

## 1. Fill Out the Application Form

Since we have moved to an electronic submission process, you no longer need to fill out the application form and mail it in. Instead, you will fill out this information online when you create your account. However, viewing the following information may be helpful, as it will allow you to think about and prepare your answers before you log into the system.

**The applicant listed on the application form should be the individual or organization who will receive the funds if the application is approved.**

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### ***For Individuals and Organizations:***

When you register and log in to the online system, you will be asked to create an account. You will be guided through the process once you have done this.

*For organizations, please ensure that the contact person listed on the application form is the primary contact for this grant. The person listed should be knowledgeable about the grant application available for KFW staff to contact with questions.*

Partner Applicants and Organizations should see *Notes for Partner Applicants* below.

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**Amount of this request** is the amount of money you are requesting *from KFW* in this grant application. The **Total Budget** is the total amount of money that it will take to complete the proposed activities. In most cases, the total budget will be larger than the amount of the request to KFW, since many activities will have additional sources of funding.

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### ***Select the art form that best describes this project.***

Please select the ONE art form that represents the strength of this application. **Your choice determines the review panel to which your application is assigned.** If your project or activities involve more than one art form, please choose the form in which you think your application and/or work sample is the strongest. If you are unsure, ask yourself: who would you like to review your application? For example, if your project includes both literary and visual components, ask yourself whether you want a panel of literary artists or a panel of visual artists reviewing your application.

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### ***Demographic Information***

This information is optional. By providing this information, you help KFW ensure that grants are accessible to a wide range of individuals.

*KFW is committed to making the grant program accessible to all regardless of age, race, ethnicity, sexual orientation, physical disability, educational level, economic condition, or geographic origin.*

## Notes For Partner Applicants

**If you are working collaboratively, and have more than one applicant, be aware that only one application should be created in the system for the same project.** Please designate ONE applicant as the primary applicant, for the purposes of submitting grant materials. This individual or organization will be in charge of completing the application and submitting materials online through their account. There will be a place for co-applicants' information to be added, along with any additional materials (such as an additional bio or letters of recommendation) that may be required.

*\*\* 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 thinking about 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 get underway.

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

As noted above, only one application should be created for collaborative projects. Once that application has been created in the system, each applicant will be asked to provide basic information contained on the application worksheet. Also, a separate biographical statement and 2 letters of recommendations should be submitted for each applicant, along with a separate work sample if applicable. The Description of Proposed Activities (2a-2e) and Budget should be submitted jointly. The application should clearly define the role and contributions of each partner, and the budget should reflect how each partner will be compensated.

**If you have any questions, please contact Jenrose Fitzgerald, Grant Program Manager, at [jenrose@kfw.org](mailto:jenrose@kfw.org).**