



# DC COMMISSION ON THE ARTS & HUMANITIES

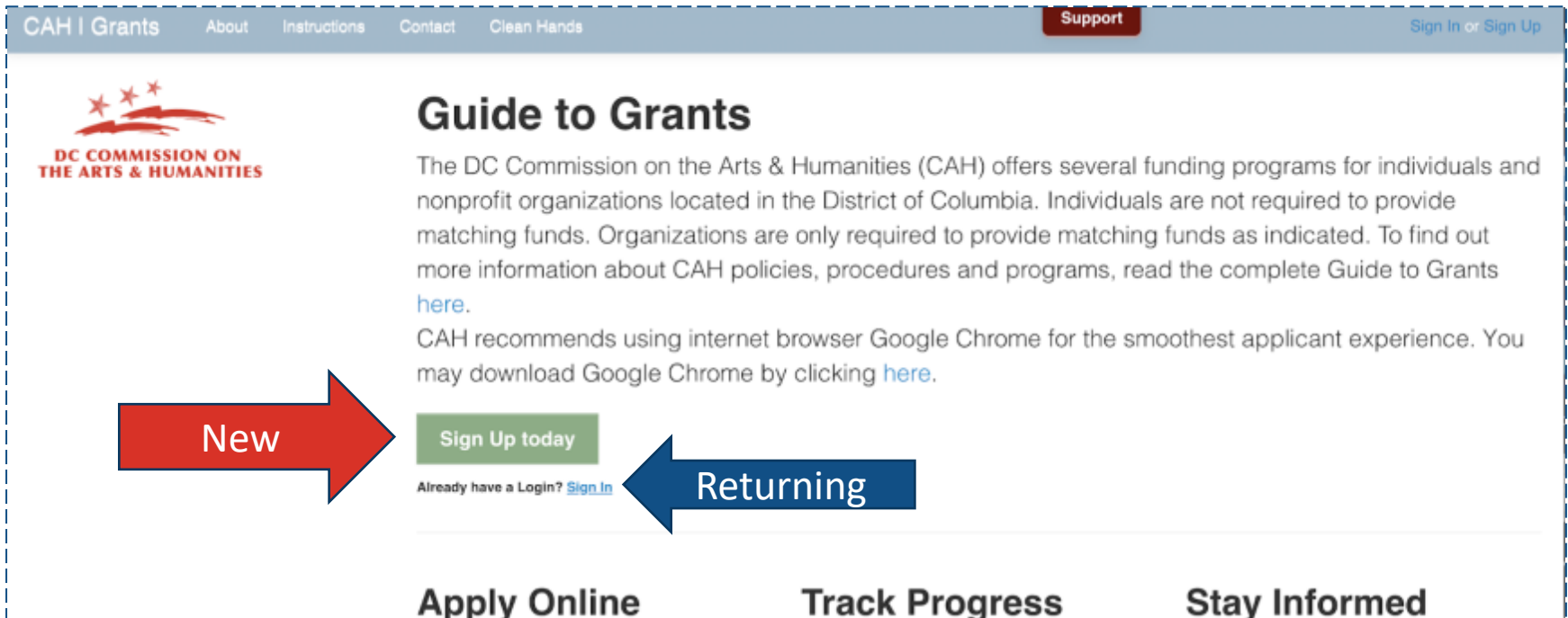
## Attaching Work/Media Samples



CAH recommends using internet browser Google Chrome for the smoothest applicant experience.

# CAH GRANT PORTAL

[HTTPS://DCARTS.DC.GOV/SERVICE/CAH-GRANTS](https://dcarts.dc.gov/service/cah-grants)



The screenshot shows the CAH Grants portal website. At the top, there is a navigation bar with links for 'CAH | Grants', 'About', 'Instructions', 'Contact', 'Clean Hands', 'Support', and 'Sign In or Sign Up'. Below the navigation bar is the CAH logo and the text 'DC COMMISSION ON THE ARTS & HUMANITIES'. The main content area features a 'Guide to Grants' section with a paragraph explaining the funding programs and a link to the complete Guide to Grants. Below this, there is a 'Sign Up today' button and a 'Sign In' link for users who already have a login. A red arrow labeled 'New' points to the 'Sign Up today' button, and a blue arrow labeled 'Returning' points to the 'Sign In' link. At the bottom of the page, there are three buttons: 'Apply Online', 'Track Progress', and 'Stay Informed'.

