REQUEST FOR APPLICATIONS

FY24 ARTS AND HUMANITIES EDUCATION PROJECT GRANTS

All applications must be submitted online by 10:00 PM ET on Friday, July 14, 2023

SECTION I: DESCRIPTION OF FUNDING OPPORTUNITY

The Commission on the Arts and Humanities ("CAH" or "the Agency") seeks applications for the FY24 Arts and Humanities Education Projects (AHEP). AHEP furthers CAH's mission by encouraging progress in the arts and humanities in the District of Columbia by supporting non-profit arts, humanities, arts education, and service organizations who significantly contribute to the District of Columbia as a world-class cultural capital. This grant opportunity has the following program goals:

- Provide access to high-quality arts and humanities experiences that work to advance student academic achievement in the District of Columbia.

- Strengthen the value of an arts and humanities education as a critical component of a student's broader education.

- Support activities that are consistent with local and national learning standards for arts and humanities education, including the current state standards in non-arts content areas, where appropriate.

AHEP is open for projects of all sizes that demonstrate District impact and engage District children, youth, and older adults.

Grants are competitive and applications are organized for review in cohorts based on the following qualifying project categories: (1) In-School Projects; (2) Out-of-School-Time Projects; (3) Professional Development Projects; or (4) Older Adult Projects.

GRANT PROJECT TYPES
The AHEP grant program provides support for the following types of projects:

1. In-School Projects

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

2. Out-of-School-Time Projects

Defined as those that take place in the after-school, weekend, and/or summer hours. They may take place on school premises but are often facilitated by non-school arts and/or humanities providers. Priority is given to projects that engage participants multiple times throughout the year.

3. Professional Development Projects

These include high-quality training opportunities for educators that enhance their skills in an arts discipline or in the integration of standards-based arts and/or humanities instruction with non-arts academic content. The project must target classroom educators, instructional staff, or teaching artists providing services at a DC public or public charter school. Applications may also include components of technological support to assist in the delivery of virtual arts and humanities experiences and for the purposes of data collection and analysis.

4. Older Adult Projects

Uses a learning framework that is culturally relevant and experiential in design to advance the engagement of older adults (50+) in the arts and humanities. Projects should take place in senior centers and/or senior residential facilities in the District. The applicant must identify an older adult population to serve, possible partners as appropriate, and a letter of project commitment from the proposed project site.

Applicants who have applied to the FY 2024 cycle of CAH's General Operating Support (GOS) grant and plan to accept an award in that category, may only apply to the FY 2024 AHEP grant if they (a) identify as an arts education organization and (b) their project scope is completely distinct from any of the projects or programs included in their FY 2024 GOS application. Applicants who are unsure if their project may qualify for this grant program are encouraged to contact a CAH grants manager.

A. Grant Activities
AHEP grantees should expend funds in support of progress in arts and humanities education in the District of Columbia.

B. Statutory Authority
Under D.C. Code §§ 39-201 – 206, the DC Commission on the Arts and Humanities evaluates and initiates action on matters relating to the arts and humanities and encourages the development of programs that promote progress in the arts and humanities in the District of Columbia. CAH is supported by District government funds and, in part, by the National Endowment for the Arts. As such, all applicable federal and District regulations, such as OMB Circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215 govern this grant.

SECTION II: AWARD INFORMATION

Please see the table below for the AHEP award information.

Table 1. AHEP Award Information	
Total Amount of Funding to be Awarded	Contingent upon funding
Anticipated Number of Awards	Contingent upon number of applicants
Maximum Amount for Organization Awards	Up to $30,000
Anticipated Start Dates	October 1, 2023
Periods of Performance	October 1, 2023 - September 30, 2024

Funding for this award is contingent on availability of funding to CAH. This RFA does not commit the Agency to make an award. The Agency may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations. The Agency reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA. The Agency reserves the right to accept or deny any or all applications if the Agency determines it is in the best interest of the Agency to do so. The Agency may suspend or terminate an outstanding RFA pursuant to its own grantmaking rule(s) or any applicable federal regulation or requirement.

