



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

Request for Applications FY 2025 East Arts

All applications must be submitted online by 10 PM ET on Thursday, April 11, 2024

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Section I: Description of Funding Opportunity

The Commission on the Arts and Humanities (“CAH”) seeks applications for the FY25 EAST ARTS (EA). EA furthers CAH’s mission by encouraging progress in the arts and humanities in DC. This program supports nonprofit arts, humanities, arts education, and service organizations. Strong applicants showcase their contributions to DC 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 of all sizes that demonstrate District impact and engage District residents and visitors.

CAH encourages community-based projects. They share traits like location, interests, or impact. Arts and humanities projects may include concerts, art shows, readings, or festivals. These festivals feature dance, folk art, film, music, theater, and other art forms. CAH encourages unsure applicants to contact a CAH grants manager.

Section I.A: Grant Activities

EA grantees will spend funds for allowed costs. This spending will support progress in the arts and humanities in the District of Columbia.

Section I.B: Statutory Authority

Under D.C. Code §§ 39-201 – 206, the DC Commission on the Arts and Humanities evaluates and acts on matters about the arts and humanities. It also encourages programs that promote the arts and humanities in the District. 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 govern CAH grants. Those include rules such as OMB Circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215.

Section II: Award Information

Please see the table below for the EA award information.

Table 1. EA 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 \$35,000
Anticipated Start Dates	October 1, 2024
Periods of Performance	October 1, 2024 - September 30, 2025

Funding for this award is contingent on availability of funding to CAH. This RFA does not commit CAH to make an award. CAH may negotiate with an applicant and set a firm funding amount or other revision of the applicant's proposal. The revision may result from negotiations. CAH reserves the right add addenda or amendments after the RFA. We can also rescind the RFA. CAH reserves the right to accept or deny any or all applications. We will do so if it is best for CAH. CAH may suspend or end an RFA. It will do so based on its own rules or federal regulations or requirements.

Section III: Eligibility Information

Section III.A: Eligible Applicants

The list below details the minimum eligibility requirements for EA. Applicants must meet all eligibility requirements upon submission of their application.

Organizations must:

- Be a nonprofit with a tax-exempt status under section 501(c)(3) of the US tax code. They need an IRS determination letter. It must be from at least one year before the application deadline.
- Be current on all taxes and liabilities owed to the District. Or, you must have an approved plan to resolve them. You can show this with a "Citywide Clean Hands" (CCH) certification. This is a certificate from the District of Columbia Office of Tax and Revenue.
- Be in good standing with CAH.
- Be registered with and authorized to do business in the District. You can be a "Domestic" entity. This means you are incorporated in the District. Or you can be a "Foreign" entity. This means you are incorporated in another state.
- Have an active Board of Directors.
- Propose planning and implementation fully carried out in the District of Columbia.
- Register with government agencies and follow their rules. These include (but are not limited to): DC's Department of Consumer and Regulatory Affairs (DCRA), Office of the Chief Financial Officer (OCFO), Department of Employment Services (DOES); and the US Internal Revenue Service (IRS).
- Have an address for a principal business office in the District of Columbia. It must be available for on-site visits. CAH does not allow post office boxes. We also don't allow the addresses of board members or volunteers. These cannot serve as evidence for the principal business address.
- 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) as demonstrated on the organization's most recently submitted IRS Form 990.
- Identify as a BIPOC-centered organization and described below. This distinction includes at least **one** of the following criteria:
 - At least 66% of staff identify as Black, Indigenous, and people of color (BIPOC).
 - At least 51% of the board, steering committee, or other leadership body and volunteers in leadership positions identify as BIPOC.
 - The executive director, highest paid staff, or equivalent, identify as a BIPOC individual.

Section III.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.

Section III.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.

Section III.D: Cost Sharing or Match

There is no matching requirement or cost sharing for EA grants.

Section III.E: Other

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

Those ineligible for EA include:

- 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

Section IV.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](#), available at jweb.co/prod1/portal/portal.jsp?c=4193775&p=6947885&g=6947905 . Incomplete, incorrect, or late applications may be deemed ineligible for review and funding.

