FY 2017 Guide to Grants

Grant Period: May 1, 2017 to December 29, 2017

ARTS IN EDUCATION PROGRAM

Applicants may submit one grant application per grant cycle that includes
County Arts Program Grants and Arts in Education Grants

School-Based Projects
Community-Based Projects
Artist in Residency Projects
Public Art Partnership Projects
Professional Development Projects

Deadline: March 17, 2017 at 5:00PM

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FY 2017 Categories:
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Program Overview

Opportunities for Organizations	
Program	**Maximum Funding**
School - Based Projects	$ 2,500
Community - Based Projects	$ 2,500
Public Art Partnership Projects	$ 1,500
Professional Development	$ 1,500

Opportunities for Individuals	
Program	**Maximum Funding**
Artist in Residency Projects	$ 1,500
Professional Development	$ 1,000

Arts In Education Program Description

The Arts In Education Program (AIEP) is designed to support artists, arts educators and organizations that provide high-quality arts and cultural activities to youth in public educational settings from early childhood through high school. These programs or projects may include, but are not limited to; arts instruction, arts integration, artist in residencies, in-school performances and/or public performances, field trip experiences, arts integration curriculum development, creative placemaking, as well as professional development. An emphasis should be placed on providing sequential instruction to deepen each student's learning about the subject and experience.

Teachers and Parent Teacher Associations are eligible to apply for a specific school program. Funding may not be attributed to school personnel, faculty and/or general art supplies or equipment. The Arts in 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.

Funding is distributed in four categories: School-Based Projects, Artist in Residency Projects, Community-Based Projects, Public Art Partnership Projects and Professional Development to artists, arts educators and nonprofits that demonstrate a significant and positive impact on student academic achievement through increased arts and cultural access.

School-Based Projects take place during the traditional school day for students, whether in classrooms or at an outside venue. Activities must directly benefit Prince George's County Public School students or built environment, and directly connect to curricula standards and instructional programs occurring at those schools. Evaluation criteria for School-Based Programs emphasize strong curriculum-based design. Activities can also include projects that feature student engaged temporary or permanent public art school based projects.

Artist in Residency Projects is a participatory, standards-based learning experience led by a teaching artist during the regular school day with the support and active engagement of the classroom teacher. The teaching artist(s) works with the same group of students for a minimum of five (5) classroom sessions and collaborates with the classroom teacher before and throughout the residency to ensure the lessons are aligned with classroom curriculum.

Community-Based Projects take place outside of the traditional school day, such as at after-school, weekend or summer programs and events. Programs may be associated with schools, community-based settings, creative placemaking initiatives, arts or cultural institutions or cultural exchange programs.

Public Art Partnership Projects directly engage select Prince George's County permanent or temporary public art installations. Students will participate in a related hands

on program designed through collaboration with lead artist, PGAHC and classroom teacher or program specialist. Please contact PGAHC office for details of current public art projects.

Professional Development Projects include accessing or implementation of high quality artistic training opportunities for educators working in public education settings. Trainings must build skills capacity for the development or enhancement of music, dance, drama, media arts or visual arts disciplines and/or integration of standards-based arts instruction with non-arts academic content. Applicants must demonstrate use and sustainability of art integration practices plus reside and teach in Prince George's County.

The Arts In Education Program has a no matching requirement for individuals. For organizations excluding public schools, there will be a 1:1 cash-matching requirement, designed to assist fundraising by leveraging funding from additional sources. In-kind services may not be used to satisfy the matching requirement. Funds must be spent within May 2, 2017 and December 29, 2017.

Arts In Education Program Goals

- Mobilizing arts education assets to significant increase resources devoted to arts education and arts integration curriculum development, thus supporting initiatives of community revitalization using the arts and best practices in arts education.
- Provide Access to high quality arts and humanities experiences that advance student achievement in Prince George's County;
- Reinforce the importance of including the arts and humanities as a critical component of an excellent education;
- Support creative learning environments;
- Support the role that local cultural organizations and individual artists play in engaging K-12 public school students in rich learning experiences;
- Support activities that are consistent with state and national learning standards for arts education, including current Common Core Curriculum Standards; and
- To achieve the County Executive's vision of a thriving economy, great schools, safe neighborhoods in partnership with Transforming Neighborhoods Initiative.

