

# GRANT & SCHOLARSHIP WORKSHEET

## INSTRUCTIONS

Online application **DUE by MIDNIGHT (CST) Monday, April 8, 2024**

- **Read the 2024-2025 GRANT & SCHOLARSHIP GUIDELINES** before starting the application.
- **Enroll for eligibility** to confirm your status as a YAYA alumnus by completing the [Enrollment Form](#). If you filled out this form before, you do not have to do it again.
- **Prepare your answers** before you start the online application. This worksheet is a PDF version of the online form so you can draft your responses in advance. Contact the Foundation if you want a paper copy of this worksheet.
- **Write your narrative responses** in a program, such as Word, Pages, or Google Docs. Proofread your responses, then copy and paste them into the online form.
  - Get started on your online application through [Submittable.com](#):
  - Go to [2024-2025 GRANT & SCHOLARSHIP APPLICATION](#)
  - Direct Link: [bit.ly/3l6pEhW](https://bit.ly/3l6pEhW)
  - Scroll down to *Create your account/Have an account? Sign in*
  - Sign into your account.
- **Save your application in progress** by scrolling to the bottom of the form and clicking *Save Draft*. Note: The total maximum size for all attachments is 1GB.
- **Return** to your application at [Submittable](#). Sign In and click the *Submissions* tab at the top of the page. Your past submissions will appear below. Select this application.
- **Submit your application** when it's complete by clicking the *Submit* button at the bottom of the form. Form will not submit if you do not complete required fields. It takes a few moments for the submission to process because of the attached large format files. You will receive a *Success* message when your application is submitted.
- To **View or Download** a copy of your submission, log on to your Submittable account, click *Submissions* tab and select this application form. Click the *Content* tab; your completed application will appear. There is a *Download* button top right.

## APPLICATION SUPPORT Resources and technical assistance for applications:

- Check out the [GUIDELINES](#), [Tips for Stronger Application](#), [FAQs](#)
- [Artist Toolbox Labs](#) Guest artists and experts offer guidance on writing artist statements, developing portfolios, writing budgets and social media, and more. View the workshop recordings if you miss the live events.
- **One-on-One Review** of your application materials. Call or email to schedule a 30-minute appointment with a mentor.
- If you need computer or internet access or have other technical challenges, the Foundation will help provide resources. Just reach out!
- **Questions?** Email [contact@anadeline.org](mailto:contact@anadeline.org), Call 985-ANA-FOUN (985-262-3686), or Direct Message [@anadelinefoundation](#).

★ = Required

★ **Select your application category**

☐ Grant

☐ Scholarship

★ **Contact Information**

Legal First Name★	
Legal Last Name★	
Preferred/Chosen Name	
Preferred Pronouns★	<input type="radio"/> She/her/hers <input type="radio"/> He/him/his <input type="radio"/> They/them/theirs <input type="radio"/> Other
Street Address★	
Apt/Suite	
City★	
State★	
Zip★	
Email Address★	
Cell Phone Number★	

*The application offers different ways for you to share details about you and your work through written word, images, video, web links, and supporting documents - some required and some optional. Curate these elements, knowing that panelists make award recommendations spend about 20 minutes reviewing each application.*

**General Background: Education & Work Experience**

Your education, training, and work experiences, whether directly related to art or other fields, can help the panel to better understand you and your experiences.

**Post-Secondary Education (optional)**

List any education or training after high school: trade school, apprenticeship, classes, studio experience, college/university, etc.

Year(s)	Name of school or training location	Description: what you did, learned, your major and/or type of degree or certification earned
1		
2		
3		
4		
5		

 Attachment **Resumé, CV, or Bio (optional)**

## Section Focus

**Criteria #1** Demonstrate your passion and dedication to a visual art or design art practice

### ★ Artist Statement

In approximately 500 words, describe WHAT materials you work in, HOW they are used, WHY you are making artwork and WHO the message is for. What inspires you and why? Be sure to include personal details about you that help readers place your work. For example: Where are you from? Does your geographic or cultural background inform your work?

Check out the [Artist Statement Lab](#) for writing tips and feedback.



### ★ Attachments: **Work samples**

Provide 5-10 Work Samples that best represent your current work or the relevance of the goals of your application.

- Provide details of the Work Samples in the table below
- Label the files of your Work Samples using your last name and first initial followed by the work sample number. For example: Smith.T.work.sample.1
- Make sure the file names match the descriptions in the table below
- Upload files by clicking the *Choose Files* buttons
- Acceptable file types: jpg, jpeg, pdf, tiff, png, gif.
- Check out the [Portfolio Lab](#) for tips

### List the details of your 5-10 Work Samples (at least 5 samples are required).

Each file should represent a single work of art. If you would like to include detail shots or all angles of a 3-D piece, you may group multiple images into one PDF. You may provide approximate dimensions. Give a brief description of the work if relevant. If you submit an image of a collaborative work like a mural, explain your role and the collaborators.