Section IV.B: Technical Assistance

CAH staff are available to help grant applicants. They can help during group or individual technical assistance sessions. Applicants may also request review of draft applications. Reviews are available during a thirty (30) minute appointment during business hours. They must schedule the appointment no later than seven days before 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. Before meeting, applicants must prepare their full draft application in the CAH Grants Application Portal. They must also submit any questions in advance. They must do this before scheduling a meeting for technical help.

Section IV.C: Workshops

To improve applications, CAH recommends taking part in one of the workshops below. All workshops are virtual, free, and open to the public. Find more about workshops at dcarts.dc.gov under Grant Writing Assistance. Or, call the CAH Point of Contact listed in Section VII. You can reach workshops at dcarts.dc.gov/page/grant-application-workshops. And, you can reach Live Chats at dcarts.dc.gov/page/grant-application-live-chats. Interested artists and humanities practitioners can register for workshops on Eventbrite. The Eventbrite page is at eventbrite.com/o/dc-commission-on-the-arts-and-humanities-cah-1252966799.

Workshop	Time	Live Chats	Time
Thursday, March 7	2 -3:30 PM EST	Friday, March 1	2 - 3:30 PM EST
Tuesday, March 12	5:30 – 7 PM EST	Friday, March 8	2 - 3:30 PM EST
Thursday, March 21	10:30 AM-Noon EST	Friday, March 15	2 - 3:30 PM EST
N/A	N/A	Friday, March 22	2- 3:30 PM EST

Section IV.D: Application Forms and Content

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

- Clearly state the design, deliverables, and schedule of the project. This includes the impact of the project on the community. It also covers the impact on the artists and/or organization involved.

- Include a certificate of liability insurance. Or, a price quote from an insurer showing coverage for the whole grant period.
- Present one project. It should have a clear plan for budgeting, marketing, and an implementation timeline. It is not recommended that applicants include multiple projects in their applications.
- Show that you know the community and its members where the project is. Reflect this in the design of the proposed project(s).
- Use methods and tech, when needed, to ensure all can access and join the project.

In addition to the required narrative questions in the online application, applicants must submit more documents with the EA application. Upload documents as PDFs through CAH Grants Application Portal. Do this before the deadline. Templates and instructions for compliance documents are available in [Resources for Grant Applicants](#).

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: https://mytax.dc.gov/
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 EA application submission.
8	Certificate of Liability Insurance (general coverage).	Be sure to include a written waiver of subrogation.
9	Balance Sheet (Organizations only)	From most recently completed fiscal year.
10	Current Organizational Budget (Organizations only)	Approved by the organization's Board of Directors.

11	IRS 501(c)(3) Letter of Determination. (Organizations only)	501 c (3) letter of determination.
12	IRS Form 990 (Organizations only)	Most-recently filed.
14	List of current Board of Directors (Organizations only)	Provide board roles (e.g. president, treasurer, etc.), responsibilities and home addresses/wards.
15	Profit and Loss Statement (Organizations only)	From most recently completed fiscal quarter.

Applicants are fully responsible for the content of their application materials. An automated confirmation does not guarantee eligibility. It also does not guarantee that an advisory review panel will review the submission. See below for more on the "Review Process." CAH staff may not edit applications for applicants. CAH staff reviews applications for completeness. They will contact applicants for any missing documents. They do this within five (5) business days of the deadline. Applicants must then update their application within five (5) business days of CAH's notification. Failure to do so will disqualify the application.

Section IV.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.

Section IV.F: Submission Dates and Times

You must submit EA applications online. Use the CAH Grants Application Portal. The deadline is 10 PM EST on Thursday, April 11, 2024. CAH does not accept mailed, emailed, or hand-delivered copies of grant applications or attachments. Report technical issues. Or, if you don't get a confirmation email, tell 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 to submit an application, contact Travis Marcus, Grant Management Specialist, at travis.marcus@dc.gov. Then, await approval of the request. You must request accommodations at least seven days before the EA deadline.

