Tab 6: Additional Items

ADDITIONAL ITEMS
3 Text boxes: 6,000 character limit each, including spaces
Enter N/A in any of the three boxes you do not use.

These text fields are one-size-fits-all across the Grants for Arts Projects category. While each text box allows for up to 6,000 characters, we ask that each statement be no more than 3,000 characters, including spaces. Use only as much space as is needed to respond to the items requested. Do not use this section to add more information for other areas of the grant application form.

- **Statement of Support**
    - A statement from an external individual who is a key project partner, artist, or participant, should specifically address their role in the project, and the potential impact this project will have on their personal or organizational mission. If participants or partners are yet to be selected, a statement from previous beneficiaries may be included.
    - Include the name and title of the person who authored each statement.
    - Submit up to two statements as text into the fields provided. Do not submit PDFs.
    - Limit each statement to no more than 3,000 characters, including spaces

Do not submit the following, as they will be deleted by staff:
- General statements of support, unrelated to the project.
- A PDF version of the statements.
- Other types of unsolicited statements or information in these fields.

Tab 7: Items to Upload

Upload your work samples here. Do not upload the Additional Items listed in Tab 6 in PDF format here (for the instructions on how to submit these, see Tab 6).

Preparation

Work samples are a critical part of your application and are considered carefully during application review. Submit items in the format and within the space limitations described below. Only upload materials that we request. Other items that you include will not be reviewed.

Each work sample file has to be individually downloaded and opened by panelists. For this reason, we strongly recommend that you group similar types of work samples together in PDF format wherever possible. Full details are below.

Work Samples

Work samples should demonstrate the artistic excellence and artistic merit of your project, the artists proposed, as well as your organization as a whole. For services to the field, the work samples should demonstrate the quality of the services being provided.

As review time is limited, be selective in what you choose to submit. Too many work samples can be counterproductive. Limit your selections to a few substantive, relevant work samples.

Your work samples should be recent, concise, of high quality, and as relevant to the project as possible.

Video work samples are strongly recommended. To ensure work samples are accessible, we recommend that videos be closed or open captioned. Captioning resources:
- About captioning
- Resources for YouTube
- Resources for Vimeo

If you are proposing:
- **An artist community or production residency project**, submit:

    1. A sample of selected artists' recent work

    2. documentation of the facilities they will use including visuals of the setting, lodging, and rehearsal spaces; and

    3. if the artists are not yet selected, submit samples of work by artists who recently have been in residence.

- **To create, complete, perform, or present a work**, submit a sample that best illustrates the artistry, quality of artists' work, and type of activity that will be involved in your proposed project (e.g., music, video, digital images, literary samples).

Work Sample Limits:

Type	Max # Allowed	Time Limit	File Size Limit	Format/ File Types Accepted
Video	3 videos	3 minutes each	250 MB	PDF w/links; or avi, mov, mp4, mpeg, wmv
Audio	3 audio clips	3 minutes each	5MB	PDF with links; or mp3, wma, wav, aac, mpa
Images	15 images	N/A	5MB	PDF with images
Documents (e.g., creative writing or script excerpts, conference programs)	3 PDF documents 5 pages each	N/A	5MB	PDF
Websites	3 websites	N/A	5MB	PDF with links
Note: The combined storage space for all work samples in the Applicant Portal is 250 MB. If you submit a video file of 250 MB, that will use all of the available space.				
Panelists will review a combined total of no more than 20 minutes				

Uploading Files
There can be a slight delay between the upload of your work samples and seeing them in the Applicant Portal. This is particularly true for videos. For videos, the usual upload time runs five to ten minutes. However, close to the deadline, this time may extend to as much as an hour. Do not wait until the night of the deadline to begin uploading work samples. Videos are placed in a queue to be converted for upload, and the more people uploading, the longer the queue. **Do not immediately assume that your upload failed; wait and try accessing the material again.**

File names and descriptions
Your file names must not:

- Exceed 100 characters.
- Begin with a space, period, hyphen, or underline.
- Contain these characters: #%&{}\<>*?/$!'""':+`=|"@.

For each item that you upload, you will find a descriptive field into which you will enter the following information, as applicable:

For PDFs that include multiple links or images:

Title box: Title each PDF with a unique name that describes the type of work samples, for example, "Audio Visual Work Samples" or "Image Work Samples."

Description box (500 character limit, including spaces): Provide a brief overview of the uploaded document as a whole. On the PDF itself, include relevant information about each link or image included as outlined in the "Guidance for Audio & Video Samples" and "Guidance for Digital Images" sections below.

For individually uploaded work samples (including document PDFs):

Title box: Title each item with a unique name.
- State the title of the work, organization name, or artist represented by the work sample.
- For documents state the type of sample, e.g., script excerpt, teacher's guide, etc.

Description box
Text box: 500 characters limit, including spaces:
- Include the following, as applicable:
  - Company/Artist.
  - Title of work/ activity (if different from first bullet).
  - Date work created/performed/exhibited.
  - Brief description including how the work sample relates to proposed project.
  - For audio and video, length of the sample. (Three minutes is the maximum for audio and video.)
  - If you have compiled work samples from several artists into a single audio or video sample, provide time stamps for the beginning and end of each artist's work.

Guidance for Audio & Video Samples

Work sample audio or videos (no more than 3 each) that give an overview of the organization or project are accepted and encouraged. Highlight reels and compilation audio or video samples featuring more than one artist or performance are permitted. **If the audio or video selection exceeds three minutes, indicate which three-minute segment you would like to be reviewed. If not indicated, panelists will be directed to review the first three minutes of the selection.**

Option One (recommended): Upload a single PDF with links to your audio and/or video work samples on an external hosting site (e.g. Vimeo, YouTube, or a custom URL).
- Include each link as a clickable hyperlink on the page.

- Provide titles and short descriptions as context for each work sample link, including the names of the artists, the title of the work, the date the work was created or performed, and its relationship to the proposed project.
- Include any necessary information on required plug-ins, passwords, or navigation paths in order to view the work samples.
- If applicable, include cue information to indicate the start of each selection.
- Name the PDF file "Audio Visual Work Samples."
- Links should be active for at least one year after the deadline.
- Do not submit links to sites that require work samples to be downloaded (e.g., Dropbox), or sites that require a user account.
- Do not submit Word, Excel, or PowerPoint documents.
- Do not upload each link on a separate PDF.

Option Two: Individually upload each audio or video work sample. File size restrictions may prohibit you from using this option, see details above. To upload each file:
- Upload the file directly into the Applicant Portal.
- You may provide titles and short descriptions to provide context for panelists using the text box provided during the upload process.
- If applicable, include any cue information to indicate the start of each selection.
- If your files exceed the file size limitations, follow the instructions outlined in Option One described above.

Guidance for Digital Images

Digital images should be combined in a single PDF file (up to 15 images).
- Image size should be consistent. Medium to high resolution is recommended (e.g., 300 dpi).
- Include brief descriptive captions with the images on each page of the PDF (PowerPoint can be a useful application to set up images and captions together), or together on a single captions page at the beginning of the PDF.
- For images of visual artworks provide the name of the artist, medium, and dimensions of the work.
- Do not submit PowerPoint or Word documents; save these files as PDFs.
- Name the PDF "Image Work Samples."
- Do not upload each image in a separate PDF file.

Guidance for Documents

Submit up to 3 PDF documents that directly relate to the proposed project. Examples of documents may include scripts, study guides, professional development resources, conference programs, and literary excerpts, among others. **Each PDF should not exceed 5 pages. Excess**

pages will be removed and not be reviewed. Do not submit resumes, bios, or board lists. Do not submit Word, PowerPoint, or Excel documents.

Guidance for Websites

You may submit a PDF with up to 3 links to websites that are directly related to the project activities. Links to audio, video, digital images, or documents will count against the stated work sample limits (see the chart for what we will accept, above).

- If you are including more than one website, **list them all on a single PDF**.
- For each site, list the URLs for pages to be shown; include any necessary information on required plug-ins, passwords, or navigation paths.
- Do not submit links to sites that require work samples to be downloaded (e.g., Dropbox), or sites that require a user account.
- Do not submit your organization's general website.
- Do not submit links on a Word document.

Tab 4: Project Details

Subtab 1: Project Activity

You have identified the primary discipline of your proposed project as Arts Education; select one additional discipline that describes this project:

- Dance
- Design
- Folk & Traditional Arts
- Literary Arts
- Media Arts

- Museums
- Music
- Musical Theater
- Opera

- Presenting & Multidisciplinary Works
- Theater
- Visual Arts
- Not applicable

PROJECT DESCRIPTION: *The following additional bullets will appear in the Arts Ed instructions only:*

Arts Education Applicants should:

- Refer to the Arts Education section of the guidelines for additional information about each project type (i.e., Direct Learning, Professional Development, or Collective Impact).
- Describe how the project is distinctive and deepens the arts learning experience for students by offering fresh insights and adding new value to the field.
- Describe how data is being used to inform programmatic decision making, the incorporation of effective community partnerships, or work within a larger system or community effort to benefit students in that system.
- For ongoing programs, describe how the project is evolving, scaling up, or expanding existing arts education services.

PROJECT GOALS AND MONITORING
The following text will appear only in the Arts Ed instructions

What are your goals for this project? What do you hope you and/or those involved will learn or experience? Describe how you will monitor progress toward your project goals. If applicable, include plans to share learnings and outcomes.

- For Direct Learning Projects, also describe plans to assess student learning, in alignment with national or state arts education standards.
- For Professional Development Projects, also describe how participant learning is evaluated and the impact of the professional development on practice is measured.
- For Collective Impact Projects, also include metrics or indicators that will be used to identify and evaluate the project's short-term and long-term impacts.

Note: If your project involves directly collecting sensitive data from program participants, such as personally identifiable information or data from vulnerable populations, and you are recommended for a grant, the NEA may conduct a review of your project to ensure it complies with our general guidance regarding the responsible conduct of research. See: Responsible Conduct of Program Evaluation.

Tab 6: Additional Items

In the first text box, enter the Arts Education project type:

- Direct Learning
- Professional Development
- Collective Impact

Do not enter any other text in this box.

Enter N/A in the remaining two text boxes on this page.

Tab 7: Items to Upload

Upload your work samples and additional items here.

Note: Arts Education no longer requires statements of support. Statements of support will not be reviewed.

Preparation
Below are the required items to upload. These are a critical part of your application and are considered carefully during application review. Submit items in the format and within the space limitations described below. Only upload materials that we request. Other items that you include will not be reviewed.

Work Samples
Applicants should submit no more than five work samples total. Each work sample format has limits stated below (e.g., documents must be no more than 12 pages and video should not exceed ten minutes). Excess work samples, and work samples that go beyond these limits, will not be reviewed. Panelists will spend no more than 20 minutes reviewing all work samples combined.

- Samples should not be more than three years old.
- They should be as relevant to the project as possible and reflect the project type you have chosen: Direct Learning, Professional Development, or Collective Impact. They should concisely communicate the exemplary quality of your project.
- We strongly encourage including video work samples to effectively convey the artistic excellence and merit of the project

Work samples may include:

- **Student work**. Where applicable, work samples should show student work and convey the actions or reactions of the youth to the arts learning engagement. It is important to demonstrate the process of learning as well as the finished product. In your work sample description, identify the age or grade of the youth; whether they are beginning, intermediate, or advanced students, or a combination thereof; and the context for the

work including the chronological point in the project that is represented (e.g., start-of-year class, mid-session workshop, year-end program).

- **Artist/teaching artist work**. Wherever possible, work samples should demonstrate the experience and skills of the proposed artists/teachers who will be working with the participants in the proposed project. Submit work samples that demonstrate the quality of the instruction.

- **Curriculum units or lesson plans**. Include an explanation of their relevance to the project and to the other work samples submitted.

- **Assessment/evaluation documentation**. Include any assessment tools you may use in the project, e.g., rubrics, surveys, evaluation forms, student journal samples, final evaluation reports, or other relevant documentation. Arts Education grantees who apply for a Direct Learning Grant will be required to describe the methods used to assess learning, and they may submit any tools used to assess learning with their Final Report.

- **Other work** that is relevant to the project.

For an existing project, submit work samples that show the same project in the past. If the project is new, work samples should demonstrate past experience with related activities.

Work Sample Limits:

Type	Video	Audio	Images	Documents	Websites
Max. # Allowed	Submit no more than five work samples total				
Time Limit	10 minutes	10 minutes	N/A	N/A	N/A
File Size Limit	250 MB	5 MB	5 MB/up to 12 images	5 MB/up to 12 pages each	5 MB
File Types	avi, mov, mp4, mpeg, and wmv; or PDF with links	mp3, wma, wav, aac, and mpa; or PDF with links	jpeg, gif, bmp, png, and tif; or PDF with images	PDF	PDF with links
Note: The combined storage space for all work samples in the Applicant Portal is 250 MB. If you submit a video file of 250 MB, that will use all of the available space.					
Panelists will review a combined total of no more than 20 minutes					

Uploading Files
There can be a slight delay between the upload of your work samples and seeing them in the Applicant Portal. This is particularly true for videos. For videos, the usual upload time runs five

to ten minutes. However, close to the deadline, this time may extend to as much as an hour. Do not wait until the night of the deadline to begin uploading work samples. Videos are placed in a queue to be converted for upload, and the more people uploading, the longer the queue. **Do not immediately assume that your upload failed; wait and try accessing the material again.**

File names and descriptions:
Your file names must not:

- Exceed 100 characters.
- Begin with a space, period, hyphen, or underline.
- Contain these characters: #%&{}\<>*?/$!'":+`=|"@.

For each item that you upload, you will find a descriptive field into which you will enter the following information, as applicable:

Title box: Title each item with a unique name.
- For your discipline-specific items, simply state the type of item.
- For video/audio/digital image/website/document work samples, state the title of the work or organization represented by the work sample.

Description box

Text box: 500 character limit, including spaces

- For your discipline-specific items, simply state the type of item.
- For work samples:
  o **Description of the work or activity,** including artists and titles of work where relevant.
  o **Date** of the work or activity.
  o **Relevance** of the work sample to the project for which you are requesting support. Identify the age or grade of the youth; whether they are beginning, intermediate, or advanced students, or a combination thereof; and the context for the work including the chronological point in the project that is represented (e.g., start-of-year class, mid-session workshop, year-end program).
  o For audio and video samples, **length of the sample**. (Ten minutes is the maximum.)
  o Applicants submitting multiple links or multiple images on a PDF should include the relevant information from above with each link or image in the PDF. The descriptive field for the file should provide a brief overview of the group of images or links as a whole.