# CAH GRANT PORTAL



## Your Applications

**Note:** You have already started an application. If you would like to start a new application, please click here

[New Application](#)

- My Open Applications
- My Closed Applications
- My Media Library
- My Document Library
- My Awards

### Organizations

Click on Organization to view/edit

[My Fake Organization](#)

## Requests

Open Requests 1-3 of 3

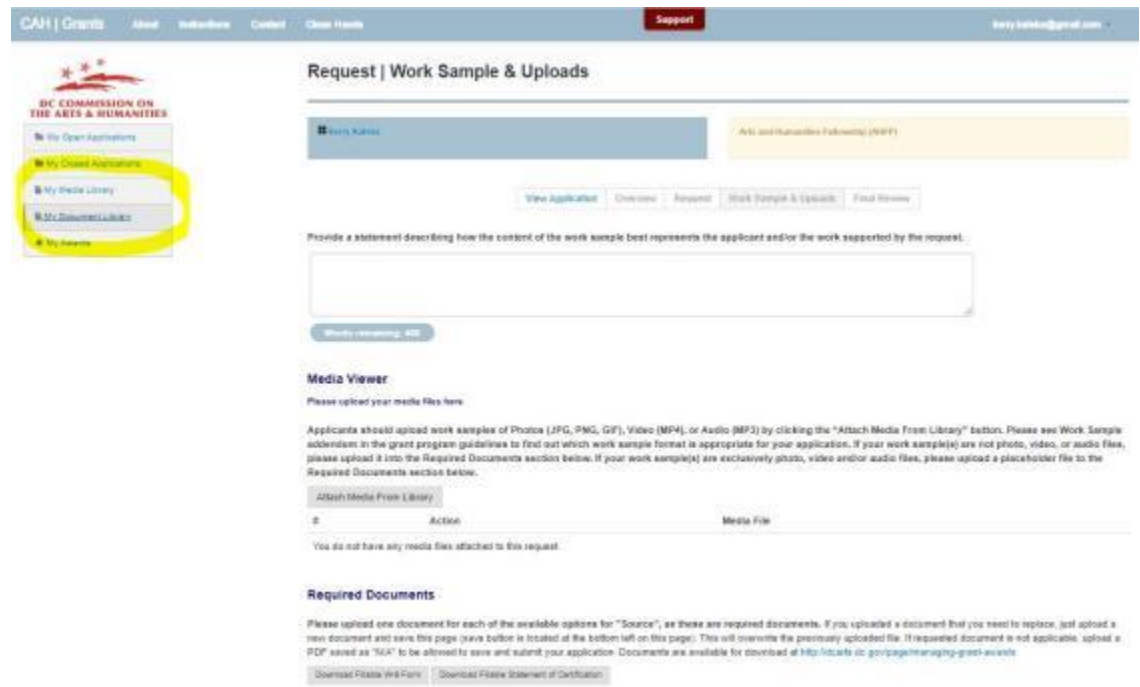


Action	Colleagues	Request	Organization	Amount Requested	Workflow St
Projects Events and Festivals (Organization)					
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">View</a> <a href="#">Add New</a> <a href="#">Add Existing</a>	Project Just Kidding	My Fake Organization	\$10,000.00	Draft
Special Arts Initiative (Individuals)					
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">View</a> <a href="#">Add New</a> <a href="#">Add Existing</a>	Ray Gun Test		\$10.00	Draft
Upstart (Organization)					
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">View</a> <a href="#">Add New</a> <a href="#">Add Existing</a>	Fake Ord's UPS Test	My Fake Organization		Draft

Inside your account is the Media Library and Documents Library Sidebar

You may upload materials to these libraries at anytime

Materials in these libraries are NOT automatically attached to an application, so you can update or change materials whenever you choose



The screenshot displays the CAH Grants application portal. On the left is a sidebar with the DC Commission on the Arts & Humanities logo and navigation links: 'My Open Applications', 'My Open Applications', 'My Media Library', 'My Document Library', and 'My Account'. The 'My Media Library' and 'My Document Library' links are highlighted with a yellow circle. The main content area is titled 'Request | Work Sample & Uploads' and shows a request for 'Kerry Kassis' under the 'Arts and Humanities Fellowship (AHF)' category. It includes buttons for 'View Application', 'Comments', 'Request', 'Work Sample & Uploads', and 'Final Review'. A text area is provided for a statement describing the work sample. Below this is a 'Media Viewer' section with instructions on how to upload media files and a table with columns for 'Action' and 'Media File'. The table currently shows no media files. At the bottom, there is a 'Required Documents' section with instructions and links to download 'Plasma VNA Form' and 'Falsely Statement of Certification'.



