



DC COMMISSION ON
THE ARTS & HUMANITIES

FY15 PROJECT-BASED GRANTS ARTS EDUCATION PROGRAM

Applicants may submit one Arts Education Program application per grant cycle

In-School Projects
Out-of-School-Time Projects
Professional Development Projects

Organizations may request up to \$50,000
Deadline: Wednesday, May 14, 2014 at 6:00PM

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PROJECT-BASED GRANTS

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FY 2015

Arts Education Program

In-School Projects

Out-of-School-Time Projects

Professional Development Projects

Organizations may request up to \$50,000

Deadline: May 14, 2014 at 6:00PM

Arts Education Program Description

The Arts Education Program (AEP) is designed to support In-School and Out-of-School-Time arts and humanities projects for children and youth in pre-school through high school settings. The grant also supports professional development opportunities in the arts and humanities for classroom educators.

In-School Projects (formerly School-Based Projects) are defined as those that take place within the traditional school day and may include artist residencies, field trips, and arts integration opportunities. Projects must connect to curricula standards and instructional programs occurring in the schools. Assessment and Evaluation criteria should emphasize an intentional and comprehensive design.

Out-of-School-Time Projects (formerly Community-Based Projects) are defined as those that take place in the after-school, weekend, and summer hours. They may take place on school premises, but are often facilitated by non-school arts providers. Priority is given to programming that engages participants multiple times throughout the year.

Professional Development Projects include high-quality training opportunities for educators in order to enhance their skills in an arts discipline or in the integration of standards-based arts instruction with non-arts academic content. The program must target DC-based educators, instructional staff or teaching artists. Funding may not be allocated to individuals residing in the District of Columbia but not teaching at a DC public or public charter school.

Public Charter Schools and Parent Teacher Associations are eligible to apply, but funding may not be attributed to school personnel, faculty and/or general art supplies or equipment. The Arts Education

Program will not offset the responsibilities of each school in providing its students an excellent education, but will support projects that enhance the learning that is already occurring.

- Applicants are prohibited from submitting AEP applications for projects that feature temporary or permanent **PUBLIC ART** projects. For **PUBLIC ART**, review the Public Art Building Communities (PABC) grant program for more information. The PABC deadlines are July 25, 2014 and October 17, 2014;
- Applicants with questions about this requirement are strongly encouraged to consult with a DCCAH staff member prior to applying to discuss the proper application category for the request.

Applications not adhering to this policy will be automatically deemed ineligible.

The Arts Education Program has a 1:1 cash matching requirement, designed to assist an organization's fundraising by leveraging funding from additional sources. Neither in-kind services nor other DCCAH funds may be used to satisfy the matching requirement. Funds must be spent within DCCAH's FY2015 (October 1, 2014 to September 30, 2015).

Arts Education Program Goals

- Provide access to high-quality arts and humanities experiences that advance student achievement in the District of Columbia;
- Reinforce the importance of including the arts and humanities as a critical component of an excellent education; and
- Support activities that are consistent with local and national learning standards for arts education, including current Common Core State Standards.

Eligibility Requirements

Organizations may apply if they meet all of the following eligibility requirements at the time of application. Applicants must:

- Be incorporated as a nonprofit, with a designated tax exempt status under section 501(c)(3) of the United States Internal Revenue Code, as well as incorporated within the District of Columbia;
- Have their Federal and DC tax exempt status (subject to DCRA verification) in good standing for one year prior to the application deadline;
- Have principal offices that are located in the District of Columbia, as determined by the address on the organization's official 990 document. PO Boxes and the addresses of board members or volunteers may not be used as a primary business address;
- Have a demonstrated commitment to provide arts and humanities programs to the residents of Washington, DC. At least fifty-one percent (51%) of scheduled arts and humanities activities occur within the District of Columbia;
- Are in good standing with DCCAH. Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2014, are ineligible to receive an additional award from DCCAH in FY2015;

- Do not use fiscal agents; and
- Are not colleges, universities, service organizations, foreign governments or other DC government agencies, including DC Public Schools.

Funding Restrictions and Allowable Costs

Applicants may receive only two (2) grant awards per fiscal year from Arts Education Program, City Arts Projects and Grants-In-Aid. An applicant is not restricted from receiving additional grant awards from any other grant program(s).

As a District of Columbia agency, the DCCAH must ensure that all grant funds are expended in a fiscally responsible manner. Allowable costs are those that the District government and the DCCAH have determined as valid expenditures.