Guidance for Video Samples
Video samples are an especially effective way to convey artistic excellence and merit for Direct Learning and Professional Development projects. While we prefer that you submit links to video samples in a PDF file, you may also upload video files.

Submit:

- One video sample, no longer than ten minutes in length. Suggested length is five to six minutes.

    OR

- A collection of videos with a combined viewing time of no more than ten minutes. Suggested length is five to six minutes.

If you submit a link:

- Submit a PDF with a clickable link to the website.
- If you are including more than one website list them all on a single PDF.
- For each site, list the URLs for pages to be shown.
- Include any necessary information on required plug-ins, passwords, or navigation paths.
- Do not submit URLs embedded as text (e.g., "click **here**").
- Do not submit links to sites that require work samples to be downloaded (e.g., Dropbox), or sites that require a user account.
- Website links should remain active for at least one year after the application deadline.

If you upload videos:
File size restrictions may prohibit you from using this option.
To upload each file:

- Upload the file directly into the Applicant Portal.
- You may provide titles and short descriptions to provide context for panelists using the text box provided during the upload process.
- If applicable, include any cue information to indicate the start of each selection.

To ensure work samples are accessible, we recommend that videos be closed or open captioned. Captioning resources:

- [About captioning](#)
- [Resources for YouTube](#)
- [Resources for Vimeo](#)

Guidance for Audio Samples
Submit:

- One audio sample, no longer than ten minutes in length. Suggested length is five to six minutes.

    OR

- A collection of audio samples with a combined time of no more than ten minutes. Suggested length is five to six minutes.

While we prefer that you submit links to audio samples in a PDF file, you may also upload audio files.

If you submit a link:

- Submit a PDF with a link to the website.
- If you are including more than one website list them all on a single PDF.
- For each site, list the URLs for pages to be shown.
- Include any necessary information on required plug-ins, passwords, or navigation paths.
- Do not submit links to sites that require work samples to be downloaded (e.g., Dropbox), or sites that require a user account.
- Website links should remain active for at least one year after the application deadline.

Guidance for Digital Images

We recommend that you combine all of your images into a single PDF file. Image size should be consistent; medium to high resolution is recommended (e.g., 300 dpi). Images should be captioned. Do not submit PowerPoint or Word documents.

Guidance for Documents

Submit documents that directly relate to the proposed project. Examples of documents or excerpts of documents may include sample lesson plans, teachers' guides, sample curricula, syllabi, program evaluation or student assessment methods, or documentation of past evaluation or assessment efforts, and publications.

Do not submit Word, PowerPoint, or Excel documents.

Guidance for Websites

- Limit your submission to no more than three websites.
- Do not submit your organization's general website. Only submit a website that is an essential part of the proposed project.
- If you are including more than one website, list them all on a single PDF. For each site, list the URLs for pages to be shown; include any necessary information on required plug-ins or passwords.
- Provide navigation instructions to locate relevant information on the site.
- Do not submit links to sites that require work samples to be downloaded (e.g., Dropbox), or sites that require a user account.

NOTE: If you provide links to works samples -- video samples, documents, digital images, or audio samples – the same limits on work samples uploaded directly apply to those provided via links.

Additional Items

The Additional Items section is solely for single schools that are operating as a Local Education Agency (school district), as is the case with some charter schools.

Submit a PDF file with documentation that supports the legal status as a local education agency.

NOTE: We do not make awards directly to individual elementary or secondary schools -- charter, private, or public. Local education agencies and school districts are eligible.

Tab 6: Additional Items

Dance does not accept additional items. Do not use this section to add more information for other areas of the grant application form. The Dance panel will not review any additional items as part of their evaluation. Enter N/A in the three blank fields.

Tab 7: Items to Upload

Upload your required work samples here.

Submit recent, high quality video samples that relate as directly to your project as possible. These work samples should demonstrate the artistic excellence and artistic merit of your project by providing another layer of understanding of your project. If you have questions about appropriate works samples to submit, contact the Dance staff.

- Panelists will only review up to 20 minutes of work samples.
- **To ensure work samples are accessible, we recommend that videos be closed or open captioned.** Captioning resources:
  - About captioning
  - Resources for YouTube
  - Resources for Vimeo
- Do not submit statements of support, reviews, brochures, or other press materials. If submitted, these items will be removed from your application.
- Do not submit promotional work samples (e.g., highly-edited booking tapes)
- Only upload materials that we request. Other items that you include will not be reviewed.
- Do not submit dark work samples or samples with poor visibility.

Type	Max # Allowed	Time Limit	File Size Limit	Format/ File Types Accepted
Video	Up to 4 video selections	4 minutes each	250 MB	PDF w/links; or avi, mov, mp4, mpeg, wmv
Audio	Up to 2 audio selections	5 minutes each	5MB	PDF with links; or mp3, wma, wav, aac, mpa
Images	Up to 5 images	N/A	5MB	PDF with images
Documents	Up to 5 PDF documents 12 pages each	N/A	5MB	PDF
Websites	Up to 3 websites	N/A	5MB	PDF with links
Note: The combined storage space for all work samples in the Applicant Portal is 250 MB. If you submit a video file of 250 MB, that will use all of the available space.				

Uploading Work Samples:
There are two options to upload your work samples:

Option One (recommended): Upload a single PDF with links to your work samples on an external hosting site (e.g., Vimeo, YouTube, or a Custom URL). To submit a single PDF with links to an external hosting site:
1. Upload a single PDF with the following file title: "Work Samples"
2. Include each work sample type (e.g., video samples, photos, curriculum, etc.) as a single PDF.
3. Hyperlink each work sample URL. You may provide titles and short descriptions to provide context of the work sample for panelists.
4. Include any necessary information on required plug-ins, passwords, or navigation paths in order to view the work samples. The fewer steps to access the sample, the better.
5. If applicable, include cue information to indicate the start of each selection.
6. Do not submit links to sites that require work samples to be downloaded (e.g., Dropbox), or sites that require a user account.

Option Two: Individually upload each work sample file. File size restrictions may prohibit you from using this option, see details above. To upload each work sample:
1. You may provide titles and short descriptions to provide context of the work sample for panelists using the text box provided during the upload process.
2. If applicable, include any cue information to indicate the start of each selection.
3. If your files exceed the file size limitations, follow the instructions outlined in Option One to submit a single PDF with links to work samples hosted through an external hosting site.

Uploading Files
There can be a slight delay between the upload of your work samples and seeing them in the Applicant Portal. This is particularly true for videos. For videos, the usual upload time runs five to ten minutes. However, close to the deadline, this time may extend to as much as an hour. Do not wait until the night of the deadline to begin uploading work samples. Videos are placed in a queue to be converted for upload, and the more people uploading, the longer the queue. **Do not immediately assume that your upload failed; wait and try accessing the material again.**

File names and descriptions
Your file names must not:
- Exceed 100 characters.
- Begin with a space, period, hyphen, or underline.
- Contain these characters: #%&{}\<>*?/$!'"":+`=|"@.

For each item that you upload, you will find a descriptive field into which you will enter the following information, as applicable:

Title box: Title each item with a unique name.
- For work samples, state the title of the work and organization (if different from your own) represented by the work sample.

Description box
Text box: 500 character limit, including spaces:
For work samples:
- **Name of the company** that produced or presented the work. In some cases this will not be your company's name (e.g., for a sample of a choreographer's work at a company other than your own, list the other company's name).
- **Title** of the work (if different from title box above).
- **Choreographer**.
- **Title** of the musical selection.
- **Composer**.
- **Date** the work was completed.
- **Date** the work was performed.
- **Relationship** of the work to the project for which you are requesting support.
- For audio and video samples, **length** of the sample. (Five minutes is the maximum.)

Applicants submitting multiple links should include the relevant information from above with each links in the PDF. The descriptive field for the file should provide a brief overview of the group of websites as a whole.

Guidance for Video Samples
If you upload videos:
File size restrictions may prohibit you from using this option.
To upload each file:
- Upload the file directly into the Applicant Portal.
- You may provide titles and short descriptions to provide context for panelists using the text box provided during the upload process.
- If applicable, include any cue information to indicate the start of each selection.

Guidance for Digital Images
Submit up to 5 images. Submit all images in a single PDF. Additional images will be removed. Image size should be consistent; medium to high resolution is recommended (e.g., 300 dpi).

Include image descriptions:
- Name of Company or event.

- Date of work/activity.
- A brief description of the work including how this image relates to the project for which you are requesting support.

Applicants submitting multiple images on a PDF should include the relevant information from above with each image in the PDF. The descriptive field for the file should provide a brief overview of the group of images as a whole.

Do not submit PowerPoint or Word documents.

Guidance for Documents (Curricula/Study Guides)
If your project involves dance instruction, submit a sample curriculum.

Do not submit Word, PowerPoint, or Excel documents.

Guidance for Websites
Do not submit your organization's general website. Only submit a website that is an essential part of the project.

If you are including more than one website, list them all on a single PDF. Include a description of the website section that is being shown.

Tab 6: Additional Items

Design does not accept additional items. Do not use this section to add more information for other areas of the grant application form.

Enter N/A in the three blank fields.

Tab 7: Items to Upload

Upload your work samples and statements of support here. All Design applications must have at least one work sample to be considered complete. Applicants for space or place-based design projects also must have at least one Statement of Support.

Preparation
Below are the items to upload. These are a critical part of your application and are considered carefully during application review. Submit items in the format and within the space limitations described below. Only upload materials that we request. Other items that you include will not be reviewed.

Statements of Support (for projects with a public benefit)
For projects with a public benefit (as described in the [Design guidelines](#)), submit at least one, and no more than three, one-page statements of support that directly relate to the proposed project and demonstrate support from the community and leadership.
- A statement of support should demonstrate commitment from any combination of key designers, organizations, or community members that you wish to highlight. Statements of support are used by reviewers to assess the level of commitment of project participants and the impact of project activities.
- **Do not provide general statements of support for your organization**.
- Each statement should include the name, affiliation, phone number, and e-mail address of the individual who provided it, and can be addressed to: National Endowment for the Arts Design Review Panel.
- Submit all statements of support together as a single PDF file.

Work Samples
Work samples should demonstrate the artistic excellence and artistic merit of your project.

Visual documentation is a critical component of your application and will be considered carefully during the review process. Samples should be recent, of high quality, and as relevant to the project as possible. Submit samples that show the designers' previous work, proposed sites, existing conditions, past exhibitions by the organization, examples or case studies of similar projects, a sampling of items to be included in the exhibition, or imagery that otherwise demonstrate the artistic excellence and intentions of the project.

Work Sample Limits:

Type	Max # Allowed	Time Limit	File Size Limit	Format/ File Types Accepted
Video	Up to 3 video selections	3 minutes each	250 MB	PDF w/links; or avi, mov, mp4, mpeg, wmv
Images	Up to 20 images	N/A	5MB	Jpeg or PDF with images
Documents	Up to 3 PDF documents 12 pages each	N/A	5MB	PDF
Note: The combined storage space for all work samples in the Applicant Portal is 250 MB. If you submit a video file of 250 MB, that will use all of the available space.				
Panelists will spend no more than a total of 10 minutes reviewing work samples.				

Uploading Files
There can be a slight delay between the upload of your work samples and seeing them in the Applicant Portal. This is particularly true for videos. For videos, the usual upload time runs five to ten minutes. However, close to the deadline, this time may extend to as much as an hour. Do not wait until the night of the deadline to begin uploading work samples. Videos are placed in a queue to be converted for upload, and the more people uploading, the longer the queue. **Do not immediately assume that your upload failed; wait and try accessing the material again.**

File names and descriptions
Your file names must not:
- Exceed 100 characters.
- Begin with a space, period, hyphen, or underline.
- Contain these characters: #%&{}\<>*?/$!'":+`=|"@.

For each item that you upload, you will find a descriptive field into which you will enter the following information, as applicable:

Title box: Title each item with a unique name.
- For your statements of support simply state the type of item.
- For digital image/document/video work samples, state the title of the work or organization represented by the work sample.

<u>Description box</u>
Text box: 500 character limit, including spaces

- For your statements of support simply state the type of item.
- For digital image/document/video work samples:
  - Designer(s) name, if relevant.
  - Date of work/activity.
  - Up to two sentences describing the work sample and how it relates to the project for which you are requesting support.

Applicants submitting multiple images in a PDF should include the relevant information from above with each image within the PDF. The descriptive field for the file should provide a brief overview of the group of images as a whole.

<u>Guidance for Digital Images</u>
Digital images should be combined in a single PDF file (up to 20 images) or may be uploaded as individual JPEG files if necessary.

- Image size should be consistent. Medium to high resolution is recommended (e.g., 300 dpi).
- Include brief descriptive captions with the images on each page of the PDF (PowerPoint can be a useful application to set up images and captions together), or together on a single captions page at the beginning of the PDF.
- Do not submit PowerPoint or Word documents; save these files as PDFs.
- Name the PDF "Image Work Samples."

<u>Guidance for Documents (Publications, Periodicals, Catalogues, Monographs, Commissioned Essays)</u>
You may submit up to three PDF documents, each with no more than 12 pages. Excess pages will be removed and not be reviewed.

Name the PDF "Document Work Samples," or something more descriptive if you are submitting more than one document.

<u>Guidance for Video Samples</u>
There are two options to upload your video work samples:

Option One (recommended): Upload a single PDF with links to your video work samples on an external hosting site (e.g. Vimeo, YouTube, or a custom URL).

- Include each video link as a hyperlink on the page. You may provide titles and short descriptions as context for the work sample for panelists.
- Include any necessary information on required plug-ins, passwords, or navigation paths in order to view the work samples.
- If applicable, include cue information to indicate the start of each selection.
- Name the PDF "Video Work Samples."

- Do not submit links to sites that require work samples to be downloaded (e.g., Dropbox), or sites that require a user account.

Option Two: Individually upload each video work sample. File size restrictions may prohibit you from using this option, see details above.

To upload each video file:

- Upload the file directly into the Applicant Portal.
- You may provide titles and short descriptions to provide context for panelists using the text box provided during the upload process.
- If applicable, include any cue information to indicate the start of each selection.
- If your files exceed the file size limitations, follow the instructions outlined in Option One described above.

