

## Completing the Application Notes For Partner Applicants

Individual artists and organizations submitting applications for the same activities will be considered together. Collaborative partners should also apply together.

*\*\* An important note on collaboration:* KFW staff often hears from grantees that collaboration is both rewarding and challenging. Partners can have varying ideas, assumptions and expectations when it comes to what collaboration means to them. For instance, each collaborator might have different expectations in terms of what each person expects to gain from the collaboration, both financially, in each person's role, and in the creative process.

If you are considering collaborating, please consider spending ample time with your creative partner to go over what each of you expects from the collaboration and what each of your roles will be. For example, how will you schedule time together? What is each person's creative process, and how much will you create together? What will each person be expected to do? How will each of you be compensated (and how will you adjust if you receive reduced funding)? Spending time with these questions before you apply can help to strengthen your application, and the creative process once your activities gets underway.

### **If two people are collaborating, what application materials does each need to submit?**

The collaborators should each submit an application form. Also, each partner should submit a work sample, and a summary of art experience, and 2 letters of recommendation. All of the other elements should address the activities themselves and need only be submitted once. The application should clearly define the role and contributions of each partner, and the budget should reflect how each partner will be compensated.

#### **1. Application Form**

Partner applicants should make a copy of the form and submit one form for each applicant.

#### **2. Description of Proposed Activities**

This can be submitted jointly, since you are working on these activities together. The description should clearly define the role and contributions of each partner.

#### **3. Budget**

This can be submitted jointly, since you are working on these activities together. The budget should reflect how each partner will be compensated.

#### **4. Biographical Statement**

Partner Applicants should submit a biographical statement for each applicant, and a statement about past collaborative work, if applicable.

#### **5. Work Samples**

If you are seeking funding for more than one discipline, it is best to submit work samples in all of those areas. Partner applicants should submit work samples from each partner, or an example of past collaborative work. Samples should be strong, highly original, reflect feminism and social change, and directly related to the proposed activities.

#### **6. Letters of Recommendation**

Partner applicants may submit two letters *for each applicant*. Partner applicants may also choose to have one or more letters address both partners and/or the recommender's experience with the partners' past collaborations.