Pursuant to requirements from the Office of the City Administrator, grantees may not spend more than 35% of project grants on overhead and administration costs. **DC Public Charter Schools and PTAs may not contribute ANY expenses to overhead and administration costs.**

Examples of allowable costs for ARTS EDUCATION PROGRAMS:

- Salaries for arts educators for nonprofit organizations;
- Teaching artists / consultants;
- Travel and transportation directly related to project implementation;
- Materials, supplies and equipment purchases no more than 25% of the award, that are directly related to project implementation; and
- Overhead, maintenance and administration not exceeding 35% of the grant and match, as long as the entity is not a Public Charter School or Parent Teacher Association.

Examples of unallowable costs for ARTS EDUCATION PROGRAMS:

- Overhead, maintenance and administration exceeding 35% of the grant and match;
- Food and beverages;
- Operational Reserves;
- Tuition and scholarships;
- Costs related to fundraisers and special events;
- Pieces of equipment that exceed 25% of the grant award;
- Travel not directly related to the execution of the project;
- College tuition or to fund universities, service organizations, foreign governments, or DC government agencies, including DC Public Schools.

All project expenses must be documented by the grantee within the grant agreement. The grant agreement will not be processed for payment until expenses are reviewed and approved by the grants manager. The grantee will be responsible for demonstrating cash expenses in interim and final reports.

Technical Assistance and Workshops

DCCAHA staff members are available to help develop grant applications through group and individual technical assistance. Between April and May 2014, the DCCAHA will conduct free workshops for participants to learn useful information about the agency's funding opportunities and how to submit a grant application. More information about the dates and times of these workshops may be found at www.dccaha.org under [Grant Writing Assistance](#). **The DCCAHA urges all applicants to attend these workshops.** In addition, DCCAHA staff members are available for 30-minute appointments up to one week before the deadline.

Workshops will take place at the offices of the DC Commission on the Arts and Humanities and the Marshall Heights Community Development Organization (MHCDO). **Workshop dates, times and locations listed below are subject to change.** All workshops are free and open to the public; however, participants are encouraged to RSVP. Be sure to bring photo identification when you arrive. To RSVP, contact Alexis Hooks at Alexis.Hooks2@dc.gov or call 202-724-5613.

Day & Date	Time	Topic	Location
Thursday, April 10	2:00pm-3:00pm	AEP	DCCAHA
Thursday, April 17	1:00pm-2:00pm	AEP	MHCDO
Thursday, May 1	6:30pm-7:30pm	AEP	DCCAHA
Tuesday, April 8	4:00pm-5:00pm	Evaluations & Assessments Workshop	DCCAHA
Wednesday, April 9	1:00pm-2:30pm	Grant Writing Clinic: General Information Conducted by Humanities Council of DC	DCCAHA Multi-Purpose Room
Thursday, April 10	9:00am-12:00pm	Open Hours	MHCDO
Monday, April 14	2:00pm-3:30pm	CDP Webinar for DC Orgs.	Online
Wednesday, April 16	HOLIDAY	DCCAHA Office Closed	HOLIDAY
Thursday, April 17	9:00am-12:00pm	Open Hours	MHCDO
Thursday, April 17	6:30pm-7:30pm	Work Samples Workshop	DCCAHA Multi-Purpose Room
Monday, April 21	4:00pm-5:30pm	CDP Webinar for DC Orgs.	Online
Thursday, April 24	9:00am-12:00pm	Open Hours	MHCDO
Thursday, April 24	1:00pm-2:00pm	Evaluations & Assessments Workshop	MHCDO
Monday, April 28	6:30pm-7:30pm	General Workshop	THEARC
Tuesday, April 29	9:00am-12:00pm	Open Hours	MHCDO
Thursday, May 1	2:30pm-3:30pm	Work Samples Workshop	DCCAHA

FY15 Workshops will be located at:
<p>DC Commission on the Arts and Humanities 200 I (Eye) Street SE, Suite 1400 Washington, DC 20003</p> <p>Marshall Heights Community Development Organization 3939 Benning Road, NE Washington, DC 20019</p> <p>THEARC 1901 Mississippi Ave., SE Washington, DC 20020</p>

Cultural Data Project: Learn the basics of participation in the Cultural Data Project. The CDP New User orientation will walk applicants through the process of completing their Data Profile, applying to participating grantmakers, and generating reports. This orientation is recommended for organizations that are new to the CDP, or as a refresher on using the online system.