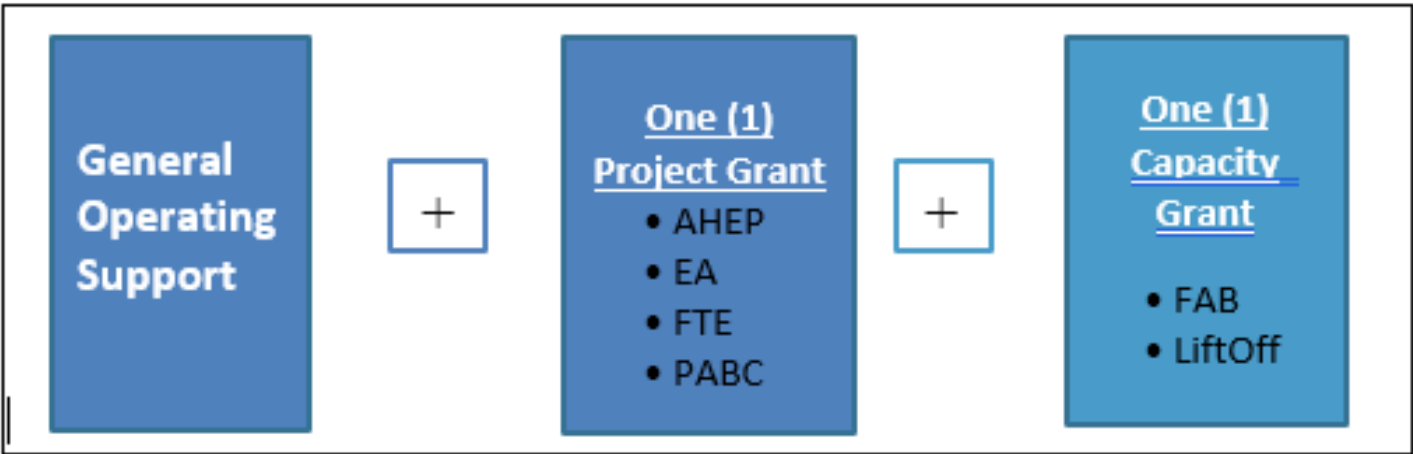
Section IV.G: Funding Restrictions

CAH is a District of Columbia agency. It must ensure that it spends award funds in a fiscally responsible way. All awarded funds are subject to audit and Performance Monitoring. Allowable costs are those the District government and CAH have decided are valid expenses. 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.
Activities for youth.
Re-granting (also known as “sub-granting”).
Funding to universities, foreign governments or DC government agencies, including

Organizations that have applied to FY25 General Operating Support (GOS) are not restricted from applying to FY 2025 East Arts (EA) grants (as long as no activity is duplicative). All FY 2025 GOS recipients may apply to only one “Project Grant” and one “Capacity Grant” as defined below.



East Arts (EA’s) applicants may apply to the Arts and Humanities Education Project (AHEP) grant program. There must be no project scope overlap between programs.

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.

Section IV.H: Other Submission Requirements

CAH 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](#).

Section V.A: Criteria, Review and Selection Process

CAH can accept or deny any application. It will do so if it's in CAH's best interest. CAH will notify the applicant if it rejects that applicant’s proposal. CAH may pause or end an RFA. This would be due to its own grantmaking rule(s) or any federal regulation or requirement. CAH may do pre-award site visits. They do this to check the info in the application and see if the facilities are right for the services. If the RFA's terms conflict with any federal or local law or regulation, or any ambiguity about them, then the law or regulation wins. The applicant must ensure compliance.

Each application shall be reviewed as detailed below.

