



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
COMMISSION ON THE ARTS AND HUMANITIES

**REQUEST FOR APPLICATIONS**

**FY24 EAST ARTS**

All applications must be submitted online by 10:00 PM ET on Tuesday, July 18, 2023

**SECTION I: DESCRIPTION OF FUNDING OPPORTUNITY**

The Commission on the Arts and Humanities (“CAH” or “the Agency”) seeks applications for the FY24 EAST ARTS (EA). EA 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 program goals:

- Provide access to high-quality arts and humanities experiences for residents who reside in the NE and SE quadrants of the District of Columbia.
- Enhance the quality of life by supporting a vibrant community identity through the arts and humanities.
- Support activities that highlight and elevate the creative excellence and accomplishments of artists and arts programming in the NE and SE quadrants of the district.

EA is open for projects that demonstrate District impact and engage District residents and visitors.

CAH encourages community-based projects that share characteristics such as geographic location, common interests, or community impact. Arts and humanities projects may include but are not limited to: concerts; visual arts exhibitions; literary readings; or projects that feature dance, folk art, film, music, theatre and other art forms. Applicants who are unsure if their project may qualify for this grant program are encouraged to contact a CAH grants manager.

**A. Grant Activities**

EA grantees will expend funds for allowable costs in support of progress in the arts and humanities 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 EA award information.

<b>Table 1. EA Award Information</b>	
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 \$35,000
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 EA. All eligibility requirements must be met upon application submission. Applicants must:

**Organization**

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. proposed planning and implementation 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. 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 that is located in the NE or SE quadrant of 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).

Have an operating budget (Total Cash Expenses) not exceeding \$500,000.00 as demonstrated on the organization’s most recently submitted IRS Form 990.

9. Identify as a BIPOC-centered organization. This distinction includes at least **one** of the following criteria:
- i. At least 66% of staff identify as Black, Indigenous, and people of color (BIPOC).
  - ii. At least 51% of the board, steering committee, or other leadership body and volunteers in leadership positions identify as BIPOC.
  - iii. The executive director, highest paid staff, or equivalent, identify as a BIPOC individual.

**Grandfather Provision**

Organizations that previously received East of the River (EOR) grant funding during FY 2022 and FY 2023 grant cycles that anticipate being adversely affected by changes made in the transition from East of the River (EOR) to East Arts (EA) in FY 2024, will be classified as “grandfathered applicants” only if they identify as ONE of the following:

- Organizations with total annual cash expenses over \$500,000.00 or
- Organizations that do not identify as BIPOC-centered organizations, as described above.

NOTE: The Grandfather Provision will only be extended for the East Arts FY 2024 grant cycle.

**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 EA grants.

**E. Other**

Applicants may submit one (1) EAST ARTS Grant application per fiscal year cycle.

Those ineligible for EA include:

- Those employed by CAH within the last three (3) years.
- 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 EA application may be found online in the CAH [Grant Application Portal](https://jlweb.co/prod1/portal/portal.jsp?c=4193775&p=6947885&g=6947905), 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](http://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/grant-writing-assistance>. 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
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Thursday, June 15	2 -3:30 PM EST	Friday, June 16	2 - 3:00 PM EST
Tuesday, June 20	5:30 – 7 PM EST	Friday, June 23	2 - 3:00 PM EST
Thursday, June 29	10:30 AM-Noon EST	Friday, June 30	2 - 3:00 PM EST
Thursday, July 6	Noon- 1:30pm EST	Friday, July 7	2 - 3:00 PM EST
		Friday, July 14	2 - 3:00 PM EST

**D. Application Forms and Content**

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

1. Clearly articulate the design, deliverables, and schedule of the project, including the impact of the project on the community and on the artists and/or organization involved in the execution.
2. Demonstrate knowledge of the community and community members where the project is implemented and reflect this understanding of its location and participants through the design of its proposed project(s).
3. Employ methods and technology, where appropriate, to ensure project accessibility and engagement for all project participants.
4. Present one distinct project with a clear plan for project budgeting, marketing, and a timeline for implementation. It is not recommended that applicants include multiple projects in their applications.
5. Include a certificate of general liability insurance or a price quote from an insurance provider detailing coverage for the entire period of the proposed grant award.

In addition to the required narrative questions within the online application, applicants must submit additional documents with the EA 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, 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: <a href="https://mytax.dc.gov/">https://mytax.dc.gov/</a>

6	Statement of Certification	Date must match that of the EA 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).	Be sure to include a written waiver of subrogation.
9	Balance Sheet <b>(Organizations only)</b>	From most recently completed fiscal year.
10	Current Organizational Budget <b>(Organizations only)</b>	Approved by the organization’s Board of Directors.
11	IRS 501(c)(3) Letter of Determination. <b>(Organizations only)</b>	501 c (3) letter of determination.
12	IRS Form 990 <b>(Organizations only)</b>	Most-recently filed.
13	List of current Board of Directors <b>(Organizations only)</b>	Provide board roles (e.g. president, treasurer, etc.), responsibilities and home addresses/wards.
14	Profit and Loss Statement <b>(Organizations only)</b>	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 EA applications must be submitted online via the CAH Grants Application Portal by 10:00 PM EST on Tuesday, July 18, 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](mailto:travis.marcus@dc.gov) and await request approval. Reasonable accommodation requests must be made no later than seven calendar days before the EA application deadline.

