

CHECKLISTS FOR INDIVIDUALS

Applicant Name _____ Date _____

For detailed instructions, read *How to Apply* in each section, *Application Requirements for Individuals* on page 10, and *Preparing Work Samples* on page 57.

ALL APPLICANTS INCLUDE **ALL** ITEMS ON CHECK LIST PLUS:

- The *Agency Acknowledgement Card*, self-addressed and stamped.
- Checklist – Attach this completed checklist to the top of your application packet.
- The optional survey form on page 67 helps us to provide better service.
- An adequately-sized, self-addressed stamped mailer if you want work samples returned.

(Work samples may not be returned if applicant receives a QuickFund\$ or Fellowship.)

QuickFund\$

- completed application form 1
- budget form 1-B
- one-page response to narrative questions
- résumé, bio, or vita (up to two pages)
- artist statement (one page) ***
- support materials *
- work sample** **and**
- an information list (if required)

Fellowships

- completed application form 1
- anonymous application form 1 (no name or address)
- résumé, bio, or vita (up to two pages)
- one anonymous résumé, bio, or vita
- artist statement (one page) ***
- one anonymous artist statement ***
- work sample** **and**
- an information list (if required)

* Support materials, such as a letter of acceptance, brochures, articles, workshop information, résumés of master artists, and so on may strengthen your application.

** Work samples show quality of work and include images, manuscripts, DVDs, or CDs. See page 57 for detailed instructions.

*** Writers are not required to submit an artist statement.

Writer in Residence Award

- completed application form 1
- anonymous application form 1 (no name or address)
- résumé, bio, or vita (up to two pages)
- one anonymous résumé, bio, or vita
- work sample** manuscript
- work sample** audiotape or CD

Arts Education Teaching Artist Directory

- completed application form 1
- up to four-page response to narrative questions
- letters of recommendation from three persons familiar with your artistic ability, communication skills, and experience working with young people
- résumé, bio, or vita (up to two pages)
- artist statement (one page) ***
- support materials *
- work sample** **and**
- an information list (if required)

You must include all items on the checklist. Be sure to include a completed copy of the checklist with your application packet.