

GRANT COMPONENTS

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COVER LETTER: This is dependent on the grant. Some will request this some will not. Not every proposal will need one.

PROPOSAL SUMMARY/EXECUTIVE SUMMARY/ABSTRACT: Short description of your proposal (approximately 2 paragraphs)

BIO & RESUME:
ARTIST STATEMENT
WORK SAMPLES

TIMELINE: DEPENDENT ON GRANT. A proposed timeline will address what will happen first, second, third, etc and how long it will take to do each thing.

LETTERS OF RECOMMENDATION: GIVE AMPE TIME

SUPPLEMENTARY MATERIALS: DEPENDENT ON GRANT

PROJECT DESCRIPTION
BUDGET

COVER LETTER/LETTER OF INTEREST

First Paragraph- ADDRESS

Specifically address your interest in the project. Your letter of interest should show that you understand what the committee is looking for, that you are right for the grant, and that you took the time to do some research. →

Second Paragraph- ELABORATE

Elaborate on your vision for the project. Describe the direction you would pursue and tell them what you're excited about. Draw connections between other projects you've done. Mention any relevant experience you might have with similar projects.

Third Paragraph-CONVINCE

Convince the selection committee you are capable of completing this project. Sum up what makes your qualifications and what makes you the best candidate for the commission.