Eligibility Requirements

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

- Be artists or arts professionals aged 18 or older;

- Must have residency or active studio in Prince George's County;

- Residency must serve students in grades Kindergarten through 12, in Prince George's County public, private, charter or parochial schools; and

- Are in good standing with PGAHC. Applicants with incomplete or delinquent reports, in any funding program, as of December 31, 2016, are ineligible to receive an additional award from PGAHC in FY2017.

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

- 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 State of Maryland;

- Have their Federal and Maryland tax exempt status (subject to PGAHC verification) in good standing for one year prior to the application deadline;

- Have principal offices that are located in Prince George's County, as documented by the address on the organization's official 990 document. PO Boxes may not be used as a primary business address;

- Have a demonstrated commitment to provide arts and humanities programs to the residents of Prince George's County. At lease fifty-one percent (51%) of scheduled arts activities occur in Prince George's County;

- Are in good standing with PGAHC. Applicants with incomplete or delinquent reports, in any funding program, as of December 31, 2016, are ineligible to receives an additional award from PGAHC in FY2017;

- Are not colleges, universities, Prince George's County government agencies, excluding Prince George's County Public Schools (PGCPS), which are prohibited from applying for any PGAHC grants; and

- Are not recipients of FY17 M-NCPPC non-departmental funds.

Funding Restrictions

Examples of allowable costs for Arts in Education Programs:
- Teaching artists and art consultants;
- Salaries for arts educators for nonprofit organizations
- Materials, supplies and small equipment purchases that are directly related to project implementation; and
- Travel and transportation directly related to project implementation.

Examples of unallowable costs for Arts In Education programs:
- Overhead or administrative costs unrelated to proposed project;
- Entertainment costs such as food and beverages, receptions and fundraisers;
- Scholarships/fellowships, student stipends, or contests;
- Purchase of equipment that exceeds 25% of the total grant award;
- Travel not related to implementation of the project; and
- College tuition or to fund universities or Prince George's County government agencies.

All project expenses must be documented by the grantee within the grant application and approved by PGAHC staff. The grant agreement must be reviewed and signed with required attachments including document authenticating matching funds for grant award payment to be processed. The grantee will be responsible for demonstrating cash expenses in final reports.

Technical Assistance and Workshops

PGAHC staff is available to answer questions pertaining to grant applications. PGAHC will conduct a conference call information session Friday, February 17, 2017 from 4:00 PM – 5:00 PM and a free workshop on Saturday, February 18, 2017, from 10:00 AM – 11:00 AM at 1801 McCormick Drive, Largo, MD 20774 for applicants to ask questions, learn useful information about the PGAHC's funding opportunities and how to submit a successful grant application. More information about the dates and times of workshop and conference call can be found on our website (www.pgahc.org) under Grants. Contact information is available at www.pgahc.org. PGAHC urges all applicants to participate in workshop.

Application Deadlines
There is only one funding cycle for each program. All applications must be received in the PGAHC Offices by 5:00 p.m. on the posted deadline date. No exceptions.

March 17, 2017
School-Based Projects
Artist in Residency Projects
Community-Based Projects
Public Art Partnership Projects
Professional Development Projects

FY17 Arts in Education Grant Program Workshop Dates

PGAHC will host one workshop on Saturday, February 18, 2017 from 10:00 AM – 11:00 AM at 1801 McCormick Drive, Largo, MD and one information session will be conducted via conference call on Friday, February 17, 2017 from 4:00 PM – 5:00 PM. **Conference dial-in telephone number is (712) 432-0400. Participants' access code is 457736#.**

Reservations are suggested but not required for workshop. **For more information contact Sabrina Dames Crutchfield at scrutchfield@pgahc.org or call (301)772-8943.**

Workshop **Saturday, February 18, 2017** **Time: 10:00AM – 11:00 AM** **Pre-Register by February 10, 2017**	**Conference Call** **Friday, February 17, 2017** **Time: 4:00PM – 5:00PM** **Telephone: (712)432-0400 Code 457736#**

Application Process

PGAHC utilizes electronic submissions. All applicants MUST SUBMIT completed applications to PGAHC Office no later than March 17, 2017, by 5:00 PM.

Grant Application Procedure

1. Review the FY17 Grant Guidelines thoroughly and determine eligibility of the applicant and allowable project activities.