*Example: Kingsley House mural: mosaic insert created by me.*

	Date	Size	Media	Title or Brief Description
★ 1				
★ 2				
★ 3				
★ 4				
★ 5				
6				
7				
8				
9				
10				

You may upload a maximum of **1GB** of combined files in this application.

## Portfolio in Digital Spaces (optional)

List URLs for any websites or social media platforms where your artwork is on display: website, Culturalyst, Creatively, Instagram, TikTok, etc. Only include links where your artwork is the main focus. Check out the [Portfolio Lab](#) for tips.

URL: \_\_\_\_\_

URL: \_\_\_\_\_

URL: \_\_\_\_\_

## Other Web Links (optional)

Share other website, social media postings, or articles that feature and celebrate you and your work. Write a brief explanation if it needs context.

URL: \_\_\_\_\_

URL: \_\_\_\_\_

## Video (optional)

Submit a **1-5 minute** video as another way to represent yourself and your ideas. It's fine to use the camera on your smartphone. Videos don't need to be highly stylized or edited to be successful. Even single shot videos can be a strong representation of you and your work. *If you want to be creative, go for it!*

### Tips for creating a video:

- Videos can show anything such as you working in the studio, you at your college, documentation of your artwork, a digital or animated video of your own creation, animation, etc.
- Record videos in **LANDSCAPE mode** - *not portrait mode*, which shows as a narrow vertical window on larger screens.
- **LIGHT** can greatly impact your video. In general, indirect natural lighting is more flattering and easier to manage than artificial lighting.
- **SOUND** could be anything from you speaking, music, or even silence. If you are going to speak, make sure your voice is easy to hear and there is no distracting background noise.
- To reduce shakiness, use a tripod or put the camera or phone on a stable surface.
- If videos are not your strength, you can ask for help from someone as long as you are not misrepresenting your own creative abilities. *For example, you can ask someone to shoot a video of you speaking about your work, help you edit the video, and add background music. However, asking someone to create an animated video for you could be a misrepresentation of your skills.*
- Check out the [Video Lab](#) for tips.



**Attach the video** either by uploading a file or by listing a URL link to YouTube, etc.

- To upload a file, click the *Choose Files* buttons.
- Label your video file using your last name and first initial followed by the work sample number. *For example: Smith.T.video*
- Acceptable file types: mov, mp4, mpg, flv, webm

URL: \_\_\_\_\_

**COMPLETE THIS SECTION ONLY IF YOU ARE APPLYING FOR A SCHOLARSHIP**

**GRANT APPLICANTS, skip to page 8.**

**Section Focus**

**Criteria #2** Relevance of your education plans to overall goal as an artist or career in the field of visual arts or design. **Criteria #3** Enrolled, accepted, or in the process of applying to an educational or learning program.

★ **Select an option that best describes your education plans and provide details.**

- ☐ I'm working on a degree, certification, or continued education (workshops, training, community college course, etc.) specific to visual arts or design.
- What is the title of the degree, program, workshop, or courses you are pursuing? Share any other details about your plans that relate to your goals as an artist or career in the arts.
- ☐ I'm taking courses that -although not specific to the field of arts - directly relate to my goals as an artist or arts career.
- What is the title of the degree, program, workshop, or courses you are pursuing? How does this learning experience relate to your goals as an artist or career in the arts?
- ☐ I'm a college student and exploring studies in visual arts and design, but haven't yet declared a major.
- What courses will you be taking in visual arts or design? What majors are you considering for your degree? Share any other details about your plans that relate to your

**Scholarship Details**

★ **Is it your first time applying for a scholarship from the Ana & Adeline Foundation or are you applying to renew your scholarship?**

- ☐ First time applying      ☐ Renewing scholarship

★ **Provide information about the college, university or professional institute you plan to attend with the support of this scholarship.**

Name of College,  
University or Institute\*

City, State\*

★ **Will you be enrolled as a full-time or part-time student?**

- ☐ Full-time      ☐ Part-time

★ **What are the approximate dates you will be enrolled in classes during the timeframe for this scholarship: July 1, 2024- June 30, 2025? State which semesters/terms you will be attending.** *Example: Summer 2024, Fall 2023, Spring 2025*