For applicants interested in participating in the online Cultural Data Project workshops, please visit CDP <http://www.dcculturaldata.org/news.aspx>.

Grants Writing Clinic: The Humanities Council of Washington DC, a partner of DC Commission on the Arts & Humanities, will conduct a General Grants Writing Clinic for potential applicants. The goal of the workshop is to provide more in-depth assistance and feedback to the applicant’s questions regarding grant proposals, to increase the funding potential of the applicant.

Applicants interested in registering for the Grant Writing Clinic must email Tierra Buggs at tierra.buggs@dc.gov for specific instructions and preparation for the workshop.

Application Process

All of the FY2015 grant program guidelines are available www.dccarts.dc.gov. DCCAHA utilizes an online grant portal. All applicants MUST SUBMIT the application online via the online grant portal by 6:00PM on the deadline date. DCCAHA will not accept mailed, emailed or hand-delivered copies of grant applications.

Grant Application Procedure

1. Review the FY15 Guide to Grants [PDF] and the grant guidelines thoroughly and determine eligibility of the applicant, project and project activities;
2. Go to the [Apply for Grants](#) page and select the [FY15 Grant Application Portal](#) to register:

- **If the applicant created an account in FY14, the applicant’s FY15 Login Name will be the email address associated with the FY14 application.** To reset the password either select “Forgot your password?” or click [here](#). Applicants’ profiles and organization data have been migrated, however FY14 request and award data will not be available in the new portal until later this year;

- To reference an FY14 application, visit the [FY14 Grant Application Portal](#) and log in using the FY14 Login Name and password. Direct any questions to DCCAH at 202.724.5613.

- If the applicant did not create an account in FY14, the applicant will register as a new user. Direct any questions to DCCAH at 202.724.5613;

3. Once fully registered, applicants should select the desired grant program(s), complete the application questions and budget/budget narrative data, and upload all required documents, supplementary material, and work samples; and

4. Submit the application by 6:00pm on the grant program’s deadline date.

The application process is competitive and subject to the availability of funds. Applicants may not request or receive funding for the same project activities through more than one DC Commission grant program or grant category.

Applicants are fully responsible for the content of their application packages. An automated confirmation of an application’s submission does not guarantee an application’s eligibility or recommendation for funding by the Advisory Review Panel. DCCAH staff are not permitted to make corrections to applications on behalf of applicants. DCCAH staff will review applications for completeness and contact applicants for any incomplete documents within five business days of the deadline. Applicants are responsible for updating attachments within five business days of DCCAH’s notification. Incomplete applications will not be forwarded to the Advisory Review Panel for consideration.

Review Process

All applications are scored according to four categories: Artistic and Educational Content, District Impact & Engagement, Sustainability and Capacity, and Overall. The evaluation criteria are specific to each grant program and listed in each grant program’s guidelines. The application process is competitive and subject to the availability of funds. Applicants may not request or receive funding for the same project activities through more than one Commission grant program or grant category.

Once an application has been successfully submitted, a grant manager will review each submission for eligibility and completeness. Receiving an automated confirmation of the applicant’s submission does not guarantee the application’s eligibility or recommendation for funding.

Applicants are fully responsible for the content of their application packages. Failure to submit mandatory documents will automatically result in disqualification. Incomplete applications will not be forwarded to the Advisory Review Panel for review.

DCCAH selects Advisory Review Panelists for each grant program to make funding recommendations to the Commission Board. Advisory Review Panelists are arts and humanities professionals independent of

the Commission who ensure that the DCCAH provides programs and services that meet the needs of the District's cultural community. All eligible applications will be forwarded to the Advisory Review Panelists for evaluation and scoring based on the published criteria. Panelists will conduct a thorough review of all applications and convene as group to discuss each application and finalize scores.

The evaluation process will also take 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 nominate a person to serve on DCCAH's Advisory Review Panels, see DCCAH's [FY15 Call for Panelists](#).

Notification and Payment

Applicants will be notified in writing of their application status after October 1, 2014. This notification may consist of a grant package, letter of ineligibility, or letter of denial.