Category	Criteria	Weight
Arts, Humanities and Content and/or Merit	<ol style="list-style-type: none"> 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). 2. The related goals and schedule of planned activities are substantial and feasible. 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. 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). 	40%

	5. The applicant presents effective evaluation methods specific to the project, which are used to improve future activities and services.	
NE and/or SE Impact and Engagement	<ol style="list-style-type: none"> 1. Applicant targets audience(s) in NE and/or SE and provides support for their selection. 2. The described arts and humanities activities meet the unique needs of the target audience(s). 3. Varied and appropriate marketing methods are used to reach the target audience(s). 4. Applicant partners with similar or complementary organizations in NE and/or SE to leverage resources for the described activities. 	20%
District Impact and Evaluation	<ol style="list-style-type: none"> 1. The project content and confirmed project collaborators demonstrate that the experience will be culturally relevant and inclusive to a diverse audience. 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.). 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. 	20%
Financial Capacity, Management and Sustainability	<ol style="list-style-type: none"> 1. The organization demonstrates proper oversight with a committed board of directors with well-rounded expertise. 2. The applicant is sufficiently stable, in terms of arts and humanities expertise, organizational capacity and financial status, to implement the project. 3. The applicant demonstrates it has the internal capacity to administer the grant and has appropriate financial monitoring systems in place to track expenditures. 	20%

Section VI: Award Administration Information

Section VI.A: Award Notices, Anticipated Announcement and Award Dates

CAH will tell applicants the results of their application and the award process on or shortly after October 1, 2024. They will tell them via (1) letter of 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.

Grant recipients will get grant payments when funds are available and required documents are processed. The date of payment is subject to those factors. CAH staff will advise grant recipients on the process of paying out money. This will happen on or after October 1, 2024. You can find more details on CAH’s website at [Resources for Grant Recipients](#). CAH can take back any grant for not following CAH policies, rules, and RFA guidelines. They can do this at any time. Grant recipients who have not met reporting obligations for a CAH funding program cannot get more awards from CAH.

Section VI.B: Programmatic, Administrative and National Policy Requirements

Grant recipients must spend grant funds in CAH's Fiscal Year 2025. That year runs from October 1, 2024, to September 30, 2025. Federal and District of Columbia law require all grant applicants to follow all non-discrimination laws and regulations. The list of those laws and rules includes: Title VI of the Civil Rights Act of 1964. It says that grant recipients must ensure that people with limited English get the language help they need to access grant programs. It also includes: Title VII of the Civil Rights Act of 1964 (P.L. 88-352). This law bans discrimination based on race, color, or national origin. It also includes: Title IX of the Education Amendments of 1972 (20 U.S.C. Sections 1681-1686). This law bans discrimination based on sex. It also includes: Section 504 of the Rehabilitation Act of 1973 as amended (29 U.S.C. Section 794). It also includes the DC Human Rights Act of 1977 and the Americans with Disabilities Act of 1990 (42 U.S.C. §§12101 - 12213). These last laws ban discrimination based on disabilities. If the RFA's terms conflict with any federal or local law, or any ambiguity about them, the law's rules win. The applicant must follow the law.

All grant recipients are subject to risk assessments and monitoring requirements. Grantee agreements with CAH discuss the practices in greater detail. CAH will monitor and evaluate funded activities. It will do so to assure compliance with all DC's laws and rules. This monitoring may include site visits and an evaluation of allowable costs. It will assess efforts to meet grant applicant benchmarks. It will also assess proof of spending. They must also include a CAH logo and a credit line. They must do this in grant-related communications and marketing. They should try their best to credit CAH's support at public events. They should do so at events related to CAH's funding.

Section VI.C: Reporting

Each grantee must submit a Final Report on several things. One is how they advanced their art, humanities, and profession during the grant year. Another includes giving details on arts and humanities activities. This should include how they engaged with DC communities. And last, grantees must discuss growth in promoting equity with stakeholders inside and outside the organization.

Award size determines CAH reporting requirements.

- All grantees must submit a Final Report (due by Friday, October 24, 2025).
- Awards greater than \$12,500 must also submit an Interim Report (due by April 18, 2025).

All grant recipients are subject to risk assessments and monitoring requirements. The grant agreements with CAH discuss those practices in detail.

