



DC COMMISSION ON  
THE ARTS & HUMANITIES

# **FY15 PROJECT-BASED GRANTS UPSTART**

Applicants may submit one UPSTART application per grant cycle

Organizations may request up to \$100,000

Deadline: May 16, 2014 at 6:00PM

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## PROJECT-BASED GRANTS

Applicants may submit one UPSTART application per grant cycle

### FY 2015

### UPSTART

Organizations may request up to \$100,000.

Deadline: May 16, 2014 at 6:00PM

#### **UPSTART Program Description**

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The UPSTART Program is the signature capacity building program of the DC Commission on the Arts and Humanities. UPSTART assists established DC-based arts and humanities nonprofit organizations with significant programmatic functions that face operational and infrastructure challenges and financial limitations that prevent organizational and programmatic sustainability.

UPSTART is designed to support arts organizations with intensive technical assistance through consulting and funding for core administrative systems, leadership development and operating reserves. Projects funded through UPSTART may include consulting services for information technology, communications or fundraising strategy, organizational development, executive coaching, financial management, strategic planning, and governance.

Organizations with cash budgets between \$100,000 and \$1.5 million are eligible to apply. A maximum of six applicants will be selected. Past recipients of UPSTART grants are eligible to reapply, but no recipient may receive more than 3 consecutive years of UPS funding before taking at least one fiscal year off.

The UPSTART Program has the following mandatory components:

- An organizational assessment by UPSTART program consultants;
- Development and implementation of an organizational work plan with goals and milestones to be approved by DCCA;
- Expenditure of funds based on meeting milestones and work plan objectives;
- Establishment or expansion of an operating reserve fund;
- Peer networking meetings;
- Preparation of interim and final work plan updates reports, and
- Preparation of a final report via the online portal

Organizations applying to the UPSTART program have an optional matching requirement. More information about the optional matching requirement can be found under the section labeled **UPSTART**

**Program Funding Amounts and Special Requirements.** All funds must be spent or committed within the DC Commission’s FY2015, which begins on October 1, 2014 and ends on September 30, 2015.

### **UPSTART Program Goals**

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- Provide access to high-quality arts and humanities experiences for all District of Columbia residents;
- Stimulate the creative economy through investments in local arts organizations; and
- Ensure organizational sustainability for arts and humanities organizations so that they may contribute to the District of Columbia’s diverse cultural landscape.

### **UPSTART Program Funding Amounts and Special Requirements**

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Grant amounts for UPSTART participants are determined after each participant completes an organizational assessment conducted by the UPSTART consultants and develops work plans and budgets for DCCAH approval. DCCAH staff members, in consultation with the UPSTART program consultants, will make a recommendation for a final project amount.

Funding may only be used to cover costs associated with capacity building projects or new programming efforts that directly relate to the work plan developed in collaboration with the UPSTART consultants. Funds may not be used to support: salaries for new or existing permanent staff positions; general operating expenses; purchase of land or property; funding of pre-existing debts, expenses or obligations incurred by the organization. More information about allowable costs can be found in the “Funding Restrictions” section.

Part of the total grant award may be used to support the establishment or expansion of an operating reserve fund for purposes related to the long-term sustainability of the organization. This amount may not exceed 30% of the total of the non-reserve project components. The reserve fund portion of the grant requires a 1:1 match. The match requirement is designed to help grantees leverage UPSTART funds to attract new donors and increase giving levels of current donors. Neither in-kind nor other DCCAH funding may be used to satisfy the matching requirement. Organizations requesting reserve funds must present evidence of clearly articulated policies about the management of the reserve that have been formulated and ratified by the organization’s Board of Directors and staff by the end of the UPSTART grant period. The UPSTART consultants provide assistance with the development of these policies.