2. Select the desired grant program and complete the application questions, project budget and budget narrative.

3. Please note work samples must reflect artistic content as it relates to the specifics to the grant request. Work samples and support materials should be included with application. Be sure to check all flash drives and disks for operable viewing functions and compatibility for both PC and Mac systems. Please note only one set of work samples and support materials required to be attached to original application only.

4. Submit the application by 5:00PM on the grant 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 PGAHC grant program or grant category.

Applicants are fully responsible for the complete content of their application packages. PGAHC staff cannot make corrections to applications on behalf of applicants. Staff will review application enclosures. Failure to submit mandatory documents will automatically result in disqualification. No exceptions. Incomplete applications will not be forwarded to the Advisory Review Panel for consideration.

Review Process

All applications are scored according to four categories: Overall, Artistic Content, Community Engagement and Impact, Organizational Capacity and Sustainability.

- An Advisory Review Panel is formed annually for each grant program to make funding recommendations to PGAHC Board of Directors. Comprised of arts and humanities professionals, independent of PGAHC, the invaluable contribution of Advisory Review Panelists ensures that PGAHC continues to provide programs and services that meet the needs of the Prince George's County's residents and community. 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, to convene as a group to discuss each application and finalize scores.

The panel group review is open to the public. Public participants are allowed to listen only. No comments or questions can be addressed to the panel during this review session. Funding priority will be given to projects reaching target areas. A member of the panel is identified to serve as the Panel Representative to present the final ranking and policy recommendations to the PGAHC Board. The Board must approve all grant award and funding amounts.

To nominate a person(s) to serve on PGAHC Advisory Review Panels, please submit information to scrutchfield@pgahc.org by February 20, 2017.

Conflicts of Interest

All advisory review panelists must declare all conflicts of interest prior to the advisory panel review meeting and complete a Conflict of Interest form during the actual meeting. An appearance of a conflict of interest arises when the individual, any member of the individual's immediate family, the individual's partner; or an organization that employs, or is about to employ, any of the aforementioned, has a financial or personal interest in the applicants selected for grants. The officers, employees, or agents of the Council and Review Panel members making the awards will neither solicit on behalf of themselves, their immediate family members, their partners, or any organization that employs or is about to employ any of these people, nor accept gratuities, favors, employment, or anything monetary value from grantees, potential grantees or applicants. Any questions regarding this matter should be directed to Executive Director, Rhonda Dallas at (301) 772-8943 or by email at rdallas@pgahc.org.

Notification and Payment

Applicants will be notified in writing of their application status by April 24, 2017. This notification may consist of a grant award letter, letter of ineligibility, or letter of grant denial. Grant awardees will also receive a grant agreement letter. The grant agreement must be reviewed and signed with required attachments including letter of commitment for matching funds for grant award payment to be processed.

Please note that the date of payment disbursement is subject to change depending on availability of funds. Receipt of signed grant agreement does not ensure the date of payment; it provides a general timeframe.

PGAHC reserves the rights to rescind any and all grant awards for non-compliance with grant guidelines, policies and regulations. FY2017 grantees with unfulfilled reporting, in any funding program, as of December 31, 2016, are ineligible to receive any additional awards from PGAHC.

Decision Review

All applicants are encouraged to schedule debriefings with PGAHC staff to get feedback on their proposals. Upon request, any applicant not receiving funding may schedule a

comment review with PGAHC Executive Director. All reviews will be done at the PGAHC administrative office. No telephone reviews will be conducted.

RISK Management and Monitoring

All grant recipients, assistants and/or volunteers implementing projects in Prince George's County Public Schools system in an unsupervised capacity on school grounds, off of school property, or after school, are required to be fingerprinted and complete a full background check before performing duties. **Fingerprint background checks must be conducted through BOE-PGCPS Fingerprint Office.** *In accordance with Administrative Procedure 4215, volunteers and employees working in a capacity where uncontrolled access is anticipated, such as those working with students in an unsupervised capacity on school grounds, off of school property, or after school, are required to be fingerprinted and complete a full background check before performing duties.*

Contact Information

For more information regarding the Arts in Education Program Grants please contact:

FY2017 Arts In Education Program
Review Criteria

Overall 10%
-   The applicant's project and intended outcomes directly support student achievement and development for Prince George's County youth;

-   The grant request aligns with and supports the applicant's mission;

-   The applicant has a demonstrated commitment to providing similar and/or services to the residents of Prince George's County; and

-   The project and intended outcomes support the goals of the Arts In Education Program.

