RFP Work Samples

How to build your work samples Library and add work samples to your FY19 Request for Proposal

The City of SAN DIEGO

Prepare Your Files for Upload

1. Decide what media files you want to submit as work samples for the RFP.

2. Log on to Go Grants at https://sandiego.cgweb.org/ and review the technical restrictions for files. To access this information select *Instructions: How to Upload Digital Samples* on the top menu.

3. Format your work samples according to the restrictions.
    1. Allowable Video Files: MP4, MOV, MPG, MPEG, MXF, WMV
    2. Allowable Image Files: JPG, JPEG
    3. Allowable Audio Files: MP3, WAV, AIF, WMA
    4. Allowable Document Files: PDF

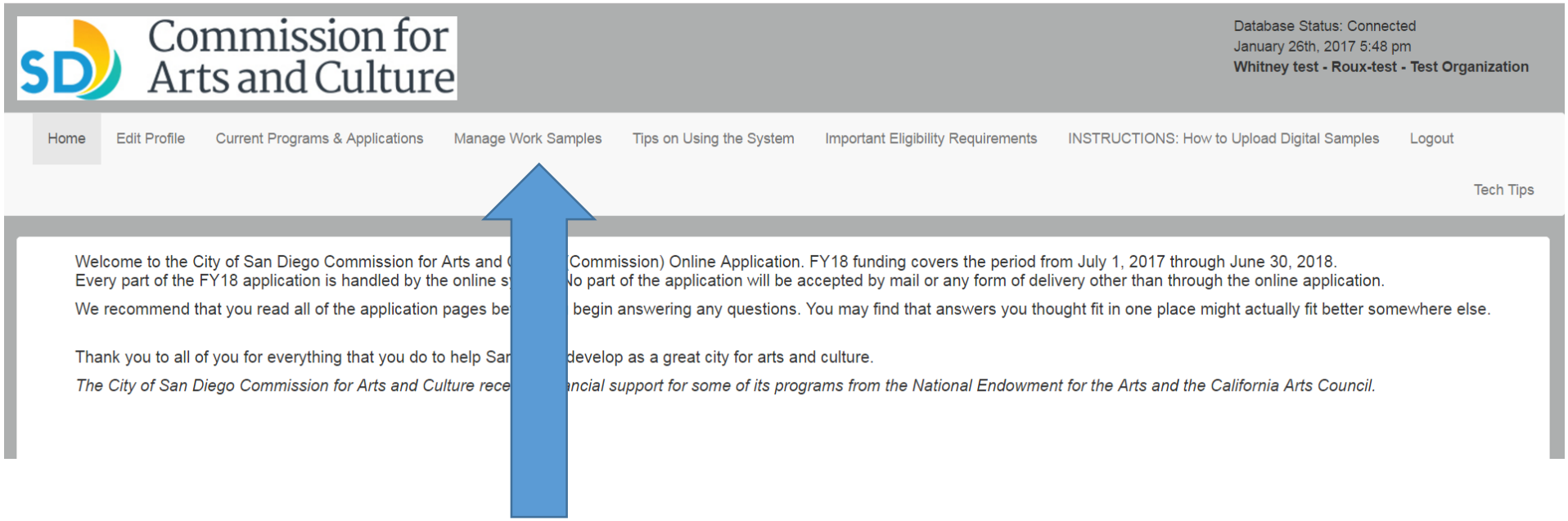
Uploading and Selecting Your Files

1. Login to Go Grants, at https://sandiego.gosmart.org/ .
2. Select *Manage Work Samples* on the top menu.
3. Review each of the different sample banks.
4. If applicable, remove your work samples from past funding cycles.
5. Upload your new work samples to the appropriate samples bank.
6. Access the work samples page on your RFP.
7. Select the files you want to include as work samples with your RFP.
8. Sort your work samples.
9. Save your work.

Let’s Get Started!