SECTION III: ELIGIBILITY INFORMATION

A. Eligible Applicants

The list below details the minimum eligibility requirements for AHEP. All eligibility requirements must be met upon application submission. Applicants must:

1. 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.
2. 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).
3. Ensure that proposed planning and implementation is fully carried out in the District of Columbia.
4. Have an active Board of Directors.
5. Register and comply with the regulatory requirements of pertinent government agencies including (but not limited to): DC Department of Consumer and Regulatory Affairs' (DCRA), DC Office of the Chief Financial Officer (OCFO), DC Department of Employment Services (DOES); and the US Internal Revenue Service (IRS).
6. Be current on all taxes and liabilities owed to the District or have an approved plan to resolve such taxes and liabilities as demonstrated by a certification of "Citywide Clean Hands" (CCH) from the District of Columbia Office of Tax and Revenue.
7. Be in good standing with CAH.
8. Have a principal business office address located in the District of Columbia, subject to an 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).

B. Inclusion, Diversity, Equity and Access (I.D.E.A.)

CAH embraces a commitment to the philosophy of Inclusion, Diversity, Equity and Access (I.D.E.A.) and complies with the Americans with Disabilities Act (ADA) (42 U.S.C. §§ 12101 et seq.) in its work. CAH encourages applicants and grantees to be as inclusive, diverse, equitable, and accessible in their work 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 in their programming/projects. Please review *Addressing Inclusion, Diversity, Equity and Access (I.D.E.A.) in Grant Applications* in the [Guide to Grants](#) for full details.

C. Financial Misconduct or Fraud Disclosure

Applicants must disclose in a sworn, written statement whether the applicant has been indicted or convicted of any crime or offense involving financial misconduct or fraud within the last three (3) years of the date of

submitting the application. If the response is in the affirmative, the applicant will be required to describe the circumstances.

D. Cost Sharing or Match
There is no matching requirement or cost sharing for AHEP grants.

E. Other
Applicants may submit one (1) AHEP application per fiscal year cycle.

Those ineligible to receive an AHEP grant include:
- Recipients (or intended recipients) of a CAH FY 2024 General Operating Support (GOS) grant who do not dedicate the majority of their programming services and organizational budget to children and youth.
- Individuals
- Arts and humanities organizations with a majority of their constituents who reside outside of the District of Columbia.
- Tax-Exempt organizations other than 501(c)(3) designated entities.
- Private clubs and organizations that prohibit membership based upon race, gender, color, religion, or any other classes identified in the District of Columbia Human Rights Act.
- Organizations that require "fiscal agents"; for-profit organizations; private foundations, political organizations; colleges; universities; foreign governments; federal government entities; and other District of Columbia government agencies, including DC Public Schools.
- Organizations submitting an application whose content is combined with the application of another organization. Proposed projects must be "stand-alone" projects.
- Prospective applicants debarred from procurements by the federal government, the Government of the District of Columbia or any governmental entity.

SECTION IV: APPLICATION AND SUBMISSION INFORMATION

A. Address to Request Application Package
CAH utilizes an online grant portal to receive grant applications. The AHEP application may be found online in the CAH Grant Application Portal, available at
https://jlweb.co/prod1/portal/portal.jsp?c=4193775&p=6947885&g=6947905 . Incomplete, incorrect, or late applications may be deemed ineligible for review and funding.

B. Technical Assistance
CAH staff are available to assist grant applicants during group or individual technical assistance sessions. Applicants may also request review of draft applications during a thirty (30) minute appointment during business hours scheduled no later than seven calendar days in advance of the grant application deadline. CAH staff will not write applications for applicants. To schedule a meeting, applicants may contact the CAH staff listed in Section VII below. Applicants must prepare their full draft application in the CAH Grants Application Portal along with any questions in advance of scheduling a meeting for technical assistance.

