



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

# Request for Applications

## FY 2025 Projects, Events, or Festivals

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

### Table of Contents

<b><i>Section I: Description of Funding Opportunity</i></b> .....	<b>3</b>
Section I.A: Grant Activities.....	3
Section I.B: Statutory Authority .....	3
<b><i>Section II: Award Information</i></b> .....	<b>3</b>
<b><i>Section III: Eligibility Information</i></b> .....	<b>4</b>
Section III.A.: Eligible Applicants .....	4
Section III.B: Inclusion, Diversity, Equity and Access (I.D.E.A.) .....	5
Section III.C: Financial Misconduct or Fraud Disclosure.....	5
Section III.D: Cost Sharing or Match .....	5
Section III.E: Other .....	5
<b><i>Section IV: Application and Submission Information</i></b> .....	<b>6</b>
Section IV.A: Address to Request Application Package .....	6
Section IV.B: Technical Assistance .....	6
Section IV.C: Workshops .....	7
Section IV.D: Application Forms and Content .....	7
Section IV.E: Grant Application Process .....	9
Section IV.F: Submission Dates and Times .....	9
Section IV.G: Funding Restrictions.....	9

- Section IV.H: Other Submission Requirements ..... 10**
- Section V: Application and Review Information ..... 11***
  - Section V.A: Criteria, Review and Selection Process ..... 11
- Section VI: Award Administration Information ..... 12***
  - Section VI.A: Award Notices, Anticipated Announcement and Award Dates..... 12
  - Section VI.B: Programmatic, Administrative and National Policy Requirements ..... 12
  - Section VI.C: Reporting ..... 13
  - Section VI.D: Payment ..... 13
- Section VII: CAH Contacts ..... 13***
- Addendum A: Work Samples and Supplementary Materials ..... 15***
  - Section 1 - Work Samples..... 15
  - Section 2 - Support Materials ..... 15
  - Section 3 – Resumes of Key Personnel..... 16

## Section I: Description of Funding Opportunity

The Commission on the Arts and Humanities (“CAH”) seeks applications for FY25 Projects, Events, or Festivals (PEF). PEF furthers CAH’s mission by encouraging progress in the arts and humanities in DC. This program supports individuals and 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 all District of Columbia residents.
- Improve quality of life by supporting vibrant community projects within the arts and humanities.
- Strengthen the creative economy through investments in local individuals and organizations.

PEF is open for projects of all sizes that show 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

PEF 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 PEF award information.

<b>Table 1. PEF 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 Individual Awards	Up to \$10,000
Maximum Amount for Organization Awards	Up to \$20,000
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 PEF. Applicants must meet all eligibility requirements upon submission of their application.

#### Individual applicants must:

- be a DC resident for at least one (1) year before the submission deadline.
- be a DC resident for the whole grant year. The year is October 1, 2024 to September 30, 2025.
- be an artist, arts professional and/or humanities practitioner at least 18 years of age.
- be in good standing with CAH.
- ensure funded projects are not a part of the organization's season of work, if they have any affiliation with an arts organization (CEO, founder, employee, etc.).
- have a permanent District of Columbia address. This address must be on government issued ID or tax returns. You may not use post office boxes as a permanent address. If the applicant is homeless, they may contact the grant manager below. They can discuss eligibility.
- owe no taxes or liabilities to the District. Or, have an approved plan to resolve them. This must be shown by a "Citywide Clean Hands" (CCH) certification from the DC Office of Tax and Revenue.
- proposed planning and implementation fully carried out in the District of Columbia.

#### Organization applicants 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.

#### **Festival applicants must:**

- Ensure all festival activities comply with District of Columbia permits, policies, and safety.
- Ensure expected festival numbers must meet District rules for public gatherings. Artistic programming must be at least six (6) hours of the festival.
- Publicly advertise events and programs at the festival. They must be open to the general public.
- Use funding for project expenses only. This includes support for salaries and operations. They must be related to the festival's events and programs. Funding may not be used for food, beverages, capital costs, building renovations/improvements, cash prizes, gifts, security, items for sale (for example, t-shirts and posters) or an organization's operational costs associated with the administrative office (such as staff salaries, office rent and utilities, office equipment, office supplies, etc.).
- Verify the festival is not a block party, fundraiser, or charity benefit.