The date of payment disbursement is subject to change depending on the availability of funds. DCCAH works with other DC government agencies to pay grant recipients in a timely manner but DCCAH does not create or distribute payments onsite. To expedite the payment process, DCCAH strongly recommends FY2015 grant recipients register for direct deposit. For more information on direct deposit by completing an Automated Clearing House (ACH) Vendor Payment Enrollment Form. The ACH Form can be found on our website at [Managing Grant Award](#).

DCCAH reserves the right to rescind any and all grant awards for non-compliance with grant guidelines, policies and regulations. FY2015 grantees with unfulfilled reporting, in any funding program, as of October 15, 2014, are ineligible to receive any additional awards from DCCAH.

Risk Management and Performance Monitoring

All grant recipients are subject to risk assessments and monitoring requirements as outlined in the [City-Wide Grants Manual and Sourcebook](#) from the Office of the City Administrator (OCA). DCCAH has established standards for grantees in making determinations of demonstrated performance prior to the award of all grants.

All activities funded by DCCAH will be monitored and evaluated by staff to assure compliance with all aspects of the District of Columbia's requirements, which may include evaluating allowable costs, meeting project benchmarks, providing proof of expenditures, etc.

All FY15 grant recipients must complete final reports by October 15, 2015. Grantees are required to document payment of all grant related expenses as well as the required match. Interim and final report will be completed through the online portal. Grantees may access the interim and final report pages through the [Manage Grant Award](#) page on the DCCAH's website. All grantees are responsible for reporting grant awards as income on federal and local tax returns and are strongly encouraged to consult with the tax professionals and the IRS.

Contact Information

For more information regarding the AEP grant program, or clarification about accessibility requirements, work sample submissions and the grant making process, please refer to the [Guide to Grants](#) or contact David Markey, Arts Education Coordinator, or Ariel Wilson, Arts Education Program Assistant, at david.markey@dc.gov, ariel.wilson@dc.gov or 202-724-5613.

PROJECT-BASED GRANTS

FY 2015

Arts Education Program

Review Criteria

Artistic and Educational Content 30%

- The applicant's work sample and educational materials (syllabi, lesson plans, rubrics, etc.) demonstrate high standards of artistic and educational excellence within the chosen discipline(s);
- The described activities advance student learning through the arts;
- The related goals and schedule of planned activities are feasible;
- The applicant uses personnel with demonstrated arts expertise (such as arts administrators, teaching artists, educators, professional artists) to plan and implement content;
- The applicant demonstrates a commitment to hiring DC-based artists, where applicable, to deliver content (such as arts administrators, teaching artists, educators, professional artists); and
- The applicant presents effective evaluation methods specific to the project, that are used to improve future activities and services.

District Impact and Engagement 30%

- Applicant directly targets a substantial number of DCPS and DC Public Charter School children and youth;
- The described arts activities are enriching experiences that meet the unique needs of the children and youth of the District of Columbia;
- Applicant partners with similar or complementary organizations to leverage resources for the described activities; and
- The proposed activities and services are available to, and inclusive of, people with disabilities.

Organizational Capacity and Sustainability 30%

- The organization demonstrates proper oversight with a committed Board of Directors with well-rounded expertise;
- The applicant is sufficiently stable, in terms of artistic expertise, understanding of core curriculum, organizational capacity, and financial status, in order to implement the proposed request;
- The applicant demonstrates the internal capacity to administer the grant and has appropriate financial monitoring systems in place to track expenditures;
- The applicant's budget information is detailed, accurate, feasible, and directly related to the grant request. All items funded with grant dollars are eligible expenses under the grant;
- The applicant clearly demonstrates ability to attract the financial support necessary to sustain the activities and match required funds, if applicable.

Overall 10%

- The applicant's project and intended outcomes directly support student achievement and development for District of Columbia youth;
- The grant request aligns with and supports the applicant's mission;
- The applicant has a demonstrated commitment to providing similar programs and/or services to residents of Washington, DC; and
- The project and intended outcomes support the goals of the Arts Education Program.

FY 2015

Arts Education Program

Application Checklist

The following is in addition to the required narrative questions within the online grant application. This checklist includes all mandatory and supplementary documents required to submit the Arts Education Program application. Documents must be uploaded prior to the application deadline.

