



## ELIZABETH HAVELOCK GRANT IN THE ARTS APPLICATION CHECKLIST

Please have the following prepared before uploading your application submission:

- **Applicant Contact Information**
- **Artist Statement:** 200 words or less  
What should the jurors know about you and your work? Give a general introduction of your work, a body of work, or a specific project.
- **Artist Curriculum Vitae (CV)** 500 words or less  
List your education, art-related employment, exhibitions, press publications, residencies, performances, awards, collaborations and recognitions.
- **Short Statement of Intent:** 200 words or less  
Provide a brief overview of the project or activity you are seeking funding for.
- **Detailed Statement of Intent:** 500 words or less  
Provide a detailed description of the project or activity you are seeking funding for that answers the questions: Who? What? Where? When? Why? and How?
- **Budget:** 500 words or less  
Research any costs involved in your project or activity and list them here. Make sure the list includes everything mentioned in the Detailed Statement of Intent. (Ex. artists' fees, travel costs, materials, equipment, rental space etc.)
- **One (1) Letter of Reference:** Signed and Dated  
Provide a letter written by an individual who can attest to the value and impact of your work, and to your dedication as an artist.  
Format: PDF

➤ **Image or Works List**

Provide a list of submitted images, samples or documentation of work. Each line should include an explanatory title, the source, the date of completion or publication, and the medium. (i.e. *Photograph of Youth Craft Fair. June 1, 2019. 01.craft\_fair.2019.jpg*)

➤ **Images, Samples, or Documentation of Recent Work**

A portfolio of work is required. A link will be provided to *WeTransfer.com* to upload all images and documentation for the jurors to review. The following will be accepted:

- **Still Images** – No more than ten (10) images may be submitted in total. All images should be in .JPEG format.
- **Video or Audio Clips** – no more than two (2) video clips or audio tracks may be submitted. The length may not exceed three (3) minutes. All video and audio submissions must be works that were filmed or recorded by the applicant, except in the case of performing artists, who may submit a promotional or gallery-produced video.
- **Additional Supporting Documents** – no more than five (5) scanned pages in PDF format of relevant newspaper clippings, reviews, or related documents that support the impact of the applicant's work on the local community.