To ensure work samples are accessible, we recommend that videos be closed or open captioned. Captioning resources:

- About captioning
- Resources for YouTube
- Resources for Vimeo

Have questions? Contact Design Specialist Courtney Spearman at spearmanc@arts.gov.

Tab 6: Additional Items

ADDITIONAL ITEMS
3 Text boxes: 6,000 character limit each, including spaces
Enter N/A in any of the three boxes you do not use.

Submit the items specified below that are relevant to your particular project. Use only as much space as is needed to respond to the items requested. If necessary, combine items in a single field and label the items clearly. Do not use this section to add more information for other areas of the grant application form.

These text fields are one-size-fits-all across the Grants for Arts Projects category. While each text box allows for up to 6,000 characters, we ask that each item described below be no more than 3,000 characters.

- **For media projects**, a proposed treatment of the subject.

- **For museum exhibits,** an exhibition plan.

- **Statement of Support,** recommended only for cultural documentation/fieldwork projects or when developing a culturally-specific exhibition.
  - You may submit one statement of support that is directly related to the proposed project. The statement should highlight the commitment of the community you wish to document. **Do not provide a general statement of support for your organization**. Include the name and professional affiliation of the individual who provided it and their relationship to the project. Submit the statement as text into the fields provided. Do not submit PDFs.

Tab 7: Items to Upload

Upload your work samples here.

Preparation
Below are the required items to upload. These are a critical part of your application and are considered carefully during application review. Submit items in the format and within the space limitations described below. Only upload materials that we request. Other items that you include will not be reviewed.

Work Samples
These work samples should demonstrate the artistic excellence and artistic merit of your project. Since review time is limited, be selective in what you chose to submit. We highly recommend limiting your selections to three to four substantive work samples relevant to the project. If you have questions about which work samples to submit, contact William Mansfield at mansfieldw@arts.gov or 202-682-5678.

Work samples are a critical part of your application and are considered carefully during application review. Samples should demonstrate quality of artistic content and/or technical ability, as applicable to your project. They should be recent, concise, of high quality, and as relevant to the project as possible.

For example, if you are proposing:

- A festival, performance, or tour, submit representative samples of the proposed artists. Do not submit promotional material.

- An exhibition, submit an exhibition plan and visual documentation that provides a representative sampling of the works to be shown.

- An educational or apprenticeship program, submit a sample that demonstrates the experience and skills of the proposed artists/teachers who will be involved.

- A media project, submit a sample of previous work by the individual(s) with primary artistic control and a sample of the subject to be portrayed. If the request is to complete a work, submit a sample of the work in progress.

- Services for artists and/or arts organizations, submit brief selections from publications, training material, or other documentation that demonstrates your organization's expertise and ability to carry out the project.

Work Sample Limits:

Type	Max # Allowed	Time Limit	File Size Limit	Format/ File Types Accepted
Video	3 videos	3 minutes each	250 MB	PDF w/links; or avi, mov, mp4, mpeg, and wmv
Audio	5 selections	5 minutes each	5 MB	mp3, wma, wav, aac, and mpa
Images	20 images	N/A	5 MB	PDF with images or jpeg, gif, bmp, png, and tif
Documents	3 PDF documents 12 pages each	N/A	5 MB	PDF
Websites	5 websites	N/A	5 MB	PDF with links
Note: The combined storage space for all work samples in the Applicant Portal is 250 MB. If you submit a video file of 250 MB, that will use all of the available space.				
Panelists will review a combined total of no more than 20 minutes.				

Uploading Files
There can be a slight delay between the upload of your work samples and seeing them in the Applicant Portal. This is particularly true for videos. For videos, the usual upload time runs five to ten minutes. However, close to the deadline, this time may extend to as much as an hour. Do not wait until the night of the deadline to begin uploading work samples. Videos are placed in a queue to be converted for upload, and the more people uploading, the longer the queue. **Do not immediately assume that your upload failed; wait and try accessing the material again.**

File names and descriptions
Your file names must not:
- Exceed 100 characters.
- Begin with a space, period, hyphen, or underline.
- Contain these characters: #%&{}\<>*?/$!'":+`=|"@.

For each item that you upload, you will find a descriptive field into which you will enter the following information, as applicable:

Title box: Title each item with a unique name.

State the title of the work or organization represented by the work sample.

Description box
Text box: 500 character limit, including spaces
For work samples:
- Name of the artist(s) featured.
- Title or description of the work or activity.
- Date work created/performed.
- Brief description including how the work sample relates to proposed project.
- For audio and video samples, length of the sample.

Applicants submitting multiple websites or multiple images on a PDF should include the relevant information from above with each website or image in the PDF. The descriptive field for the file should provide a brief overview of the group of images or websites as a whole.

Guidance for Video Samples
You may submit a link to a video sample, or upload a video sample directly.

If you submit a link:
- Submit a PDF with a clickable link to the website.
- If you are including more than one website, list them all on a single PDF.
- For each site, list the URLs for pages to be shown
- Include any necessary information on required plug-ins, passwords, or navigation paths.
- Do not submit links to sites that require work samples to be downloaded (e.g., Dropbox), or sites that require a user account.

If you upload videos:
File size restrictions may prohibit you from using this option.
To upload each file:

- Upload the file directly into the Applicant Portal.
- You may provide titles and short descriptions to provide context for panelists using the text box provided during the upload process.
- If applicable, include any cue information to indicate the start of each selection.

To ensure work samples are accessible, we recommend that videos be closed or open captioned. Captioning resources:

- [About captioning](#)
- [Resources for YouTube](#)
- [Resources for Vimeo](#)

Guidance for Digital images

You may either combine all of your images into a single PDF file or upload each image in a separate file. If more than one image appears on a page, then each image still counts toward the maximum of 20 allowable images. Do not submit PowerPoint or Word documents. Image size should be consistent; medium to high resolution is recommended (e.g., 300 dpi).

Guidance for Documents (Literary Samples, Publications, Periodicals, Catalogues)

Leave a margin of at least one inch at the top, bottom, and sides of all pages. Use only 8.5 x 11 inch size pages. Do not reduce type below 12 point font size. Within each PDF, number pages sequentially; place numbers on the bottom right hand corner of each page. **Excess pages will be removed and not be reviewed.**

Do not submit Word, PowerPoint, or Excel documents.

Guidance for Websites

Do not submit your organization's general website. Only submit a website that is an essential part of the project.

If you are including more than one website, list them all on a single PDF.

- For each site, list the URLs for pages to be shown
- Include any necessary information on required plug-ins, passwords, or navigation paths.
- Do not submit links to sites that require work samples to be downloaded (e.g., Dropbox), or sites that require a user account.
- NOTE: If you provide links to works samples -- audio samples, digital images, video samples, or documents – the same limits on uploaded work samples apply to those provided via links.

Tab 6: Additional Items

Local Arts Agencies does not use these fields, enter N/A in all three fields. Upload Additional Items as separate PDF documents. (See Tab 7: Items to Upload.) Do not use this section to add more information for other areas of the grant application form.

Tab 7: Items to Upload

Upload your work samples and additional items here. Local Arts Agencies does not require statements of support.

Preparation
Below are the required items to upload. These are a critical part of your application and are considered carefully during application review. Submit items in the format and within the space limitations described below. Only upload materials that we request. Other items that you include will not be reviewed. **Note: if you are requesting support for a subgranting project or a project related to preservation or conservation, please see the Additional Items section below**.

Additional Items
Submit a single PDF file that includes any **items specified below** that are relevant to your particular project.

- **For projects to preserve or conserve** an object, site, or structure: Submit a condition report and a treatment proposal.

- **For subgranting projects, submit the following:**

  1. **Designation documentation** demonstrating an existing relationship between the LAA and local government.
     - Submit a copy of the **city/county ordinance, resolution, charter, or contract** that assigns your organization the authority to operate on your local government's behalf. This document should demonstrate your eligibility to subgrant as a designated local arts agency.

     We recognize that local governments may formalize this designation through a variety of formats and with various timelines. We reserve the right to request additional information to verify eligibility. Applicants with questions about designation documentation should contact locals@arts.gov for more information.

     While we strongly encourage you to include this documentation with your application, allowances may be made upon request for documentation to be submitted after the application deadline. In that case, applicants should contact locals@arts.gov to confirm a request for the following timeline:

- Applicants to the February 9, 2023 Grants for Arts Projects deadline may submit designation documentation no later than July 31, 2023.
- Applicants to the July 6, 2023 Grants for Arts Projects deadline may submit designation documentation no later than December 31, 2023.

2. A one-page PDF **History of Grantmaking**

This information will be used to establish your eligibility to apply for this funding opportunity. The most competitive applications will have a history of grantmaking that took place anytime over the course of the past ten years preceding this program's application deadlines (February or July 2013 to present). The grantmaking history is not required to have been supported by the NEA.

Submit the following items in a single, one-page PDF file:

Paragraph 1: Briefly describe your organization's grantmaking history, including dates for the grantmaking activities. This information should demonstrate the eligibility requirement that your organization has a history of grantmaking that took place anytime within the ten years immediately preceding this program's application deadline (February or July 2013 to present).

Paragraph 2: Briefly describe the selection process for your most recent grantmaking activities, including review criteria definitions, review process and panelist selection, and grant program priorities.

Paragraph 3: Briefly describe the applicant pool for your most recent grantmaking activities, including number of applicants, the artistic disciplines and/or communities represented, and the range of organizational budget sizes.

Paragraph 4: Briefly describe the grantees awarded during your most recent grantmaking activities, including number of grantees, the artistic disciplines and/or communities represented, and the range of organizational budget sizes.

<u>Work Samples:</u>
Work samples are required. These work samples should demonstrate the artistic excellence and artistic merit of your project.

Your application package must include work samples that can enhance the panel's understanding of your application and your organization's ability to carry out the project. Work samples should be recent, concise, of high quality, and relate as directly as possible to your proposed project.

For example, if you are proposing:

- **A technology project**, submit a sample that best represents the artistic excellence and technology of the project.
- **Services for artists and/or arts organizations**, submit brief selections from publications, training material, or other documentation that demonstrates your organization's expertise and ability to carry out the project.
- **To create a work,** submit an example of work by the proposed artist(s).
- **To complete a work**, submit a sample of the work in progress.
- **To perform or present a work**, submit a sampling of unedited performances that are typical of your organization's recent work and relevant to the project. Do not submit promotional material.
- **To tour a work**, submit a sample of touring activities.
- **A group project or collaboration**, submit samples that demonstrate the ability of the proposed artists or organizations to work together.
- **A residency project**, submit a sample of selected artists' recent work and documentation of the facilities they will use. If the artists are not yet selected, submit samples of work by artists who recently have been in residence.
- **An educational or outreach activity**, submit a sample that demonstrates the experience and skills of the proposed artists/teachers who will be working with the participants. If you have worked with your target population before, provide a sample of your work with that same community, if possible.
- **An exhibition**, submit visual documentation that provides a representative sampling of the works to be shown.
- **To preserve or conserve** an object, site, or structure, submit appropriate visual documentation.
- **A catalogue or other publication**, submit sample text as well as brief selections from examples of similar publications recently issued by your organization. For catalogues, include visual documentation of a sampling of the objects to be included. (Do not submit entire publications.)

Applicants may find it helpful to refer to the work sample instructions for the discipline(s) most relevant to their project for guidance in selecting their sample.

Submit work in more than one format only if that is required for your project. We welcome concise presentations.

Work Sample Limits:

Type	Max # Allowed	Time Limit	File Size Limit	Format/ File Types Accepted
Video	5 videos	3 minutes each	250 MB	PDF w/links; or avi, mov, mp4, mpeg, wmv
Audio	5 audio clips	3 minutes each	5MB	PDF with links; or mp3, wma, wav, aac, mpa
Images	15 images	N/A	5MB	PDF with images or jpeg, bmp, png, and tif
Documents	3 PDF documents 12 pages each	N/A	5MB	PDF
Websites	5 websites	N/A	5MB	PDF with links
Note: The combined storage space for all work samples in the Applicant Portal is 250 MB. If you submit a video file of 250 MB, that will use all of the available space.				
Panelists will review a combined total of no more than 20 minutes				

Uploading Files
There can be a slight delay between the upload of your work samples and seeing them in the Applicant Portal. This is particularly true for videos. For videos, the usual upload time runs five to ten minutes. However, close to the deadline, this time may extend to as much as an hour. Do not wait until the night of the deadline to begin uploading work samples. Videos are placed in a queue to be converted for upload, and the more people uploading, the longer the queue. **Do not immediately assume that your upload failed; wait and try accessing the material again.**

File names and descriptions
Your file names must not:
- Exceed 100 characters.
- Begin with a space, period, hyphen, or underline.
- Contain these characters: #%&{}\<>*?/$!'":+`=|"@.

For each item that you upload, you will find a descriptive field into which you will enter the following information, as applicable:

Title box: Title each item with a unique name.
- For your special items, simply state the type of item.
- For work samples, state the title of the work or organization represented by the work sample.

Description box (500 character limit, including spaces):
For your special items, simply state the type of item.
For work samples:
- Company/Artist.
- Title of work/image/activity (if different from first bullet).
- Date of the work, performance, or activity.
- Brief description including how the work sample relates to proposed project.
- For audio and video samples, length of the sample.

Applicants submitting multiple websites or multiple images on a PDF should include the relevant information from above with each website or image in the PDF. The descriptive field for the file should provide a brief overview of the group of images or websites as a whole.

Guidance for Video Samples
You may submit a link to a video sample, or directly upload a video sample.

If you submit a link:

- Submit a PDF with a clickable link to the website.
- If you are including more than one website, list them all on a single PDF.
- For each site, list the URLs for pages to be shown
- Include any necessary information on required plug-ins, passwords, or navigation paths.
- Do not submit links to sites that require work samples to be downloaded (e.g., Dropbox), or sites that require a user account.

If you upload videos:
File size restrictions may prohibit you from using this option.
To upload each file:

- Upload the file directly into the Applicant Portal.
- You may provide titles and short descriptions to provide context for panelists using the text box provided during the upload process.
- If applicable, include any cue information to indicate the start of each selection.

To ensure work samples are accessible, we recommend that videos be closed or open captioned. Captioning resources:

- About captioning
- Resources for YouTube
- Resources for Vimeo

Guidance for Digital Images

You may either combine all of your images into a single PDF file or upload each image in a separate file. Image size should be consistent; medium to high resolution is recommended (e.g., 300 dpi). Do not submit PowerPoint or Word documents.