MANDATORY DOCUMENTS

- Work Samples and Educational Materials– see Guide to Grants for more information on Work Sample Requirements. *Flyers and brochures DO NOT count as work samples.*
- Support Materials - up to six additional items, e.g., letter of agreement from project site(s), publicity, letters of support, programs, brochures, evaluations, strategic plans, etc.
- Resume(s) of key personnel involved in the project, such as artistic staff and educators
- Signed W-9 (Request for Taxpayer Identification and Certificate)
- IRS Letter of Determination
- District of Columbia Certificate of Incorporation
- List of current board of directors, including officers, occupations and term limits
- FY13 CDP Funder Report

FAILURE TO SUBMIT MANDATORY DOCUMENTS WILL AUTOMATICALLY RESULT IN DISQUALIFICATION.



ADDENDUM A: WORK SAMPLES AND SUPPLEMENTARY MATERIALS

The DC Commission on the Arts and Humanities (DCCAH) values and emphasizes artistic excellence in all grant programs within all disciplines. This section contains detailed information on the DCCAH’s requirements and suggestions regarding artistic content.

Artist content is one of several criteria on which an application is reviewed. Other criteria include: District Impact and Engagement, Capacity and Sustainability, Overall and others. Artistic content is demonstrated to the Advisory Review Panel through the applicant’s:

- **Section 1 - Work sample;**
- **Section 2 - Support materials;**
- **Section 3 - Résumé(s) of key personnel; and**
- **Section 4 - Assessment and evaluation methods**

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. All applicants must submit artistic work samples.

To further assist you in submitting strong artistic content with your application, DCCAH has provided:

- **Section 5 – General suggestions from DCCAH staff.**

Section 1 - Work Samples

Work samples are a critical to each application and are carefully considered during application review. The DCCAH strongly recommends that applicants pay close attention to the content of work sample submissions.

The guidelines on what to submit within a work sample submission depend on the applicant’s artistic discipline and the nature of the grant request. *Applicants must adhere to the work sample requirements below in order to be eligible for consideration.*

Work samples must be no more than two years old. Submitting older work samples will make the application ineligible for funding consideration.

Arts Education	
	Includes video and audio excerpts, writing samples, and student art work along with syllabi, lesson plans, and other materials created by teaching artists and teachers in professional development projects.
	Educational materials are also acceptable alongside the artistic work sample.

Crafts	
	Individuals - Submit digital images of ten different works.
	Organizations - Submit 20 digital images of different works.
	Create an Image Identification List of the images you are submitting. Arrange the list in the order that you would like the images to be viewed. Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.
Dance	
	Submit up to two video recordings of performances.
	Submit an ensemble selection unless you are a soloist or the project involves a solo.
Design Arts	
	Individuals - Submit digital images of ten different works.
	Organizations - Submit 20 digital images of different works.
	Create an Image Identification List of the images you are submitting. Arrange the list in the order that you would like the images to be viewed. Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.
Interdisciplinary	
	Individuals and organizations must submit up to 10 digital images or up to two audio/video recordings demonstrating the integration of disciplines in the work.
Literature (Includes poetry, fiction, creative writing, screenwriting, spoken word, etc.)	
Fiction and creative nonfiction writing	Submit 10-20 pages from no more than three short works, or a portion from no more than two larger works up to 20 pages.
	Applicants must label the work(s) as fiction or nonfiction.
	If the work is an excerpt, include a one-page statement in the manuscript about where it fits into the whole to orient the reviewers.
Poetry	Submit 10-15 pages of poetry from no fewer than five poems, not to exceed 10 poems.
	Shorter poems should be printed one to a page.
Spoken Word	In addition to the Poetry requirements above, submit video recordings of three contrasting pieces.
Media Arts	
Film, Video, Radio	Submit up to two audio/video recordings of completed work or work-in-progress.
Multi-disciplinary	
	Provide the required work samples (as described herein) for two (minimum) or three (maximum) of the artistic disciplines that are relevant to the grant request.

Music	
	Submit up to three audio/video recordings.
	Selections must not exceed five minutes.
	Upload each selection in a separate file.
Photography	
	Individuals - Submit digital images of ten different works.
	Organizations - Submit 20 digital images of different works.
	Create an Image Identification List of the images you are submitting. Arrange the list in the order that you would like the images to be viewed. Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.
Theater	
Actors	Submit video recordings of two contrasting monologues.
	Still images of productions are prohibited.
Directors	Submit a copy of a 1-3 page concept statement of a recently directed play.
Organizations	Submit up to two video recordings of performances.
	Digital images of productions are prohibited.
	Playbills and programs are prohibited as work samples. However, they may be included as support material.
Playwrights	See LITERATURE, above.
Sound designers	Submit up to three audio recordings.
Visual Arts	
	Individuals - Submit digital images of ten different works.
	Organizations - Submit 20 digital images of different works.
	Create an Image Identification List of the images you are submitting. Arrange the list in the order that you would like the images to be viewed. Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.