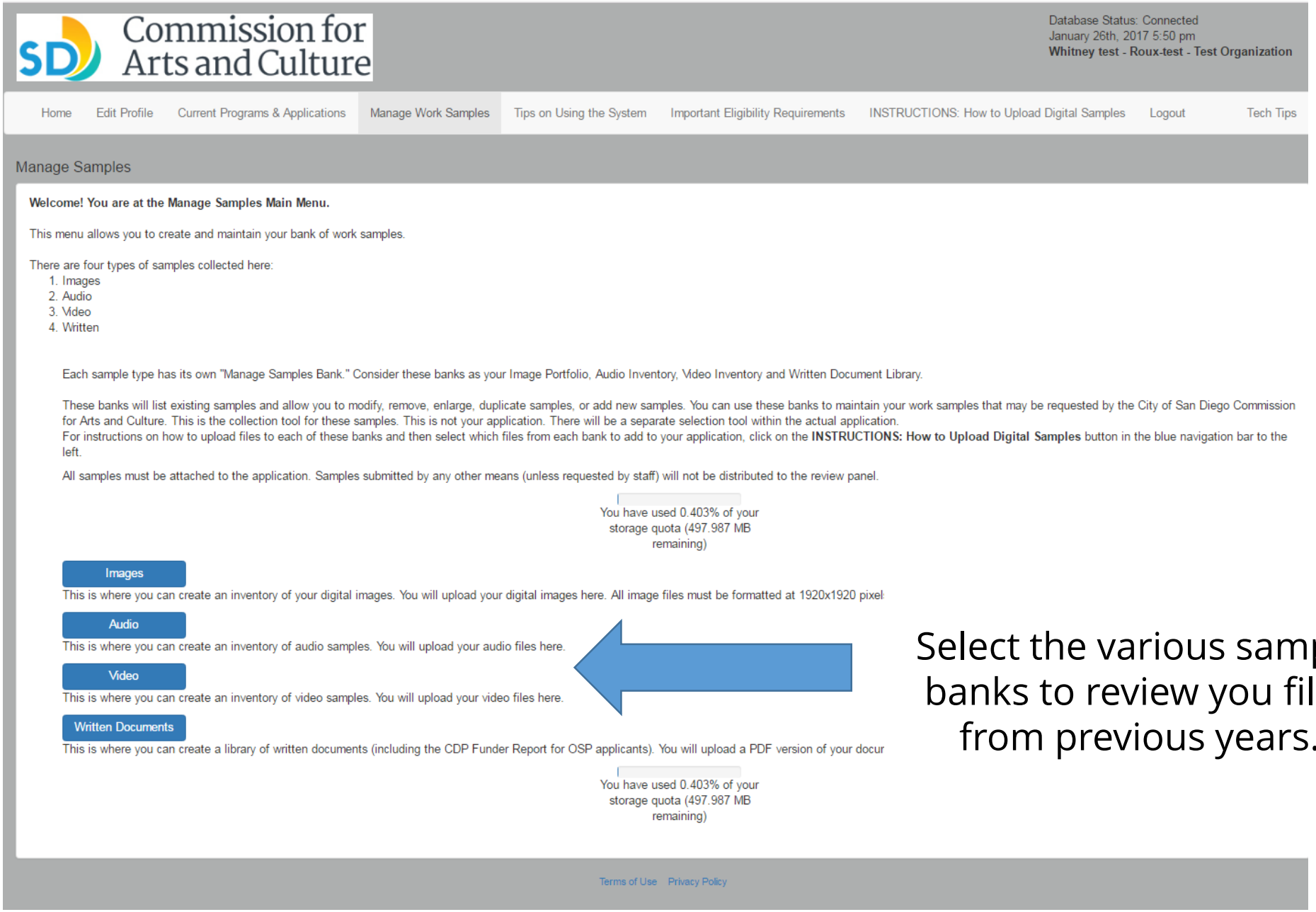
The following instructions show step by step how to upload and select your work samples.

