNT
A. COMMERCIAL GENERAL LIABILITY	1	1/1/2014	12/31/2014	\$1,000,000	B. AUTOMOBILE LIABILITY	1	1/1/2014	12/31/2014	\$1,000,000
1. BODILY INJURY AND PROPERTY DAMAGE					1. BODILY INJURY AND PROPERTY DAMAGE				
2. ADVERTISING INJURY					2. ADVERTISING INJURY				
3. PRODUCTS AND COMPLETED OPERATIONS					3. PRODUCTS AND COMPLETED OPERATIONS				
4. PERSONAL AND ADVERTISING INJURY					4. PERSONAL AND ADVERTISING INJURY				
5. MEDICAL EXPENSES					5. MEDICAL EXPENSES				
6. PRODUCTS AND COMPLETED OPERATIONS					6. PRODUCTS AND COMPLETED OPERATIONS				
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Description of Operations

Certificate Holder

Cancellation

Sample Only - Not Valid

ACORD 20 (10/10/10) This ACORD name and form are registered marks of ACORD.



REVIEW CRITERIA

Arts, Humanities, and Arts Education Content (40pts)

- The applicant demonstrates proficient knowledge of education standards and practices to achieve success in project implementation. (8pts)
- The project's goals/activities are developmentally appropriate to the intended grade levels and participant abilities. (8pts)
- The applicant demonstrates the use of appropriately experienced personnel to plan and implement content (e.g. program managers, teaching artists, educators, etc.). (8pts)
- The project activities ensure participant engagement and advancement through comprehensive lessons. (8pts)
- The applicant's work sample(s) and educational material(s) (syllabi, lesson plans, rubrics, etc.) demonstrate high artistic/humanities and educational standards within the chosen discipline(s). (8pts)



Capacity & Sustainability (20pts)

- The applicant demonstrates skillful project management, organization, and deliverability. (7pts)
- The applicant's budget information is detailed, accurate, feasible, and directly related to the activities of the grant request. (7pts)
- The applicant demonstrates the use of appropriate administrative personnel to monitor and track expenditures. (6pts)

Community Access & Engagement (20pts)

CAH prioritizes applicants who give intentional focus to working with populations who have been historically excluded or marginalized, and who demonstrate authentic responsiveness to their identified needs.

- The project demonstrates an educational experience that is inclusive and diverse, either through educational content or the composition of staff who directly engage with participants. (7pts)
- The project design demonstrates commitment to engage all participants by ensuring equity and access (considering factors including; cultural, socio-economic, geographical, physical, and intellectual ability). (7pts)
- The applicant outlines a plan for current and/or future adjustments to the project, based on the evolving needs of the community. (6pts)

Community Impact (20pts)

- The applicant demonstrates how the project will enrich the arts education community of students, teaching artists, educators, or older adults. (5pts)
- The project demonstrates the ability to reach a reasonable number of DCPS and DCPCS students, instructional staff, or older adults. (5pts)
- The applicant presents effective evaluation methods that will measure both project impact and effectiveness, and participant engagement and development. (10pts)