C. Workshops
To improve the strength of applications, CAH strongly recommends participating in one of the following virtual workshops listed below. All workshops are virtual, free, and open to the public. More information about workshops may be found at www.dcarts.dc.gov under Grant Writing Assistance, or by calling the CAH Point of Contact listed in Section VII. Workshops and Live Chats may be accessed by visiting https://dcarts.dc.gov/page/live-chat-dccah-grants-specialist. Interested artists and humanities practitioners may

register for workshops via Eventbrite at https://www.eventbrite.com/o/dc-commission-on-the-arts-and-humanities-cah-1252966799

Workshop	Time	Live Chats	Time
Tuesday, June 21	2 - 3:30 PM EST	Friday, June 16	2 - 3:00 PM EST
Thursday, June 22	10 -11:30 AM EST	Friday, June 23	2 - 3:00 PM EST
Tuesday, June 27	5 - 6:30 PM EST	Friday, June 30	2 - 3:00 PM EST
		Friday, July 7	2 - 3:00 PM EST

D. Application Forms and Content

CAH utilizes an online portal to receive grant applications. Each application shall, where applicable:

- Provide a brief overview of the organization's general programming but articulate the details of a unique project that is the focus of the project grant application.
- Demonstrate expertise in offering developmentally appropriate arts and/or humanities programming to students of diverse abilities.
- Articulate an understanding of curriculum design through the provision of syllabi, lesson plans, and assessment tools.
- Develop and detail programming that provides an immersive experience for participants.
- Provide evidence of an intentional and comprehensive plan for assessment and evaluation.
- Demonstrate that all project activities occur within the District of Columbia.
- Demonstrate experience in offering high-quality, impactful professional development for educators in order to enhance their skills in an arts discipline or in the integration of standards-based arts and humanities instruction with non-arts academic content.
- Provide details on project activities, audience, and collaborators in implementing an older adult arts learning curriculum aimed at advancing creative aging in the District.

In addition to the required narrative questions within the online application, applicants must submit additional documents with their AHEP application. Documents must be uploaded in PDF form through CAH Grants Application Portal prior to the application deadline. Templates and instructions for compliance documents are available in Grantee Resources.

Mandatory Documents		
1	Work Samples	CAH recommends reviewing the Work Sample Addendum (found within the Guide to Grants) to determine materials that would best support the application. 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.
2	Support Materials	Up to three (3) additional items (e.g., letters of support, awards, programs, publicity, sample syllabi, lesson plans etc.).
3	Résumés of Key Personnel	Examples include artistic/managing/executive directors; teaching artists; etc. Provide roles, areas of responsibility, and ward or state of residence.
4	Budget Form	Detailed financial analysis of how grant funds will be spent, if awarded.

5	Certificate of Clean Hands	Issued within 30 days of the application deadline. Applicants may visit the following site to obtain more information: https://mytax.dc.gov/
6	Statement of Certification	Date must match that of the AHEP application submission
7	Signed IRS Form W-9	Post office boxes are prohibited. The applicant's address must match the address in the grants portal, the address on file in the DC Government's vendor registration system (PASS), and in the DC Vendor Portal. The October 2018 version of the form must be used and have the same date as the PEF application submission.
8	Certificate of Liability Insurance (general coverage).	Must include a written waiver of subrogation.
9	Balance Sheet	From most recently completed fiscal year.
10	Current Organizational Budget	Approved by the organization's Board of Directors.
11	IRS 501(c)(3) Letter of Determination.	501 c (3) letter of determination.
12	IRS Form 990	Most-recently filed.
13	List of current Board of Directors	Provide board roles (e.g., president, treasurer, etc.), responsibilities and home addresses/wards.
14	Profit and Loss Statement	From most recently completed fiscal quarter.

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.

E.   Grant Application Process

1. Read the 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 a 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 10:00 PM ET on the grant program's deadline date.
9. Ensure receipt of grant submission confirmation email, auto generated by the online portal, by the application deadline.

F.   Submission Dates and Times
Complete AHEP applications must be submitted online via the CAH Grants Application Portal by 10:00 PM EST on Friday, July 14, 2023. CAH does not accept mailed, emailed or hand-delivered copies of grant applications or required attachments. Technical issues or failure to receive a confirmation email should be immediately brought to the attention of the CAH staff listed in Section VII below. Incomplete, incorrect, or late applications are deemed ineligible for review and funding.