Accessing Your Files



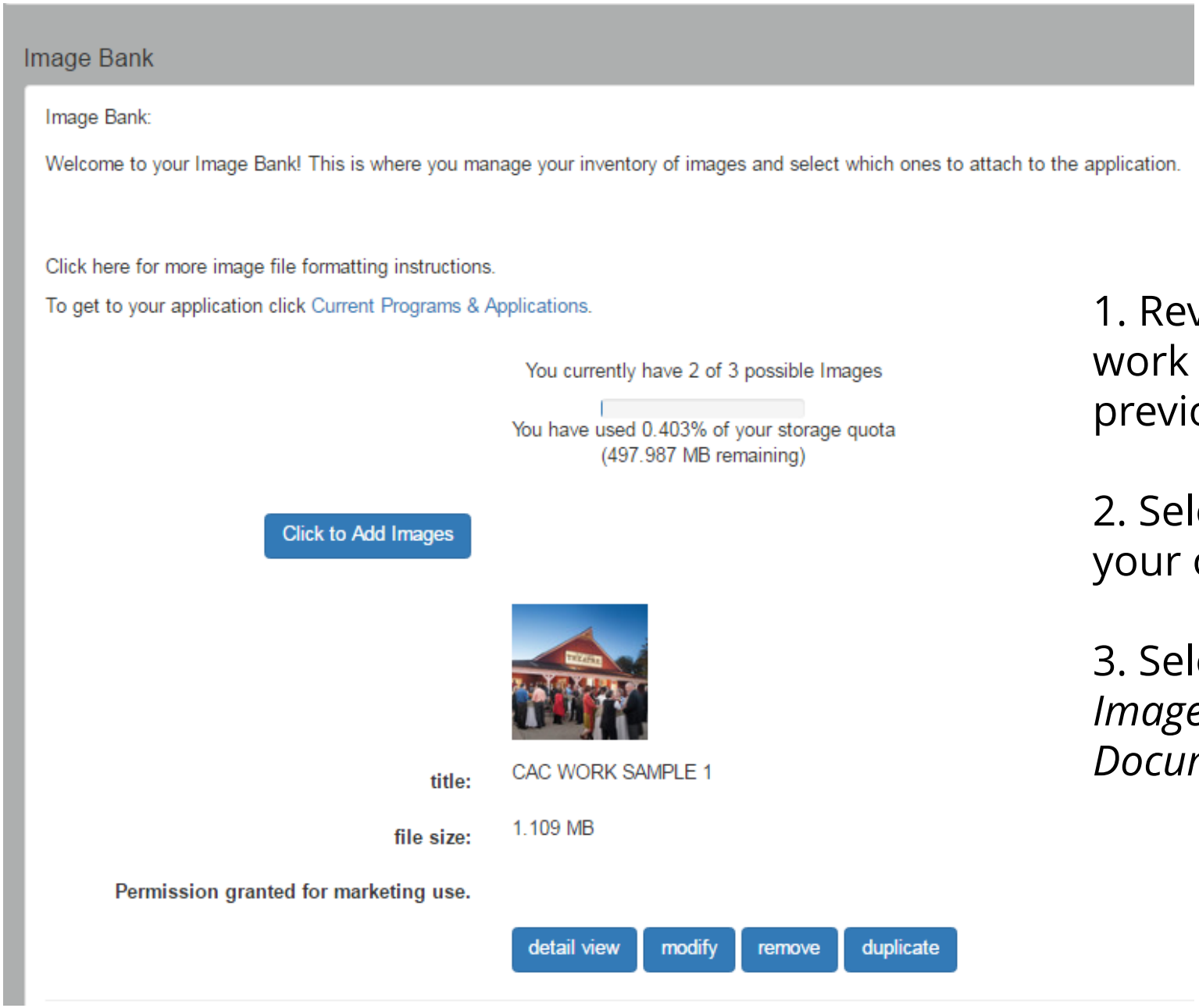
Select *Manage Work Samples* on the top menu.

Accessing Your Files



Select the various sample banks to review you files from previous years.

