

ADDITIONAL INFORMATION:

COMPLETING THE APPLICATION

THIS SECTION CONTAINS THE FOLLOWING COMPONENTS:

Introduction and overview

- 1) Filling out the Application Form
- 2) Description of Proposed Activities
 - a) SUMMARY
 - b) ACTIVITIES
 - c) FEMINISM & SOCIAL CHANGE
 - d) RESULTS
 - e) IMPACT

Frequently Asked Questions about the
Description of Proposed Activities

- 3) Preparing a Budget and sample budgets
- 4) Composing a Biographical Statement
- 5) Submitting a Current Work Sample
- 6) Including Letters of Recommendation

Notes for Partner Applicants
Notes for Organizations

Overview of this Section Completing the Application*

This section of the *Additional Information* explains in detail 1) the *application form*, 2) the *description of proposed activities*, 3) the *budget*, 4) the *biographical statement*, 5) the *work sample*, and 6) two *letters of recommendation*.

A Complete Application Includes:

- Original and three copies (4 total collated, paper clipped copies) of:
 - Application form
 - Description of activities (up to 4 pages)
 - Budget (on a separate page)
 - Biographical statement (on a separate page)
- Work samples (**Two** copies for literary applicants, **one** copy for visual, media, and performing applicants)
- Two letters of recommendation

The KFW **criteria** that the reviewers use to assess all of the application materials are:

1. Artwork in sample is strong, highly original, and reflects feminism and social change.
 2. Proposed activities will further applicant's development as a feminist, social change artist.
 3. Application and work sample demonstrate applicant's understanding and practice of feminism.
 4. Application and work sample demonstrate a clear understanding of the relationship between art and social change.
 5. Work plan, timeline, and budget are clear, detailed, and realistic.
 6. Applicant's ability to complete the proposed activities is clearly shown.
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Planning successful ways to develop yourself as a feminist, social change artist, and thinking about the impact of your work takes a lot of time and energy. It will help you to start early to give yourself plenty of time to think through what you want to do and why: to plan your activities for development, think through how this will result in your artistic and feminist growth, as well as what kind of social justice impact you want to make with your work. Thinking through all of these components before you begin to write your narrative will help you make your application as strong as possible. Once you have written the description of proposed activities and have assembled your materials, you could consider showing your application and work sample to a friend or colleague who can give you constructive feedback on your plans and application materials. Ask this person to look at your application with **KFW criteria** in mind, and give you feedback for potential revisions.

* Partner Applicants and Organizations should see *Notes for Partner Applicants* and *Notes for Organizations*