



ELIZABETH HAVELOCK GRANT IN THE ARTS Application Checklist

Please include the following in your grant application package, in the order listed:

- Application Form.** Completed, signed and dated.
- CV or Resume.**
 - Number of copies: Three (3).
 - Length: Three (3) pages or less.
- Applicant's Statement.**
 - Number of copies: Three (3).
 - Length: 500 words or less.
 - Formatting: Double spaced, standard margins, 12-point type.
 - Description: Discuss your professional history, artistic background, and the current focus of your work.
- Applicant's Statement of Intent.**
 - Number of copies: Three (3).
 - Length: 500 words or less.
 - Formatting: Double spaced, standard margins, 12-point type.
 - Description: Explain how you intend to use the grant money. Please note that the money should be used in a way that both advances your goals and maintains the Elizabeth Havelock Grant in the Arts mandate. (Please see the Elizabeth Havelock Grant in the Arts Overview for more information.)
- List of Submitted Images, Samples, or Documentation of Work**
 - Number of copies: Three (3)
 - Description: A portfolio of work is required. (Please see the Elizabeth Havelock Grant in the Arts Overview for more information and format restrictions.)
- Images, Samples, or Documentation of Recent Work**
- One (1) Letter of Reference.** Signed and dated.
 - Description: The letter should be written by an individual who can attest to the value and impact of your work.

After you assemble and order the documents listed above, please double-check that your Application Form is signed and dated. Then send the package by post to this address:

WEA, Arts Grants Application Committee, P.O. Box 7024, Windsor, ON N9C 3Y6

OR

Drop off your Application Package in person to The Arts Council Windsor & Region (ACWR) 1942 Wyandotte St. E, Windsor, between 1pm to 5pm, Tuesday - Friday