Guidance for Documents (Literary Samples, Publications, Periodicals, Catalogues)

Leave a margin of at least one inch at the top, bottom, and sides of all pages. Use only 8.5 x 11 inch size pages. Do not reduce type below 12 point font size. Within each PDF, number pages sequentially; place numbers on the bottom right hand corner of each page. **Excess pages will be removed and not be reviewed.**

Do not submit Word, PowerPoint, or Excel documents.

Guidance for Websites

Do not submit your organization's general website. Only submit a website that is an essential part of the project.

If you are including more than one website, list them all on a single PDF.

- For each site, list the URLs for pages to be shown
- Include any necessary information on required plug-ins, passwords, or navigation paths.
- Do not submit links to sites that require work samples to be downloaded (e.g., Dropbox), or sites that require a user account.

NOTE: If you provide links to works samples -- audio samples, digital images, video samples, or documents – the same limits on uploaded work samples apply to those provided via links.

Tab 6: Additional Items

These items are specific to Literary Arts applicants.

ADDITIONAL ITEMS
3 text boxes: 6,000 character limit each, including spaces
Enter N/A in any of the three boxes you do not use.

Submit the items specified below that are relevant to your particular project. Use only as much space as is needed to respond to the items requested. If necessary, combine items in a single field and label the items clearly.

All Literary Arts projects:

- Provide links for up to **three** relevant project/organization web pages (do not provide more than three).

- Provide up to **five** additional bios of key individuals (as needed). Include: first name; last name; whether the individual is proposed or committed to the project; and the individual's proposed role.

Literary Publishing (February deadline):

- **Magazines and Journals:**
  o Describe your payment to writers policy.

  o For projects that include a print publication: provide your most recent print run information, as well as circulation figures, detailing paid and unpaid subscriptions and single-copy sales. Provide the name of your distributor or briefly describe your distribution plan.

  o For projects that include an online publication: Provide readership figures.

- **Presses:**
  o For each proposed work, list author payments, print runs, and expected sales (units sold).

  o If your project involves publishing an anthology, provide a sample table of contents.

  o Provide the name of your distributor or briefly describe your distribution plan.

Public Engagement/Professional Development (July deadline)

- Briefly outline your payment to writers policy (e.g., what compensation do you offer writers/artists who contribute to your programs?).

- If your project includes a nationally-distributed publication with a field-wide focus (such as from a service organization), please follow the instructions for the Literary Publishing deadline above.

Tab 7: Items to Upload

These items are specific to Literary Arts applicants. Upload your work samples here. Literary Arts does not accept statements of support.

Preparation

Work samples are a critical part of your application and are considered carefully during application review. Submit items in the format and within the space limitations described below. Only upload materials that we request. Other items that you include will not be reviewed. Before preparing your work samples, see "Uploading Files" (below) for formatting instructions.

Work Samples:

Specific instructions for each application deadline are provided below. When preparing work samples, keep in mind that they should demonstrate artistic excellence and artistic merit and enhance the panel's understanding of your application. If you have questions about work samples, contact the Literary Arts staff.

NOTE: The combined storage for all work sample files uploaded to the Applicant Portal is 250 MB. Also, ensure that no individual PDF exceeds a file size of 5 MB.

Literary Publishing Projects (February Deadline)

Required material:

For presses:

- A five-page excerpt in English from each proposed book. If a proposed book will be selected through a contest and has not yet been chosen, provide a five-page excerpt from a past book selected through that contest. Clearly label and combine excerpts into a single PDF file. If necessary, use additional PDFs to ensure that no individual PDF exceeds the maximum file size of 5 MB. Please note that book descriptions and author bios should be provided in the application narrative; they should not be provided here.

- A PDF of your most recent catalogue or a PDF with a link to a backlist of recently published titles.

For journals:

- A cover image (if applicable) and five-page excerpt from up to three issues published within the last three years. Combine samples into a single PDF file. If necessary, use additional PDFs to ensure that no individual PDF exceeds the maximum file size of 5 MB.

Optional material:

- One PDF, up to ten pages, with any combination of promotional and outreach material (e.g., postcards, fliers, excerpts from newsletters, readers' guides) and press coverage (e.g., excerpts from reviews, news clips). Please do not include links.

- One PDF, up to five pages, with project-related performance results/data not provided elsewhere in the application (e.g., audience feedback, survey results). No links, please.

- For presses, one PDF with up to five images demonstrating design and/or formatting of past publications.

- A total of up to three audio or video samples **only if** your project includes audio or video components. Samples should be no longer than three minutes each.

  o Acceptable file types for audio: a PDF with links, or mp3, wma, wav, aac, or mpa files.

  o Acceptable file types for video: a PDF with links, or avi, mov, mp4, mpeg, or wmv files.

Public Engagement/Professional Development (July Deadline)
We encourage you to provide only those items that enhance the information in your application. **Do not submit links, unless for Audio or Video samples.**

Submit one or more of the following:

- One PDF, up to ten pages, with any combination of promotional and outreach material (e.g., posters, fliers, program excerpts, print and online advertisements, images that illustrate audience engagement and/or venue) and press coverage (e.g., excerpts from news clips).

- One PDF, up to five pages, with project-related performance results/data not provided elsewhere in the application (e.g., audience feedback, survey results, etc.).

- One PDF, up to five pages, with sample curricular material.

- One PDF, up to five pages, with excerpts from a project-related publication (e.g., a workshop anthology).

- A total of up to three audio or video samples (no longer than three minutes each). We do not recommend providing content that simply features speakers at a podium.

  o Acceptable file types for audio: a PDF with links, or mp3, wma, wav, aac, or mpa files.

  o Acceptable file types for video: a PDF with links, or avi, mov, mp4, mpeg, or wmv files.

NOTE: Panelists are instructed to spend no more than a total of 20 minutes reviewing work samples.

Uploading Files

There can be a slight delay between the upload of your work samples and seeing them in the Applicant Portal. This is particularly true for videos. For videos, the usual upload time runs five to ten minutes. However, close to the deadline, this time may extend to as much as an hour. Do not wait until the night of the deadline to begin uploading work samples. Videos are placed in a queue to be converted for upload, and the more people uploading, the longer the queue. **Do not immediately assume that your upload failed; wait and try accessing the material again.**

File names and descriptions

Your file names must not:

- Exceed 100 characters.
- Begin with a space, period, hyphen, or underline.
- Contain these characters: #%&{}\<>*?/$!'":+`=|"@.

For each item that you upload, you will find a descriptive field into which you will enter the following information, as applicable:

Title box: Title each item with a unique name describing the content (e.g., "excerpts from proposed books," "images," "promotional material," etc.).

Description box

Text box: 500 character limit, including spaces

- For books and manuscripts excerpts: Titles and authors.
- For journals: Volume and issue numbers.
- For audio or video samples: A brief description of the sample and its relationship to the project for which you are requesting support.
- For audio and video samples, length of the sample.
- For other work samples, simply state the type of item as you did in the Title box.

Formatting Guidance for Documents (Literary Samples, Publications, Periodicals, Catalogues)

Ensure that you do not exceed the stated page limit on any individual items, or the maximum file size for each PDF (5 MB). Excess pages will not be reviewed by the panel.
Work that exists in published form (e.g., an excerpt from a published journal or book) may be provided in its published layout, provided that it is easily viewed on screen.

For work that has not been published, leave a margin of at least one inch at the top, bottom, and sides of all pages, and use double-spaced text. Use only 8.5 x 11 inch size pages. Do not reduce type below 12 point font size. Within each PDF, number pages sequentially; place numbers on the bottom right hand corner of each page.

Do not submit Word, PowerPoint, or Excel documents.

Guidance for Video Samples

You may submit a link to a video sample, or upload a video sample.

If you submit a link:

- Submit a PDF with a clickable link to the video.
- If you are including more than one link, list them all on a single PDF.
- For each video, list the URL for the page to be shown.
- Include any necessary information on required plug-ins, passwords, or navigation paths.
- Do not submit links to sites that require video to be downloaded (e.g., Dropbox), or sites that require a user account. These will not be reviewed.

If you upload videos:

File size restrictions may prohibit you from using this option.
To upload each file:

- Upload the file directly into the Applicant Portal.
- You may provide titles and short descriptions to provide context for panelists using the text box provided during the upload process.
- If applicable, include any cue information to indicate the start of each selection.

To ensure work samples are accessible, we recommend that videos be closed or open captioned. Captioning resources:

- About captioning
- Resources for YouTube
- Resources for Vimeo

Guidance for Audio Samples

You may submit a link to an audio sample, or upload an audio sample.

If you submit a link:

- Submit a PDF with a clickable link to the audio sample.
  If you are including more than one link, list them all on a single PDF.
- For each audio sample, list the URL for the page to be shown
- Include any necessary information on required plug-ins, passwords, or navigation paths.
- Do not submit links to sites that require video to be downloaded (e.g., Dropbox), or sites that require a user account. These will not be reviewed.

Tab 6: Additional Items

ADDITIONAL ITEMS
3 Text boxes: 6,000 character limit each, including spaces
Enter N/A in any of the three boxes you do not use.

These text fields are one-size-fits-all across the Grants for Arts Projects category and further assist panelists in evaluating your project proposal in relationship to the application review criteria. Use only as much space as is needed to respond to the items requested. Do not use this section to add more information for other areas of the grant application form.

Below is a general outline of suggested Additional Items for various project types commonly submitted to Media Arts. If proposal includes a blend of project types and activities, you are welcome to include a selection of suggested items across project types within the three text fields available. Clearly label any Additional Items within the text box to make this section easier for panelists to review.

Any items that describe selection criteria or curatorial processes must be in compliance with the nondiscrimination statutes described on the NEA website. Additional note: a focus on a particular group or demographic may be permissible, but exclusion is not. Please review the Assurance of Compliance, as well as NEA Civil Rights guidance on our website including the NEA Civil Rights webinar, Things to Know Before You Apply: Federal Civil Rights and Your Grants Application or see the slide deck. This extends to hiring practices, artist selection processes, and audience engagement.

- **Suggestions for presentation-based project activities, such as exhibitions, installations, festivals, touring programs, curated series, or distribution services:**

  - A representative list of recent screenings, exhibitions, and associated public programming which can help provide additional insight into previous programming and your capability to execute programming of a similar nature to your proposed project activities. The representative list can include details, such as the date, event title/artist or presenter names(s), country of origin(s), # of attendees, venue capacity.

  - Additional overview of the selection criteria or curatorial process. Any additional curatorial notes about the proposed exhibition or presentation program.

  - A list of committed and/or potential venues. Use the following format: name of venue/city/state/country (if not the United States)

  - Distribution, outreach, and publicity plan including any additional partners or strategies that make this project widely available to public audiences. Any sample rights and revenues agreements with artists may be provided as an additional, single uploaded PDF. **See Tab 7: Items to Upload**.

- **Suggestions for development, creation, or production-based activities (all genres and forms), such as new works, series, technology projects, or commissions:**

  o Details of the involvement and relationship between the lead applicant organization and the key artistic personnel or partners for the proposed project. The NEA is unable to support fiscal sponsors, therefore if an applicant organization does not demonstrate a significant role in the production, execution, or exhibition of the project, it will be deemed ineligible. Refer to additional guidance on the fiscal sponsorship page.

  o Statement of purpose, synopsis, technical, or conceptual treatment, including specifics such as the length and number of programs to be produced (if not already provided in the application narrative).

  o Distribution, outreach, and publicity plan including additional partners or strategies that make this project widely available to public audiences.

  o Plans for routine or long-term project maintenance.

  o Sample rights and revenues agreements with artists may be provided as a single uploaded PDF. **See Tab 7: Items to Upload.**

  o Resumes/bios for key individuals or entities integral to the project may be provided as a single uploaded PDF. **See Tab 7: Items to Upload.**

  o Do not upload a PDF to provide duplicative information requested elsewhere in the guidelines or application narrative information that has already been provided.

- **For artistic, educational, and professional development activities, and/or services to the field (such as residencies, workshops, fellowship programs, facilities access, conferences, convenings, or trainings):**

  o Additional details about the proposed activities and/or sample agenda, including names and role of key participants guiding the activities (artists, teaching artists, panelists, presenters, mentors, etc.).

  o Sample contracts with participants may be provided as a single uploaded PDF. **See Tab 7: Items to Upload.**

  o Overview of the selection criteria or curatorial process.

  o Description of the facility, available equipment, and resources, and a list of fee structures (if any), as well as any plans to make the project widely available to public audiences.

  o Resumes/bios for key individuals or entities integral to the project, which may be provided as a single uploaded PDF. See **Tab 7: Items to Upload**. Do not upload a PDF to provide information that has already been provided.

- **For other activities intended to build capacity and strengthen the film and media arts field through knowledge-sharing and resources, such as field studies, research, or publications:**

  o Overview of the anticipated participants, process for conducting research and data collection, and process for distributing findings.

  o List of proposed articles/topics and committed writers; a list of the projected sales/subscription figures and print runs/downloads; and your current policy for payment to writers.

  o Sample contracts with writers may be provided as a single uploaded PDF. See **Tab 7: Items to Upload**.

Tab 7: Items to Upload

Preparation

Below are the required items to upload. These are a critical part of your application and are considered carefully during application review. Submit items in the format and within the space limitations described below. Only upload requested materials based on your project activities, as outline below. Other items that you include will not be reviewed. If you have questions about appropriate items to upload, contact media arts staff.

Additional Items

Follow these instructions carefully.

Only the following items may be uploaded as a PDF. All other Additional Items must be submitted using the three text boxes provided in the Grant Application Form, as outlined in the instructions for **Tab 6: Additional Items**.

If applicable to your project, the following materials may be uploaded as a combined PDF.

- Sample rights and revenues agreements
- Sample contracts
- Resumes or bios
- If applicable, any sample contracts with writers may be provided as a single uploaded PDF.

Note: Media Arts does not require statements of support. Statements of support will not be reviewed.

Work Samples:

For all projects, you may submit **a maximum of three work samples total.** Work samples should be recent, of high quality, and as relevant to the project as possible. Work samples are crucial for evaluating the artistic excellence and artistic merit of your project. **Panelists will**

generally review up to 10 minutes of any one sample and up to 20 minutes of all work samples combined.