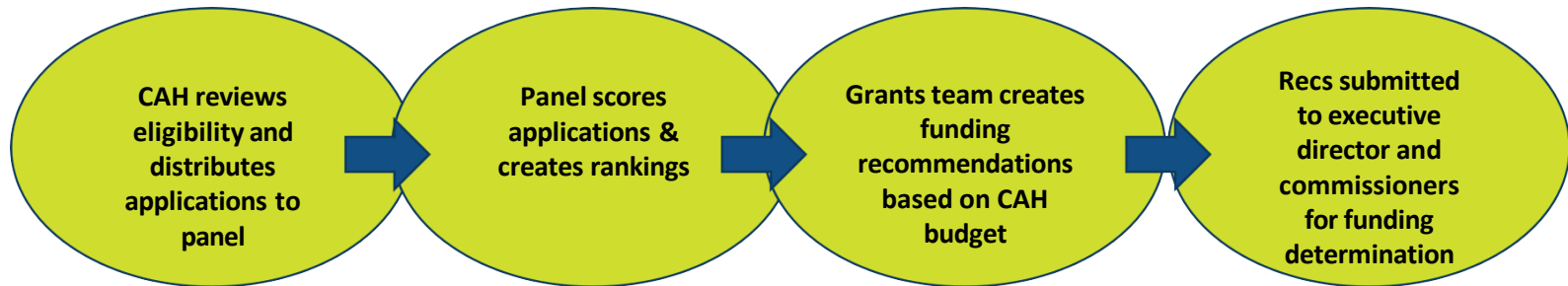
Types of Assessment & Evaluation

- 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 & Evaluation Design

There are many ways to assess and evaluate programming including: needs assessments, pre- and post-testing, and formative, observational, and summative assessments that utilize mixed-method approaches such as portfolio assessment or focus groups.

REVIEW PROCESS



Applicants will be notified about their application status on or after October 1, 2026

NOTIFICATIONS AND AWARD DISBURSEMENT

- Applicants will be notified in writing on/after October 1, 2026.
- This notification may consist of a grant package, letter of ineligibility, or letter of denial.
- The original copy of the grant agreement and all associated documents must be completed and returned to CAH.
- Please note the date of disbursement is subject to change depending on the availability of funds.
- **If seeking direct deposit, all applicants should employ the Direct Deposit option at the time of application.**

MONITORING AND REPORTING

- All grant recipients are subject to monitoring requirements in the CAH Guide to Grants
- All activities funded by CAH will be monitored by staff through:
 - Interim reports for awards **\$12,500** or over via online portal;
 - Site visits (including performances and presentations); and
 - Email correspondence and phone calls.
- All grantees must complete a final report by November 2026 (TBD)



TIPS AND GENERAL ADVICE**

**Application content is the sole responsibility of the applicant. No tip or advice (taken or not) can guarantee funding or any level of funding.

APPLICATION TIPS

One more thing about the budget:

- Select a logical project. It is tempting to maximize request. Avoid the lure, and apply based on your project's needs, not the maximum amount.
- Award amount point does not influence chance of success.

Remember your audience:

- The panel is weighing very wide-ranging projects
- Reviewed in cohorts
- Paneled by peers who will not be familiar with your organization or the specifics of your project
- Write the application such that a panelist could imagine it. Give a broad overview *and* detailed timelines and expenses.

APPLICATION TIPS

Attachments & Work Samples:

- Restrict video to 2 minutes, include a start/stop time code if needed.
- Upload videos as hard files (mp4)
- Maintain elements such as W9, work samples, Certificate of Insurance, federal tax information and support materials etc. Requested in each application. **Ensure all attachments are PDFs and are up to date.**
- Merge PDFs into single files. AKA- don't upload 9 resumes
- **Do not** upload a document with a list of links;
- **Before the deadline day**, copy and paste application responses onto the portal and upload requested materials to ensure submission is complete.
- Make sure your videos (and everything) appear how you intend them to appear in your portal.

APPLICATION TIPS

- Create an AHEP application folder
 - Place common uploads such as W9s, work samples, support materials into this folder
 - Review list of mandatory documents before submission
- Print or download the application questions
 - Draft your responses prior to submitting in the portal
There is no formatting on the portal
 - Cut and paste application responses onto the portal using plain text
- Keep a copy of the review criteria nearby
- Have someone outside of your organization/discipline read your narrative responses

QUESTIONS

Mauricio Pita, Grants Management Specialist

mauricio.pita@dc.gov
(202) 365-5749

200 I (Eye) Street SE, Suite 1400 [Washington](#), DC 20003 dcarts.dc.gov

The Mission of CAH is to provide grants, programs and education activities that encourage diverse artistic expressions and learning opportunities so that all District of Columbia residents and visitors can experience the rich culture of our city.