DC COMMISSION ON THE ARTS & HUMANITIES

FY14

GENERAL OPERATING SUPPORT

ARTIST FELLOWSHIP PROGRAM

Applicants may submit one Artist Fellowship Program application per grant cycle

Individuals may receive up to $10,000

Deadline: June 21, 2013 at 6:00PM

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GENERAL OPERATING SUPPORT GRANTS

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FY 2014
Artist Fellowship Program

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Deadline: June 21, 2013 at 6:00PM

Artist Fellowship Program Description

The Artist Fellowship Program (AFP) offers up to $10,000 fellowships to individual artists whose artistic excellence significantly contributes to the District of Columbia as a world class cultural capital. AFP recognizes the impact of individual artists within the District of Columbia and supports the vitality that those artists bring to the local community.

AFP is not **a project-based grant and applicants are not required to complete a particular project as part of the fellowship. Funds may be used for any expenses.**

AFP is open to all artistic disciplines in FY2014. Artistic disciplines may include, but are not limited to, dance, design, folk and traditional arts, literature, media arts, music, theater, and visual arts, as well as other emerging and experimental fields and multi-disciplinary media. **Established as well as emerging artist professionals are encouraged to apply.**

Artist Fellowship Program has no cash matching requirement. Funds must be spent within DCCAH's FY2014 (October 1, 2013 to September 30, 2014).

Artist Fellowship Program Goals

- Increase quality of life by creating a vibrant community identity through the arts and humanities;
- Encourage the contributions of individual artists to the city's arts and humanities industries; and
- Stimulate the creative economy through investments in local artists.

Eligibility Requirements

Individuals may apply if they meet all of the following eligibility requirements at the time of application:

- Be artists or arts professionals (e.g., presenters, producers and educators), aged 18 or older;
- Be legal DC residents for at least one year prior to the application deadline and must maintain residency during the entire grant period;
- Have a permanent DC address, as listed on government issued identification or tax returns. PO Boxes may not be used as a primary address;
- Be in good standing with DCCAH. Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2013, are ineligible to receive an additional award from DCCAH in FY2014; and
- Not use fiscal agents.

Funding Restrictions

There are no funding restrictions on Artist Fellowship Program grants and no unallowable costs. Individual applicants may receive funds from multiple grant programs. Please note that payments may be taxable under the law, and each grant recipient should consult with a tax professional to determine how payments may impact individual circumstances.

Technical Assistance and Workshops

DCCAH staff members are available to help develop grant applications through group and individual technical assistance. Between May and June 2013, the DCCAH will conduct free workshops for participants to learn useful information about the agency's funding opportunities and how to submit a successful grant application. More information about the dates and times of these workshops can be found on our website (www.dcarts.dc.gov) under Grant Writing Assistance. In addition, DCCAH staff members are available for 30-minute appointments up to one week before the deadline. Contact information for the DCCAH staff members is available at www.dcarts.dc.gov under Who We Are - DCCAH Staff. **The DCCAH urges all applicants to attend these workshops.**

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 in order to gain access to the DCCAH office. Be sure to bring photo identification when you arrive. Contact Alexxis Hooks at Alexxis.Hooks2@dc.gov or call 202-724-5613.

Day & Date	Time	Topic	Location
Tuesday, May 28	2:30pm-3:30pm	Artist Fellowship Program (& City Arts Projects (Individuals))	MHCDO Conference Room
Thursday, May 30	2:30pm-3:30pm	Artist Fellowship Program (& City Arts Projects (Individuals))	DCCAH Conference Room
Thursday, June 06	6:30pm-7:30pm	Artist Fellowship Program	DCCAH Conference Room

			Please see registration details below.
Thursday, June 13	10:00am-12:00pm	**Grant Writing Clinic** *For description, see below	MHCDO Conference Room
Tuesday, May 28	9:00am-12:00pm	Open Hours	MHCDO Conference Room
Tuesday, June 04	9:00am-1:00pm	Open Hours	MHCDO Conference Room
Tuesday, June 11	9:00am-1:00pm	Open Hours	MHCDO Conference Room
Tuesday, June 18	9:00am-1:00pm	Open Hours	MHCDO Conference Room
Thursday, June 20	9:00am-1:00pm	Open Hours	MHCDO Conference Room

> **FY14 Workshops will be located at:**
>
> **DC Commission on the Arts and Humanities**
>
> 200 I (Eye) Street SE, Suite 1400
>
> Washington, DC 20003
>
> and
>
> **Marshall Heights Community Development Organization**
>
> 3939 Benning Road, NE
>
> Washington, DC 20019

Grants Writing Clinic: The Humanities Council of Washington DC, a partner of DC Commission on the Arts & Humanities, will conduct a Grants Writing Clinic for 10-12 potential applicants. The goal of the workshop is to provide more in-depth assistance and feedback to the applicant's draft proposal, to increase the funding potential of the applicant. **A rough draft of the applicant's proposal must be submitted one week prior to the clinic, as well as a questionnaire about the applicant's previous grant writing experience**. This is to ensure that the facilitators are able to prepare for the participants properly, and provide the most valuable information.

