# Sample Application

**ABOUT THIS SAMPLE**

We understand grantseekers need to use many different online portals hosted by many different grantmakers. To help connect the Creative Work Fund’s requirements to your process, we offer this sample application for you to use to prepare a submission.

Review below to see what you’ll be asked for in our [online grantseeker portal](https://haassr.fluxx.io). You can put your answers in this document, sharing with colleagues as you see fit. When you’re ready, [log in](https://haassr.fluxx.io/) to cut and paste where appropriate.

Please note that

* Some parts of the letter of inquiry allow you to **pick from a list** of prepared options or **click to upload** instead of cutting and pasting.
* Cutting and pasting from Word may result in unexpected characters in the online application. Check your work!

At the end of this document we’ve included the application review criteria used by readers and panelists. We invite you to reflect on the criteria as you prepare your application.

Questions about this sample or suggestions for improvement? Please email us at [grantsmanager@haassr.org](mailto:grantsmanager@haassr.org?subject=Suggestions%20for%20Sample%20Letter%20of%20Inquiry).

Thank you!

**SECTION 1: WHO’S COLLABORATING?**

* **YES NO QUESTION**  
  Are you using a fiscal sponsor?  
  *If you answer yes, you’ll be provided with a field to provide the name of your sponsor*
* Organization Name
* Organization Location
* **PICK LIST**  
  Primary Contact Name
* **PICK LIST**  
  Primary Signatory Name
* **PICK LIST**  
  Lead Artist
* **PICK LIST**  
  Organizational Financial Contact
* **YES NO QUESTION**  
  Are additional artists involved in the project contacts?  
  *If you answer yes, you’ll be provided with a blank field to provide name and email address*

**MORE ABOUT THE LEAD ARTIST**

* **PICK LIST**  
  Primary Artistic Discipline
* **PICK LIST**  
  Secondary Artistic Discipline
* **PICK LIST**  
  County of Residency

**MORE ABOUT THE COLLABORATING ORGANIZATION**

* **PICK LIST**  
  Organization County
* Organization Annual Budget (Current Year)
* Organization Total Expenditures (most recently completed fiscal year)

**MORE ABOUT THE FISCAL SPONSOR (IF YOU ARE USING ONE)**

* Fiscal Sponsor’s Annual Budget (Current Year)
* Fiscal Sponsor’s Total Expenditures (most recently completed fiscal year)

**NEED TO ADD ANY OTHER CONTACTS?**

* **YES NO QUESTION**  
  *If you answer yes, you’ll be provided with a blank field to provide name, title, email address and telephone*

**WHAT DO YOU WANT TO DO?**

* Project Title
* Project Duration (in months)
* Project Start Date
* Project End Date
* What new work is being created?
* How and where will the work be presented?
* Total Project Budget Amount
* Amount Requested from the Creative Work Fund

**WHY THIS WHY NOW?**

Include the rationale for the collaboration between the lead artist and organization, and a brief explanation of why the project is appropriate now. Is the collaboration seeking to reach new audiences? Strengthen a community? Draw attention to a critical question or need? Are you dreaming big?

**A QUESTION JUST FOR THE LEAD ARTIST**

* How does this collaboration connect to your passion in the moment?

**A QUESTION JUST FOR THE COLLABORATING ORGANIZATION**

* How does this collaboration connect to your organization's work in this moment?

**PROJECT BUDGET**

* **CLICK TO UPLOAD**  
  Please upload your project budget. You may use your own format, or [our template](http://creativeworkfund.org/wp-content/uploads/2020/02/CWF_ProjectBudget.xlsx).

**ARTIST RESUMES AND BIOS**

* **CLICK TO UPLOAD**  
  Please upload the lead artist’s resume or bio, which can be no more than two pages and saved in PDF format.
* **CLICK TO UPLOAD**  
  If the project has additional collaborating artists, upload a single document with a paragraph bio for each.

**WORK SAMPLE**

You may provide up to three work samples, including videos up to 5 minutes. Work samples can be provided by using online links (video or audio), or uploading JPGs (images), or PDFs (documents).

**AUDIO/VIDEO**

* First URL of audio/video
* Second URL of audio/video
* Third URL of audio/video
* So we know where to look, please provide the following information about audio/video documentation in the space below:
  + Start and stop viewing points
  + How the work relates to this request
  + Name(s) of principal artist(s) (e.g. producers, directors, editors, composers, choreographers, playwrights)
  + Name(s) of companies or performers featured in the work (if appropriate)
  + Title of work
  + Year work was created.