To ensure work samples are accessible, we recommend that videos be closed or open captioned. Captioning resources:

- About captioning
- Resources for YouTube
- Resources for Vimeo

All work samples must be uploaded by the specified deadline. Once a work sample is submitted, the content may not be revised (including work that resides on an external website link). If you have questions regarding which types of work samples will best represent your project, contact media arts staff.

Staff will not contact applicant if a link has expired. Applicants are responsible for maintaining the consistency of and access to work samples throughout the application review process, for more information refer to the application calendar.

You are allowed a maximum of three work samples total. Work samples may be comprised of any combination of the suggested items outlined below. Use the guidance below (e.g., audio, video, PDFs, or websites) to determine which work samples types will best suit your project. Each time-based work sample (e.g., audio, video, image slideshow) may contain a variety of content, but must not exceed 10 minutes. Indicate a starting point for any sample longer than 10 minutes. We recommend using an external site to host your samples; refer to "Uploading Work Samples."

- **Presentation-based project activities, such as exhibitions, installations, festivals, touring programs, curated series, or distribution services:**
  - Submit a PDF or link (recommended) to your most recent catalog, and a compilation that best represents the range of project activities outlined in your application. Compilations highlighting audience engagement and public programming are encouraged, and may include previous or upcoming works featured at the festival, and/or excerpts from your most recent festival activities, such as panel discussions, educational programming, and audience interviews. Maximum 10 minutes per work sample.
  - Samples may include a PDF or link to your most recent three calendars and/or program notes, an excerpt trailer or compilation of recently exhibited or screened works, and/or documentation of exhibitions, installations, performances, or other live events. Maximum 10 minutes per work sample.
  - Samples may include excerpts of proposed works, previously completed works, works in progress that demonstrate the quality of the key artists or individuals

involved. We recommend including work by the lead artists in your proposal whenever possible. Maximum 10 minutes per work sample.

- **Commissions or the creation, development, and/or production of new work (all genres and forms) or digital capacity building projects:**

  o Samples may include proposed works, previously completed works, documentation of works, mock ups or demonstrations, compilation reels, trailers, or works in progress by the key artists or individuals involved. It is recommended to include work by the lead artists in your proposal whenever possible. Maximum 10 minutes per work sample. If you are applying for a scripted project, you may also submit a maximum of 12 pages excerpted from your script.

- **Artistic and professional development activities (such as artist-led workshops, mentorship programs, artist residencies, and access to facilities or equipment):**

  o Samples may include proposed works, previously completed works, trailers, or works in progress by previous or proposed artists and/or documentation of previous programming. Maximum 10 minutes per work sample.

- **Services to the national field (such as conferences, convenings, trainings, or workshops):**

  o Samples may include a PDF or link to your most recent program or agenda and/or excerpts of up to three recently completed events that give an accurate sense of the proposed event. Maximum 10 minutes per work sample.

- **Field studies, research, or publications:**

  o Submit a PDF copy or link to recently published work that best illustrates your project. We strongly recommend submitting a link to your publications. Each document counts as a separate work sample.

<u>Work Sample Limits:</u>

Type	Time Limit	File Size Limit	Format/ File Types Accepted
Video	10 minutes each	250 MB	PDF w/links; or avi, mov, mp4, mpeg, and wmv
Audio	10 minutes each	5 MB	PDF w/links; or mp3, wma, wav, aac, and mpa
Documents	N/A	5 MB 12 pages each	PDF

Websites	10 minutes each	5 MB	PDF with links
You are allowed a maximum of three work samples total.			
Note: The combined storage space for all work samples in the Applicant Portal is 250 MB. If you submit a video file of 250 MB, that will use all of the available space.			
Panelists will review a combined total of no more than 20 minutes.			

Uploading Work Samples:

There are two options to upload your work samples:

Option One (recommended): Upload a single PDF with links to your work samples on an external hosting site (e.g., Vimeo, YouTube, or a Custom URL). To submit a single PDF with links to an external hosting site:

- Upload a single PDF with the following file title: "Work Samples"
- Include each work sample links and/or other materials (catalog, publication, event program, script), not to exceed three work sample types, as a single PDF.
- Hyperlink each work sample URL.
- You may provide titles and short descriptions to provide context of the work sample for panelists. For example the relationship of the work sample to the project for which you are requesting support.
- If a single work sample upload contains a combination of items, include a summary of item types.
- Include any necessary information on required plug-ins, passwords, or navigation paths in order to view the work samples.
- If applicable, include cue information to indicate the start of each selection.
- Do **not** submit links to sites that require work samples to be downloaded (e.g., Dropbox), or sites that require a user account to access.

Option Two: Individually upload each work sample file. File size restrictions may prohibit you from using this option; see details above. To upload each work sample:

- You may provide titles and short descriptions to provide context of the work sample for panelists using the text box provided during the upload process.
- If applicable, include any cue information to indicate the start of each selection.
- If your files exceed the file size limitations, follow the instructions outlined in Option One to submit a single PDF with links to work samples hosted through an external hosting site.

Have questions? Contact media arts staff.

Uploading Files
There can be a slight delay between the upload of your work samples and seeing them in the Applicant Portal. This is particularly true for videos. For videos, the usual upload time runs five to ten minutes. However, close to the deadline, this time may extend to as much as an hour. Do not wait until the night of the deadline to begin uploading work samples. Videos are placed in a queue to be converted for upload, and the more people uploading, the longer the queue. **Do not immediately assume that your upload failed; wait and try accessing the material again.**

File names and descriptions:
Your file names must not:

- Exceed 100 characters.
- Begin with a space, period, hyphen, or underline.
- Contain these characters: #%&{}\<>*?/$!'""+`=|"@.

For each item that you upload, you will find a descriptive field into which you will enter the following information, as applicable:

Title box: Title each item with a unique name, such as the item type represented by the work sample.

Description box
Text box: 500 character limit, including spaces
Provide further description of the item type, including details such as the relationship of the work sample to the project for which you are requesting support.

For example, work samples may use this suggested format:

- Title of work (if different from first bullet).
- Platform (online, mobile, console, handhelds, social networks, radio, television, film).
- Date of the work or documentation.
- Running time of the work sample.
- Principal production credit(s) for the work sample.
- Relationship of the work sample to the project for which you are requesting support.
- If a single work sample contains a combination of items, include a summary of item types.

Applicants submitting multiple websites should include the relevant information from above with each website in the PDF. The descriptive field for the file should provide a brief overview of the group of websites as a whole.

Guidance for Documents (Sample Curriculum, Reports, Publications)
Each PDF should not exceed 12 pages. Excess pages will be removed and not be reviewed. Submit PDF documents that directly relate to the proposed project. Examples of documents

may include sample curriculum, professional development resources, conference programs, and publication excerpts, among others. Do not submit Word, PowerPoint, or Excel documents.

Guidance for Websites
Do not submit your organization's general website. Only submit a website that is an essential part of the project. If you are including more than one website, list them all on a single PDF. Include a description of the website section that is being shown.

Tab 6: Additional Items

ADDITIONAL ITEMS
3 Text boxes: 6,000 character limit each, including spaces
Enter N/A in any of the three boxes you do not use.

These are one-size-fits-all text fields across the Grants for Arts Projects category. While each text box allows for up to 6,000 characters, we ask you follow the character limits outlined for each item below.

Submit the items specified below that are relevant to your particular project. Use only as much space as is needed to respond to the items requested. If necessary, combine items in a single field and label the items clearly. Do not use this section to add more information for other areas of the Grant Application Form.

- **For residencies**, a description of the artist selection process. (6,000 character limit, including spaces)

- **For publications**, as applicable, information regarding sales figures, print runs and circulation; a description of proposed content; and a list of committed writers. (3,000 character limit, including spaces)

- **For commissions and public art**, a description of the selection process and a statement regarding permission to use the site. Where applicable, include information about the review panel and/or the review criteria being used to make the selection of the artist(s) or location(s). (3,000 character limit, including spaces)

Tab 7: Items to Upload

Upload your work samples here.

Museums does not require statements of support.

Preparation:
Below are the required items to upload. These are a critical part of your application and are considered carefully during application review. Submit items in the format and within the space limitations described below. Only upload materials that we request. Other items that you include will not be reviewed.

Work Samples:
These work samples should demonstrate the artistic excellence and artistic merit of your project. Visual documentation is a critical component of your application and will be considered carefully during the review process.

You must electronically submit up to 20 digital images in one PDF as detailed below. The images you provide should be recent, of high quality, and as relevant to your project as possible. Some types of projects require other material as well.

Submit a single image on each page of your PDF; do not submit 20 **separate** PDFs:

- **For exhibitions**, images that provide a representative sampling of the works to be shown **and** a working checklist with an indication of lenders' commitment if possible.

- **For residencies**, images of work by the proposed artist(s). If the artist(s) is not yet selected, submit representative samples of work by previous participants.

- **For publications**, short writing samples by prospective contributors and sample images of works to be included.

- **For commissions and public art**, images of the work of the artist(s) under consideration and of the proposed site.

- **For conservation**, image, condition report, and treatment proposal for each work to be conserved. If applicable, submit images of previously conserved work by project personnel.

- **For collection care**, images that support the project.

- **For public programs**, images of project participants' work.

Work Sample Limits:

Type	Max # Allowed	Time Limit	File Size Limit	Format/ File Types Accepted
Images (Required)	Up to 20 images	N/A	5MB	PDF with up to 20 images
Documents	4 PDF documents 12 pages each	N/A	5MB	PDF
Video	2 videos	2 minutes each	250 MB	PDF w/links; or avi, mov, mp4, mpeg, wmv
Websites	2 websites	N/A	5MB	PDF with links
Note: The combined storage space for all work samples in the Applicant Portal is 250 MB.				
Panelists will spend no more than a total of 20 minutes reviewing work samples.				

Uploading Files
There can be a slight delay between the upload of your work samples and seeing them in the Applicant Portal. This is particularly true for videos. For videos, the usual upload time runs five to ten minutes. However, close to the deadline, this time may extend to as much as an hour. Do not wait until the night of the deadline to begin uploading work samples. Videos are placed in a queue to be converted for upload, and the more people uploading, the longer the queue. **Do not immediately assume that your upload failed; wait and try accessing the material again.**

File names and descriptions
Your file names must not:

- Exceed 100 characters.
- Begin with a space, period, hyphen, or underline.
- Contain these characters: #%&{}\<>*?/$!'":+`=|"@.

For each item that you upload, you will find a descriptive field into which you will enter the following information, as applicable:

Title box: Title each item with a unique name and indicate the type of work sample being uploaded.

Description box (500 character limit, including spaces):
For work samples:

- Artist's name.

- Medium.
- Date of work/activity.
- Dimensions of artwork.
- A brief description of the work including how this image relates to the project for which you are requesting support.

Applicants submitting multiple images on a PDF should include the relevant information from above with each image in the PDF. The descriptive field for the file should provide a brief overview of the group of images as a whole.

Applicants submitting publications should provide descriptive information that provides an overview of the exhibition covered by the publication excerpt.

Do not submit JPEG files or Word, PowerPoint, or Excel documents.

Guidance for Documents (Publications, Periodicals, Catalogues, Exhibition Checklists)
Use only 8.5 x 11 inch size pages. Do not reduce type below 12 point font size. Excess pages will be removed and not be reviewed.

Do not submit JPEG files or Word, PowerPoint, or Excel documents.

Guidance for Video Samples
If your proposed project would be best represented by a video work sample (as opposed to or in addition to still images) you may submit your samples through a PDF with website links. Submitting web-hosted video links through sites such as Vimeo or YouTube is strongly recommended.

Submitting a link:
- Submit a PDF with a clickable link to the website.
- If you are including more than one website, list them all on a single PDF.
- For each site, list the URLs for pages to be shown; include any necessary information on required plug-ins, passwords, or navigation paths.
- Do not submit links to sites that require work samples to be downloaded (e.g., Dropbox), or sites that require a user account.

To ensure work samples are accessible, we recommend that videos be closed or open captioned. Captioning resources:

- About captioning
- Resources for YouTube
- Resources for Vimeo

NOTE: If you provide links to works samples -- documents, websites, or video samples– the same limits on uploaded work samples apply to those provided via links.

Tab 6: Additional Items

ADDITIONAL ITEMS
3 Text boxes: 6,000 character limit each, including spaces
Enter N/A in any of the three boxes you do not use.

This section offers an opportunity to submit more information if your particular project fits the types listed below. This section is not required, even if your project includes these types of project activities. If necessary, combine items in a single field and label the items clearly. Use only as much space as is needed to respond to the items requested. Do not use this section to add more information for other areas of the grant application form.

- **For recording projects:**
  - Distribution plans. (3,000 character limit, including spaces)

- **For professional artistic development projects:**
  - A representative list of the names and current professional affiliations of participants from the past two years. (6,000 character limit, including spaces)

Tab 7: Items to Upload

Upload your work samples here. The Music discipline does not require statements of support.

Preparation

Below are the required items to upload. These are a critical part of your application and are considered carefully during application review. Submit items in the format and within the space limitations described below. Only upload materials that we request. Other items that you include will not be reviewed.

Work Samples

These work samples should demonstrate the artistic excellence and artistic merit of your project. Work samples are a required part of all Music applications and are considered carefully during application review.

Your total work sample submission should demonstrate the artistic quality of your organization as a whole as well as relate as directly as possible to your proposed project. For example, if you are proposing to create a work, submit an example of work by the proposed composer. If your project is to complete a work, submit a sample of the work in progress. For collaborations, submit samples that feature the various artists and/or organizations involved. For educational and outreach activities, your sample(s) should demonstrate both the skills of the artists who will be working with the participants as well as the artists/teachers working with students or others. The performance and the audio or video recording itself should both be of the highest quality.

Do not submit promotional material.

You may submit any combination of up to five audio or video work samples total. If you wish to submit additional work samples for commissions or recordings projects, you may submit a PDF with a link to a website. For projects that do not involve commissions or recordings, submit no more than five samples overall that total no more than 20 minutes.

- All performing ensembles, including music festivals with resident ensembles, must submit three to five samples of live performances recently recorded (no commercial studio recordings) of at least three contrasting works that are typical of the repertoire performed by your organization. Include, as applicable, recordings of works by proposed artist(s) or work(s) to be performed as part of your project.

- All presenting organizations must submit three to five samples of performances (commercial recordings are acceptable) that are typical of the artists and works presented by your organization. Recordings should be within the past five years. Include, as applicable, recordings of works by proposed artist(s) or work(s) to be presented as part of your project.