## My Media Files

After you select the Media Library, this screen will show

You may upload image/video/audio files here

In the description field we recommend including any appropriate useful information, i.e. Time Codes, object dimensions, passwords

YouTube and Vimeo links are also added here

### Instructions

- This page lists all of the media files uploaded on your account. The appropriate media files must be included in each application that you submit. This is done from the Work Samples & Uploads page of each grant application. Failure to attach the media files to the grant application will result in them not being included as part of your application.
- You have the option of uploading your media files or providing a link to a video hosted on YouTube or Vimeo. If you choose to provide a link to the YouTube or Vimeo video, please ensure the video is not private. You can copy and paste the link to the video (for example: [https://www.youtube.com/watch?v=4Dw00Gk\\_k](https://www.youtube.com/watch?v=4Dw00Gk_k) or <https://vimeo.com/233319621>) in to the YouTube or Vimeo Video Link fields and leave the Upload File field blank. If you experience difficulty uploading a large video file, we recommend uploading the video to YouTube and then provide the YouTube video link instead of uploading the video here.
- Provide a Description of the attachment to be used as the attachment file. Then select the file from your computer or provide the YouTube or Vimeo links. Press Submit to initiate the upload. When the upload is complete, you should see a message "Attachment successfully added". To see the uploaded file on this page, you will need to [refresh the page](#) after you see the success message.

Upload Application Attachments  
Photos: JPG, PNG, GIF | Videos: MP4, FLV | Audio: MP3

Description:

Upload File:

(or) Youtube Video ID:

(or) Vimeo Video ID:

Back in your application-  
here is where you will  
attach the media  
This is the SECOND step.

Media in your library is  
not visible to panelists or  
staff until you attach it to  
your application.

Provide a statement describing how the content of the work sample best represents the applicant and/or the work supported by the request.

Words remaining: 400

**Media Viewer**

Please upload your media files here:

Applicants should upload work samples of Photos (JPG, PNG, GIF), Video (MP4), or Audio (MP3) by clicking the "Attach Media From Library" button. Please see Work Sample addendum in the grant program guidelines to find out which work sample format is appropriate for your application. If your work sample(s) are not photo, video, or audio file please upload it into the Required Documents section below. If your work sample(s) are exclusively photo, video and/or audio files, please upload a placeholder file to the Required Documents section below.



#	Action	Media File
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You do not have any media files attached to this request.

**Required Documents**

Please upload one document for each of the available options for "Source", as these are required documents. If you uploaded a document that you need to replace, just upload a new document and save this page (save button is located at the bottom left on this page). This will overwrite the previously uploaded file. If requested document is not applicable, upload a PDF saved as "N/A" to be allowed to save and submit your application. Documents are available for download at <http://dcarts.dc.gov/page/managing-grant-awards>

The screenshot shows the CAH Grants portal interface. The main page is titled 'Request | Work Sample & Uploads'. On the left, there is a sidebar with the DC Commission on the Arts & Humanities logo and navigation links: 'My Open Applications', 'My Closed Applications', 'My Media Library', 'My Document Library', and 'My Awards'. The main content area includes a 'Provide a statement describing how the co...' section with a 'Words remaining: 400' indicator, a 'Media Viewer' section with instructions to upload work samples, and a 'Required Documents' section. A pop-up window titled 'Upload New Media File' is overlaid on the page. It features a search bar, a 'Media Files Selector' with 'Applicant Portal View 1-11 of 11', and a preview area showing a cake. The title 'Cake Image 1' is highlighted in the preview area, with a blue arrow pointing to it. Below the preview, there is a table with columns for 'Action' and 'Media File'.

When you click to attach media, a pop-up window opens with your materials. Please click on the title of the image

This will attach media to your application in the Media Viewer section



### Media Viewer

Please upload your media files here

Applicants should upload work samples of Photos (JPG, PNG, GIF), Video (MP4), or Audio (MP3) by clicking the "Attach Media From Library" button. Please see Work Sample addendum in the grant program guidelines to find out which work sample format is appropriate for your application. If your work sample(s) are not photo, video, or audio files, please upload it into the Required Documents section below. If your work sample(s) are exclusively photo, video and/or audio files, please upload a placeholder file to the Required Documents section below.