Updating Your Files

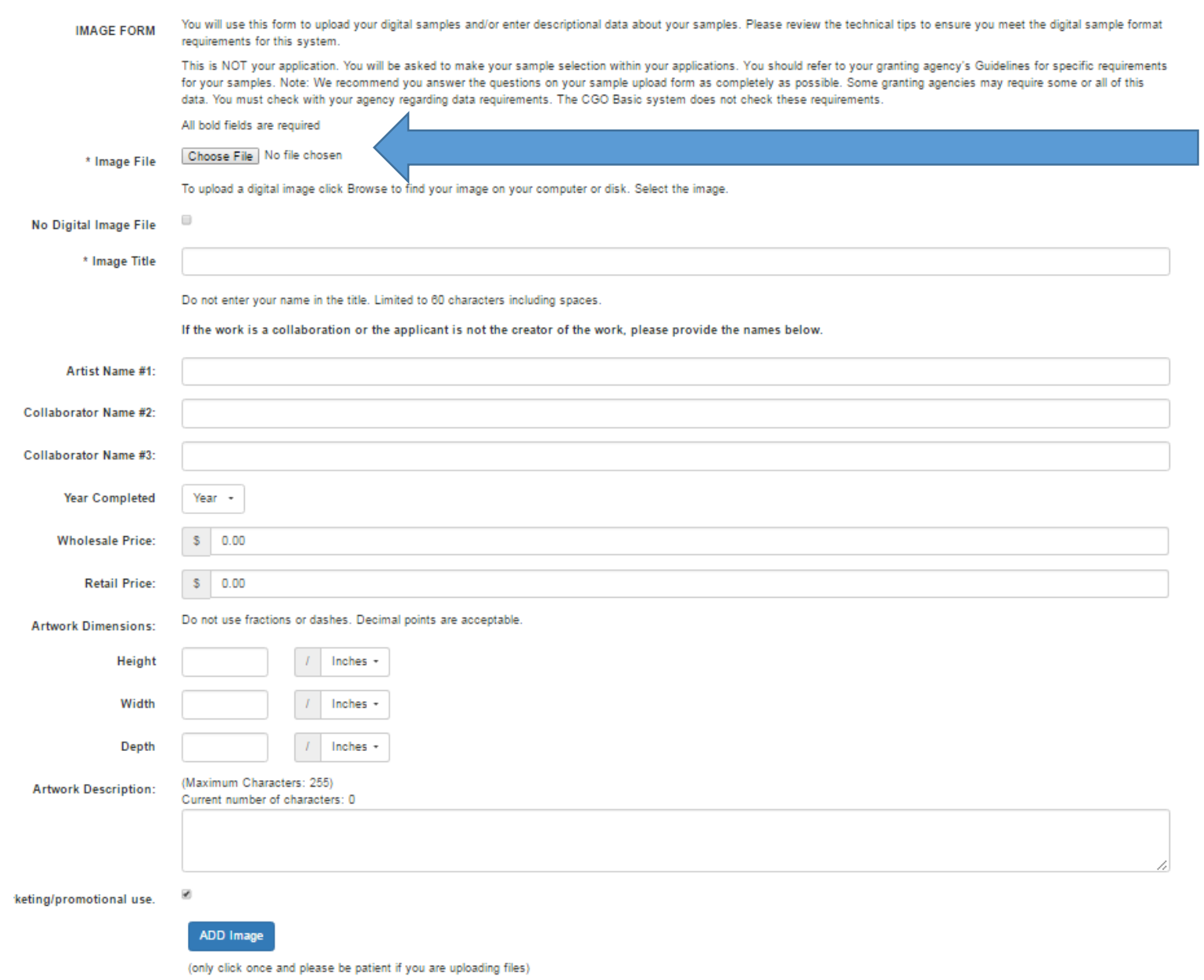


1. Review your work samples from previous years.

2. Select *Remove* on your old work samples.

3. Select *Click to Add Images/Audio/Video/ Document.*

Replacing Your Files



Select *Choose File* and upload your new work sample.

Add any important information about the file here.

Click Add Image/Audio/Video /Document.

