

## Completing the Application

### 5. Submit a Current Work Sample

*The work sample is a crucial part of the application. Include on a separate page a brief description of the work sample submitted, and how it relates to feminism, social change, and the proposed activities. Samples should be strong, highly original, and reflect feminism and social change. Reviewers appreciate seeing work that is directly related to the proposed activities, and that is presented in a way that best reveals the power of your art form.*

The work sample is crucial because it represents your artistic abilities to create feminist, social change art. Because artistic quality is the primary criterion for all KFW grants, your work sample is the most important element of your application. The review panels respond most positively to samples that are recent, skillfully done, directly related to the proposed activities, and that reflect feminist social change. For KFW purposes, a work sample should not be representative of all your past work but rather a sampling of your work most relevant to your application. The work sample should show your best work, presented well. Please adhere to the size and amount limitations (min and max). This ensures fairness for all applicants, and also ensures that the reviewers have enough of a sample to adequately assess your work.

Because the work sample should directly illustrate your ability to complete the proposed activities, submit a sample that shows as nearly as possible what the final project will be. If this is not possible, you might consider submitting sketches or plans to supplement your work sample. If you are making work in a new area, the reviewers appreciate seeing a sample that at least “points in the direction” of the new work.

If you are seeking funding for multiple disciplines, it is best to submit work samples in all of those areas. The following guidelines indicate the minimum and maximum amount of artwork to include. Please do not send more or less than is requested. Print your name on each page, slide, photograph, CD, or tape of the work samples you submit.

**Your Statement about your work sample:** This is an opportunity to (briefly) describe your work. You can choose to give context for your work and why you chose this/these particular piece(s). In this statement, you can provide information about how the work that you are submitting is related to *feminism* and *social change*, KFW’s mission and the very first criteria that the reviewers use to assess the applications. Since the reviewers usually look for work that is related to the proposed activities, this question also gives you the opportunity to explain how the work you’ve submitted is related to the activities you’ve described.

If you are a visual artist, please list the sizes and materials used. If you are a literary artist, and have submitted work from the middle of a longer text, it could be helpful to the reviewers to give them a synopsis of what has happened in the work so far.

**Amount of work samples (minimum and maximum):**

- 15-20 pages of poetry, fiction, nonfiction, or a script.
- 10-12 photographs or slides, each labeled with the title of the work. You may also choose to provide a CD of 10-12 digital images. Please include printouts of digital images, as backup for the reviewers. *For all visual media, include a list that shows the date, artistic medium, and size of each piece.*
- 10-12 tracks on a CD or audiocassette. Include written lyrics.
- 10-15 minutes of material on a DVD or video. Please ensure that videos are cued.

**Number of copies:** If you are applying in the Literary category, please include two copies of all work samples submitted. If you are applying in the Visual, Performing, or Media categories, please submit one copy of all work samples.

**Size of work samples:** For logistical reasons, please submit work samples that are no larger than 8 1/2 x 11. **Please do not submit work samples or applications in binders, as these binders cannot be sent to the reviewers.**

KFW will make every effort to protect your work samples but cannot be responsible for loss or damage. KFW will not keep your work samples after the grant review is complete. If you would like your work returned to you, please enclose a sufficiently stamped, self-addressed envelope with your application. ***Please submit your work sample in one of the above formats, not your original artwork.***

***Frequently Asked Questions about submitting work samples***

**I'm exploring new areas or themes, so I don't have a work sample yet. What should I do?**

Grant reviewers understand that if you are embarking on something totally new, you may not have an example to show them. However, your application will be stronger if you include a sample that at least "points in the direction" of the work you are aspiring to do.

**In what format should I submit visual images and moving images?**

Since individual reviewers have different kinds of computers (both Mac and PC) and since many reviewers do not have all computer applications used for viewing images, please submit digital work in a format that is easily readable by all

computers. For visual work, a jpg or pdf usually works well. For video, it is a good idea to submit the work in a file that will work on any standard home DVD player. Applicants have used QuickTime .mov, Windows .avi or .mpg files. It is also a good idea to include a link to a website where reviewers can go to see the video or images, just in case their computers cannot read the files you submit. These links should be for backup only.

**Can I submit a piece of art that I made in a class? It's really my best work!**

Because KFW asks for samples that are highly original, reviewers appreciate seeing a work sample that originated with you rather than artwork created as a class assignment or for other educational purposes.

**What if the work I'm proposing to do is in a variety of artforms?**

If you are seeking funding that includes work in multiple artforms, it is best to submit work in all of those areas. Reviewers appreciate seeing work that shows them as closely as possible what the finished product will be like.

**If I submit work in more than one area, what do I mark on the application form?**

The art form that you mark on the application form determines the panel to which your application is assigned. You can mark more than one artform if you like, but be sure to choose the panel that you would like your application reviewed in. For example, if you are working on a project that incorporates both dance and theatre, you can mark both, and your application would clearly be reviewed in the Performing panel. If, however, your project includes both fiction and painting, you could circle fiction and painting, and should include both writing and visual art samples, but would have to choose either Visual or Literary as the primary artform. This choice should be based on which artform you think is the strongest, which artform is the main focus of the proposed activities, and in which category a majority of KFW funding would be spent.

**Is it okay to submit a work sample of work-in-progress?**

Yes. It is best to submit a work sample that shows your skill AND is directly related to the proposed activities.