

RFP Work Samples

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

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.

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



Accessing Your Files

The screenshot shows the top navigation bar of the Commission for Arts and Culture website. The logo and name are on the left. On the right, there is a 'Database Status' section showing 'Connected' and the date 'January 26th, 2017 5:48 pm'. Below the status is the text 'Whitney test - Roux-test - Test Organization'. The main navigation menu includes 'Home', 'Edit Profile', 'Current Programs & Applications', 'Manage Work Samples', 'Tips on Using the System', 'Important Eligibility Requirements', 'INSTRUCTIONS: How to Upload Digital Samples', and 'Logout'. A 'Tech Tips' link is located on the far right. The main content area contains a welcome message and information about the FY18 application process.

Select *Manage Work Samples* on the top menu.



Accessing Your Files

Manage Samples

Welcome! You are at the Manage Samples Main Menu.

This menu allows you to create and maintain your bank of work samples.

There are four types of samples collected here:

1. Images
2. Audio
3. Video
4. Written

Each sample type has its own "Manage Samples Bank." Consider these banks as your Image Portfolio, Audio Inventory, Video Inventory and Written Document Library.

These banks will list existing samples and allow you to modify, remove, enlarge, duplicate samples, or add new samples. You can use these banks to maintain your work samples that may be requested by the City of San Diego Commission for Arts and Culture. This is the collection tool for these samples. This is not your application. There will be a separate selection tool within the actual application. For instructions on how to upload files to each of these banks and then select which files from each bank to add to your application, click on the **INSTRUCTIONS: How to Upload Digital Samples** button in the blue navigation bar to the left.

All samples must be attached to the application. Samples submitted by any other means (unless requested by staff) will not be distributed to the review panel.

You have used 0.403% of your storage quota (497.987 MB remaining)

Images

This is where you can create an inventory of your digital images. You will upload your digital images here. All image files must be formatted at 1920x1920 pixel.

Audio

This is where you can create an inventory of audio samples. You will upload your audio files here.

Video

This is where you can create an inventory of video samples. You will upload your video files here.

Written Documents

This is where you can create a library of written documents (including the CDP Funder Report for OSP applicants). You will upload a PDF version of your document.

You have used 0.403% of your storage quota (497.987 MB remaining)



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

SD Updating Your Files

Image Bank

Image Bank:

Welcome to your Image Bank! This is where you manage your inventory of images and select which ones to attach to the application.

[Click here](#) for more image file formatting instructions.

To get to your application click [Current Programs & Applications](#).

You currently have 2 of 3 possible Images

You have used 0.403% of your storage quota
(497.987 MB remaining)

[Click to Add Images](#)



title: CAC WORK SAMPLE 1

file size: 1.109 MB

Permission granted for marketing use.

[detail view](#)

[modify](#)

[remove](#)

[duplicate](#)

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

IMAGE FORM

You will use this form to upload your digital samples and/or enter descriptive data about your samples. Please review the technical tips to ensure you meet the digital sample format requirements for this system.

This is NOT your application. You will be asked to make your sample selection within your applications. You should refer to your granting agency's Guidelines for specific requirements for your samples. Note: We recommend you answer the questions on your sample upload form as completely as possible. Some granting agencies may require some or all of this data. You must check with your agency regarding data requirements. The CGO Basic system does not check these requirements.

All bold fields are required

* Image File

No file chosen

To upload a digital image click Browse to find your image on your computer or disk. Select the image.

No Digital Image File

* Image Title

Do not enter your name in the title. Limited to 80 characters including spaces.

If the work is a collaboration or the applicant is not the creator of the work, please provide the names below.

Artist Name #1:

Collaborator Name #2:

Collaborator Name #3:

Year Completed

Wholesale Price:

Retail Price:

Artwork Dimensions: Do not use fractions or dashes. Decimal points are acceptable.