CAH accepts reasonable accommodation requests from applicants with disabilities. To request a reasonable accommodation for application submission, contact Travis Marcus, Grant Management Specialist at travis.marcus@dc.gov and await request approval. Reasonable accommodation requests must be made no later than seven calendar days before the PEF application deadline.

G.   Funding Restrictions

As a District of Columbia agency, CAH must ensure that all award funds are expended in a fiscally responsible manner; all awarded funds are subject to audit and Performance Monitoring. Allowable costs are those that the District government and CAH have determined as valid expenditures. Grantees will be responsible for demonstrating expenses in Final Reports.

Examples of "Allowable Costs" Related to the Grant:
Salaries for arts and humanities professionals for nonprofit organizations.
Artists/humanities practitioners, or consultants.
Space rental and fees directly related to project implementation.
Travel and transportation directly related to project implementation.
Materials, supplies, and equipment purchases that are no more than 25% of the award and are directly related to the work of project implementation.
Overhead, maintenance, and administration not exceeding 35% of the grant award.

Examples of "Unallowable Costs" Related to the Grant:
Food and beverages.
Tuition and scholarships.
Expenses associated with an organization assuming the role of a fiscal agent for another organization.
Costs related to fundraisers and special events.
Debt reduction.
Expenses unrelated to the execution of the scope of work.
Operational reserve.
Temporary or permanent public art projects.
Re-granting (also known as "sub-granting").
Funding to universities, foreign governments or DC government agencies, including DCPS.

All FY 2024 GOS recipients may apply to only one "Project Grant" and one "Capacity Grant" as defined below.
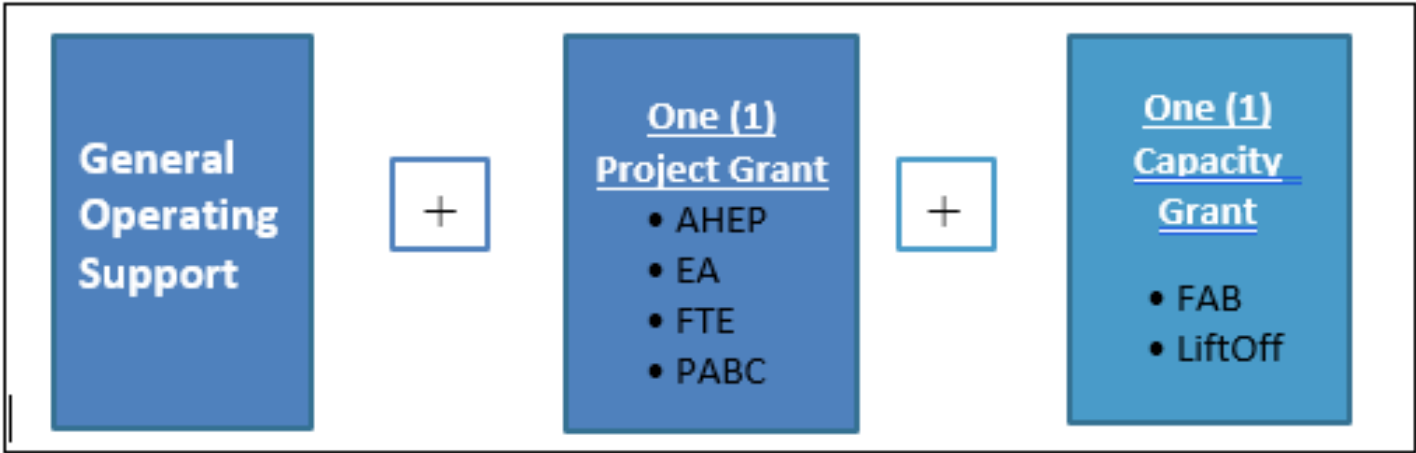
Arts and Humanities Education Project (AHEP) grant program applicants may only apply to the East Arts (EA) or Projects, Events, or Festivals (PEF) grants if they are not planning to accept an FY 2024 GOS award.

The grantee will be responsible for demonstrating expenses, as applicable, in Interim and/or Final Reports. Grantees with questions regarding allowable costs may contact the AHEP grant program manager.