- Both <u>performing and presenting organizations</u> should also include the following as relevant to the proposed project:

  1. For commissioning projects, one sample of recent work (within the last five years) by each proposed composer is required. If your project involves both music and text, also provide an example of recent work by the librettist or other creator of the text as a PDF.

  2. For recording projects, samples of the work(s) to be recorded or, if not available, representative work(s) by the proposed composer(s).

- For <u>commissioning projects</u>, submit a one-page letter of commitment from each composer that outlines the vision for the new work, providing length and instrumentation if known and text, if any.

- For <u>services to the field</u>, the work samples should demonstrate the quality of the services being provided.

<u>Work Sample Limits:</u>

Type	Max # Allowed	Time Limit	File Size Limit	Format/ File Types Accepted
Video	5 selections (total combined audio and/or video)	4 minutes each	250 MB	PDF w/links; or avi, mov, mp4, mpeg, wmv
Audio		4 minutes each	20 MB	PDF with links; or mp3, wma, wav, aac, mpa
Documents	4 PDF documents 12 pages each	N/A	40 MB	PDF
Websites	5 websites	N/A	5 MB	PDF with links
Note: The combined storage space for all work samples in the Applicant Portal is 250 MB. If you submit a video file of 250 MB, that will use all of the available space.				
Panelists will review a combined total of no more than 20 minutes.				

<u>Uploading Files</u>
There can be a slight delay between the upload of your work samples and seeing them in the Applicant Portal. This is particularly true for videos. For videos, the usual upload time runs five to ten minutes. However, close to the deadline, this time may extend to as much as an hour. Do not wait until the night of the deadline to begin uploading work samples. Videos are placed in a

queue to be converted for upload, and the more people uploading, the longer the queue. **Do not immediately assume that your upload failed; wait and try accessing the material again.**

File names and descriptions
Your file names must not:

- Exceed 100 characters.
- Begin with a space, period, hyphen, or underline.
- Contain these characters: #%&{}\<>*?/$!'":+`=|"@.

For each item that you upload, you will find a descriptive field into which you will enter the following information, as applicable:

Title box: Title each item with a unique name.

- For work samples, state the composer and title of the work or performing artist/ensemble represented by the work sample.

Description box:
Text box: 500 character limit, including spaces
For work samples:

- Name of the ensemble (if different from the applicant)/artists/conductor.
- Title and composer of the work (if different from title box).
- Date the work was performed.
- Relationship of the work to the project for which you are requesting support.
- Cue information, if necessary.
- For audio and video samples, length of the sample.

Applicants submitting multiple websites on a PDF should include the relevant information from above with each website in the PDF. The descriptive field for the file should provide a brief overview of the group websites as a whole.

Guidance for Audio Samples
You may submit a PDF with links to audio samples (recommended), or you may upload individual audio files.

If you submit links:

- Submit a PDF with clickable links to the website(s).
- If you are including more than one link, list them all on a single PDF.
- For each site, list the URLs for pages to be shown
- Include any necessary information on required plug-ins, passwords, or navigation paths.
- Do not submit links to sites that require work samples to be downloaded (e.g., Dropbox), or sites that require a user account.

Uploading audio samples:

- Submit audio tracks at a constant bit rate no lower than 192 kbps (higher if possible).
- Do not upload audio files that have a variable bit rate.

Guidance for Video Samples

You may submit a PDF with links to a video samples (recommended), or upload individual video files.

If you submit links:

- Submit a PDF with clickable links to the website(s).
- If you are including more than one link, list them all on a single PDF.
- For each site, list the URLs for pages to be shown; include any necessary information on required plug-ins, passwords, or navigation paths.
- Do not submit links to sites that require work samples to be downloaded (e.g., Dropbox), or sites that require a user account.

If you upload videos:

File size restrictions may prohibit you from using this option.
To upload each file:

- Upload the file directly into the Applicant Portal.
- You may provide titles and short descriptions to provide context for panelists using the text box provided during the upload process.
- If applicable, include any cue information to indicate the start of each selection.

To ensure work samples are accessible, we recommend that videos be closed or open captioned. Captioning resources:

- [About captioning](#)
- [Resources for YouTube](#)
- [Resources for Vimeo](#)

Guidance for Documents

Items such as season brochures and programs are generally not helpful during the application review process. **Leave a margin of at least one inch at the top, bottom, and sides of all pages. Use only 8.5 x 11 inch size pages. Do not reduce type below 12 point font size.** Within each PDF, number pages sequentially; place numbers on the bottom right hand corner of each page. **Excess pages will be removed and not be reviewed.**

Do not submit Word, PowerPoint, or Excel documents.

Guidance for Websites

- In general, do not submit your organization's general website. Only submit a website that is an essential part of the project.
- If you are including more than one website, list them all on a single PDF. For each site, list the URLs for pages to be shown; include any necessary information on required plug-ins, passwords, or navigation paths. Do not submit links to sites that require work samples to be downloaded (e.g., Dropbox), or sites that require a user account.
- NOTE: If you provide links to works samples -- audio samples, video samples, or documents -- the same limits on uploaded work samples apply to those provided via links.

Tab 6: Additional Items

ADDITIONAL ITEMS
3 Text boxes: 6,000 character limit each, including spaces
Enter N/A in any of the three boxes you do not use.

These are one-size-fits-all text fields across the Grants for Arts Projects category. While each text box allows for up to 6,000 characters, we ask that the Leadership Statement be no more than 3,000 characters.

Do not use this section to add more information for other areas of the grant application form.

- **A Statement from the Leadership of the Organization: For all applications**
  A one-page statement that discusses the reasons for the project's selection and its relationship to the artistic vision of the organization. This statement should be submitted by the artistic director, or, where necessary, other member of executive leadership. For productions that have a commercial producing or development entity attached, specifically address how this project relates to the applicant's stated mission and identify the staff who will be making the artistic decisions for the production. Where possible, discuss how the artists involved will help to ensure the project's level of artistic excellence. **Include the name and title of the person who authored the statement.**

Primary Artist Statements are no longer requested.

Letters of Commitment should be uploaded as PDF documents in Items to Upload. See instructions in Tab 7: Items to Upload**.**

Tab 7: Items to Upload

Upload your Work Samples and Letters of Commitment here. Do not upload a PDF of the Leadership statement here. That should be included in Tab 6: Additional Items.

Preparation

Below are the recommended items to upload. These are a critical part of your application and are considered carefully during application review. Submit items in the format and within the space limitations described below. Only upload materials that we request. Other items that you include will not be reviewed.

Each uploaded file has to be individually downloaded and opened by panelists. For this reason, we strongly recommend that you group similar types of work samples together in PDF format wherever possible. Full details are below.

Letter of Commitment:
Recommended for projects that involve the participation of an organizational partner, a one-page letter identifying the nature of the partner's contribution to the project. Upload as a PDF document.

Work Samples:
Work samples should demonstrate the artistic excellence and artistic merit of your project, the artists proposed, as well as your organization as a whole. For services to the field, the work samples should demonstrate the quality of the services being provided.

As review time is limited, be selective in what you choose to submit. Too many work samples can be counterproductive. Limit your selections to a few substantive, relevant work samples. Work sample types for Musical Theater include:

- Video (recommended for applications from producing and presenting organizations)
  - To ensure work samples are accessible, we recommend that videos be closed or open captioned. Captioning resources:
    - [About captioning](#)
    - [Resources for YouTube](#)
    - [Resources for Vimeo](#)
- Audio (optional)
- Images (optional)
- Script samples (recommended for musical theater projects involving the creation or development of new work, or world premiere, second, or third productions)
- Documents (optional)

Work Sample Limits:

Type	Max # Allowed	Time Limit	File Size Limit	Format/ File Types Accepted
Video	2 videos	2 minutes each	250 MB	PDF w/links; or avi, mov, mp4, mpeg, wmv
Audio	2 audio clips	2 minutes each	5MB	PDF with links; or mp3, wma, wav, aac, mpa
Images	12 images	N/A	5MB	PDF with images
Documents	2 PDF documents 15 pages each	N/A	5MB	PDF
Websites	3 websites	N/A	5MB	PDF with links
Note: The combined storage space for all work samples in the Applicant Portal is 250 MB. If you submit a video file of 250 MB, that will use all of the available space.				
Panelists will review a combined total of no more than 20 minutes.				

Uploading Files

There can be a slight delay between the upload of your work samples and seeing them in the Applicant Portal. This is particularly true for videos. For videos, the usual upload time runs five to ten minutes. However, close to the deadline, this time may extend to as much as an hour. Do not wait until the night of the deadline to begin uploading work samples. Videos are placed in a queue to be converted for upload, and the more people uploading, the longer the queue. **Do not immediately assume that your upload failed; wait and try accessing the material again.**

File names and descriptions
Your file names must not:
- Exceed 100 characters.
- Begin with a space, period, hyphen, or underline.
- Contain these characters: #%&{}\<>*?/$!'":+`=|"@.

For each item that you upload, you will find a descriptive field into which you will enter the following information, as applicable:

Title box:

- Title each item with a unique name.
- For work samples, state the title of the work or organization represented by the work sample.

<u>Description box</u>

Text box: 500 character limit, including spaces

- Name of the work (if different from first bullet).
- Playwright, book writer, composer, lyricist, etc.
- Director, designers, and key performers.
- Date of performance.
- Brief description of the relationship of the work to the project for which you are requesting support.
- For audio and video samples, length of the sample.

Applicants submitting multiple images on a PDF should include the relevant information from above with each image in the PDF. The descriptive field for the file should provide a brief overview of the group of images as a whole.

Guidance for Video Samples
Video work samples are recommended for applications from performing and presenting organizations. Submit video samples of recent work that demonstrates the quality of the organization and/or proposed artists, and when possible, is relevant to the project for which you are requesting support. Submit continuous production footage rather than promotional trailers or montages set to music. Select specific excerpts that convey your organization's highest artistic quality. When possible, submit two video samples that provide a sense of the range of your organization's work.

NOTE: Several union (e.g., Actors Equity Association) contracts allow for producers and presenters to submit work samples for the purpose of fund raising. Some contracts require that permission be obtained prior to producing and submitting samples of work (video, audio, digital images, etc.). This information does not substitute for legal advice. Organizations should contact their union representatives with questions and to request permission for the production of work samples.

You may submit a PDF with a clickable web link to a video sample (recommended), or upload a video sample.

If you submit a link:
- Submit your links on a single PDF.
- For each site, list the URLs for pages to be shown
- Include any necessary information on required plug-ins, passwords, or navigation paths.
- Do not submit links to sites that require work samples to be downloaded (e.g., Dropbox), or sites that require a user account.

If you upload videos:

File size restrictions may prohibit you from using this option. To upload each file:

- Upload the file directly into the Applicant Portal.
- You may provide titles and short descriptions to provide context for panelists using the text box provided during the upload process.
- If applicable, include any cue information to indicate the start of each selection.

Guidance for Audio Samples

Audio tracks from the proposed work or proposed artists may be submitted. Unless relevant to your proposed project, <u>do not</u> send podcasts, interviews, or promotional tracks.

Guidance for Digital images

Combine all of your images into a single PDF file. Image size should be consistent; medium to high resolution is recommended (e.g., 300 dpi). Do not submit PowerPoint or Word documents.

Guidance for Documents (Script Samples, Curricula/Study Guides, Publications)

For musical theater projects that involve the creation or development of new work, or world premiere, second, or third productions:

- Script and/or score samples are recommended.
- Submit a 12-15 page sample of the script for the proposed project, or a recent sample of similar work by the primary creative artist(s).
- If the musical has not yet been written, a script or score sample of the writer's previous work is recommended.

For projects that involve publications or periodicals

- Submit brief selections from up to two sample works published by your organization that are similar to the publication for which support is requested.

Excess pages will be removed and not be reviewed.

Do not submit Word, PowerPoint, or Excel documents.

Tab 6: Additional Items

ADDITIONAL ITEMS
3 Text boxes: 6,000 character limit each, including spaces
Enter N/A in any of the three boxes you do not use.

This section offers an opportunity to submit more information if your particular project fits the types listed below. Submit the items specified below that are relevant to your particular project. Use only as much space as is needed to respond to the items requested. If necessary, combine items in a single field and label the items clearly. Do not use this section to add more information for other areas of the grant application form.

Enter each item below into the Grant Application Form fields under the Additional Items tab, do not submit PDFs of these items.

- **For all applications, an Artistic Statement is strongly encouraged**. This statement should be written by the Artistic Director or other person who has responsibility for the project. It should discuss the reasons for the project's selection, the project's relationship to the artistic vision of the organization, and the project's relevance to the community. (3,000 character limit, including spaces)

- **For projects that involve the creation, development, or premiere of a new opera we strongly encourage submitting creative vision statements from the composer and librettist (one each). Each statement should:**
  - Address their role in the project, the potential impact of the project, their vision for the new work including information about length, instrumentation, and/or text, as well as any details regarding their creative process and/or themes of the work. (3,000 character limit each statement, including spaces)

- **For recording projects:**
  - A distribution plan. (3,000 character limit, including spaces)

- **For professional artist development programs:**
  - A curriculum plan that outlines both the training activities and the performance opportunities offered. You should outline specifics about the training provided such as vocal coaching, diction, language, acting, movement, and theatrical training. (6,000 character limit, including spaces)

  - A representative list of the names and current professional affiliations of participants from the past two years. (6,000 character limit, including spaces)

- **For educational and outreach programs:**
  - A plan that outlines both the training activities and the performance opportunities offered. (3,000 character limit, including spaces)

Tab 7: Items to Upload

These items are specific to Opera applicants.

Upload your work samples here (e.g., video, audio, image, PDF score/libretto/teacher guide).

The Opera discipline does not accept statements of support. Do not upload Additional Items in PDF format here (for the instructions on how to submit these, see "Additional Items" under Tab 5: Additional Items)

Preparation
Work samples are a critical part of your application and are considered carefully during application review. Submit items in the format and within the space limitations described below. Only upload materials that we request. Other items that you include will not be reviewed.

Each work sample file has to be individually downloaded and opened by panelists. For this reason, we strongly recommend that you group similar types of work samples together in PDF format wherever possible. Full details are below.

Work Samples:
Work samples are required for every Opera application and are considered carefully during application review. **Video samples are required for performing and presenting organizations.** Work samples should demonstrate the artistic excellence and artistic merit of your project, and should relate as directly as possible to your proposed project. See "If you are applying to…" section below for more details.