#### **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 PEF grants.

#### **Section III.E: Other**

Applicants may submit one (1) Projects, Events, Festivals Grant application per fiscal year cycle.

Those ineligible for PEF include:

- Those employed by CAH within the last three (3) years.
- Organizations awarded funds in the FY 2025 General Operating Support grant are prohibited from applying to PEF for FY 2025.

- Applicants are prohibited from submitting PEF applications for projects that feature temporary or permanent public art projects. For more information on public art projects, review the Public Art Building Communities (PABC) grant program.
- Applicants are prohibited from submitting PEF applications for projects that provide activities solely for children or youth.
  - For more information on funding projects and activities for children or youth, review the Arts or Humanities Education Project (AHEP) or East Arts (EA) grant program guidelines.
- Eligible projects by individuals are projects that work independently of the applicant's affiliated organization:
  - Individuals who are staff of a non-profit organization may not apply for funding for projects that are part of that organization's programming.
  - Individuals who are staff or proprietors of a for-profit company cannot apply for funding for projects that are a product or service of that company.
- 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.
- Individuals applying with an EIN number.
- Individuals who reside outside of the District of Columbia.
- Individuals who use or require fiscal agents.
- 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 PEF application may be found online in the CAH [Grant Application Portal](http://jlweb.co/prod1/portal/portal.jsp?c=4193775&p=6947885&g=6947905), available at [jlweb.co/prod1/portal/portal.jsp?c=4193775&p=6947885&g=6947905](http://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.

### **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](https://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](https://dcarts.dc.gov/page/grant-application-workshops). And, you can reach Live Chats at [dcarts.dc.gov/page/grant-application-live-chats](https://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](https://eventbrite.com/o/dc-commission-on-the-arts-and-humanities-cah-1252966799).

Workshop	Time	Live Chats	Time
Saturday, March 9	2:30 -3:30 PM EST	Friday, March 8	2:30 - 3:30 PM EST
Wednesday, March 13	10:00 – 11 AM EST	Friday, March 15	2:30 - 3:30 PM EST
Thursday, March 21	5:30-6:30 PM EST	Friday, March 22	2:30 - 3:30 PM EST
N/A	N/A	Friday, March 29	2:30 - 3:30 PM EST
N/A	N/A	Friday, April 5	2:30 - 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 PEF 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. It is in the Guide to Grants. It will help you find materials to 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 PEF 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. It must also match the address in the DC Government's vendor registration system (PASS). It must also match the address 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	Letter of Project Site Agreement <b>(Organizations only)</b>	Only required for Festivals. Optional but recommended for all other PEF applicants.
14	List of current Board of Directors <b>(Organizations only)</b>	Provide board roles (e.g. president, treasurer, etc.), responsibilities and home addresses/wards.
15	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 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 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 PEF 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](mailto:travis.marcus@dc.gov). Then, await approval of the request. You must request accommodations at least seven days before the PEF 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.

<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.

**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.

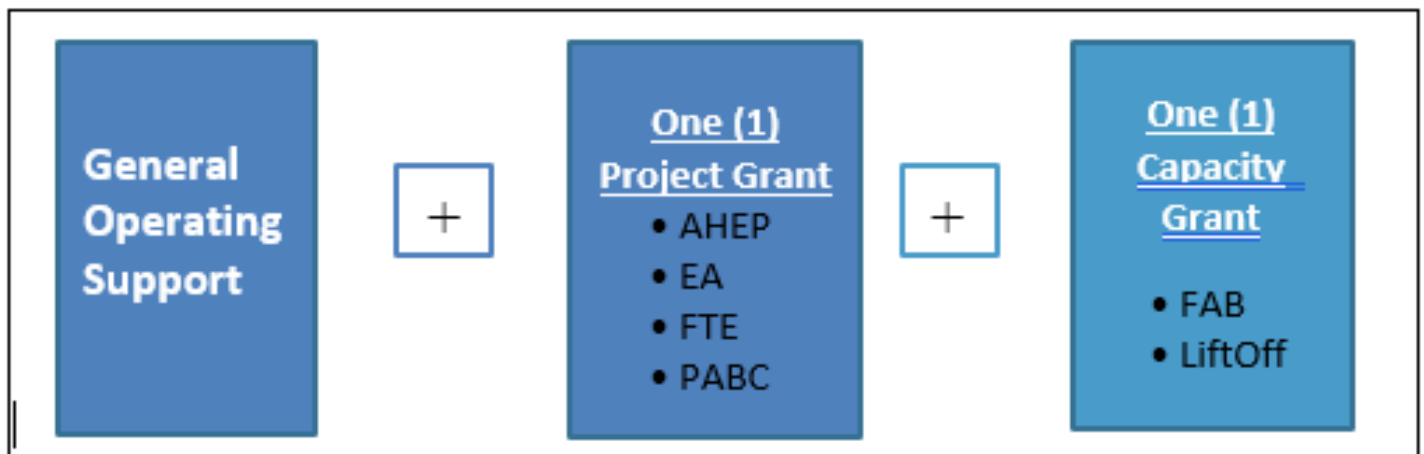
Temporary or permanent public art projects.

