

## Overview of this Section Completing the Application\*

The links to 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 paper-clipped copies) of:
  - Application form
  - Description of activities and social change impact (up to 4 pages)
  - Budget (on a separate page)
  - Biographical statement (on a separate page)
- Work samples (**THREE copies\***)
- Two letters of recommendation
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**\* Since this is a new policy, please contact Rae if the format of your work makes this challenging for you.**

**Please do not use staples.** They make processing applications difficult. Thank you.

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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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Creating successful arts-based activities that engage community members and result in social change impact takes a lot of time and energy. It will help you to start early to give yourself plenty of time to think through how feminist artmaking can have concrete results and advance social change. Thinking through your goals for concrete results will help you plan your community engagement activities, and how these results will advance social justice in Kentucky. Thinking through all of these components before you begin to write your narrative will help you accomplish more and make a difference and also 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 someone with an outside perspective to look at your application with **KFW criteria** in mind, and give you feedback for potential revisions.

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