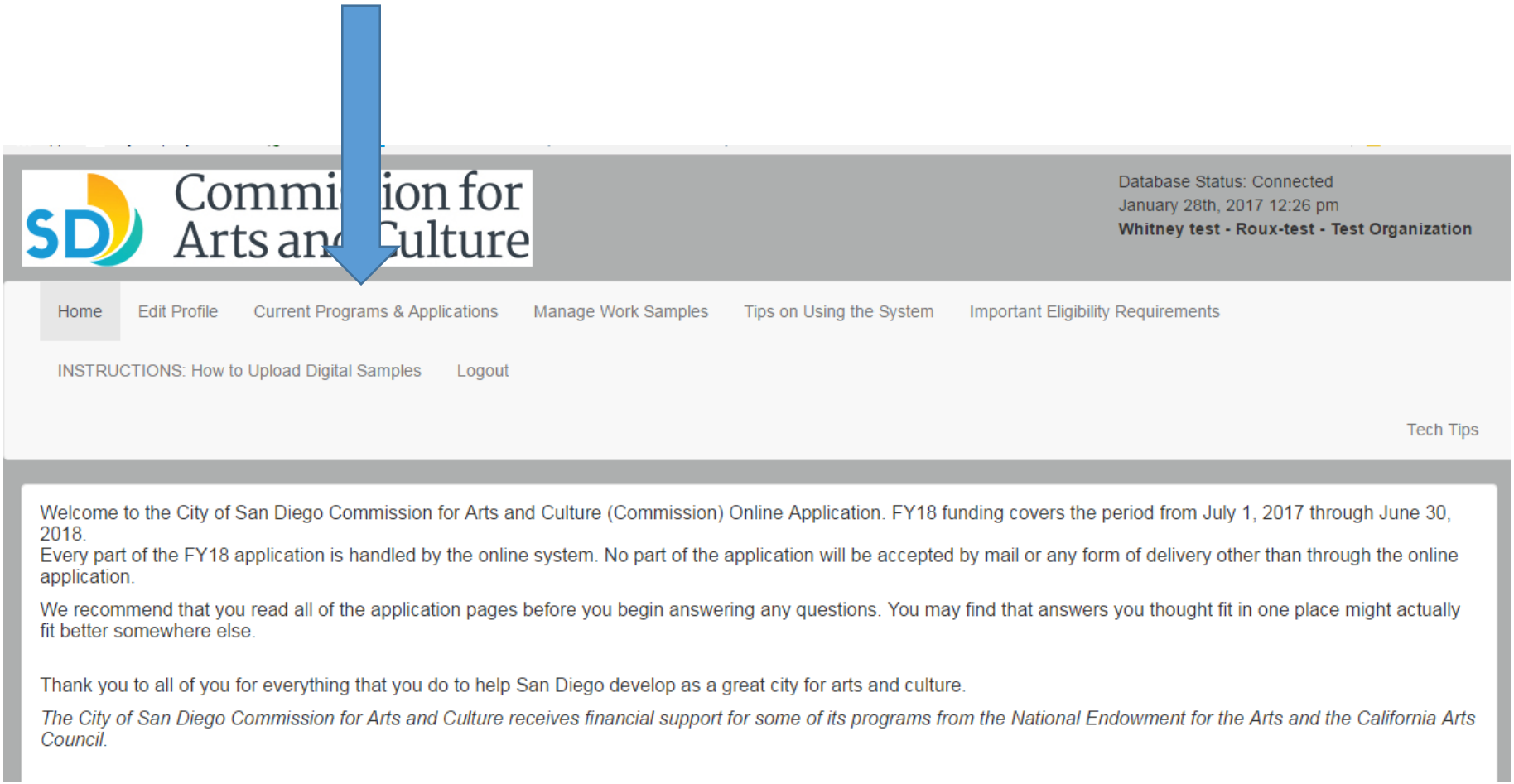
Work Samples Process

- ✓ Decide what media files you want to submit as work samples for the RFP.
- ✓ Log on to Go Grants at https://sandiego.cgweb.org/ and review the technical restrictions for files. To access this information select *Instructions: How to Upload Digital Samples* on the top menu.
- ✓ Format your work samples according to the restrictions.
- ✓ Once your work samples are ready to upload, in Go Grants, select *Manage Work Samples* on the top menu.
- ✓ Review each of the different sample banks. If applicable, remove your work samples from past funding cycles.
- ✓ Upload your new work samples to the appropriate samples bank.