### **Eligibility Requirements**

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**Applicants must meet all of the following prior to submitting an application. Applicants must:**

- Operate with a cash budget of between \$100,000 and \$1.5 million, as evidenced on the organization’s most recent CDP profile;
- Employ at least one full-time, salaried administrative staff member;
- Attend one UPSTART workshop on either April 17, April 22 or May 1, 2014;
- 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 statuses (subject to DCRA verification) in good standing for one year prior to the application deadline;

- Have the primary function to exhibit, present or train in the arts and humanities, as documented within its mission and evidenced within its core programs;
- Have principal offices that are located in the District of Columbia, as demonstrated 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 to the residents of Washington, DC. At least fifty-one percent (51%) of scheduled arts activities occur within the District of Columbia;
- Be 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;
- Not use fiscal agents; and
- Colleges, universities, service organizations, foreign governments or other DC government agencies, including DC Public Schools, are prohibited from applying for any DCCAH grants.

### **Funding Restrictions and Allowable Costs**

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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 District government and the DCCAH have determined as valid expenditures.

#### **Examples of allowable costs for UPSTART:**

- Consultants;
- Collateral materials relating to implementation of approved work plan projects;
- Hardware and software;
- Professional development trainings; and
- Operating Reserves.

#### **Examples of unallowable costs for UPSTART:**

- Salaries for permanent positions;
- Artistic Expenses;
- Overhead and maintenance;
- Food and beverages;
- Tuition and scholarships;
- Costs related to fundraisers and special events;
- 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

DCCA staff members are available to help develop grant applications through group and individual technical assistance. Between April and May 2014, the DCCA 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.dccarts.dc.gov](http://www.dccarts.dc.gov) under [Grant Writing Assistance](#). **The DCCA urges all applicants to attend these workshops.** In addition, DCCA 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](mailto:Alexis.Hooks2@dc.gov) or call 202-724-5613.

Day & Date	Time	Topic	Location
Thursday, April 17	2:30pm-3:30pm	<b>UPSTART</b>	MHCDO
Tuesday, April 22	6:30pm-7:30pm	<b>UPSTART</b>	DCCA
Thursday, May 1	1:00pm-2:00pm	<b>UPSTART</b>	DCCA
Tuesday, April 8	4:00pm-5:00pm	<b>Evaluations &amp; Assessments Workshop</b>	DCCA
Wednesday, April 9	1:00pm-2:30pm	<b>Grant Writing Clinic: General Information Conducted by Humanities Council of DC</b>	DCCA Multi-Purpose Room
Thursday, April 10	9:00am-12:00pm	<b>Open Hours</b>	MHCDO
Monday, April 14	2:00pm-3:30pm	<b>CDP Webinar for DC Orgs.</b>	Online
Wednesday, April 16	<b>HOLIDAY</b>	<b>DCCA Office Closed</b>	<b>HOLIDAY</b>
Thursday, April 17	9:00am-12:00pm	<b>Open Hours</b>	MHCDO
Thursday, April 17	6:30pm-7:30pm	<b>Work Samples Workshop</b>	DCCA Multi-Purpose Room
Monday, April 21	4:00pm-5:30pm	<b>CDP Webinar for DC Orgs.</b>	Online
Thursday, April 24	9:00am-12:00pm	<b>Open Hours</b>	MHCDO
Thursday, April 24	1:00pm-2:00pm	<b>Evaluations &amp; Assessments Workshop</b>	MHCDO
Monday, April 28	6:30pm-7:30pm	<b>General Workshop</b>	THEARC
Tuesday, April 29	9:00am-12:00pm	<b>Open Hours</b>	MHCDO
Thursday, May 1	2:30pm-3:30pm	<b>Work Samples Workshop</b>	DCCA

<b>FY15 Workshops will be located at:</b>
<b>DC Commission on the Arts and Humanities</b> 200 I (Eye) Street SE, Suite 1400

Washington, DC 20003

**Marshall Heights Community Development Organization**

3939 Benning Road, NE

Washington, DC 20019

**THEARC**

1901 Mississippi Ave., SE

Washington, DC 20020

**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](mailto:tierra.buggs@dc.gov) for specific instructions and preparation for the workshop.

