

Artsweek 2018 | Information Workshop | December 16, 2017

Application Tips and Tricks

1. **Check the Deadline.** Start Early. Start Earlier. **Start Now.**
2. Read all the guidelines, even though it is wordy and boring.
3. Make a list of what you need to provide. **Pay attention to the checklist. Do this first.**
 - Title of Project, Project Summary & Longer Description (Summary of up to 25 words + up to 500-word description)
 - Artists' Statement (250 words maximum)
 - Venue Information (250 words maximum)
 - Support Material
 - CV (3 pages maximum)
 - Budget Form
4. Support Materials take time. Start early. Pay attention to the requested format.
 - Provide up to 5 examples documenting your previous work as email attachments with your proposal. You can also send material illustrating your proposal if you want to.
 - Send images in jpeg format
 - Audio and/or video: upload clips to the web and include link
 - Literary: send prose and/or poetry as doc.files
 - Make sure to list support materials on the table that is provided.
5. Answer the actual questions the application asks. **Be specific.**
6. Write drafts away from the application form first and be prepared to write many drafts. Pay attention to the evil word count in your drafts. Save and print.
7. Be clear and concise. Avoid jargon and art-speak.
8. Get help. Get **feedback.** Absolutely get **someone to proofread** and double check the checklist.
9. Try not to be afraid of the budget. **Be precise.** As your math teacher said, 'show your work'.
10. Be forthright:
 - Don't pad your budget
 - Don't make claims/promises you can't meet.
 - Don't underestimate time/resource requirements – document your need.
11. Double check for completeness and consistency:
 - Does your budget balance?
 - Does your budget match your narrative? A single story?
 - Have you used the checklist?
 - Is information accurate and up to date?
12. Contact the Artsweek team with questions and/or concerns. **We are here to HELP!!!**