

## **Alberta Foundation for the Arts Aboriginal Project Grant Application Tips**

Prior to the completion and submission of your grant application, make sure you carefully read through the program guidelines and application and have contacted the program consultant. The consultant may also help with the development of your artist statement.

### **Project Description (maximum 1 page)**

**Note: In keeping with oral traditions, project descriptions are welcome on CD, DVD or videotape. Oral submissions must be no longer than 10 minutes in length.**

- What is your project idea? What are you hoping to accomplish; research, create, market, tour, etc.? What are your short-term and long-term project outcomes?
- Does your project description clearly show what the needs are and why it is important to address these needs? What expertise, equipment, materials, volunteers support and/or community support is required?
- How do you plan on accomplishing your project outcomes?
- Put yourself in the shoes of the jury and write your proposal as if the jury knows nothing about you or your project.

### **The Details**

- Does your project involve the use of traditional tribal/cultural knowledge? If so, please explain how you have addressed protocols, intellectual property issues and /or received permissions where required by your community.
- Who else is involved? Provide artist statements and/or bios of principle collaborative artists (if applicable).

### **Professional Resume**

- Enclose a professional, discipline specific resume. If applicable, provide resumes of other principals or participants involved in the project.

- Outline your work, including creating, performing, touring or training you have to date.
- Include your artist statement.

### **Project Budget**

A detailed and balanced budget is essential to a complete application. Applications containing an unbalanced budget will be deemed incomplete, and will not receive jury consideration. Applicants should consult project budget templates for guidance. A good budget:

- Supports your project description;
- Does not contain ineligible items or unexplained (miscellaneous) amounts;
- Is sufficient to carry out the activities outlined in the project description;
- Is realistic and avoids inflated costs; and
- Reflects that your contribution of time and expertise has a value.

### **Summary:**

- A brief re-telling of your project, detailing the positive expected outcomes. Detail the factors that give you a reasonable chance of success (skills, previous experience, market demand, etc.).

### **Support Materials:**

Provide any materials that will lend credibility to you and your ability to successfully carry out your project such as:

- Resume;
- Reference letters;
- Previews/Reviews (press clippings);
- Samples of past work; and/or
- Letters of acceptance

### **Grant applications are assessed by a jury for:**

- The nature and artistic quality of the proposed project.
- The compatibility of the work and experience of the project participants.
- The artistic quality of the body of work already produced by the applicant.

- The level of commitment from project participants (letter of support).
- Presentation of the project as well thought out and your capability of carrying it out as planned.
- Community benefit derived from the project.