



FY 2019 Request For Proposals

Arts in Education

Deadline: January 18, 2019 at 5:00PM

Grant Period: March 25, 2019 to May 29, 2020

Type of Program/Projects Categories

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

Applicants may submit one grant application per grant cycle that includes the County Arts grants, Artist Fellowship grant and Arts in Education grant.

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ARTS IN EDUCATION PROGRAM GRANTS

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

FY 2019 Programs/Projects:

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

Opportunities for Organizations Program Maximum Funding

- School - Based \$ 2,500
- Community - Based \$ 2,500
- Public Art Partnership \$ 1,500
- Professional Development \$ 1,500

Opportunities for Individuals Program Maximum Funding

- Artist in Residency \$ 1,500
- Professional Development \$ 1,000

Arts in Education Program Description

The Arts in Education Program 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 applied to school personnel, faculty and/or general art supplies or equipment that is not necessary for the Arts in Education Program. 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 five categories: School-Based Projects, Community-Based Projects, Artist in Residency Projects, Public Art Partnership Projects, and Professional Development for artists, arts educators and nonprofits that demonstrate a significant and positive impact on student academic achievement through increased access to arts and cultural activities.

School-Based takes 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 the 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 are participatory, standards-based learning experiences 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 takes 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 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 a lead artist, PGAHC and classroom teacher, or program specialist.

Professional Development includes 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 and reside and teach in Prince George's County.

The Arts In Education Program does not require matching 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 between March 25, 2019 and May 29, 2020.

Arts in Education Program Goals

This program has seven (7) goals.

1. Mobilizing arts education assets to significantly 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;
2. Provide access to high quality arts and humanities experiences that advance student achievement in Prince George's County;
3. Reinforce the importance of including the arts and humanities as a critical component of an excellent education;
4. Support creative learning environments;
5. Support the roles that local cultural organizations and individual artists play in engaging K-12 public school students in rich learning experiences;
6. Support activities that are consistent with state and national learning standards for arts education, including current Common Core Curriculum Standards; and
7. Achieve the County Executive's vision of a thriving economy, great schools, and safe neighborhoods in partnership with the Transforming Neighborhoods Initiative.

Eligibility Requirements

Individuals may apply if they meet ALL the following eligibility requirements:

- Are artists or arts professionals aged 18 or older;
- 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
In good standing with PGAHC. Applicants with incomplete or delinquent reports, in any funding program, from FY 2017 and prior grant cycles, are ineligible to apply for an additional award from PGAHC in FY 2019. If unsure of good standing status contact Program Manager, Kristina Lyles.
- **Organizations may apply if they meet ALL the following eligibility requirements:**
 - 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;
 - Federal and Maryland tax exempt status (subject to PGAHC verification) in good standing for one year prior to the application deadline;
 - Principal offices are located in Prince George's County, as documented by the address on the organization's official 990 documents. **P.O. Box may not be used as a primary business address;**
 - Have a demonstrated commitment to providing arts and humanities programs to the residents of Prince George's County. At least fifty-one percent (51%) of scheduled arts activities occur in Prince George's County;
 - In good standing with PGAHC. Applicants with incomplete or delinquent reports, in any funding program, from FY 2017 and prior grant cycles, are ineligible to apply for an additional award from PGAHC in FY 2019. If unsure of good standing status contact Program Manager, Kristina Lyles.
 - 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 FY 2019 M-NCPPC non-departmental funds.

Funding Restrictions

Examples of allowable costs for Arts in Education Programs:

- Teaching artists and art consultants;
- 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.

Reporting

- 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 a 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

Technical information about the software is available at www.pgahc.org under the grant tab. PGAHC urges all applicants to read the software manual.

Application Process

PGAHC utilizes electronic submissions. All applicants **MUST SUBMIT** completed applications to the PGAHC office no later than January 18, 2019, by 5:00 PM.

Grant Application Process

1. **Review** the Request for Proposal thoroughly before starting the application 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.
4. **Submit** the application by 5:00PM on the grant deadline date.

NOTE: 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 online applications. Failure to submit mandatory documents will automatically result in ineligibility.
- **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, and Financial Management.

- An Advisory Review Panel is formed annually for each grant program to make funding recommendations to PGAHC Board of Directors.

- The panel is comprised of arts and humanities professionals, independent of PGAHC; the invaluable contributions of Advisory Review Panelists ensure 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 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, will 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.

To nominate a person(s) to serve on PGAHC Advisory Review Panels, please submit information to kyles@pgahc.org by February 8, 2019.

Conflicts of Interest

- a. 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 or the individual's partner, or an organization that employs, or is about to employ, any of the or has a financial or personal interest in the applicants selected for grants.