All performing and presenting organizations must submit at least two video samples of contrasting operatic works (performed live within the past few years) that demonstrate a range of styles, and are relevant to the project for which you are requesting support. Select and identify specific arias, duets, ensembles, etc.

- Include at least one ensemble selection, e.g., chorus, quartet, quintet.

- Include at least one example of your organization's mainstage work, even if you are not requesting support for a mainstage production.

To ensure work samples are accessible, we recommend that videos be closed or open captioned. Captioning resources:
- About captioning
- Resources for YouTube
- Resources for Vimeo

Audio and Video Limits

- For projects that do not involve commissions or recordings, submit no more than three video, and no more than three audio samples overall.

- For projects that involve commissions, premieres, or recordings, you may submit more than three video samples, if needed.

Be selective: panel time is limited and too many work samples can be counterproductive. Limit your selections to a few substantive, relevant work samples. Do not submit promotional materials.

Work samples should relate as directly as possible to your proposed project. Therefore:

- **If you are applying to create a new work**

  o Submit the score and libretto of the proposed project, in progress. Samples of creative artists' work are critical components of your application and will be considered carefully during the review process.

  o Submit examples (video/audio) of the proposed work (e.g. workshops, readings, concert versions). If not yet available, submit recent work by the composer and the librettist (e.g., recordings, scores, librettos). Samples of creative artists' work are critical components of your application and will be considered.

- **If you are applying to complete a work**, submit (video/audio) samples of the work in progress.

- **If you are applying to mount a new production**, submit examples of recent work by the artistic team (e.g., images or artists' renderings of sets, costumes).

- **If you are applying for a collaborative project**, submit samples (video/audio) that feature the various artists and/or organizations involved.

- **If you are applying for a recording project**, include samples (video/audio) of the work(s) to be recorded or, if not available, representative work(s) by the proposed composer(s) or artist(s).

- **For professional development and training of artists**, submit samples (video/audio) that demonstrate the training activities and performance opportunities provided to young artists.

- **For educational and outreach activities**, submit samples (video/audio) that demonstrate the skills of the artists and teachers working with students and other participants. Also, submit sample curriculum material such as a teacher's guide. Label this "Teacher Guide" and limit it to 10 pages.

- **Service organizations** should submit brief selections from publications or other documents that demonstrate the quality of the services being provided, as well as their ability to carry out the proposed project.

Work Sample Limits:

Type	Max # Allowed	Time Limit	File Size Limit	Format/ File Types Accepted
Video (Required)	3 videos	10 minutes each	250 MB	avi, mov, mp4, mpeg, and wmv; or **include multiple video links in a single PDF**
Audio	3 audio selections	7 minutes each	5MB	mp3, wma, wav, aac, and mpa; or **include multiple audio links in a single PDF**
Images	12 images	N/A	5MB	Single PDF with Images
Documents	6 PDF documents 12 pages each except for an opera score or libretto	N/A	5MB	PDF
Websites	3 websites	N/A	5MB	Include all links on a single PDF
Note: The combined storage space for all work samples in the Applicant Portal is 250 MB. If you submit a video file of 250 MB, that will use all of the available space.				
Panelists will review a combined total of no more than 20 minutes				

Uploading Files
There can be a slight delay between the upload of your work samples and seeing them in the Applicant Portal. This is particularly true for videos. For videos, the usual upload time runs five to ten minutes. However, close to the deadline, this time may extend to as much as an hour. Do not wait until the night of the deadline to begin uploading work samples. Videos are placed in a queue to be converted for upload, and the more people uploading, the longer the queue. **Do not immediately assume that your upload failed; wait and try accessing the material again.**

File names and descriptions
Your file names must not:

- Exceed 100 characters.
- Begin with a space, period, hyphen, or underline.

- Contain these characters: #%&{}\<>*?/$!'":+`=|"@.

For each item that you upload, you will find a descriptive field into which you will enter the following information, as applicable.

<u>For individually uploaded work samples (including document PDFs):</u>
<u>Title box</u>: Title each item with a unique name.

- For work samples, state the composer name and title of the operatic work represented by the work sample (and if different than the applicant organization, the name of the performing artist/ensemble represented by the work sample).
- For documents state the type of sample, e.g., score, libretto, teacher's guide, etc.

<u>Description box</u>
Text box: 500 character limit, including spaces
For video/audio/digital image/website/document work samples, include the following:

- Name of organization (only if different from applicant).
- Title of work.
- Title of selection.
- Composer and librettist.
- Singer(s), conductor, director, set designer, costume designer, lighting designer (artistic team) represented in the work sample.
- Date the work was performed.
- Relationship of the work to the project for which you are requesting support.
- For audio and video samples, length of the sample. (Refer to the chart above for time limits.)
- For audio and video samples, viewing/listening cue for each sample, if necessary.

<u>For PDFs that include multiple links or images:</u>
Applicants submitting multiple websites or multiple images on a PDF should include the relevant information from above with each website or image in the PDF. The descriptive field for the file should provide a brief overview of the group of images or websites as a whole.

<u>Title box:</u> Title each PDF with a unique name that describes the type of work samples, for example, "Video Work Samples" or "Image Work Samples."

Guidance for Video & Audio Samples
Video samples are **required** for performing and presenting organizations. You may submit **up to three video samples** and (if needed) up to three audio samples. For projects that involve commissioning or recordings, you may submit more than three samples. The performance and the recording should both be of the highest quality. **Submit continuous production footage.** Do not submit trailers or montages set to music, spliced segments of productions, promotional or marketing material, or interviews. Only submit podcasts or interviews if directly relevant to your proposed project.

Option One (recommended): Upload a single PDF with links to your audio and/or video work samples on an external hosting site (e.g. Vimeo, YouTube, or a custom URL). **If you are including more than one website, list them all on a single PDF.**

- Upload a single PDF with links to all selections. Include each link as a clickable hyperlink on the PDF page.
- Provide titles and short descriptions as context for each work sample link, including the names of the artists, the title of the opera work, the date the work was created or performed, and its relationship to the proposed project.
- Include any necessary information on required plug-ins, passwords, or navigation paths in order to view the work samples.
- If applicable, include cue information to indicate the start of each selection.
- Name the PDF file "Video Work Samples."
- Links should be active for at least one year after the application deadline.
- Do not submit links to sites that require work samples to be downloaded (e.g. Dropbox), or sites that require a user account.
- Do not submit Word, Excel, or PowerPoint documents.
- Do not upload each link in a separate PDF file.

Option Two: Individually upload each video work sample. File size restrictions may prohibit you from using this option, see details below. To upload each file: Upload the file directly into the Applicant Portal.

- Upload each video sample individually, in a separate file
- Provide titles and short descriptions as context for each work sample link, including the names of the artists, the title of the opera work, the date the work was created or performed, and its relationship to the proposed project. Do so using the text box provided during the upload process.
- If applicable, include any cue information to indicate the start of each selection.
- If your files exceed the file size limitations, follow the instructions outlined in Option Two described below.
- For audio files, submit audio tracks at a constant bit rate no lower than 192 kbps (higher if possible). Do not upload audio files that have a variable bit rate.

Guidance for Digital Images
Digital images should be **combined in a single PDF file (up to 12 images)**. Do not submit jpeg files, Word documents, or PowerPoint documents.

- Image size should be consistent. Medium to high resolution is recommended (e.g., 300 dpi).
- Include brief descriptive captions with the images on each page of the PDF (PowerPoint can be a useful application to set up images and captions together), or together on a single captions page at the beginning of the PDF.
- For the name of the creative artist and the title of the opera work.

- Do not submit PowerPoint or Word documents; save these files as PDFs.
- Name the PDF "Image Work Samples."
- Do not upload each PDF file separately. Combine images into one PDF and then upload it.

Guidance for Documents

Submit PDF documents that directly relate to the proposed project.

- **If your project is to create a new opera**, include the score and libretto. If your project is education, include a teacher's guide.

- **If your project is for services to the field**, include publications as relevant. Examples of documents may include: performances reviews (limit of two reviews), publications, periodicals, professional development resources, and conference programs. Items such as season brochures and programs are generally not helpful during the application review process.

Each PDF should not exceed 12 pages (with the exception of scores and libretti which may be submitted in full). Excess pages will be removed and will not be reviewed. Do not submit resumes or board lists.

Do not submit Word, PowerPoint, or Excel documents.

Guidance for Websites

You may submit a PDF with up to 3 links to websites that are directly related to the project activities. Links to audio, video, digital images, or documents will count against the stated work sample limits (refer to the chart above for what we will accept).

- In general, do not submit your organization's general website. Only submit a website that is an essential part of the project.
- If you are including more than one website, **list them all on a single PDF**.
- For each site, list the URLs for pages to be shown; **include any navigation paths and any necessary information on required plug-ins or passwords**.
- Do not submit links to sites that require work samples to be downloaded (e.g., Dropbox), or sites that require a user account.
- NOTE: If you provide links to works samples -- audio samples, digital images, video samples, or documents – the same limits on uploaded work samples apply to those provided via links.
- Do not submit links on a Word document.

Tab 6: Additional Items

ADDITIONAL ITEMS

3 Text boxes: 6,000 character limit each, including spaces
Enter N/A in any of the three boxes you do not use.

These are one-size-fits-all text fields across the Grants for Arts Projects category. While each text box allows for up to 6,000 characters, we ask that each statement be no more than 3,000 characters, including spaces. Use only as much space as is needed to respond to the items requested. Do not use this section to add more information for other sections of the grant application form.

- **Statement of Support**:
  - A statement from an external individual who is a key project partner, artist, or participant, specifically addressing their role in the project, and the potential impact this project will have on their artistic or organizational mission.
  - For projects that involve the creation of new work, the lead artist(s) may include details regarding their creative process and/or themes of the work.
  - A statement from previous beneficiaries may also be included.
  - Submit no more than two statements as text into the fields provided. Do not submit PDFs.
  - Limit each statement to no more than 3,000 characters, including spaces
  - Include the name and title of the person who authored each statement.

Do <u>not</u> submit the following, as they will be deleted by staff:

- General statements of support that are unrelated to the project.
- PDF versions of the statements listed above.
- Other types of unsolicited statements or information in these fields.

Tab 7: Items to Upload

Upload your work samples here. Do not upload Additional Items in PDF format here (for the instructions on how to submit these, see "Additional Items" under Tab 6: Additional Items).

Preparation
Work samples are a critical part of your application and are considered carefully during application review. Submit items in the format and within the space limitations described below. Only upload materials that we request. Other items that you include will not be reviewed.

Each work sample file has to be individually downloaded and opened by panelists. For this reason, we strongly recommend that you group similar types of work samples together in PDF format wherever possible. Full details are below.

<u>Work Samples</u>
Work samples should demonstrate the artistic excellence and artistic merit of your project, the artists proposed, as well as your organization as a whole.

For services to the field, the work samples should demonstrate the quality of the services being provided.

As review time is limited, be selective in what you choose to submit. Too many work samples can be counterproductive. Limit your selections to a few substantive, relevant work samples. Your work samples should be recent, concise, of high quality and as relevant to the project as possible.

Video work samples are strongly recommended. To ensure work samples are accessible, we recommend that videos be closed or open captioned. Captioning resources:

- [About captioning](#)
- [Resources for YouTube](#)
- [Resources for Vimeo](#)

Work Sample Limits:

Type	Max # Allowed	Time Limit	File Size Limit	Format/ File Types Accepted
Video	3 videos	3 minutes each	250 MB	PDF w/links; or avi, mov, mp4, mpeg, wmv
Audio	2 audio clips	3 minutes each	5MB	PDF with links; or mp3, wma, wav, aac, mpa
Images	10 images	N/A	5MB	PDF with images
Documents (e.g., creative writing or script excerpts, conference programs)	3 PDF documents 5 pages each	N/A	5MB	PDF
Websites	3 websites	N/A	5MB	PDF with links
Note: The combined storage space for all work samples in the Applicant Portal is 250 MB. If you submit a video file of 250 MB, that will use all of the available space.				
Panelists will review a combined total of no more than 20 minutes				

Uploading Files
There can be a slight delay between the upload of your work samples and seeing them in the Applicant Portal. This is particularly true for videos. For videos, the usual upload time runs five to ten minutes. However, close to the deadline, this time may extend to as much as an hour. Do not wait until the night of the deadline to begin uploading work samples. Videos are placed in a queue to be converted for upload, and the more people uploading, the longer the queue. **Do not immediately assume that your upload failed; wait and try accessing the material again.**

File names and descriptions
Your file names must not:
- Exceed 100 characters.
- Begin with a space, period, hyphen, or underline.
- Contain these characters: #%&{}\<>*?/$!'":+`=|"@.

For each item that you upload, you will find a descriptive field into which you will enter the following information, as applicable:

For PDFs that include multiple links or images:

Title box: Title each PDF with a unique name that describes the type of work samples, for example, "Audio Visual Work Samples" or "Image Work Samples."

Description box
Text box: 500 character limit, including spaces
Provide a brief overview of the uploaded document as a whole. On the PDF itself, include relevant information about each link or image included as outlined in the "Guidance for Audio & Video Samples" and "Guidance for Digital Images" sections below.

For individually uploaded work samples (including document PDFs):

Title box: Title each item with a unique name.

- State the title of the work, organization name or artist represented by the work sample.
- For documents state the type of sample, e.g., script excerpt, teacher's guide, etc.

Description box
Text box: 500 character limit, including spaces

- Include the following, as applicable:
  o Company/Artist.
  o Title of work/ activity (if different from first bullet).
  o Date work created/performed/exhibited.
  o Brief description including how the work sample relates to proposed project.
  o For audio and video, length of the sample. (Three minutes is the maximum for audio and video.)
  o If you have compiled work samples from several artists into a single audio or video sample, provide time stamps for the beginning and end of each artist's work.

Guidance for Audio & Video Samples
Work sample videos that give an overview of the organization or project are accepted and encouraged. Highlight reels and compilation audio or video samples featuring more than one artist or performance are permitted. You may submit up to 3 video samples and up to 2 audio samples. Each video or audio sample must not exceed 3 minutes. **If the audio or video selection exceeds three minutes, indicate which three-minute segment you would like to be reviewed. If not indicated, panelists will be directed to review the first three minutes of the selection.**

Option One (recommended): Upload a single PDF with links to your audio and/or video work samples on an external hosting site (e.g. Vimeo, YouTube, or a custom URL).