Height

 / Inches ▾

Width

 / Inches ▾

Depth

 / Inches ▾

Artwork Description:

(Maximum Characters: 255)
Current number of characters: 0

Marketing/promotional use.

(only click once and please be patient if you are uploading 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.



Database Status: Connected
January 28th, 2017 12:26 pm
Whitney test - Roux-test - Test Organization

Home Edit Profile **Current Programs & Applications** Manage Work Samples Tips on Using the System Important Eligibility Requirements

INSTRUCTIONS: How to Upload Digital Samples Logout

Tech Tips

Welcome to the City of San Diego Commission for Arts and Culture (Commission) Online Application. FY18 funding covers the period from July 1, 2017 through June 30, 2018.
Every part of the FY18 application is handled by the online system. No part of the application will be accepted by mail or any form of delivery other than through the online application.
We recommend that you read all of the application pages before you begin answering any questions. You may find that answers you thought fit in one place might actually fit better somewhere else.

Thank you to all of you for everything that you do to help San Diego develop as a great city for arts and culture.
The City of San Diego Commission for Arts and Culture receives financial support for some of its programs from the National Endowment for the Arts and the California Arts Council.



Attach Files to RFP

Section 1: Work Samples

8. Provide up to three work samples that are representative of the programs/services your organization produces. NOT SELECT MORE THAN THREE WORKS SAMPLE.

Images

You have 2 Images in your bank. You may select up to 3. File size must not exceed 30.00 MB.

Image Bank

You've submitted 0 of them to this application.

Make Selection



Audio Samples

You have no Audio Samples in your bank. You may select up to 3. File size must not exceed 30.00 MB.

Audio Bank

Video Samples

You have no Video Samples in your bank. You may select up to 3. File size must not exceed 150.00 MB.

Video Bank

Written Documents

You have 1 Written Document in your bank. You may select up to 3. File size must not exceed 30.00 MB.

Writing Bank

You've submitted 0 of them to this application.

Make Selection



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

Section 1: Work Samples

8. Provide up to three work samples that are representative of the programs/services your organization produces and provide a current Calendar of scheduled Activities if available. DO NOT SELECT MORE THAN THREE WORKS SAMPLE.

Images You have 2 Images in your bank. You may select up to 3. File size must not exceed 30.00 MB.

Image Bank

You've submitted 0 of them to this application.

Make Selection

Save Close Frame

You must click "Save" within this frame to save your selection. Once you have made your selection click the "Close Frame" button to continue.

Image Selection for Application

Select your samples below:

Image	checkbox	title	file size
	<input type="checkbox"/>	CAC WORK SAMPLE 1	1.119 MB
	<input type="checkbox"/>	CAC WORK SAMPLE 2	0.819 MB

detail view

detail view

Select 'CAC WORK SAMPLE 1' for Application #OSP18-RFP0001

Permission granted for The City of San Diego Commission for Arts and Culture marketing use.

Select your samples below:

Image	checkbox	title	file size
	<input checked="" type="checkbox"/>	CAC WORK SAMPLE 1	1.119 MB

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

Section 1: Work Samples

8. Provide up to three work samples that are representative of the programs/services your organization produces and provide a current Calendar of scheduled Activities if available. DO NOT SELECT MORE THAN THREE WORKS SAMPLE.

Images

You have 2 Images in your bank. You may select up to 3. File size must not exceed 30.00 MB.

Image Bank

You've submitted 1 of them to this application.

Make Selection



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](#)

The screenshot displays three work samples in a list. Each sample has a thumbnail image, a 'Sort Order' dropdown menu, a 'Title', a 'Document' link, and a 'detail view' button. A blue arrow points to the 'Sort Order' dropdown of the first sample.

Sort Order	Title	Document	Completed	Published	Publisher
1	CAC WORK SAMPLE 1		0	0	
2	YOU TUBE VIDEOS	You Tube Videos.pdf (click to download)	0	0	
3	CAC WORK SAMPLE 2				

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!



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