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 restricted from applying to FY 2025 Projects, Events, or Festivals (PEF) grants. All FY 2025 GOS recipients may apply to only one “Project Grant” and one “Capacity Grant” as defined below.



Projects, Events, or Festivals (PEF) applicants may apply to the Arts and Humanities Education Project (AHEP) grant program. PEF Organization applicants with annual budgets under \$500,000, headquartered in the District’s NE and SE Quadrants may also apply to the East Arts (EA) 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 PEF 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. A panelist reviews and scores an eligible application. They score it based on the grant program’s criteria. CAH’s grant application evaluation process considers basic standards of decency. It also respects the diverse beliefs and values of the American public. This follows [The National Foundation on the Arts and Humanities Act](#). The act was amended in 1990. For more about the grant review process, visit the [Guide to Grants](#). To nominate or volunteer a person, see CAH’s [Call for Panelists](#). If assigned, they will serve on an advisory review panel for a grant program.

### 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"> <li>1. The applicants work samples and support materials (brochures, articles, letters of support, etc.) demonstrate their knowledge of, and skills in, their content area. (20%)</li> <li>2. The applicant demonstrates the use of personnel with subject matter expertise (such as arts administrators, humanities professionals, teaching artists, educators, professional artists) to plan and implement project content. (20%)</li> </ol>	40%
I.D.E.A.	<p>CAH prioritizes applicants who intentionally and authentically incorporate I.D.E.A strategies in the development and implementation to their work. CAH also prefers the use of asset-based language (i.e. unique, passionate, capable, thriving) as opposed to deficit-based language (i.e. at-risk, lacking, marginalized, underserved) when describing the target population.</p> <ol style="list-style-type: none"> <li>1. The project demonstrates an experience that is inclusive and diverse, either through project content or the personnel involved in delivering the project. (5%)</li> <li>2. The project design demonstrates a commitment to engage all participants by ensuring equity and access (considering factors such as cultural, socio-economic, geographical, physical, and intellectual ability, etc). (5%)</li> <li>3. The applicant outlines a plan for current and/or future adjustments to the project, based on the evolving needs of</li> </ol>	15%

	the community; and/or how this project supports the applicant’s evolving goals. (5%)	
District Impact and Evaluation	<ol style="list-style-type: none"> <li>1. The project demonstrates the ability to reach a reasonable number of District residents and/or visitors. (5%)</li> <li>2. The applicant demonstrates a commitment to hiring DC-based artists and humanities professionals, where applicable, to deliver arts and/or humanities content (such as arts administrators, humanities professionals, teaching artists, educators, professional artists). (5%)</li> <li>3. The applicant includes evaluation strategies that will measure both project impact and effectiveness, and participant engagement. (5%)</li> </ol>	15%
Organizational/Project Management	<ol style="list-style-type: none"> <li>1.The applicant demonstrates the appropriate oversight, financial controls, and governance to deliver its services and programming. (15%)</li> <li>2.The applicant has the necessary expertise and personnel in place to deliver its services and programming. (15%)</li> </ol>	30%

**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 Contacts**

General questions regarding PEF may be directed to:

Name	Robert Nunez, Grant Manager (Organizations)	Travis Marcus, Grant Manager (Individuals)
Email	<a href="mailto:Robert.Nunez@dc.gov">Robert.Nunez@dc.gov</a>	<a href="mailto:Travis.marcus@dc.gov">Travis.marcus@dc.gov</a>
Phone	(202) 701-3733	(202) 704-6136
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.