H.   Other Submission Requirements
The Agency shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.

SECTION V: APPLICATION AND REVIEW INFORMATION

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. 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.

A. Criteria, Review and Selection Process
The Agency reserves the right to accept or deny any or all applications if the Agency determines it is in the best interest of the Agency to do so. The Agency shall notify the applicant if it rejects that applicant's proposal. The Agency may suspend or terminate an outstanding RFA pursuant to its own grantmaking rule(s) or any applicable federal regulation or requirement. The Agency may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended. If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control, and it shall be the responsibility of the applicant to ensure compliance.

Each application shall be reviewed as detailed below.

Category	Criteria	Weight
Arts, Humanities, and Arts Education Content and/or Merit	1. 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). (8%) 2. The applicant demonstrates proficient knowledge of education standards and practices to achieve success in project implementation. (8%) 3. The applicant demonstrates the use of appropriately experienced personnel to plan and implement content (e.g. program managers, teaching artists, educators, etc.). (8%) 4. The project activities ensure participant engagement and advancement through comprehensive lessons. (8%) 5. The project's goals/activities are developmentally appropriate to the intended grade levels and participant abilities. (8%)	**40%**
I.D.E.A.	CAH prioritizes applicants who give intentional focus to working with children and youth who have been historically excluded or marginalized, and who demonstrate authentic responsiveness to their identified needs. 1. 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. (7%) 2. The project design demonstrates the commitment to engage all participants by ensuring equity and access (considering factors including: cultural; socio-economic; geographical; physical; and intellectual ability). (7%) 3. The applicant outlines a plan for current and/or future adjustments to the project, based on the evolving needs of the community. (6%)	**20%**
District Impact and Evaluation	1. The applicant demonstrates how the project will enrich the arts education community of students, teaching artists, educators, or older adults. (5%) 2. The project demonstrates the ability to reach a reasonable number of DCPS and DCPCS students, instructional staff,	**20%**

	or older adults. (5%) 3. The applicant presents effective evaluation methods that will measure both project impact and effectiveness, and participant engagement and development. (10%)	
Organizational/Project Management	1. The applicant demonstrates skillful project management, organization, and deliverability. (7%) 2. The applicant's budget information is detailed, accurate, feasible, and directly related to the activities of the grant request. (7%) 3. The applicant demonstrates the use of appropriate administrative personnel to monitor and track expenditures. (6%)	**20%**

SECTION VI: AWARD ADMINISTRATION INFORMATION

A.   Award Notices, Anticipated Announcement and Award Dates

CAH will notify applicants of the results of their application and the applicable award disbursement process on or shortly after October 1, 2023, via (1) letter of intention to award, (2) letter of ineligibility, or (3) letter of denial. These notifications will be sent via the applicant's email as it appears in the CAH Grants Portal.

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 October 1, 2023. More details may be found on CAH's website at Managing Grant Awards. CAH reserves the right to rescind any grant award for non-compliance with CAH policies, regulations, and RFA guidelines at any time. Grant recipients with unmet reporting obligations regarding any CAH funding program are ineligible to receive additional awards from CAH.

B.   Programmatic, Administrative, and National Policy Requirements

Grant award funds must be spent within CAH's Fiscal Year 2024, October 1, 2023, to September 30, 2024. Federal and District of Columbia law require 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). If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control, and it shall be the responsibility of the applicant to ensure compliance.

The AHEP grant is funded in part by the National Endowment for the Arts (NEA). Grantees who accept awards in this category must adhere to the programmatic scope and spending requirements stipulated by the NEA. All

grant recipients are subject to risk assessments and monitoring requirements. Those practices 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 and NEA 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. Additionally, grantees agree to include a CAH and NEA logo and a credit line in all grant-related announcements and promotional materials and that it will make its best efforts to publicly credit CAH and NEA's support in all related public events.

C.   Reporting

Each grantee is required to submit a Final Report regarding: (1) the extent to which they advanced their artistry, humanities work, and profession throughout the fiscal year, (2) details regarding artistic and humanities-focused activities and engagement with communities within the District of Columbia, and (3) the growth that was made in advancing practices of equity with internal and external stakeholders.

