

## 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 kind of art activities 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 anyone reading your application a full picture of what you want to do or create, who you want to engage 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 she or he have suggestions on how you can more clearly express your ideas, or how you can improve your writing.

##### **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 in the four page description. However, your application will be strengthened if it is clearly written and can be easily read on the page. It is usually better to revise and shorten the description rather than use a small font or decreasing the margins to make it fit onto four pages.