

## Completing the Application

### 5. Submit a Current Work Sample

*Please include (min and max) either: 15-20 pages of writing; 10-12 poems; 10-12 images, or 10-15 minutes of material on a CD, DVD, or video. If applicable, include both the lead artist's work, as well as the lead artist's work completed with community members in prior art activities. Please include printouts of digital images as backup, and include your name on each sample. Include a separate page with a brief description of the work sample submitted, and how it relates to feminism, social change, and the proposed activities. Samples should be strong, highly original, and reflect feminism and social change. Since quality of artwork is a key criteria, please see the Additional Information. KFW will make every effort to protect your work samples but cannot be responsible for loss or damage. **Please include three copies of all work samples submitted. Since this is a new policy, please contact Rae if the format of your work makes this challenging for you.** Also, please submit images of your work, not originals.*

The work sample represents your artistic abilities to create powerful and effective feminist, social change art. It also represents how you will be able to engage others in strong artmaking. Because artistic quality is the primary criterion for all KFW grants, your work sample is the most important element of your application. Your work samples will be strongest if they are recent, skillfully done, directly related to the proposed activities, and reflect feminist social change.

Because the work sample should directly indicate your ability to complete the proposed activities, submit a sample that shows as nearly as possible how you will engage individuals or a community with your art. For Art Meets Activism, your application will be strengthened if you can submit work that both shows your skills and abilities as an artist, and work that others have created by learning from or collaborating with you. This shows both that you have the artistic ability and the skills to engage participants in artmaking.

For KFW purposes, a work sample will be strongest if it is carefully selected to present a sampling of your best work of the kind of art you are applying to create. It is strongest if it is comprised of artwork that is most relevant to your application, rather than being representative of all your past work. Also, please consider how you can present the work in the samples to show the quality of your art. If you are seeking funding for artwork in more than one discipline, your application will be stronger if you submit work samples in each area. If your work is a fusion of various artforms, submit the pieces that best show the artform that you will be using the most in the proposed activities.

Please follow the size and amount limitations (min and max). This ensures fairness for all applicants, and will also help you ensure that the reviewers have enough of a sample to adequately assess your work. Please do not send more or less than is requested. Print your name on each page, image, photograph, CD, DVD or tape of the work samples you submit.

**Your Statement about your work sample:** This is an opportunity to briefly describe your work. You can choose to give context for your work and why you chose this/these particular piece(s). In a paragraph or two, you can provide information about how the work that you are submitting is related to *feminism* and *social change*. This brief statement also gives you the opportunity to explain how your work sample is related to the activities you've described. If you are a visual artist, please list the sizes of the pieces and materials used. If you are a literary artist, and have submitted work from the middle of a longer text, it could be helpful to the reviewers to give them a synopsis of what has happened in the work so far.

**Work samples should represent the artistic discipline that you select on the application form and the artmaking described in the application** (performing, media, visual, literary): Please note min and max amounts of each type of work sample.

**Please include THREE COPIES of all work samples. *Since this is a new policy, if the format of your work makes this challenging for you, please contact Rae.***

**PERFORMING:** either

- 10-12 tracks on a CD or audiocassette (Include written lyrics),
- 10-15 minutes of material on a DVD or video. Please ensure that videos are cued, or
- 15-20 pages of a script

**MEDIA:** either

- 10-15 minutes of material on a DVD or video (please ensure that videos are cued),
- 10-12 photographs or slides of photographic or digital work, each labeled with the title of the work. You may also choose to provide a CD of 10-12 digital images. Please include printouts of digital images, as backup for the reviewers. *Include a list that shows the date, artistic medium, and size of each piece,*
- 10-15 minutes of audio recording material on a CD or audiocassette, or
- 15-20 pages of a screenplay

**VISUAL:**

- 10-12 photographs or slides of visual work, each labeled with the title of the work. You may also choose to provide a CD of 10-12 digital images. Please include printouts of digital images, as backup for the reviewers. *Include a list that shows the date, artistic medium, and size of each piece.*

**LITERARY:** either

- 10-12 poems, or
- 15-20 pages of fiction, creative nonfiction or nonfiction

***Please submit work samples in one of the above formats, not originals.***

**Size of work samples:** For logistical reasons, please submit work samples that are no larger than 8 1/2 x 11. *Please do not submit work samples or applications in binders, as these binders cannot be sent to the reviewers.*

KFW will make every effort to protect your work samples but cannot be responsible for loss or damage. KFW will not keep your work samples after the grant review is complete. If you would like your work returned to you, please enclose a sufficiently stamped, self-addressed envelope with your application.

### ***Frequently Asked Questions about submitting work samples***

#### **I'm applying to lead others in art activities, not create my own art. What should I submit as a work sample?**

It is best if you can submit work that both shows your skills and abilities as an artist, and work that others have created by learning from or collaborating with you. This shows the reviewers both that you have the artistic ability and the skills to engage others in artmaking. If you have not previously led others in activities you are proposing, it is best to submit your own work in the form you will be leading. For example, if you are going to present a textile workshop, it is best to show the reviewers your own textile work, as opposed to paintings, even if you think the paintings are your strongest work. The reviewers will be looking for a work sample that shows your ability to complete the proposed activities. Therefore, work that is closest to what you are proposing is usually the best choice to submit.

#### **If I am submitting work on a CD or DVD, what format should I use?**

Since individual reviewers have different kinds of computers (both Mac and PC) and since many reviewers do not have all computer applications, please submit digital work in a format that is easily readable by all computers. For visual work, a jpg or pdf usually works well. For video, it is a good idea to submit the work in a file that will work on any standard home DVD player. Applicants have used QuickTime .mov, Windows .avi or .mpg files. **It is also a good idea to include a link to a website where reviewers can go to see the video or images, as backup.**

#### **Can I submit a piece of art that I made in a class?**

Because KFW asks for samples that are highly original, reviewers appreciate seeing your own original work rather than artwork created as a class assignment.

**What if the work I'm proposing to do is in a variety of artforms?** If you are seeking funding that includes work in more than one artform, it is best to submit work in each area.

**If I submit work in more than one artform, what do I mark on the application?** The art form that you mark on the application determines the panel to which your application is assigned. You can mark more than one artform, but be sure to indicate which artform in which you would like your application reviewed. For example, if you are working on activities that incorporate both dance and theatre, you can mark both, and your application would clearly be reviewed in the Performing panel. If,

however, your activities include both fiction and painting, you could circle fiction and painting, and should include both writing and visual art samples, but would have to choose either Visual or Literary as the primary artform. This choice should be based on which artform comprises the majority of the proposed activities.

**Is it okay to submit a work sample of work-in-progress?**

Yes. It is best to submit a work sample that shows your skill AND is directly related to the proposed activities.