## **Application Process**

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All of the FY2015 grant program guidelines are available [www.dcartcarts.dc.gov](http://www.dcartcarts.dc.gov). DCCAH utilizes an online grant portal. **All applicants MUST SUBMIT the application online via the online grant portal by 6:00PM on the deadline date. DCCAH 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, they 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 nor 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**

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All applications are scored according to four categories: Artistic 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 staff cannot make corrections to applications on behalf of applicants.



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**

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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**

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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**

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For more information regarding the UPSTART program, or clarification about accessibility requirements, work sample submissions and the grant making process, please refer to the [Guide to Grants](#) or contact Steven Mazzola, Grants Program Manager, at [steven.mazzola@dc.gov](mailto:steven.mazzola@dc.gov) or 202-724-5613.

# PROJECT-BASED GRANTS

**FY 2015**

## **UPSTART**

### **Review Criteria**

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#### **Artistic Content 40%**

- The applicant meets the requirement of having the arts as its primary function;
- The applicant's work sample and support materials (brochures, articles, letters of support, etc.) demonstrate high standards of artistic excellence within the chosen discipline(s).

#### **District Impact and Engagement 20%**

- The applicant provides a substantial level of artistic activities to DC-based audiences; and
- The applicant demonstrates it can measure levels of outreach and impact for DC-based audiences; and
- The applicant's arts activities and services are available to people with disabilities.

#### **Budget, Budget Narrative, Capacity and Sustainability 30%**

- The organization employs at least one full-time paid professional staff member, compensated at levels consistent with position responsibilities;
- The organization has made efforts to conduct a strategic plan, or if not, understands the benefits of strategic planning;
- The organization demonstrates proper oversight with a committed Board of Directors with well-rounded expertise;
- The applicant is sufficiently stable, in terms of arts expertise, organizational capacity, financial status, 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 proposed items 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 provides a clear explanation of the grant request and intended outcomes;
- The grant request aligns with and supports the applicant's mission;
- The organization's employees and Board of Directors' had candid and clear feedback regarding the organization's strengths and challenges;
- The organization's employees and Board of Directors clearly described possible outcomes from the UPSTART process; and
- The application, grant request and intended outcomes support the goals of the UPSTART program.

## **FY 2015**

# **UPSTART**

## **Application Checklist**

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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 UPSTART application. Documents must be uploaded prior to the application deadline.

### **MANDATORY DOCUMENTS**

- Work Sample(s) – see Guide to Grants for more information on Work Sample Requirements. *Flyers and brochures DO NOT count as work samples.*
- Support Material – up to six additional items, e.g., publicity, letters of support, programs, brochures, evaluations, strategic plans, etc.
- Resume(s) of key personnel involved in the project, such as key administrative staff
- 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
- Current FY Balance Sheet from within the last financial quarter
- 2013 CDP Funders 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 (DCCA) values and emphasizes artistic excellence in all grant programs within all disciplines. This section contains detailed information on the DCCA'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, DCCA has provided:

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

### **Section 1 - Work Samples**

Work samples are a critical to each application and are carefully considered during application review. The DCCA 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.***

<b>Arts Education</b>	
	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.
<b>Crafts</b>	
	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.
<b>Dance</b>	
	Submit up to two video recordings of performances.
	Submit an ensemble selection unless you are a soloist or the project involves a solo.
<b>Design Arts</b>	
	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.
<b>Interdisciplinary</b>	
	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.
<b>Literature (Includes poetry, fiction, creative writing, screenwriting, spoken word, etc.)</b>	
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.
<b>Media Arts</b>	
Film, Video, Radio	Submit up to two audio/video recordings of completed work or work-in-progress.
<b>Multi-disciplinary</b>	
	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.
<b>Music</b>	
	Submit up to three audio/video recordings.
	Selections must not exceed five minutes.
	Upload each selection in a separate file.

<b>Photography</b>	
	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.
<b>Theater</b>	
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.
<b>Visual Arts</b>	
	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. DCCAH 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](mailto: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>