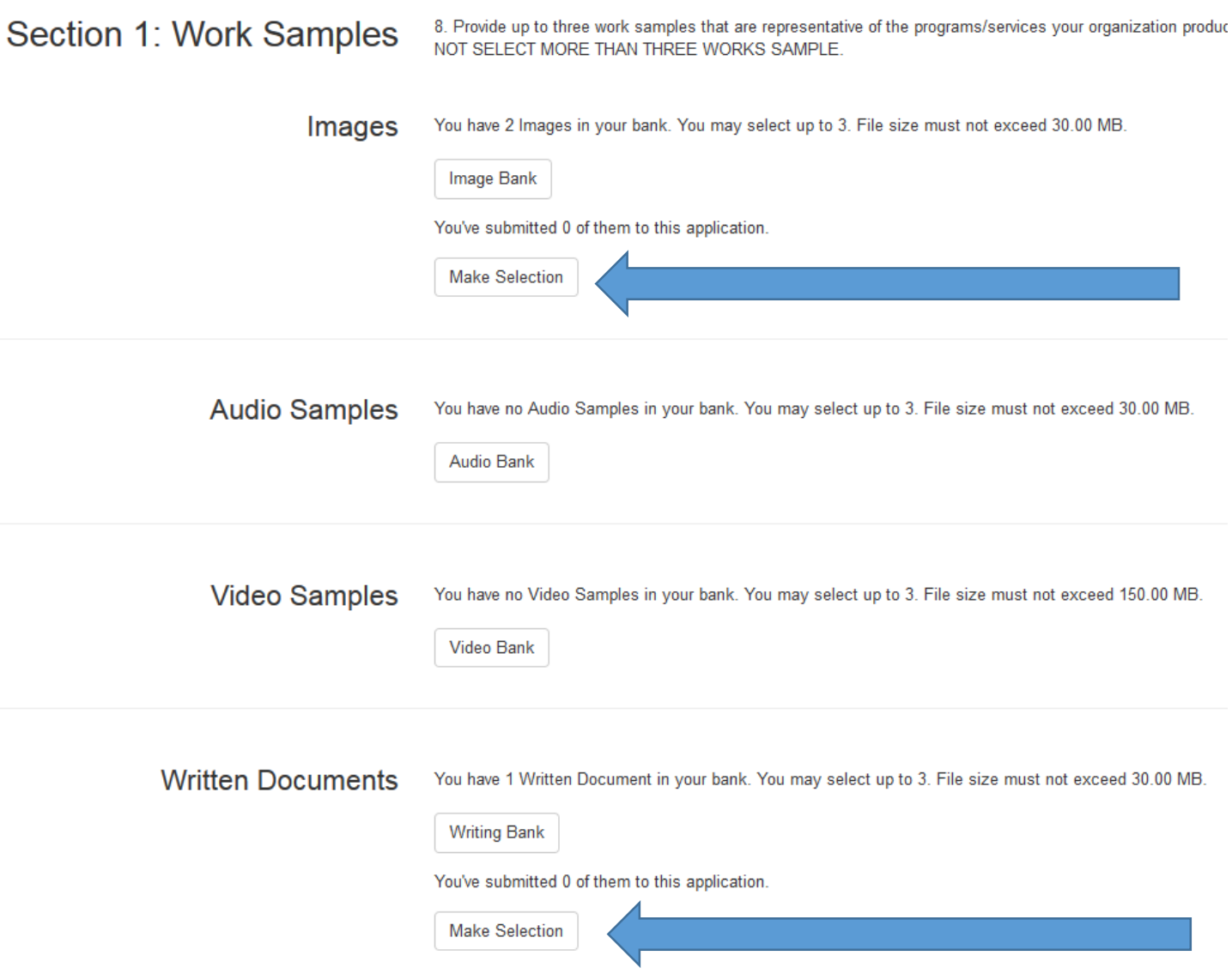
Now, select your FY19 RFP Work Samples!

Attach Files to RFP

In Go Grants, select *Current Programs and Applications* from the main menu on the top. Then choose the FY19 RFP. Once inside your RFP, select the *Work Samples* page.