Artistic Content 30%
-   The applicant's work sample and educational materials (outlines, rubric, etc.) demonstrate high standards of artistic excellence within the chosen discipline(s);

-   The described artistic 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, arts integration specialists, professional artists) to plan and implement artistic content;

- The applicant demonstrates a commitment to hiring Prince George's County artists, where applicable, to deliver artistic content (such as arts administrators, teaching artists, educators, professional artists); and
-
- The applicant presents effective evaluation methods specific to the project, which are used to improve future activities and services.

Community Engagement and Impact 30%
- Applicant directly targets a substantial number of PGCPS youth;

- The described arts activities are enriching experiences that meet the unique needs of Prince George's youth;
-
- Applicant partners with similar or complementary organizations to leverage resources for the described activities;

- The proposed activities and services are available to people with disabilities; and

- Funding priority will be given to projects reaching target areas.

Financial Management 30%
- 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 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.

Target Areas

Arts in Education Program Grants encourage collaboration with all Prince George's County public schools, with a strong emphasis on current PGCPS Arts Integration (AI) Pilot Schools and the following schools identified as part of the Prince George's County Executive's Transforming Neighborhood Initiative (TNI) listed below:

TRANSFORMING NEIGHBORHOOD INITIATIVE (TNI) SCHOOLS

ELEMENTARY SCHOOLS	MIDDLE SCHOOLS	HIGH SCHOOLS	ACADEMIES	CHARTER SCHOOLS
Barnaby Manor	Benjamin Stoddert	Annapolis Road Alt	Andrew Jackson	EXCEL
Beacon Heights	Drew-Freeman	Bladensburg	Green Valley @ EAP	Imagine Lincoln
Bladensburg	G. James	Community Based	Samuel P. Massey	
Bradbury Heights @ Shugart	Gholson	Classroom	William W. Hall	
Carmody Hills	Kenmoor	Forestville Military		
Carole Highlands	William Wirt	Potomac		
Columbia Park		Suitland		
Concord				
Cora L. Rice				
Dodge Park				
Doswell E. Brooks				
Flintstone				
Forest Heights				
Glassmanor				
Highland Park				
Hillcrest Heights				
J. Frank Dent				
John Hanson French Immersion				
John Hanson Montessori				
Judge Sylvania Woods				
Kenmoor				
Langley Park-McCormick				
Longfields				
Oakcrest				
Overlook				
Panorama				
Port Towns				
Riverdale				
Roger Heights				
Suitland				
Templeton				
Valley View				
William Beans				
William Paca				

District	2014-15	2015-16	2016-17
		Prince George's County Public Schools	
		Arts Integration Schools	
District	**2014-15**	**2015-16**	**2016-17**
1	Beltsville Academy	Frances Fuchs ECC	James H. Harrison Elementary
	Oaklands Elementary	Laurel Elementary	Martin Luther King Jr. Middle
		Phyllis E. Williams Spanish Immersion	Montpelier Elementary
		Vansville Elementary	Robert Goddard Montessori
		William W. Hall Academy	
2	None	Berrwyn Heights Elementary	Dora Kennedy French Immersion
		Charles Carroll Middle	Paint Branch Elementary
		Greenbelt Elementary	Springhill Lake Elementary
3	Edward M. Felegy Elementary	Chillum Elementary	International School @ Langley Park
	Hyattsville Middle	Mt. Rainier Elementary	Rosa L. Parks Elementary
	Nicholas Orem Middle		Thomas Stone Elementary
	Northwestern High		
4	Ardmore Elementary	Beacon Heights Elementary	Annapolis Road Academy Alternative High
		Rogers Heights Elementary	Fairmont Heights High
		Thomas Johnson Middle	Glenarden Woods Elementary @ Robert Goddard
			Glenn Dale Elementary
			Judge Sylvania W. Woods Elementary
5	Northview Elementary	Benjamin Tasker Middle	Samuel Ogle Middle
	Rockledge Elementary		
6	Francis Scott Key Elementary	Capitol Heights Elementary	Judith P. Hoyer Montessori
	Thomas G. Pullen	Ernest Everett Just Middle	Kettering Elementary
	William Paca Elementary	G. James Gholson Middle	Largo High
		International High School @ Largo	
		John H. Bayne Elementary	
7	Benjamin Foulois	Dr. Henry A. Wise, Jr. High	
	Suitland High	North Forestville Elementary	
	Suitland High (VPA)	Suitland Elementary	
8	Oxon Hill Middle	Forest Heights Elementary	Allenwood Elementary
			Flintstone Elementary
			John Hanson Montessori
			Panorama Elementary
9	None	Accokeek Academy	Potomac Landing Elementary
		Marlton Elementary	
		Rosaryville Elementary	