- Include each link as a clickable hyperlink on the page.
- Provide titles and short descriptions as context for each work sample link, including the names of the artists, the title of the work, the date the work was created or performed, and its relationship to the proposed project.

- Include any necessary information on required plug-ins, passwords, or navigation paths in order to view the work samples.
- If applicable, include cue information to indicate the start of each selection.
- Name the PDF file "Audio Visual Work Samples."
- Links should be active for at least one year after the deadline.
- Do not submit links to sites that require work samples to be downloaded (e.g., Dropbox), or sites that require a user account.
- Do not submit Word, Excel, or PowerPoint documents.
- Do not upload each link in a separate PDF file.

Option Two: Individually upload each audio or video work sample. File size restrictions may prohibit you from using this option, see details above. To upload each file:

- Upload the file directly into the Applicant Portal.
- You may provide titles and short descriptions to provide context for panelists using the text box provided during the upload process.
- If applicable, include any cue information to indicate the start of each selection.
- If your files exceed the file size limitations, follow the instructions outlined in Option One described above.

Guidance for Digital Images

Digital images should be combined in a single PDF file (up to 10 images). Do not submit individual jpeg files.

- Image size should be consistent. Medium to high resolution is recommended (e.g., 300 dpi).
- Include brief descriptive captions with the images on each page of the PDF, or together on a single captions page at the beginning of the PDF.
- For images of visual artworks provide the name of the artist, medium, and dimensions of the work.
- Do not submit PowerPoint or Word documents; save these files as PDFs.
- Name the PDF "Image Work Samples."
- Do not upload each image in a separate PDF file.

Guidance for Documents

Submit up to 3 PDF documents that directly relate to the proposed project. Examples of documents may include scripts, study guides, professional development resources, conference programs, and literary excerpts, among others. **Each PDF should not exceed 5 pages. Excess pages will be removed and not be reviewed. Do not submit bios, resumes, or board lists.**

Do not submit Word, PowerPoint, or Excel documents.

Guidance for Websites

You may submit a PDF with up to 3 links to websites that are directly related to the project activities. Links to audio, video, digital images, or documents will count against the stated work sample limits (see the chart for what we will accept, above).

- If you are including more than one website, **list them all on a single PDF**.
- For each site, list the URLs for pages to be shown; include any necessary information on required plug-ins, passwords, or navigation paths.
- Do not submit links to sites that require work samples to be downloaded (e.g., Dropbox), or sites that require a user account.
- Do not submit your organization's general website.
- Do not submit links on a Word document.

Tab 6: Additional Items

ADDITIONAL ITEMS
3 Text boxes: 6,000 character limit each, including spaces
Enter N/A in any of the three boxes you do not use.

These are one-size-fits-all text fields across the Grants for Arts Projects category. While each text box allows for up to 6,000 characters, we ask that the Leadership Statement be no more than 3,000 characters.

Do not use this section to add more information for other areas of the grant application form.

- **A Statement from the Leadership of the Organization: For all applications**
  A one-page statement that discusses the reasons for the project's selection and its relationship to the artistic vision of the organization. This statement should be submitted by the artistic director, or, where necessary, other member of executive leadership. For productions that have a commercial producing or development entity attached, specifically address how this project relates to the applicant's stated mission and identify the staff who will be making the artistic decisions for the production. Where possible, discuss how the artists involved will help to ensure the project's level of artistic excellence. **Include the name and title of the person who authored the statement.**

Primary Artist Statements are no longer requested.

Letters of Commitment should be uploaded as PDF documents in Items to Upload. See instructions in Tab 7: Items to Upload later in this document.

Tab 7: Items to Upload

Upload your Work Samples and Letters of Commitment here. Do not upload a PDF of the Leadership statement here. That should be included in Tab 6: Additional Items.

Preparation

Below are the recommended items to upload. These are a critical part of your application and are considered carefully during application review. Submit items in the format and within the space limitations described below. Only upload materials that we request. Other items that you include will not be reviewed.

Each uploaded file has to be individually downloaded and opened by panelists. For this reason, we strongly recommend that you group similar types of work samples together in PDF format wherever possible. Full details are below.

Letter of Commitment:
Recommended for projects that involve the participation of an organizational partner, a one-page letter identifying the nature of the partner's contribution to the project. Upload as a PDF document.

Work Samples:
Work samples should demonstrate the artistic excellence and artistic merit of your project, the artists proposed, as well as your organization as a whole. For services to the field, the work samples should demonstrate the quality of the services being provided.

As review time is limited, be selective in what you choose to submit. Too many work samples can be counterproductive. Limit your selections to a few substantive, relevant work samples. Work sample types for Theater include:

- Video (recommended for applications from producing and presenting organizations)
  - To ensure work samples are accessible, we recommend that videos be closed or open captioned. Captioning resources:
    - [About captioning](#)
    - [Resources for YouTube](#)
    - [Resources for Vimeo](#)
- Audio (optional)
- Images(optional)
- Script samples (recommended for theater projects involving the creation or development of new work, or world premiere, second, or third productions)
- Documents (optional)

Work Sample Limits:

Type	Max # Allowed	Time Limit	File Size Limit	Format/ File Types Accepted
Video	2 videos	2 minutes each	250 MB	PDF w/links; or avi, mov, mp4, mpeg, wmv
Audio	2 audio clips	2 minutes each	5MB	PDF with links; or mp3, wma, wav, aac, mpa
Images	12 images	N/A	5MB	PDF with images
Documents	2 PDF documents 15 pages each	N/A	5MB	PDF
Websites	3 websites	N/A	5MB	PDF with links
Note: The combined storage space for all work samples in the Applicant Portal is 250 MB. If you submit a video file of 250 MB, that will use all of the available space.				
Panelists will review a combined total of no more than 20 minutes.				

Uploading Files

There can be a slight delay between the upload of your work samples and seeing them in the Applicant Portal. This is particularly true for videos. For videos, the usual upload time runs five to ten minutes. However, close to the deadline, this time may extend to as much as an hour. Do not wait until the night of the deadline to begin uploading work samples. Videos are placed in a queue to be converted for upload, and the more people uploading, the longer the queue. **Do not immediately assume that your upload failed; wait and try accessing the material again.**

File names and descriptions
Your file names must not:
- Exceed 100 characters.
- Begin with a space, period, hyphen, or underline.
- Contain these characters: #%&{}\<>*?/$!'":+`=|"@.

For each item that you upload, you will find a descriptive field into which you will enter the following information, as applicable:

Title box:

- Title each item with a unique name.
- For video/audio/digital image/document work samples, state the title of the work or organization represented by the work sample.

Description box

Text box: 500 character limit, including spaces

- Name of the work (if different from first bullet).
- Playwright, book writer, composer, lyricist, etc.
- Director, designers, and key performers.
- Date of performance.
- Brief description of the relationship of the work to the project for which you are requesting support.
- For audio and video samples, length of the sample.

Applicants submitting multiple images on a PDF should include the relevant information from above with each image in the PDF. The descriptive field for the file should provide a brief overview of the group of images as a whole.

Guidance for Video Samples
Video work samples are recommended for applications from performing and presenting organizations. Submit video samples of recent work that demonstrates the quality of the organization and/or proposed artists, and when possible, is relevant to the project for which you are requesting support. Submit continuous production footage rather than promotional trailers or montages set to music. Select specific excerpts that convey your organization's highest artistic quality. When possible, submit two video samples that provide a sense of the range of your organization's work.

NOTE: Several union (e.g., Actors Equity Association) contracts allow for producers and presenters to submit work samples for the purpose of fund raising. Some contracts require that permission be obtained prior to producing and submitting samples of work (video, audio, digital images, etc.). This information does not substitute for legal advice. Organizations should contact their union representatives with questions and to request permission for the production of work samples.

You may submit a PDF with a clickable web link to a video sample (recommended), or upload a video sample.

If you submit a link:

- Submit your links on a single PDF.
- For each site, list the URLs for pages to be shown
- Include any necessary information on required plug-ins, passwords, or navigation paths.
- Do not submit links to sites that require work samples to be downloaded (e.g., Dropbox), or sites that require a user account.

If you upload videos:

File size restrictions may prohibit you from using this option. To upload each file:

- Upload the file directly into the Applicant Portal.
- You may provide titles and short descriptions to provide context for panelists using the text box provided during the upload process.
- If applicable, include any cue information to indicate the start of each selection.

Guidance for Audio Samples
Audio tracks from the proposed work or proposed artists may be submitted. Unless relevant to your proposed project, <u>do not</u> send podcasts, interviews, or promotional tracks.

Guidance for Digital images
Combine all of your images into a single PDF file. Image size should be consistent; medium to high resolution is recommended (e.g., 300 dpi). Do not submit PowerPoint or Word documents.

Guidance for Documents (Script Samples, Curricula/Study Guides, Publications)
For theater projects that involve the creation or development of new work, or world premiere, second, or third productions:

- Script and/or score samples are recommended.
- Submit a 12-15 page sample of the script for the proposed project, or a recent sample of similar work by the primary creative artist(s).

For projects that involve publications or periodicals

- Submit brief selections from up to two sample works published by your organization that are similar to the publication for which support is requested.

Excess pages will be removed and not be reviewed.

Do not submit Word, PowerPoint, or Excel documents.

Tab 6: Additional Items

ADDITIONAL ITEMS
3 Text boxes: 6,000 character limit each, including spaces
Enter N/A in any of the three boxes you do not use.

These are one-size-fits-all text fields across the Grants for Arts Projects category. While each text box allows for up to 6,000 characters, we ask you follow the character limits outlined below.

Submit the items specified below that are relevant to your particular project. Use only as much space as is needed to respond to the items requested. If necessary, combine items in a single field and label the items clearly. This section is for additional information only. If you've covered these elements elsewhere in the application, enter N/A in all unused fields.

- **For residencies**, a description of the artist selection process. (3,000 character limit, including spaces)

- **For publications**, as applicable, information regarding sales figures, print runs and circulation; a list of proposed articles and committed writers/artists; and a description of your current payment to writers policy. (3,000 character limit, including spaces)

- **For commissions and public art**, a description of the selection process and a statement regarding permission to use the site. Where applicable, include information about the review panel and/or the review criteria being used to make the selection of the artist(s) or location(s). (3,000 character limit, including spaces)

Tab 7: Items to Upload

Upload your work samples here. Works samples are a **required** part of all Visual Arts applications and will be considered carefully during the review process. These work samples should demonstrate the artistic excellence and artistic merit of your project. Panelists will be advised to spend no more than 20 minutes on the review of this material. Be concise in your selections.

Visual Arts does not require statements of support. Only upload materials that we request. Unsolicited materials will be removed and will not be reviewed.

For your application to be considered complete, you must electronically submit a single PDF of no more than 30 pages of content that does not exceed 250 MB. DO NOT SUBMIT INDIVIDUAL JPEGS.

Arrange the items in the following order in the PDF:
- Required: Image Work Samples (Up to 20 pages)
- Include the following only if applicable:
  - Video Work Samples (Up to two links)
  - Websites (Up to two links)
  - Document Work Samples (Up to 8 pages)

Guidance for Image Work Samples (Required, pages 1-20 in the PDF):
Place a single image on each page with the following image descriptions:
- Artist's name.
- Medium.
- Date of work/activity.
- Dimensions of artwork, if applicable.
- A brief description of the work including how this image relates to the project for which you are requesting support.

The images you provide should be recent, of high quality, and as relevant to your project as possible. Some types of projects require other material as well.

You may submit:
- **For exhibitions,** images that provide a representative sampling of the works to be shown or representative images of completed work from the artists.

- **For residencies,** images of work by the proposed artist(s). If the artist(s) is not yet selected, submit representative samples of work by previous participants. Images of residency facilities and campus amenities also are acceptable.

- **For publications,** brief excerpts from a recent publication, and, as applicable, short writing samples by contributors.

- **For commissions and public art,** images of the work of the artist(s) under consideration and of the proposed site.

- **For conservation,** images, condition report, and treatment proposal for each work to be conserved. If applicable, submit images of previously conserved work by project personnel.

- **For documentation,** images that support the project.

- **For public programs,** images of project participants' work.

Do not submit JPEG files or Word, PowerPoint, or Excel documents. In addition to the required digital images, you may submit additional types of work samples listed below if applicable to your proposed request.

Guidance for Documents (Publications, Periodicals, Catalogues, Essays up to 8 pages)
Sample spreads for publications such as magazines, catalogues, writing samples of work by curators or invited essayists may be submitted. Only include this material if your request includes the creation of these items, i.e. there is a line item for a catalogue, book, publication or journal in your project budget.

Work that exists in published form (e.g., a sample spread from a published journal or catalogue) may be provided in its published layout, provided that it is easily viewed on screen.
Do not submit JPEG files or Word, PowerPoint, or Excel documents.

Guidance for Video and Website Samples (no more than 4 links total)
For each site:
- List the URLs for pages to be shown
- Include any necessary information on required plug-ins, passwords, or navigation paths.
- Do not submit links to sites that require work samples to be downloaded (e.g., Dropbox), or sites that require a user account.
- Provide cueing information for the material you wish panelists to review.

Submitting a link for a video submission:
- Reviewers will spend no more than two minutes on any video submission.
- Links should be active and relevant to your request.
- Do not include general promotional videos, highlight reels or general marketing productions.

Submitting a link for a website submission:
- Do not submit your organization's general website.

- Only submit a website that is an essential part of the proposed project.
- If you are including more than one website, list them both on a single PDF.

To ensure work samples are accessible, we recommend that videos be closed or open captioned. Captioning resources:

- [About captioning](#)
- [Resources for YouTube](#)
- [Resources for Vimeo](#)

Uploading Files
There can be a slight delay between the upload of your work samples and seeing them in the Applicant Portal. Do not immediately assume that your upload failed; wait and try accessing the material again. Do not wait until the night of the deadline to begin uploading work samples.

File names and descriptions
Your file names must not:

- Exceed 100 characters.
- Begin with a space, period, hyphen, or underline.
- Contain these characters: #%&{}\<>*?/$!'":+`=|"@.

For each item that you upload, you will find a descriptive field into which you will enter the following information:

Title box: Title each item with a unique name and indicate the type of work sample being uploaded.
For example: Organization XYZ Work Sample (30 page PDF)

Descriptive box:
Text box: 500 character limit, including spaces
The descriptive box for the files should provide a brief overview of the group of images, documents, videos, or websites as a whole.
For example: Image samples include previously completed work by the proposed artist.