**STILL IMAGE (UP TO 10 IMAGES)**

* URL of still images
* **CLICK TO UPLOAD**  
  Please upload images in JPEG format at a resolution no lower than 72 DPI and no higher than 300 DPI.
* Whether you use an URL or an upload, please provide the following information about each image in the space below:
  + Artist Name
  + Title of work
  + Date of work
  + Medium of work
  + How the work relates to this request

**MANUSCRIPT (UP TO 15 PAGES)**

* URL of manuscript in PDF format
* **CLICK TO UPLOAD**  
  Please upload manuscript in PDF format (up to 15 pages).
* Whether you use an URL or an upload, please provide the following information about the manuscript work sample in the space below:
  + Author Name
  + Title of work
  + Date work was written
  + If an excerpt, length of complete manuscript
  + Brief description of where this excerpt fits into complete manuscript
  + How the work relates to this request

**OPTIONAL: WHAT DO YOU WANT TO TELL US THAT WE HAVEN’T ASKED?**

We use this information to learn what is additionally important to artists and organizations, and to think how we can make future editions of this application even more supportive of grantseeker stories and priorities. Responses are truly optional, so there’s no need to respond if nothing comes to mind.

**AUTHORIZATION TO SUBMIT APPLICATION**

* **YES NO STATEMENT**  
  All collaborators agree to submit this application.

# Application Review Criteria

* QUALITY. The Fund wants to be enthusiastic about the quality and potential of the artists’ work and encourages artists from all career stages to apply. Reviewers explore work samples, reflect on whether ideas are fresh and interesting, and whether the artist and organization seem well-suited to the project they have described.

**REVIEWER PROMPTS**  
What is your sense of the project’s overall quality?  
Is it an interesting idea?  
Are they accomplished partners?  
Does it have other distinctive qualities?

* **COLLABORATION**. Collaboration is a defining theme for Creative Work Fund. Collaborations are realized through many different approaches. The Fund seeks projects in which there is a genuine depth of interaction among the participants. Strong projects generally include a balance of tenacity and flexibility, vision, and open mindedness. Added values may be engaging an organization’s constituents in the artists’ work, reaching new audiences, strengthening a community, or drawing attention to a critical question or need.

**REVIEWER PROMPTS**  
Does the project seem to be truly collaborative?  
Is the proposed process appropriate and thoughtful?  
Does the proposed project connect the artist’s passion and the organization’s work in this moment?  
Does the collaboration seek to reach new audiences, strengthen a community, draw attention to a critical question or need?

* **PROJECT PHASE**. These grants support the creative process at any stage. If a project is in its later stages, readers should ask themselves whether active, collaborative art making would be continuing after June 2024 when these grants will be awarded.

**REVIEWER PROMPTS**  
Is it a new work?  
Is there a vision and plan for developing the project?  
If it has already been developed, would the artist and organization still be collaborating on its creation if they received a grant in June 2024?  
Is there a vision and plan for the presentation of the work at the end of the process of making it?

* **FEASIBILITY**. The project should have a reasonable plan. The Fund is flexible about allowing organizations and artists to have as much time as they need to finish the work. The time needed to complete projects has ranged from two months to seven years. Most have been developed over two or three years.

**REVIEWER PROMPTS**  
Does the budget seem appropriate to the scale and ambitions of the project?  
If other funds are needed, is it reasonable to assume the artist and the organization could raise or earn them?

* **ORGANIZATIONAL STRENGTH**. The Fund does not have a rule about the size of organization that may apply, instead focusing on whether organizations are strong partners with collaborating artists. Reviewers gain some information about the history, mission, and goals of the collaborating organizations from the application. Staff research the financial health for the collaborating organizations that readers forward to panel review so reviewers can focus on other indicators of organizational strength.

**REVIEWER PROMPTS**  
Does the organization appear to have the capacity to undertake this project?  
Is the form and process of the proposed project in alignment with the organization’s mission?  
Does the organization’s presence bring insight, expertise, and relationships to the project?  
Does the organization’s community/constituents benefit?

* **POSSIBILITY**. In our experience, creative collaborations express their potential in different ways. Both a “polished” and a “rough” proposal can dream big, forge new paths, innovate, and reimagine the current reality in ways that benefit us all. We are on the lookout for potential.

**REVIEWER PROMPTS**  
Are collaborators stretching to create something neither of them can create alone?  
Are collaborators dreaming big? Being innovative?