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Grants Review
Tips on Preparing Grant Application
Requirements For General Format

DO	DO NOT
Submit application materials in the exact order as presented in the application.	Include cover letters
Use a reader friendly font in **12 point**. Use bullets and bold face for emphasis.	Photo-reduce text.
Be concise and specific in your proposal.	Lose clarity with a vague, rambling, or wordy proposal.
Highlight specific areas of interest in your support materials (reviews, articles, etc.)	Include different material in each packet or omit material.
Use statistics and research that are relevant to your proposal.	Overload the grant application with too much information on the application.
Proof your proposal for spelling, grammatical, mathematical errors, especially on Budget Form and in the Budget Narrative.	Make corrections by hand or cross out information on the application.
Make sure you have submitted the required materials	Forget to indicate your professional name if different from your legal name.

FY2017
Arts In Education Program
Application Checklist

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

MANDATORY DOCUMENTS

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

- Support Material – 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 artistic staff and educators.

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

- Educational Materials – Outline of educational activities that includes the sequence of events and sample lesson plan related to the rubric.

- Letter of Support from Partner School, if applicable.

- IRS 501(c)(3) Letter of Determination

- Maryland State Letter of Good Standing

- List of current board of directors, including officers.

- Current FY Organizational Budget vs. Actual with Year-To-Date Income and Expenses.

- Document authenticating in-kind match. (Organizations only, schools excluded).

FAILURE TO SUBMIT MANDATORY DOCUMENTS WILL AUTOMATICALLY RESULT IN DISQUALIFICATION. NO EXCEPTIONS.

ADDENDUM A:
WORK SAMPLES AND SUPPORT MATERIALS

PGAHC values artistic content heavily in all grant programs. Artistic content is scored primarily based on artistic sample that is required for each application. However, support materials and resumes of the 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 must be no more than two years old. All support materials must be submitted directly to PGAHC office by March 17, 2017 at 5 PM. Be sure to check all uploads for operable viewing functions and compatibility for both PC and Mac systems.

Work Samples
Work samples are a critical part of your application and are considered carefully during application review. PGAHC recommends sending recent (not more than two years old), high quality samples that relates 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 teaching, PGAHC requires work samples that illustrate the teaching artist or art's educator 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 and listening. Supplying the Advisory Review panel with numerous "work samples" does not strengthen 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 discipline(s). Some examples of support materials are: theater/exhibition reviews, letters of recommendation, certificates, sample lesson plans, assessments, evaluations and awards.

Resumes of Key Personnel
Including the resumes of the key artists, administrators, and facilitators are 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 projects 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 resumes.

WORK SAMPLE CONTENTS:

PGAHC recommends converting any Microsoft Office documents into PDF's to ensure that the Advisory Review Panelists will be able to view 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 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.

Visual Arts
Applicants must submit digital images of ten different works. Organizations must submit 20 digital images of different works.

Media (Film/Video)
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. Each selection should be 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, non-fiction, historic writing, creative writing, screenwriting, etc. Fiction and creative non fiction 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. Works 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 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 must submit up to two video recordings of performances or 10 digital images of productions. Playbills and programs can be used in support but not considered work samples. Actors must submit video recordings of two contrasting monologues or 10 still images of productions in digital format. Directors must submit a copy of a 1-3 page concept statement of a recently directed play. Playwrights should see LITETRATURE, 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.

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's Last Name.FirstName.Image#.ArtworkTitle.jpg
                      Example – John.Doe.1.SummerOuting.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. PGAHC is not responsible for fixing work sample viewing or listening capacity.

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. Photograph your work against a black backdrop and eliminate unnecessary visual information or distractions.

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.