Wisconsin Arts Board Grant Application

Creation and Presentation Grant Program
Full Year Application

Fiscal Year: 2016
Work Sample Description

WISCONSIN arts BOARD
Creativity. Culture. Community. Commerce.

Work Sample Description

DVD

Title:

Begin:

End:

Description:

CD

Title:

Begin:

End:

Description:

Literary Work

Title:

Description:

Web Link

URL:

Description:

Digital Image 1

Title: Year:

Description:

Digital Image 2

Title: Year:

Description:

Digital Image 3

Title: Year:

Description:

Digital Image 4

Title: Year:

Description:

Digital Image 5

Title: Year:

Description:

Digital Image 6

Title: Year:

Description:

Digital Image 7

Title: Year:

Description:

Digital Image 8

Title: Year:

Description:

Digital Image 9

Title: Year:

Description:

Digital Image 10

Title: Year:

Description:

Work Sample Materials

Because panelists score applications in the area of Artistic Excellence, Educational Value and Community Value, all full year applicants (except those applying in the category of Presenting Organization) must submit a sampling of the artistic work that they create or produce, and complete the Work Sample Description page within eGrant. The work sample should reflect recent artistic activity (no more than three years old) and not serve as promotional work.

Interim year applications do not include work samples.

In full year applications, the work sample is a critical part of the support materials. An audio or video recording or collection of images can convey impressions about an organization that a written narrative cannot, and panelists often comment on how valuable work sample submissions are in their decision making process. Applicants are strongly encouraged to submit audio-visual materials that best document their programming, according to the following guidelines. Please contact Arts Board staff if you have questions or concerns related to copyright or royalties. Work samples from all applicants must be no more than three years old at the time of submission.

One work sample is required per applicant. Up to two work samples may be submitted. Most work samples will consist of a digital file uploaded by the applicant to Dropbox. (See p13 of the guidelines for details.) *If for some reason the applicant cannot use Dropbox, please contact Arts Board staff immediately. Under limited circumstances, applicants will be allowed to submit a physical work sample that is a copy of the art work, not an original. Mailed work samples will not be returned to applicants, so return envelopes are not needed.*

During the panel meeting, total work sample review time is at the discretion of the panel and is often less than 3 minutes. Panels consist of experts who can quickly assess work samples and who will have several hours of work to review during the panel meeting. Applicants should keep this in mind as they select their work samples, and consider that the panel bases the majority of its Artistic Value score on the work sample. Panelists will have the opportunity to review prior to the panel meeting only those work samples that have been submitted via Dropbox.

To make this review as seamless as possible, it is critical that each organization complete the Work Sample Description page within eGrant, describing the content and format of its submission. On that page, please be sure to include information related to the "who, what, where and when" of the sample that you provide.

The following guidelines are provided for the technical preparation of your work sample.

1. Digital Images

Applicants may submit up to, but not more than, 10 digital images. This set of 10 images serves as one work sample. Each digital image should be submitted in the following format:

- Submit high quality JPEG/jpg files. Do not submit any other file type. Only JPEG/jpg files will be accepted. To maintain the highest quality, all editing should be done in full resolution and files should be saved using a lossless format like TIFF or PSD. Only after editing is complete should the applicant resize and save a copy to the JPEG/jpg format.

  - Images should be in proper orientation for viewing (upright on monitor).

  - Limit the file size to no more than 4MB per image.

  - File name should be in the following format: number_applicant name_title.jpg.

The "number" in the file name should be two digits with a leading 0 if under 10. This will allow for easy ordering of the images to match your Work Sample Description page submitted via eGrant. Use succinct file names. For example: 01_(applicant name)_SculptureWing.jpg or 02_(applicant name)_SculptureTorso.jpg. Please abbreviate or use initials if your organization has a long name.

Work sample images should be submitted by uploading the files to a Dropbox folder and sharing it with the Arts Board. (See p13 of these guidelines for details.)

2. Videos

Applicants may submit one video. A video file may be in one of the following formats: .avi, .mov, .mp4 or .wmv. Videos should not be a series of still images that plays automatically (if still images are preferred, they can be submitted as described under "Digital Images)." The file name should be in the following format: applicant name_title.mov, for example.
Videos can be submitted in one of three ways: a) by uploading the file to Dropbox, see p13 of the guidelines or details; b) by providing a link in the Work Sample Description page to a video on a website such as YouTube; or c) by mailing a DVD with the application package. To submit a DVD, be certain that it can be played on a standard DVD player and television, not only on a computer. Label the DVD with the name of the applicant organization. *Note:* Panels typically view no more than 2-3 minutes of a video so make sure to identify the point at which you want the panel to begin viewing.

3. Audio Tracks

Applicants may submit one .mp3 audio track. The file should be of CD-quality with a bitrate of at least 128 kbps. The file name should be in the following format: applicant name_title.mp3. Audio tracks can be submitted in one of three ways: a) by uploading the file to Dropbox; b) by providing a link in the Work Sample Description page to an audio track on a website such as YouTube; or c) by mailing a CD with other Support Materials. *Note:* Panels typically listen to no more than 2 minutes of an audio track so make sure to identify the point at which you want the panel to begin listening.

4. Literary Works

Literary works can be submitted in one of three ways: a) by uploading the file to Dropbox; b) by providing a link in the Work Sample Description page to a website on which the literary work is located; or c) by mailing a hard copy with other Support Materials.

5. Web Links

Applicants may choose to submit a work sample that is on a website by providing a link to that work sample (such as a video posted on an organization's YouTube channel). Submit the website address by typing the web link into the Work Sample Description page on this form and by uploading a document with the website address typed on the first line to Dropbox. We need this to have a "clickable" link during the panel meeting. Make sure to submit a site/work sample that conveys the artistic quality of the work related to the proposed project. Do not submit a link to general marketing material or to the applicant's homepage (which you provide elsewhere in the application).