



YOUTH ARTS GRANTS APPLICATION CHECKLIST

Please have the following prepared before uploading your application submission:

ONLINE APPLICATION FORM: Applicant Information

1. Applicant Contact Information

2. Artist Biography: 700 words or less

Tell the jurors about you and your work.

Questions to think about before writing:

- Why do you like to make art?
- Who and what inspires you?
- What are your goals and aspirations as an artist?
- What subjects and materials do you use? Why?
- What do you see in your work? What do other people say they see?
- What have you done to commit to your development as an artist?
- What has been your involvement in the local arts community?

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 three (3) 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"

Step 2: Assemble the following documents for your folder:

1) Artist Curriculum Vitae (CV) three (3) pages or less

List your education, art-related volunteer experience/employment, exhibitions, press publications, 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) One (1) Letter of Support: 500 words or less

Provide a letter written by an individual who can attest to the value of your work, and to your dedication as a student artist.

Format: Letter, signed and dated, PDF titled “Letter of Support”

3) Image or Works List:

Provide a bullet-point list of all images, samples or documentation of recent work included in your **Portfolio of Work**. 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.

- **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.