CAH reporting requirements are determined by award size:

- All grantees must submit a Final Report (due by Friday, October 18, 2024).
- Awards greater than $12,500 must also submit an Interim Report (due by April 19, 2024).

All grant recipients are subject to risk assessments and monitoring requirements. Those practices are discussed in greater detail in the applicants' grant agreements with CAH.

Activities funded by CAH will be monitored 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, evaluation of allowable costs, 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.

D.   Payment

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: (1) fails to meet deadlines for grant reports; (2) refuses to provide access for monitoring; and/or, (3) fails to comply with the terms of the grant award contract requirements.

SECTION VII: CAH CONTACT

General questions regarding AHEP may be directed to:

Name	Andrea Brown, Arts Learning Coordinator
Email	andrea.brown3@dc.gov
Phone	202-651-9815
Address	Commission on the Arts and Humanities
	200 I Street, SE, Suite 1400, Washington, DC 20003

More information regarding CAH's grant programs and clarification about related accessibility requirements, work sample submissions, and grant making processes can be found in CAH's FY2024 Guide to Grants.

FY 2024 ARTS AND HUMANITIES EDUCATION PROJECT GRANT

ADDENDUM A: WORK SAMPLES AND SUPPLEMENTARY MATERIALS

CAH 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, humanities, and arts education content and/or merit are one of several criteria on which an application is reviewed. Content and/or merit is demonstrated to the advisory review panelists through the applicant's:

Section 1 - Work Samples
Section 2 - Support Materials
Section 3 – Résumés of Key Personnel

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, humanities, or arts education work samples.

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 work sample submissions depend on the grant program. Applicants are encouraged to adhere to the suggested work samples or risk ineligibility for consideration of a grant award.
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.

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 arts and humanities disciplines(s).

Some examples of supporting materials include:
- Theater/exhibition reviews;
- Letters of recommendation;
- Certificates of achievement or recognition;
- Sample syllabi and lesson plans;
- Assessments and evaluations;
- Awards; and/or
- Recordings of artistic process, creation or experience.

Assessment and Evaluation
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/process-folio assessments.

Section 3 – Résumés of Key Personnel
Another way panelists determine the artistic content of each application is to review the résumés of the key artists, administrators and facilitators involved in the grant activities. Those professionals involved in the organization determine the capacity of the organization and ability for the applicant to effectively create an excellent arts and humanities product and/or experience. Their backgrounds as artists and administrators should be relevant to the organization and clearly demonstrated through their professional résumés.

Additional Suggestions from CAH Staff
When creating and preparing work samples, supporting materials and résumés, CAH recommends considering the following:
- Applicants should be able to view and/or play all work samples in the application before submitting. If a sample cannot be played, then panelists will experience the same.
- Select recent, high-quality samples that relate as directly to the application as possible.
- Select work samples that illustrate and unite the applicant's narrative content.
- Photograph uploads should be in JPEG (or JPG) format with a 72-dpi minimum resolution and should not exceed 8MB in size (each).
- Adding more than the recommended number of work samples to an application will often weaken it.
- 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 give the specific name and title, so that panelists can identify what they are reviewing.
- For project-based grants, include samples of similar projects completed to illustrate an ability to execute the proposed project.
- Panelists must be able to assess the skill level of the artist(s) involved in the project work to be created, exhibited or taught.

For video submissions:
- Do not include highly edited commercial/promotional videos as a work sample.
- Do not include poor quality video samples or samples with dim lighting, unstable video, bright backlighting, or blurred images.
- If the video work sample is longer than five (5) minutes, indicate the embedded timecode of the video where panelists should begin viewing the work sample (e.g., 5:05:00).

For audio submissions:
- Panelists are unable to scan, rewind, or skip through a sample. Edit the audio clip to feature exactly the desired content.
- For audio submissions with visual components, consider submitting as a video clip instead.

For online materials and websites:
- Panelists review only within the "four corners" of the application. They are not expected to go to outside links or content, so a linked website may not be viewed.
- Websites can be screen-shot and attached as an image, but it is often an insufficient work sample
- Submit a website only if it is an essential part of the project.