CAH will monitor activities it funds. Its staff will do this to assure compliance with all of DC's laws and rules. The process may include site visits. It may also involve evaluating allowable costs. It will assess efforts to meet grant applicant benchmarks. It will require proof of expenditures, etc.

All grant recipients must report their grants as income on federal and local tax returns. They must do this in line with applicable laws. They are also urged to talk with a tax professional and the IRS.

Section VI.D: Payment

CAH can withhold, reduce, or take back a grant under the terms of the grant agreement or if the grantee: (1) misses reporting deadlines, (2) blocks monitoring access, or (3) fails to meet the grant contract's terms.

Section VII: CAH Contact

General questions regarding EA may be directed to:

Name	Khalid Randolph, Grant Manager (Organizations)
Email	Khalid.Randolph@dc.gov
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 [Guide to Grants](#).

Addendum A: Work Samples and Supplementary Materials

CAH values and emphasizes excellence in all grant programs within all disciplines. This section has detailed info on the CAH's requirements. It also has our suggestions for content. Arts and humanities content and merit are one of several criteria. Panelists use all our criteria to review an application. The applicant demonstrates content and/or merit to the advisory review panelists through:

Section 1 - Work Samples

Section 2 - Support Materials

Section 3 - Resumes of Key Personnel

Of these, the work sample is the most important. It must contain the clearest depiction of the applicant's best art and/or humanities work(s). All applicants must submit arts and/or humanities work samples.

Section 1 - Work Samples

Work samples are critical to each application. They are carefully considered during review. We strongly recommend that you are very intentional in the work samples you choose to submit.

The guidelines on work sample submissions depend on the grant program. Applicants should follow the suggested work samples. Or, they risk being ineligible for a grant.

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. They provide extra information related to the grant request. Support materials do not take the place of a work sample. However, they do reinforce the quality of the applicant's knowledge and skills in the arts and humanities.

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 assess the program's efficacy. This is as articulated in the program goals and as required for grant reporting.
- To provide evidence to support changes to improve the program and its delivery.

Types:

- Qualitative assessment is often subjective in approach and narrative in nature.
- Quantitative assessment provides empirical data. This information demonstrates growth in the knowledge, skills, and understandings of the participants.

Assessment and Evaluation Design

Many methods assess programming. Evaluations include: needs assessments; pre- and post-tests; and formative, observational, and summative assessments. They use mixed-method approaches such as portfolio/process-portfolio assessments.

Section 3 – Resumes of Key Personnel

Panelists use resumes to judge the art in each application. These resumes should show the key artists, administrators, and facilitators in the grant activities. The organization's professionals determine its capacity. They also demonstrate the applicant's ability to create great arts and humanities products and experiences. Their backgrounds are as artists and administrators. These backgrounds should be relevant to the organization. They should be shown clearly in their resumes.

More Suggestions from CAH Staff

When making work samples, resumes, and supporting materials, CAH recommends this:

- Applicants should be able to view and/or play all work samples in the application before submitting. If you cannot play a sample, then panelists won't be able to either.
- 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.
- Photo uploads should be in JPEG (or JPG) format. They should have a 72 dots per inch (dpi) minimum resolution and should not be bigger than 8MB each.
- Adding extra work samples will hurt an application. They often weaken it.
- Carefully chosen work samples, like pictures and videos, make the biggest impact. They create the strongest artistic impression.
- Panelists must review each applicant's work samples. But, they are not guaranteed to review multiple samples in one application.
- Each work sample and document must have a specific name and title. This is so panelists can identify what they are reviewing.
- For project-based grants, include samples of similar projects. They show an ability to do the proposed project.
- Panelists must assess the skill level of the participating artist(s). They are involved in the project work to be created, shown, or taught.

For video submissions:

- Do not include highly edited commercial/promotional videos as a work sample.
- Do not include poor quality videos. These have dim lighting, shaky image, bright backlighting, or blurred images.
- If the video is longer than five (5) minutes, give the timecode where panelists should start viewing it. For example, "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 they may not view a linked website.
- 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.