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. Walk-in attendees will not be accepted.

Application Process

All of the FY2014 grant program guidelines are available www.dcarts.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 FY14 Guide to Grants and the grant guidelines thoroughly and determine eligibility of the applicant, project and project activities.;

2. Go to the [Apply for Grants](#) page and register with DCCAH's online grant portal;

3. Once fully registered, select the desired grant program(s) and complete the application questions and budget/budget narrative data;

4. Upload all required documents and supplementary material including all required work samples, please note that work samples must speak to the artistic content application as it relates to the grant request; and

5. 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 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 cannot 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

APF applications are scored according to three categories: Artistic Content, Impact and Engagement, 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.**

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. No exceptions. DCCAH staff cannot make corrections to applications on behalf of applicants.

A volunteer Advisory Review Panel is formed annually for each grant program to make funding recommendations to the Commission Board. Comprised of arts and humanities professionals independent of the Commission, the invaluable contribution of Advisory Review Panelists ensures that the Commission continues to provide programs and services that meet the needs of the District's residents and visitors. All eligible applications will be forwarded to the Advisory Review Panelists for evaluation and scoring based on the published criteria for the grant program. Panelists will conduct a

thorough review of all applications on their own and, later, 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(s) to serve on DCCAH Advisory Review Panels, complete an Advisory Panelist Nomination form and submit it by June 14, 2013.

Notification and Payment

Applicants will be notified in writing of their application status after October 1, 2013. This notification may consist of a grant package, letter of ineligibility, or letter of denial.

Please note that the date of payment disbursement is subject to change depending on the availability of funds. The date eligible for payment does not ensure the date of payment; it provides a general timeframe. 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 FY2014 grant recipients register for direct deposit.** For more information on direct deposit, visit Manage Grant Award on our website or contact the grant manager.

DCCAH reserves the right to rescind any and all grant awards for non-compliance with grant guidelines, policies and regulations. FY2014 grantees with unfulfilled reporting, in any funding program, as of October 15, 2013, 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). OCA requires the DCCAH to establish 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 FY14 grant recipients must complete final reports by October 15, 2014. Grantees are required to document payment of all expenses paid by grant funds as well as the required match. Interim and final report forms are available online through the Manage Grant Award link 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 DCCAH's grant programs, or clarification about accessibility requirements, work sample submissions and the grant making process, please refer to the [Guide to Grants](#) or contact Regan Spurlock, Associate Grant Manager, at Regan.Spurlock@dc.gov or 202-724-5613.

GENERAL OPERATING SUPPORT

FY 2014

Artist Fellowship Program

Review Criteria

Overall 10%
- The applicant's body of work supports the goals of the Artist Fellowship Program.

Artistic Content 70%
- 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); and
- Applicant demonstrates superior creativity and originality.

Impact and Engagement 20%
- The applicant's artistic career/discipline/mission will be substantially advanced by the fellowship.

FY 2014

Artist Fellowship Program

Application Checklist

The following is a checklist for all mandatory and supplementary documents required to submit the Artist Fellowship application. Documents must be uploaded prior to the application deadline. These documents are in addition to the required narrative questions.

MANDATORY DOCUMENTS

- Work Sample(s) – see Guide to Grants for more information on Work Sample Requirements. *Flyers and brochures DO NOT count at work samples.*

- Support Material – up to six additional items, e.g., publicity, letters of support, programs, brochures, awards, etc.

- Resume of Key Personnel – Personal Resume / CV

- Signed W-9 (Request for Taxpayer Identification and Certificate)

ADDENDUM A:
WORK SAMPLES AND
SUPPORT MATERIALS

The DCCAH values artistic content heavily in all grant programs. Artistic content is scored primarily based on the artistic work sample that is required for each application. However, support materials and résumés of key personnel also impact the Artistic Content score. All applicants are required to submit artistic work samples for the evaluation of artistic content. These samples must represent the applicant's best work.

