



## 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 effectively 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 condensed folder in order to be uploaded to the website. The DCAH 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.