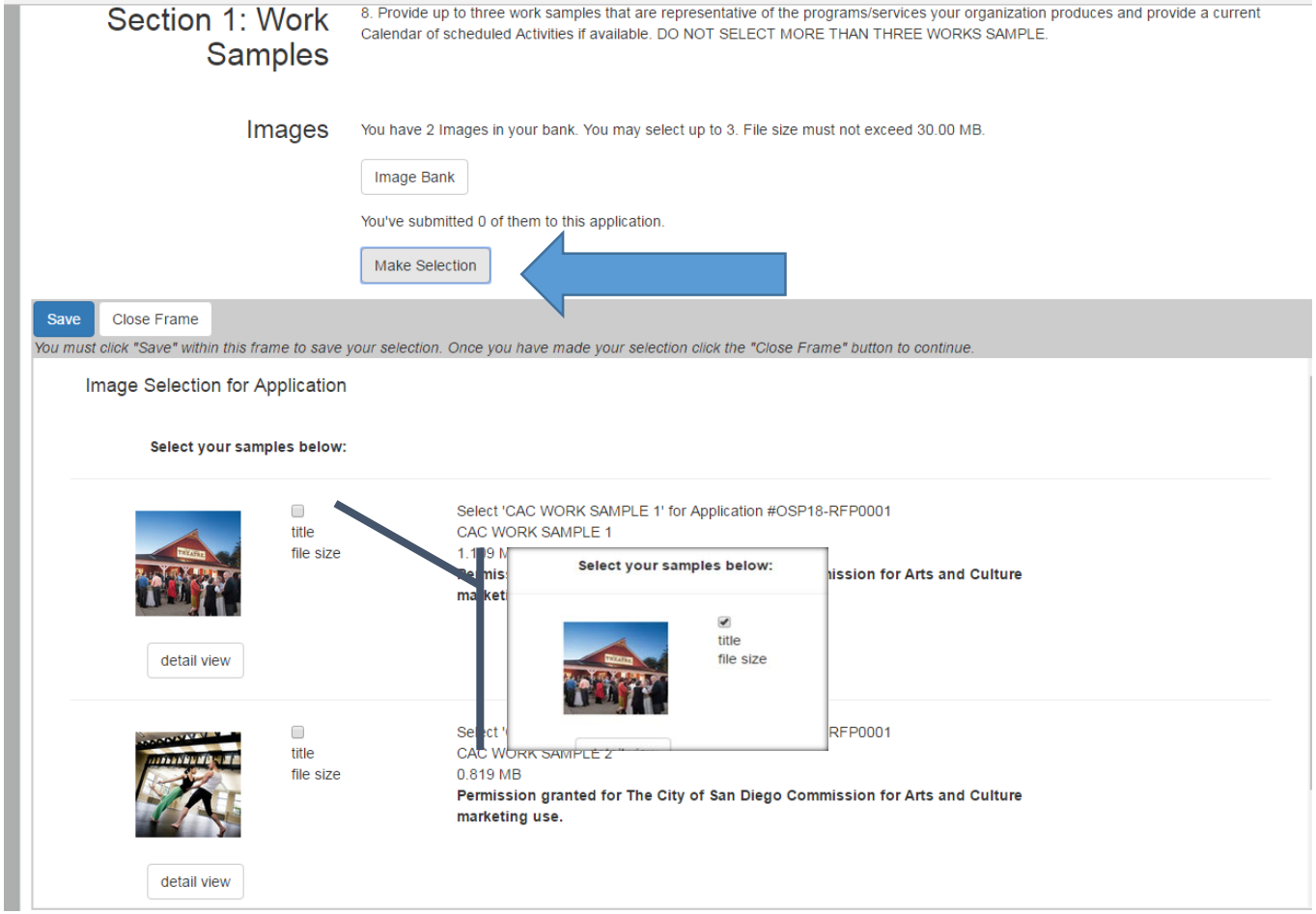
Attach Files to RFP



Select *Make Selection* on the file type you would like to attach to your RFP.

If *Make Selection* is not an option, that means you do not have any of that media type saved to your Work Samples Library.

Attach Files to RFP



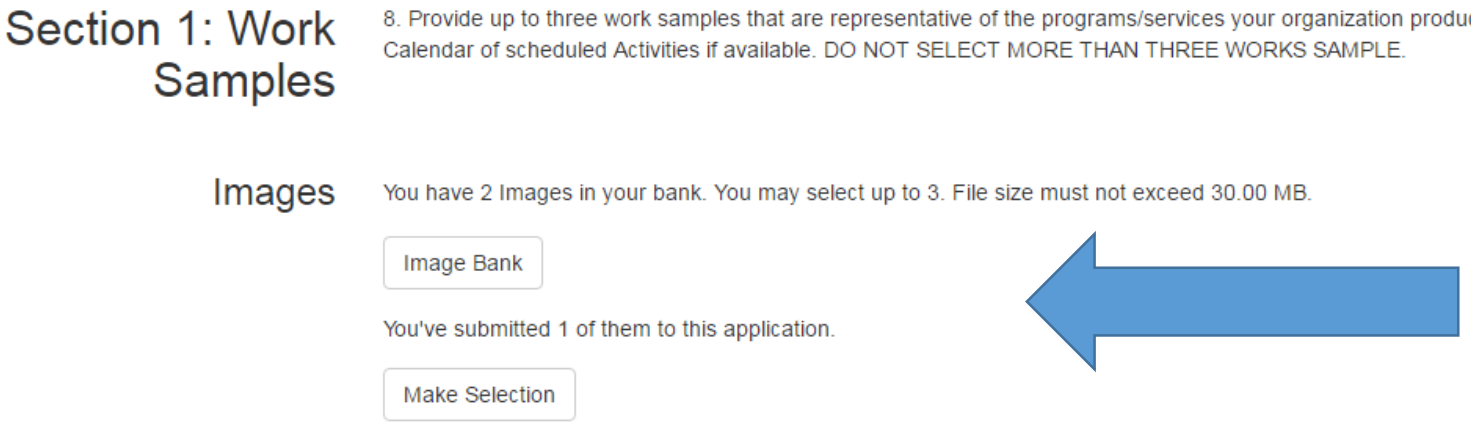
1. Check the box next to the individual file you want to attach to the RFP.

