Windsor Endowment
FOR THE ARTS

EMERGING ARTIST GRANT
APPLICATION CHECKLIST

Please have the following prepared before uploading your application submission:

ONLINE APPLICATION FORM - SECTION 1: Applicant Information

- **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.

ONLINE APPLICATION FORM - SECTION 2: Project Information

1. **What is the name of your project?**
2. **What is the total budget of your project?**
3. **What specific project costs will the grant help to cover?** 250 words or less
4. **Proposal or Synopsis of the Project:** 500 words or less
   What are you planning to create? If applicable, give a synopsis of the story and/or describe the themes you will explore in this project.
5. **Style and Format of the Project:** 500 words or less
   Describe the style and format of the work. What is your approach to the material? Describe any distinct visual, auditory, or technical elements that will make this project unique.
6. **Who is your target audience?** 200 words or less
7. **How will this project benefit your target audience?** 250 words or less
8. **What role(s) will you have in the creation of this project?** 250 words or less
9. **Will you collaborate with other artists or arts professionals for this project?** Yes/No
10. **If yes, approximately how many artists or arts professionals other than you will receive payment for their work on this project?**
11. **Identify your partners and the role they will play in the project.**
    Only include those that have confirmed their partnership.
12. **What are your plans for distributing and/or exhibiting your project?** 250 words or less

ZIP FILE MATERIALS - SECTION 1: Supporting Material

After submitting your online application form, you will be asked to upload a ZIP file for transfer to WEA via the website *WeTransfer.com.* This ZIP file will contain the four (4) documents listed below and a subfolder labelled "Portfolio" with images, articles, and samples of your work.

Step 1: Create a folder on your desktop and label it with your last name. e.g. "JONES." For musical artists use the name of your band e.g. "THE BLACK KEYS".

Step 2: Assemble the following documents for your folder:

1) **Artist Curriculum Vitae (CV)** three (3) pages or less
List your education, art-related employment, exhibitions, press publications, residencies, performances, awards, collaborations and recognitions.
Format: Bullet Points, PDF titled "Artist CV"

➢ Need help writing an Artist CV? Check out these helpful writing tips from the Hamilton Arts Council.

2) **Budget:** Template provided
Research any costs involved in your project or program and then download and fill out this BUDGET TEMPLATE.
Format: Spreadsheet titled "Budget"

➢ Need help creating a Budget? Check out these helpful tips from Creative Capital.

3) **One (1) Letter of Support:** 500 words or less
Provide a letter written by an individual who can attest to the value and impact of your work.
Format: Letter, signed and dated, PDF titled "Letter of Support"

4) **Image or Works List:**

Provide a bullet-point list of all images, samples or documentation of recent work included in your **Portfolio** subfolder (see Section 2). Each line should include an explanatory title, the source, the date of completion or publication, and the medium.
Format: Bullet Points, PDF titled "Image or Works List"

➢ Need help writing an Image or Works List? View this sample template

ZIP FILE MATERIALS - SECTION 2: Portfolio of Work

Step 1: In your desktop folder (e.g. JONES), create a subfolder titled "Portfolio".

A **Portfolio of Work** is required for the jurors to review. In your subfolder, include images, samples or documentation of recent work. The following restrictions apply:

- **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. All video and audio submissions must be works that were filmed, recorded, or directed by the applicant, except in the case of performing artists, who may submit a promotional or gallery-produced video. Provide links to the video or audio using YouTube or Vimeo.

- **Writing Samples** – no more than three (3) typed single-spaced pages or 1500 words may be submitted in total. All written submissions should be written by the applicant. Samples may include poetry, short stories, chapter of a novel, script, screenplay etc. All documents should be in PDF format.

- **Additional Supporting Documents** – no more than five (5) supporting documents may be submitted. Samples may include news articles, reviews, or related documents that support the impact of the applicant's work on the local community. All documents should be in PDF format.

Step 2: When your folder is ready (see image), ZIP/compress it for easier upload.

➢ Need help? Search "How to zip a folder" on a browser.

Name	Date modified	Type	Size
📁 Portfolio	2022-03-23 1:58 PM	File folder	
📄 Artist CV	2022-03-23 1:59 PM	Microsoft Edge PD…	282 KB
📊 Budget	2022-03-31 1:17 PM	Excel Workbook	71 KB
📄 Letter of Support	2022-03-23 1:59 PM	Microsoft Edge PD…	7,185 KB
📄 List of Images or Works	2022-03-23 1:59 PM	Microsoft Edge PD…	112 KB

JONES