

Introduction to Completing the Application*

This section of the *Additional Information* will explain 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, paperclipped 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 directly benefit women and girls in Kentucky.
 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 feminist, arts-based, social change activities takes a lot of time and energy. It will help you to start early to give yourself plenty of time to think through your activities and to 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 planned activities 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*