2. Select *Save.*

3. Once you have selected all of your choices from that file type, save and then select *Close Frame.*

4. Repeat for other desired file types.

Attach Files to RFP



Confirm the number of work samples for each file type is correct.

REMINDER:
Do not add more work samples than requested in the RFP.

Attach Files to RFP

Sample Sort Order

Arrange the order your samples will be viewed by setting the Sort Order for each sample and then clicking **Re-Sort Samples**

Sort Order 1

Title CAC WORK SAMPLE 1

detail view

Sort Order 2

Title YOU TUBE VIDEOS

Document You Tube Videos.pdf (click to download)

Completed 0

Published 0

Publisher

detail view

Sort Order 3

Title CAC WORK SAMPLE 2

detail view

You can sort your selected work samples to be shown in a particular order on the RFP.

1. Scroll to the bottom of the Work Samples page in the RFP.
2. Review your selected samples, and select the number below the thumbnail. Revise the numbers to be the order you prefer.
3. Select Re-Sort Samples.

Work Samples– Complete!

Commission for Arts and Culture

The City of San Diego Commission for Arts and Culture - FY18 Organizational Support Program (OSP) Request for Proposal (RFP)
Test Organization
Application #OSP18-RFP0001

Primary Contact: Ms. Whitney test - Roux-test
Phone: (619) 236-6798
Email: sdcitywroux@gmail.com

Document Generated: Saturday, January 28th 2017, 12:46 pm

Section 1: Work Samples

Title: CAC WORK SAMPLE 1

CAC Work Sample 1

Title: YOU TUBE VIDEOS
Completed: 0
Published: 0
Publisher:

You Tube Videos.pdf

Title: CAC WORK SAMPLE 2

CAC Work Sample 2

Once you have selected and sorted your work samples, you have completed that portion of the RFP.

Work samples will appear like this on the panel reviewer's PDF.

Work Samples– Tips

Video Files: Keep videos short and interesting. Panelists prefer to review excerpts of work rather than short edited clips with heavy narration. Recommended length is between one to three minutes, and not longer than five.

Image Files: This format is often best used to show documentation of exhibits, 'live action' shots from public programming, or images highlighting community engagement efforts. Before submitting, be sure to review image quality.

Audio Files: Like video, we recommend keeping the files short and interesting. Audio samples can be used to highlight artistic quality of performance organizations or provide testimony from constituents. This type of sample is very popular for music organizations.

PDF Documents: Documents are great for sharing excerpts from literary publications or museum catalogues. We do not recommend submitting promotional pieces such as fundraising letters or marketing materials. Again, keep these documents brief and engaging.

Work Samples– Suggest Samples by Discipline

Discipline	Suggested Sample Type
Arts Education: Demonstrate both learning and teaching.	Video and/or Images
Arts Service: Demonstrate the quality of services your organization offers.	Video Images PDF Documents
Dance	Video
Literary Arts	PDF Documents Video (if a performance aspect is included)
Media Arts	Video Images Audio
Music - Choral/Opera /Instrumental	Audio Video
Presenting: Demonstrate the respective artist's work.	Video Images
Theatre	Video Images Audio
Traditional & Folk Art	Video Images Audio
Visual Art	Video and/or Images and/or PDF Documents

Contact us!

Commission for Arts and Culture Funding Programs

For technical assistance contact:

Whitney Roux
Arts and Culture Funding Programs Coordinator
e: wroux@sandiego.gov
p: 619.236-6798

www.VibrantCultureVibrantCity.com