

6. Include Two Letters of Recommendation

The letters of recommendation may be uploaded with your application. If your letter writers would prefer to send their recommendations separately, they should e-mail them to grants@kfw.org by the grant deadline. Please ask them to include your (the applicant's) name in the subject line or in the body of the e-mail.

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 letters *combined* should address the following: the current or potential quality of your art, your commitment to feminism, your understanding of social change, your ability to engage community, 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: artists, teachers, activists, co-workers, or colleagues familiar with your art. The purpose of the letters of recommendation is to have an *informed perspective* 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.

How can I strengthen my letters of recommendation?

Be sure to choose people who know your work, understand your activities, and can speak to your artistic abilities, your commitment to feminism, your ability to engage community, and your ability to complete the activities. If you do not have two people who can address all of these topics, you can choose one recommender who is most familiar with your art, and another who is most familiar with your commitment to feminism, 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 uploaded with the application. Recommenders can also send letters separately to grants@kfw.org. Decisions about whether the letters should be submitted directly to KFW (as a matter of confidentiality) are up to you and the letter writers.

Does KFW need the original, signed copy of the recommendation letters?

KFW does not require that letters be signed, and we do not need originals. Letters may be e-mailed directly to applicants for upload, or sent to KFW at grants@kfw.org by the grant deadline. NOTE: While signatures are not required, some reviewers may view signed letters as more official or professional, which may impact their perception of the letters. For this reason, you may want to obtain signed letters, particularly if you are uploading them yourself.

Statements of Commitment

Statements of commitment are NOT required, and differ from recommendation letters.

Statements of commitment come from individuals or organizations that are part of the proposed activities. Statements of commitment should address the writer's willingness, as an individual or organization, to *participate* in the activities proposed. Statements of commitment are not required, but may strengthen your application materials if your proposed activities are dependent on the involvement of a specific person or place. For instance, if you are applying to work with a particular artist or agency that you are naming in the application, a statement of commitment from that person or organization could be useful so that the reviewers know that the person or organization has agreed to what is outlined in the application.

A good question to think about might be whether you would be able to complete the proposed activities without the involvement of a particular person, place or organization. If the answer is no, you probably want to consider securing a statement of commitment. If the answer is yes, you may not need a statement of commitment.

If you do decide to include a statement or statements of commitment, please gather any statements from collaborators and save them into a single file (Word or PDF), then upload in the *Statement(s) of Commitment* section.