- b. 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 of monetary value from grantees, potential grantees or applicants.
- c. 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

- a. Applicants will be notified in writing of their application status by March 18, 2019. This notification may consist of a grant award letter or letter of grant denial.
- b. Grant awardees will also receive a grant agreement letter. The grant agreement **must** be reviewed and signed with required attachments, including letter of commitment, before matching funds for grant award payment can be processed.
- c. 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. Grantees with unfulfilled final reporting, in any funding program, from FY 2017 and previous grant cycles, are ineligible to receive any additional awards from PGAHC.

Comment Review

Upon request, any applicant not receiving funding may schedule a comment review with the PGAHC Executive Director, Rhonda Dallas. 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 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 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: Kristina Lyles, Program Manager at klyles@pgahc.org or (301)-772-894

Arts in Education Program Review Criteria

| Reviewer Criteria Ratings | Content |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Overall 10% | <ul style="list-style-type: none"> - The applicant’s project and intended outcomes directly support student achievements and development for Prince George’s County youth; - The grant request aligns with and supports the applicant’s mission; - The project and intended outcomes support the goals of the Arts in Education Program. |
| Artistic Content 30% | <ul style="list-style-type: none"> -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; - Uses personnel with demonstrated arts expertise (such as arts administrators, teaching artists, arts integration specialists, professional artists) to plan and implement artistic content; - 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% | <ul style="list-style-type: none"> - 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; - 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% | <ul style="list-style-type: none">- The applicant is sufficiently stable, in terms of arts expertise, organizational capacity, and 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; and- 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

| Elementary Schools | MIDDLE SCHOOLS | HIGH SCHOOLS |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Andrew Jackson Academy Barnaby Manor Beacon Heights Bradbury Heights Carole Highlands Cora Rice Glenridge Judge Sylvania W. Woods Langley Park-McCormick Mary Harris Mother Jones North Forestville Port Towns Riverdale Rogers Heights Samuel P. Massie Academy Suitland Thomas Johnson William Benes William Hall Academy William Paca William Wirt Woodridge | Benjamin Stoddert Buck Lodge Charles Carrol Drew Freeman G. James Gholson Oxon Hill Thurgood Marshall Walker Mill | Bladensburg Central Crossland Fairmont Heights High Point Northwestern Oxon Hill Parkdale Potomac Suitland |

| Arts Integration Schools (2014 – 2016) | | | | |
|-------------------------------------------|----------------------|--------------------------|---------------------------|--------------------------|
| District | 2014-15 | Principal | 2015-16 | Principal |
| 1 | Beltsville Academy | Leslie Lowe | Frances Fuchs ECC | Diedra Tramel |
| | Oaklands ES | Audrey Briscoe | Laurel ES | Melinda Lee |
| | | | Phyllis E. Williams | Shawn Hintz |
| | | | Vansville ES | Thomas Smith |
| 2 | None | | William W. Hall ES | Darryl Evans |
| | | | Berwyn Heights ES | Amanda Alerich |
| | | | Charles Carroll MS | Emmett H. Hendershot |
| | | | Greenbelt ES | Monica Gaines |
| 3 | Edward M. Felegy ES | Trevor Liburd | Chillum ES | Ryan Daniel |
| | Hyattsville MS | Thornton Boone | Mt. Rainier ES | Jennifer Till |
| | Nicholas Orem MS | Theresa Merrifield | | |
| | Northwestern HS | Elaine Murray | | |
| 4 | Ardmore ES | Georgette Gregory | Beacon Heights ES | Lila Walker |
| | | | Rogers Heights ES | Barbara Bottoms |
| | | | Thomas Johnson MS | Rodney McBride |
| | | | Benjamin Tasker MS | Ingrid Johnson |
| 5 | Northview ES | Jason Simmons | Capitol Heights ES | Nina Lattimore |
| | Rockledge ES | Roger Prince | Ernest Everett Just MS | Dr. Keary Schoen |
| | Francis Scott Key ES | Judie Strawbridge | G. James Gholson MS | Jacqueline Marchall-Hall |
| | Thomas G. Pullen | Pamela Lucas | International HS @ Largo | Alison Hanks-Sloan |
| 6 | William Paca ES | Dorothy Clowers | John H. Bayne ES | Erica Bennett |
| | | | Dr. Henry A. Wise, Jr. HS | Byonka Gregory |
| | Benjamin Foulois | Matthew McRea | North Forestville ES | Falecia McMillian |
| | Suitland HS | Danny Miller (Acting) | Suitland ES | Pamela Preston |
| 7 | Suitland HS (VPA) | Angelique Acevedo-Barron | Forest Heights ES | Peter Thompson |
| | Oxon Hill Middle | Wendell Coleman | Accokeek Academy | Judy Adams |
| 8 | None | | Marlton ES | Valerie Gifford |
| | | | Rosaryville ES | Rashida Edwards |
| | | | | |
| | | | | |

(15)