Work Samples

Work samples are a critical part of your application and are considered carefully during application review. The DCCAH recommends sending recent (not more than two years old), high quality samples that relate as directly to your project as possible. Panelist must be able to assess the skill level of the artist(s) involved in the project that will be created, exhibited or taught. If the applicant has conducted similar projects in the past two years, we recommend including samples of work that illustrate the core mission, theme or impact of those projects as long as they are no more than two years old. For projects involving the teaching, the DCCAH requires work samples that illustrate the teaching artist's work as well as the work created by participants in the project.

Advisory Review Panelists are required to review all work samples. Be sure to label each work sample clearly and provide detailed description of each sample including where the Advisory Review Panel should begin viewing or listening. Supplying the Advisory Review Panel with numerous "work samples" does not strengthen any application. Carefully chosen work samples (pictures, videos, excerpts, etc.) tend to make the biggest impact and create the strongest artistic impression.

Support Materials

Support materials are documents that strengthen the application by providing the Advisory Review Panel with additional information that directly relates to the grant request. Support materials do not take the place of work samples! They 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, evaluations and awards.

Résumés of Key Personnel

Including the résumés of the key artists, administrators, and facilitators another way for the Advisory Review Panel to determine the artistic content of each application. The professionals involved in the project determine the capacity of the project and ability for the applicant to effective create a superior artistic product. Their backgrounds as artists and administrators should be relevant to the project and clearly demonstrated through their professional résumés.

All documents must be digitally submitted through the online grant portal.

WORK SAMPLE CONTENTS:

Many work samples will need to be saved into a compressed folder in order to be uploaded to the website. The DCCAH recommends converting any Microsoft Office documents into PDFs to ensure that the Advisory Review Panelists will all be able to view the uploads.

Educational Projects:

Work sample should include artistic sample that demonstrates artists/teachers working with students or others and an artistic sample that demonstrates the students' work.

Visual Arts and Crafts:

Individuals must submit digital images of ten different works. Organizations must submit 20 digital images of different works.

Media (Film/Video/Radio):

Submit up to two audio/video recordings of completed work or work-in-progress.

Music:

Submit up to two audio/video recordings. Each selection should not exceed five minutes. Upload each selection in a separate file.

Dance:

Submit up to two video recordings of performances. Submit an ensemble selection unless your project involves a solo. Do not send promotional work samples (e.g., highly-edited booking tapes). Do not send dark work samples or samples with poor visibility.

Literature:

Includes poetry, fiction, creative writing, screenwriting, etc.

Fiction and creative nonfiction writing must 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, and they must be labeled fiction or nonfiction. If your work is an excerpt, include a one-page statement in the manuscript about where it fits into the whole to orient the reviewers.

Poetry must submit 10-15 pages of poetry from no fewer than five and no more than 10 poems. Shorter poems should be printed one to a page.

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.

Theater:

Organizations submit up to two video recordings of performances or 10 digital images of productions. Playbills and programs may no longer be used as work samples. They may only be included as support material.

Actors must submit video recordings of two contrasting monologues or 10 still images of productions in digital format.

Sound designers must submit up to three audio recordings.

Directors must submit a copy of a 1-3 page concept statement of a recently directed play.

Playwrights should see LITERATURE, above.

Multidisciplinary:

Provide the required work samples (as described above) for two (minimum) or three (maximum) of the artistic disciplines that are relevant to the grant request.

Websites

Do not submit a general website. Only submit a website that is an essential part of the project.

Submit a PDF with a link to the website. For each site submitted, list the URLs for pages to be shown; include any necessary information on required plug-ins, passwords, or navigation paths.

ORGANIZING WORK SAMPLES

All grant applications require work samples that best demonstrate the artistic merit of the application. The guidelines will assist in preparing work samples.

Image Identification List

Provide a numbered 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.

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"

TIPS FOR A SUCCESSFUL WORK SAMPLE SUBMISSION

Website Links to Work Samples

Be sure that the links to websites or online materials are fully functioning and maintained. Panelists will review work samples throughout the panel season. An inoperative link or website containing work samples very negatively affect your application score. DCCAH is not responsible for any material outside of the Online Grant Portal. If the submitted links do not work it is up to the applicant to fix them.

Visual Arts

If you are a visual artist, artisan or visual arts organization, your digital images are one of your most important methods of communication. Make sure that the images are in-focus and correctly exposed. Shoot your work against a black backdrop and eliminate unnecessary visual information. Follow the instructions above to ensure that your work is presented properly to panelists for review.

Audio/Video Recordings

The recording should represent you or your organization accurately and effectively. Be sure to indicate in the Image Identification List of your application which track(s) or time markers you would like the panel to review.

Multidisciplinary

If you are submitting multidisciplinary work samples, submit a separate work sample for each piece.