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 artistic disciplines(s).

Some examples of support materials are:

- Theater/exhibition reviews;
- Letters of recommendation;
- Certificates;
- Sample lesson plans;
- Assessments and evaluations; and
- Awards.

Section 3 - Résumés of Key Personnel

Another way for the Advisory Review Panel to determine the artistic content of each application is to review the résumés of the key artists, administrators, and facilitators involved in the grant activities. The professionals involved in the project determine the capacity of the project and ability for the applicant to effectively create an excellent artistic product and/or experience. Their backgrounds as artists and administrators should be relevant to the project and clearly demonstrated through their professional résumés.

Section 4 – Assessment and Evaluation

Purpose of Assessment & Evaluation

(a) To determine the efficacy of a program – as articulated in the program goals and as required for grant reporting.

(b) To provide evidence to support changes in order to improve the program and its delivery.

Types of Assessment & Evaluation

(a) Qualitative Assessment is often subjective in approach and narrative in nature.

(b) Quantitative Assessment provides empirical data that demonstrates growth in the knowledge, skills, and understandings of the participants.

Assessment & Evaluation Design

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

Section 5 - General Suggestions from DCCAH Staff

When creating and preparing Work Samples, Support Materials and Résumés, the DCCAH recommends considering the following:

- Select recent, high quality samples that relate as directly to the application as possible.
- Uploaded pictures should be JPEGs with the resolution of at least 72 dpi
- The file upload limit is 80MB. If your work sample is larger than this, we encourage you to provide a link rather than compromise the quality of the work sample
- Less is more. Oftentimes, adding more than the recommended number of work samples to your application will weaken the application.
- 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 be labeled clearly so that panelists can identify what they are reviewing
- For project-based grants, if you have conducted similar projects in the past two years, include samples of work that illustrate the core mission, theme or impact of those projects.
- Panelists must be able to assess the skill level of the artist(s) involved in the work that will be created, exhibited or taught.
- Digital File Format - All files should be labeled as follows, in the appropriate file extension (jpg, gif, pdf, etc.)
 - Template: Applicant’sLastName.FirstName.Image#.ArtworkTitle.jpg
 - Example – “DaVinci.Leonardo.1.MonaLisa.jpg”

For video submission

- Do not send promotional work samples (e.g., highly-edited booking tapes).
- Do not send dark work samples or samples with poor visibility.

For online materials and website:

- A website is not a sufficient work sample. Only submit a website that is an essential part of the project.
- Provide all passwords or include any necessary information on required to view your work sample such as plug-ins or navigation paths.
- Be sure that the links to websites or online materials are fully functioning and maintained throughout the year. An inoperative link to a website containing your work sample will negatively affect your application. DCCA is not responsible for any material outside of the online grant portal.



ADDENDUM B: DC CULTURAL DATA PROJECT (DC CDP)

The DC Cultural Data Project is a District-wide, collaborative effort of public and private funders and consists of an online system for collecting and standardizing historical, financial and organizational data. The DC CDP will provide the cultural community with comprehensive data on arts and culture in DC, and enable organizations to view trends in their data, benchmark themselves against peer organizations, and enhance their financial management capacity.

DCCAHA requires organizations to complete the DC CDP to apply to the following programs: Arts Education Program, City Arts Projects, Cultural Facilities Projects, East of the River, Grants-In-Aid, Sister Cities International Arts Grant and UPSTART to complete the DC Cultural Data Project (DC CDP) Data Profile.

The DC CDP Data Profile is an annual requirement completed through the [CDP website](#). The information entered into the Data Profile will be used when an application is created and report materials are submitted for the DCCAHA and other funders.

Complete instructions for getting started with the DC CDP or take part in a free orientation webinar, visit: <http://www.dcculturaldata.org/>.

Please direct questions concerning Cultural Data Profiles to:

DC CDP Help Desk:

Toll Free: 1-855-223-2237 (1-855-22-DCCDP)

Email: help@DCculturaldata.org

The DC CDP Help Desk is available Monday – Friday from 9:00am – 5:00pm DCST.

DC CDP website: <http://www.dcculturaldata.org>