Attach Media From Library

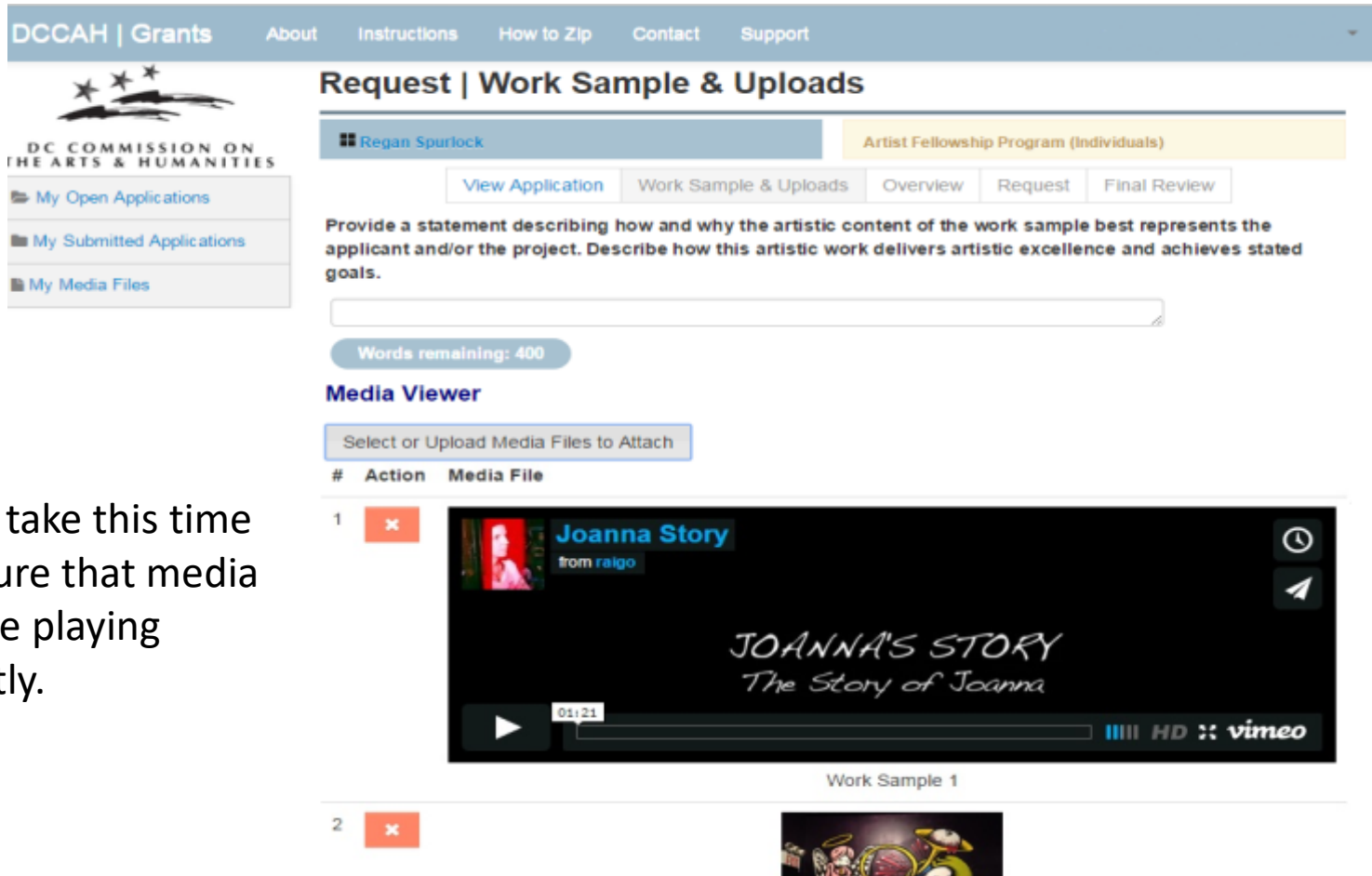
# Action Media File







Cake Image 1

After you attach media, the screen/your application should look like this

# CAH GRANT PORTAL: MEDIA VIEWER

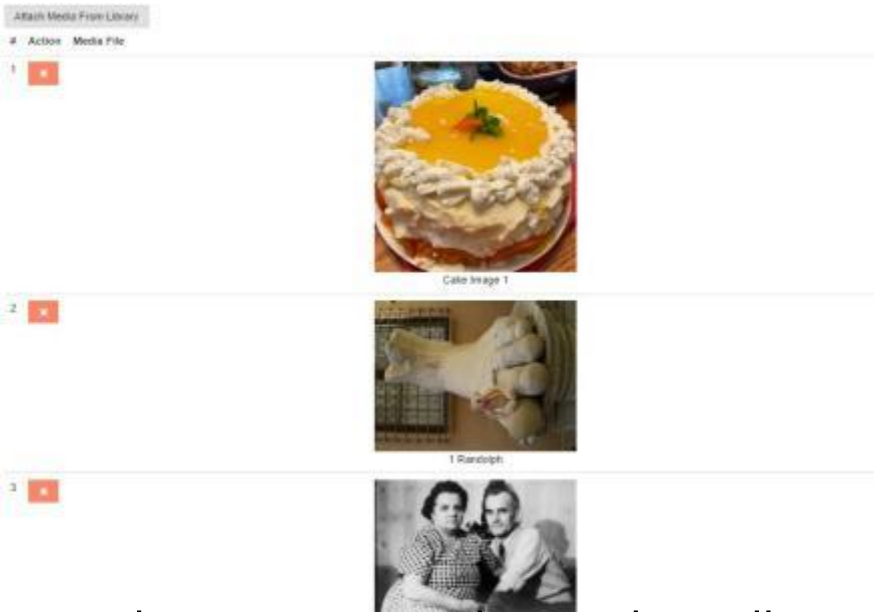


The screenshot shows the 'Request | Work Sample & Uploads' page for Regan Spurlock in the Artist Fellowship Program (Individuals). The page includes a navigation menu with 'View Application', 'Work Sample & Uploads', 'Overview', 'Request', and 'Final Review'. A text area for providing a statement is visible, with a 'Words remaining: 400' indicator. Below this is the 'Media Viewer' section, which contains a table of media files. The first entry, 'Joanna Story', is a video player showing a title card with the text 'JOANNA'S STORY The Story of Joanna'. The second entry is a thumbnail image of a colorful, abstract artwork.

#	Action	Media File
1		
2		

Please take this time to ensure that media files are playing correctly.

## In Media Library

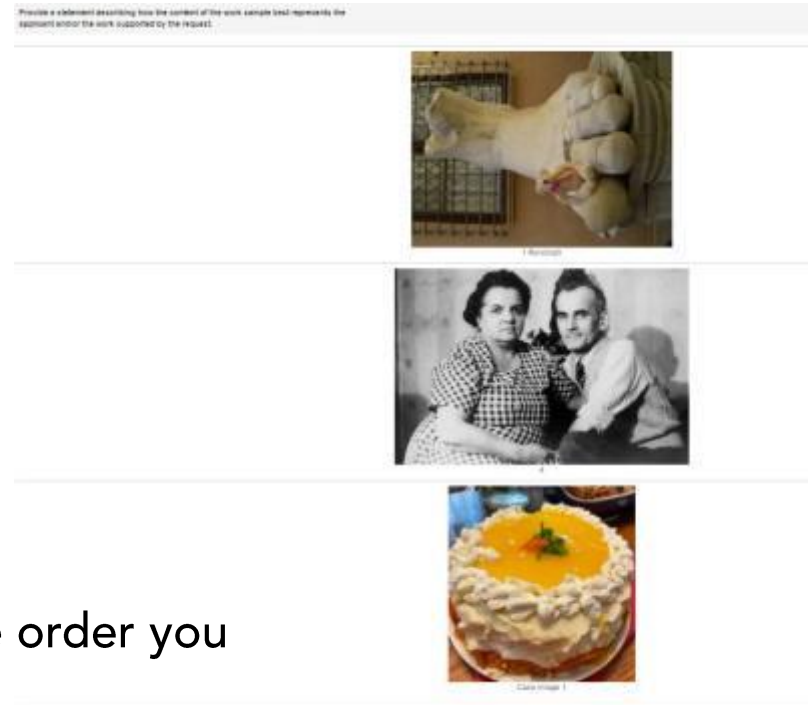


Please note: Work samples will appear in the order you upload them in the Media Library

In the APPLICATION- images will sort themselves by title- first numerically then alphabetically.

If you have 10 images, please start your order with "0"

## In Application





When you are done, you will have the opportunity for a final review. This is your chance to make sure work samples and materials are being shown correctly.  
If you have any problems, please reach out to CAH Staff

Request | Final Preview Final

**Very Good** add and remember reviewing party

The applicant is missing one of the required uploads. Review grant guidelines for the list of required uploads. Contact the grant manager for additional information and/or support. Missing documents: Artist Resumé/CV, Certificate of Clean Record, DC Driver's License or ID Card, Statement of Certification, Support Material, N/A Add Files

Your application is not complete. Please finish the application to be able to submit.

**Overview** Go

Artist	is
Type of Support	
Have you received a grant from CAH within the past 5 years?	No
Have you applied for a grant from CAH in the past 3 years?	No
Has your address changed in the past 12 months?	No

**Resume** Go

**Applicant Profile**

Applicant First Name	
Applicant Middle Name	
Applicant Last Name	Variable
Applicant Suffix	
Applicant Street 1	
Applicant Street 2	
Applicant City	
Applicant State	District of Columbia
Applicant Zipcode	
Applicant Login Email	