

Completing the Application

2. Write a Description of Proposed Activities

b. ACTIVITIES: Fully explain the Artist Enrichment activities proposed. Clearly describe what you want to do, including how the activities described relate to your budget request. Prepare a clear, detailed and realistic timeline and work plan.

This is a detailed description of what you will actually do. In this section, please give background information about why you want to undertake these activities—although you will address results and impact later in the application, be thinking about how the activities are related, and how you decided to do these particular activities. It is important that all activities you describe in the application are accounted for in the budget. In addition, if you list anything in the budget, be sure that its importance is explained in your application.

The *timeline and work plan* are important because they show how your ideas and activities will be implemented. The work plan and timeline should clearly describe what you plan to do in a specified amount of time by outlining how you will accomplish what you say you will do. This section will be strongest if you are clear, detailed, and realistic in your plan, which is one of the key criteria the reviewers will use to assess the applications. Grant Reviewers will look at this section to determine if the activities proposed seem realistic in the time frame outlined. Reviewers appreciate seeing a plan that significantly advances your enrichment, yet is realistic.

Keep in mind that the timeframe for the Artist Enrichment Grant is January 2011- January 2012. Applicants will receive grant notification by December 1, and applicants who receive funding will receive the grant check by the end of December. Grantees have one year from receiving grant funds to complete the proposed activities. The activities will be most realistic to the reviewers if they take place within this timeframe.

There are many ways to prepare a timeline and work plan. You can outline it by days, weeks, months, or seasons; you can provide a schedule of activities of an actual event (if applicable); or you can explain in a narrative format. Whichever format you choose, be sure that you explain clearly what steps you need to take in order to complete the activities, how long each step realistically will take you, and in what time frame you plan to accomplish each step.

When preparing your timeline and work plan, you could consider:
How long it takes you to imagine, research, create, revise, complete work, etc.
Time to prepare and follow up your artist enrichment activities
Your daily schedule and creativity flow
Scheduling and availability of mentors, teachers, or collaborators, if applicable
Your work schedule or other family obligations
Time to collaborate and what that means to each person, if applicable
Travel and/or preparation time

Materials you need, and time/cost for gathering them
Preparing for exhibitions
Reflection and Assessment/ KFW's final report

Example 1) Performing arts

Summary: to transcribe and analyze jazz solos created by five women musicians between 1910 and 1955 and place the solos within the musical and social contexts of the day. Transcribing the solos will influence my own work as a jazz musician, and bring awareness to women jazz musicians in the early 20th century.

Thinking About Activities: What research do I need to do before I begin? Which women will I highlight and why? Why are these women important in my goal of bringing awareness to women jazz musicians in the 20th century? Where will I find the exact pieces that I want to transcribe? How many pieces from each musician will I transcribe? How long will it take me to transcribe each piece? How long will the entire project take me? What will I do with the transcriptions once they are completed to be sure they are integrated into current music curriculum? Once I've finished this work, what will I do to ensure they are used to bring awareness to women jazz musicians?

Example 2) Visual arts

Summary: to create a "memorial wall" visual installation incorporating individual portraits of disappeared and murdered women of Juarez, Mexico. The installation will raise awareness in KY and beyond about violence against women and explore the intersections between sexism, classism, violence, poverty and immigration.

Thinking About Activities: : How many portraits will I create? What materials do I need? How will I make the frames, and the portraits? Where will I work? What research do I need to do on this subject before creating the art? Where will this installation be exhibited? How many locations? How will I promote it? How will I reach out to the Latino community, as well as the broader community to ensure people see the exhibit?

Example 3) Media arts

Summary: to create a photographic body of work, informed by feminist ethics, about the foreclosure crisis and its disproportionate impact on women, minorities and low-income families. The project will give a human face to families in foreclosure by exhibiting this work to the community.

Thinking About Activities: How will I decide which houses to photograph? In which areas of the city? How will I get into the homes in order to take the photographs? What type of camera/lens do I need? What images on similar subjects do I need to look at before taking these photographs? When and where will these photographs be exhibited? How will I reach out to the public so they know about the exhibit? How will I express what I want to convey through these works?

Example 4) Literary Arts

Summary: to collaborate on the creation of the second volume in a series of books for girls that depicts young heroines in historically accurate Kentucky settings. The collaboration will develop each author's writing skills, and the completed work will inspire children to imagine nontraditional gender roles for girls and boys.

Thinking About Activities: When and where will we meet? What research do we need to do to ensure that the history is accurate? How often will we meet? Who will write which sections, and which will we write together? How will we develop the main character? How long does it take us to write collaboratively? What is our revision process and how long does it take us to revise? Who will be our first readers? How will we get the completed work into the hands of schoolchildren?