

Completing the Application

2. Write a Description of Proposed Activities

Frequently Asked Questions about the Description of Proposed Activities:

How can I strengthen my Description?

The more clearly you can explain what you want to do, how you intend to do it, and with whom or where you intend to work, the better. Include as much specific information relating to your activities as possible. Your Description should give those reading your application a full picture of what you want to do or create and why. Also, if you want to strengthen your Description of Proposed Activities, think about starting out with a draft and revising it as many times as needed to make it strong and clear. Start early. Write a first draft, then go back and revise, reorganize, reword your second draft. Show that draft to a friend or colleague, and see if they have suggestions on how you can improve your writing, or can more clearly express your ideas.

Do I need a statement of commitment if I'm requesting funds to work with a teacher, an outside artist, or a residency center?

A statement of commitment is not required, but you may include it in your application materials if your proposed activities are dependant on the involvement of an outside person or place. For instance, if you are applying to work with a director or mentor, a statement of commitment from that person could be useful so that the reviewers know that the person has agreed to proposed work sessions. If you do include a statement of commitment, be sure that it is not confused with a letter of recommendation. The statement should address the person's commitment to the activities named in the application rather than the potential quality of your art or your ability to complete the proposed activities.

What font size should I use? How big should my margins be?

KFW does not have any regulations relating to font size, margins, or spacing. However, your application will be strengthened if it is clearly written and can be easily read on the page.