(26)

| Arts Integration Schools (2016 – 2018) | | | | |
|-------------------------------------------|----------------------------------|--------------------------|----------------------------------------------|----------------------------------|
| District | 2016-17 | Principal | 2017-18 | Principal |
| 1 | James H. Harrison ES | Wanda Williams | Laurel HS | Dwayne Jones |
| | Martin Luther King Jr MS | Rotunda Floyd-Cooper | | |
| | Montpelier ES | Carla Furlow | | |
| | Robert Goddard Montessori | Carol Dimmie | | |
| 2 | Dora Kennedy French Immersion | Parfait Awono | None | |
| | Paint Branch ES | Cynthia Rodgers (Acting) | | |
| | Springhill Lake ES | Natasha Jenkins | | |
| 3 | International HS @ Langley Park | Carlos Beato | Cesar Chavez Dual Language Spanish Immersion | Anna Addis (Acting) |
| | Rosa L. Parks ES | Rhonda Summey | Coolspring ES | Cameron Millsbaugh |
| | Thomas Stone ES | Ashanti Foster | | |
| 4 | Annapolis Road Academy HS | Agnes Brown-Jones | Templeton ES | Ebony Harris |
| | Fairmont Heights HS | Torrie Walker | Community Based Classroom | Tammy Williams |
| | Glenarden Woods @ Robert Goddard | Cecelia Jones-Bowling | | |
| | Glenn Dale ES | Heather Porterfield | | |
| | Judge Sylvania W. Woods ES | Stephanie Barber | | |
| 5 | Samuel Ogle MS | Glenise Marshall | None | |
| 6 | Judith P. Hoyer Montessori | Tracey Spivey White | None | |
| | Kettering ES | Joel L. Nelson | | |
| | Largo HS | Afie Mirshah-Nayar | | |
| 7 | None | | Overlook Spanish Immersion | Betsy White |
| 8 | Allenwood ES | Shawna Fagbuyi | Maya Angelou French Immersion | Martha Kristy |
| | Flintstone ES | Brandi Stinson | J. Frank Dent ES | Yolanda Coleman |
| | John Hanson Montessori | Zory Kennon, III | | |
| | Panorama ES | Patricia Wells | | |
| 9 | None | | Gwynn Park MS Surrattsville HS | Danielle Moore Katrina Lamont |

(23)

(10)

Grants Review Tips on Preparing Grant Application Requirements

DO

- ✓ be concise and specific in your proposal, do not reduce clarity with a vague, rambling, or wordy proposal.
- ✓ highlight specific areas of interest in your support materials (reviews, articles, etc.)
- ✓ proof your proposal for spelling, grammatical, mathematical errors, especially on the Budget Form and in the Budget Narrative.

DO NOT

- ✓ include a cover letter
- ✓ forget to indicate your professional name, if different from your legal name.

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 and at the same time the application is submitted.

| Check | Required Mandatory Documents |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ✓ | Work Sample(s) – see Addendum A for information on Work Sample Requirements. Fliers and brochures specifically about your organization 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 as artistic staff and educators. |
| ✓ | Signed W-9 (Request for Taxpayer Identification and Certificate). |
| ✓ | Educational Materials – Outline of educational activities including the sequence of events and sample lesson plan |
| ✓ | Letter of Support from Partner School, if applicable. Letter of support must be on official letterhead with an official signature. |
| ✓ | IRS 501(c)(3) Letter of Determination. |
| ✓ | Maryland State Letter of Good Standing. |
| ✓ | List of names 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) |

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

ADDENDUM A

REQUIREMENTS FOR WORK SAMPLES AND SUPPORT MATERIALS

PGAHC values artistic content heavily in all grant programs. Artistic content is scored primarily based on the 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 that relate, as much as possible, directly to the project 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 uploaded and submitted electronically to PGAHC by January 18, 2019 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. Panelists 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 if they are no more than two years old. For projects involving teaching, PGAHC requires work samples that illustrate the teaching artist or arts 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 a detailed description of each sample including where the Advisory Review Panel should begin viewing and/or listening.
- Supplying the Advisory Review Panel with numerous "work samples" does not strengthen the 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 is 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 the ability of the applicant to effectively create a superior artistic product. Personnel 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 or JPEG documents to ensure that the Advisory Review Panelists will be able to view uploads.

Educational Projects. The work sample should include an 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 three to five 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 nonfiction writing applicants must submit 10 pages from no more than three short works, or a portion from no more than two larger works up to 10 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 three to five poems.

Interdisciplinary. Applicants must submit three to five 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 three to five digital images of productions. Playbills and programs can be used in support but are not considered work samples. Actors must submit video recordings of two contrasting monologues or three to five digital images of productions. Directors must submit a copy of a 1-3-page concept statement of a recently directed play. Playwrights should see LITERATURE requirements, above.

Multidisciplinary. Provide the required work samples for two or three of the artistic disciplines that are relevant to the grant request.

ORGANIZING WORK SAMPLES

All grant applications require work samples that best demonstrate the artistic merit of the application.

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

An inoperative file website containing work samples may 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 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 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.