

Completing the Application

6. Include Two Letters of Recommendation

The letters of recommendation may be included in your application. If they are sent separately, they must be postmarked by the grant deadline, March 2, 2012.

Each application should provide two current letters of recommendation. Partner applicants may submit up to two letters *for each applicant*. **Please do not send more letters than requested.** The two letters *combined* should address the following: the current or potential quality of your art, your commitment to feminism, your understanding of social change, and a realistic assessment of your ability to complete the activities you are proposing. Letters of recommendation should include the contact information of the person writing the letter.

Your letters of recommendation may come from: other artists, teachers, activists, co-workers, or colleagues familiar with your art. The purpose of the letters of recommendation is to have an *outside perspective* speaking of you and your work. Your letters of recommendation will be strongest if they come from people who are not family members and who would not benefit financially from the grant, if funded.

Frequently Asked Questions About Letters of Recommendation

To whom should my letters be addressed? Keep in mind that KFW staff do not make funding decisions. Since a team of independent reviewers reads and evaluates each application, you can address your letters of recommendation to the Grant Reviewers, and mail them to the KFW office.

How can I strengthen my letters of recommendation?

Be sure to choose people who know your work, understand your activities, and can speak in a detailed way to your artistic abilities, your commitment to feminism, the way you engage individuals or community members through art, and your ability to complete the activities. You may not have two people who can address all of these topics, so you can choose one recommender who is most familiar with your art, and another who is most familiar with your community engagement, as an example. Be sure that your recommenders understand the grant to which you are applying. You can talk to them about KFW's mission of feminism and social change and/or give them a copy of the application form and the criteria that the reviewers will use to assess all the applications. Give your recommenders plenty of time to write your letter because the stronger the letters of recommendation, the stronger the application.

Do letters of recommendation have to arrive with the application?

Letters can be included in the application. They can also arrive separately. Decisions about whether the letters should be submitted directly to KFW (as a matter of confidentiality) are up to you and the letter writers. If sent separately, they can be emailed, faxed, or postmarked by the grant deadline.