**G. 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.

**H. Funding Restrictions**

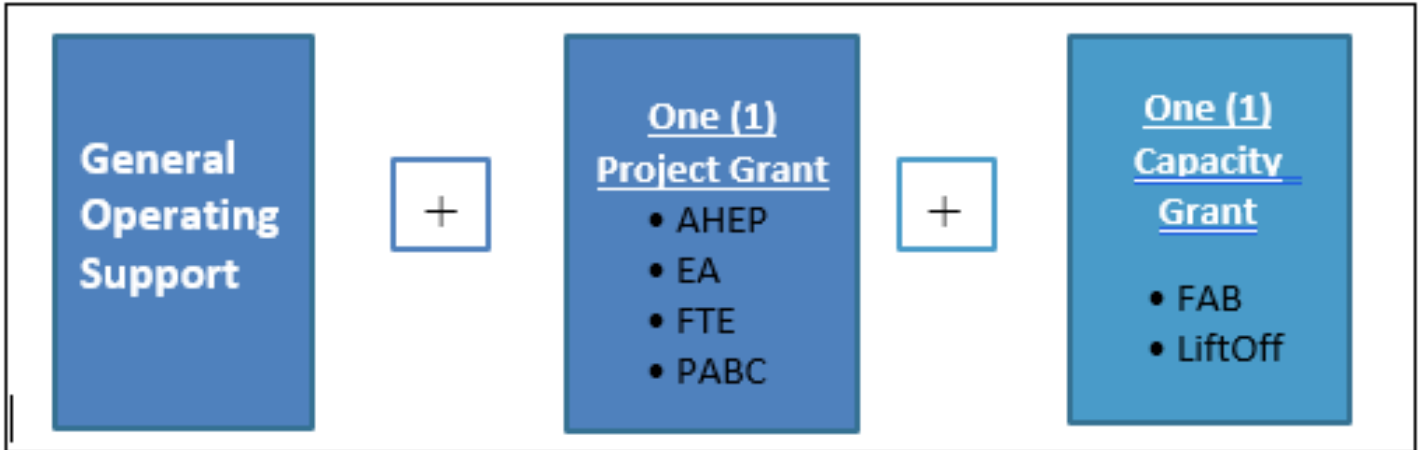
As a District of Columbia agency, CAH must ensure that all award funds are expended in a fiscally responsible manner; all awarded funds are subject to audit and Performance Monitoring. Allowable costs are those that the District government and CAH have determined as valid expenditures. Grantees will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

<b>Examples of “Allowable Costs” Related to the Grant:</b>
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.

<b>Examples of “Unallowable Costs” Related to the Grant:</b>
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.
Activities for youth.
Re-granting (also known as “sub-granting”).
Funding to universities, foreign governments or DC government agencies, including



Organizations headquarter in NE or SE receiving funding through FY 2024 GOS grants may apply to the East Arts (EA) Grant as long as the scope of their EA project is not duplicated in the scope of work for their FY 2024 GOS grant.



All FY 2024 GOS recipients may apply to only one “Project Grant” and one “Capacity Grant” as defined above

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

**I. 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
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Arts, Humanities and Content and/or Merit	<ol style="list-style-type: none"> <li>1. The applicant’s work sample and support materials (brochures, articles, letters of support, etc.) demonstrate high standards of excellence within the chosen arts and/or humanities discipline(s).</li> <li>2. The related goals and schedule of planned activities are substantial and feasible.</li> <li>3. The applicant uses personnel with demonstrated arts and humanities expertise (such as arts administrators, humanities professionals, teaching artists, program managers, professional artists) to plan and implement arts and/or humanities content.</li> <li>4. The applicant demonstrates a commitment to hiring DC-based arts and humanities professionals, where applicable, to deliver arts and humanities content (such as arts administrators, teaching artists, educators, humanities professionals).</li> <li>5. The applicant presents effective evaluation methods specific to the project, which are used to improve future activities and services.</li> </ol>	40%
<b>NE and/or SE Impact and Engagement 20%</b>	<ol style="list-style-type: none"> <li>1. Applicant targets audience(s) in NE and/or SE and provides support for their selection.</li> <li>2. The described arts and humanities activities meet the unique needs of the target audience(s).</li> <li>3. Varied and appropriate marketing methods are used to reach the target audience(s).</li> <li>4. Applicant partners with similar or complementary organizations in NE and/or SE to leverage resources for the described activities.</li> </ol>	20%
District Impact and Evaluation	<ol style="list-style-type: none"> <li>1. The project content and confirmed project collaborators demonstrate that the experience will be culturally relevant and inclusive to a diverse audience.</li> <li>2. The project design demonstrates the commitment to engage all participants by ensuring equity and access (considering factors such cultural, socio-economic, geographical, physical and intellectual ability, etc.).</li> <li>3. The applicant outlines how the project design will consider the evolving needs of the community it impacts, by ensuring the intended community is considered in project design and implementation.</li> </ol>	20%
<b>Financial Management Sustainability Capacity, and</b>	<ol style="list-style-type: none"> <li>1. The organization demonstrates proper oversight with a committed board of directors with well-rounded expertise.</li> <li>2. The applicant is sufficiently stable, in terms of arts and humanities expertise, organizational capacity and financial status, to implement the project.</li> <li>3. The applicant demonstrates it has the internal capacity to administer the grant and has appropriate financial monitoring systems in place to track expenditures.</li> </ol>	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.

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'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. Additionally, grantees agree to include a CAH 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'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 CONTACTS**

General questions regarding PEF may be directed to:

Name	Khalid Randolph, Grant Manager
Email	<a href="mailto:Khalid.Randolph@dc.gov">Khalid.Randolph@dc.gov</a>
Phone	(202) 671-1323
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 EAST ARTS 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 and humanities 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 and/or humanities 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 lesson plans;
- Assessments and evaluations; and/or
- Awards.
- 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.