

## Completing the Application

### 6. Include Two Letters of Recommendation

Each application should provide two current letters of recommendation. Partner applicants should submit two letters *for each applicant*. Please do not send more letters than requested. The two letters combined should address the following: the current or potential quality of your art, your commitment to feminism, your understanding of social change, and a realistic assessment of your ability to complete the activities you are proposing.

Your letters of recommendation may come from: other artists, teachers, activists, co-workers, or colleagues familiar with your art. The purpose of the letters of recommendation is to have an *outside perspective* speaking of you and your work. Reviewers find letters of recommendation strongest if they come from people who are not family members and who would not benefit financially from the grant, if funded.

### Frequently Asked Questions About Letters of Recommendation

**To whom should my letters be addressed?** Keep in mind that KFW staff do not make funding decisions. Since a team of independent reviewers reads and evaluates each application, and staff sends funding recommendations to the KFW Board of Directors for final approval, you can address your letters of recommendation to the Review Panel, and mail them to the KFW office.

### **How can I strengthen my letters of recommendation?**

Be sure to choose people who know your work, understand your project, and can speak in a detailed way to your artistic abilities and your ability to complete the project. Give your recommenders plenty of time to write your letter because the stronger the letter of recommendation, the stronger the application.

### **Do letters of recommendation have to arrive with the application?**

Letters can be included in the application. They can also arrive separately. Decisions about whether the letters should be kept confidential from you are up to you and the letter writers. If sent separately, they can be emailed, faxed, or postmarked by the grant deadline.