★ **What is your anticipated date of graduation or completion?**

**COMPLETE THIS SECTION ONLY IF YOU ARE APPLYING FOR A SCHOLARSHIP**

 Attachments: **Documents**

**Upload attachments** as prompted by the online form by clicking the *Choose File* button.

- ★ • **FIRST-TIME APPLICANTS ONLY:** A reference letter from a professor, mentor or person who knows you well and can attest to your character and commitment to visual arts or design is required. The letter cannot be from a parent or a family member.
- ★ • Official documentation from a school stating your enrollment
- ★ • A bill or statement of school fees (tuition, housing, materials/supplies, etc.)
- ★ • A financial award statement from the school - if applicable.
- ★ • **RENEWING SCHOLARS ONLY:** A transcript or other documentation of grades earned from the most recently completed term or semester.

★ **Current scholars renewing awards only: Share updates on your status in school.**

Share how school went last year and any changes to your education plans.

*For example: change of major/minor, switching from full to part-time, study abroad, internships, struggles with courses and grades, etc.*

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**COMPLETE THIS SECTION ONLY IF YOU ARE APPLYING FOR A SCHOLARSHIP**

★ Enter your requested scholarship amount, not to exceed \$10,000: \$ \_\_\_\_\_

If you received a 2023-2024 scholarship, enter that amount: \$ \_\_\_\_\_

**Section Focus**

**Criteria #4** Financial Barriers: financial resources (personal assets, federal grants/loans, scholarships, etc.) fall short of economic demands for tuition, living expenses, travel, etc.)

*Ana & Adeline Foundation prioritizes scholarships for those who face financial barriers in order to achieve their educational goals. These questions help the panel make difficult decisions about how to award limited funding, but the questions are optional. Answer as you are comfortable.*

**Check all boxes that describe the resources that you are able to access for your education:**

- ☐ Private Scholarship(s)    ☐ Tuition Waiver    ☐ Fed'l Loans/Grants    ☐ LA TOPS  
☐ Work Study    ☐ Other resource (please describe) \_\_\_\_\_  
☐ I'm not able to access federal financial aid because of personal barriers  
☐ I'm ineligible for financial aid because my household income is too high

**After factoring in the financial resources above, what is the annual expected financial contribution of you and your family to your tuition, cost of living, etc?**

\$ \_\_\_\_\_

**Do you to work full or part-time in order to support your cost of living and education?**

- ☐ Yes, my income is essential.    ☐ Yes, my income helps out.  
☐ No, I am able to focus on my studies.

**What is your responsibility for your housing costs while attending school?**

- ☐ I'm responsible for all of my housing costs.  
☐ I'm partially responsible for my housing costs.  
☐ I don't have additional housing costs. *For example: Living at home with parents/family who provide housing while attending school locally.*

**If there is anything else you'd like to share about your financial situation, use this space to write an explanation.**

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## COMPLETE THIS SECTION ONLY IF YOU ARE APPLYING FOR A GRANT

### Section Focus

**Criteria #2** Relevance of the proposed activity or education plans to overall goal as an artist or career in the field of visual arts or design

**Criteria #3** Clear goal or objective to address at least one of the below:

- \*Sustain or push limits of individual artistic practice
- \*Collaborate with other artists and engage with a broader community
- \*Enhance business skills and build professional resources
- \*Advance entrepreneurial projects in visual arts and design
- \*Build personal resources and skills for a career or leadership in the arts

**Criteria #4** Clear plan to fulfill the proposed activities given the self-defined resources and timeframe.

### Grant Details

- This grant cycle offers two grant levels: \$5,000 and \$1,500.
- First-time and returning applicants can choose to apply at either level.
- 2023-2024 returning grant recipients must give an update on their works-in-progress. New grant applications can be made to extend current projects or to propose a new project

★ **State your Grant Title** Summarize your project in 15 words or less.

*Example: Residency hosted by Studio in the Woods to develop a series of paintings*

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★ **What are the anticipated dates of your grant project during the allowable timeframe: July 1, 2024 - June 30, 2025?**

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

★ **Choose your grant level.** Skip to the Budget section of the application to help determine your request level by calculating your expenses.

☐ \$1,500

☐ \$5,000

★ **Check the box that best describes your grant proposal:**

☐ This is my first-time applying to this grant program.

☐ Previously, I received a scholarship from Ana & Adeline Foundation.

☐ Prior to 2020, I received a grant from this program.

☐ Last year, I was awarded a grant from this program.

- My 2023-2024 grant award was \$ \_\_\_\_\_

★ **COMPLETE THIS SECTION ONLY IF YOU ARE APPLYING FOR A GRANT**

If you did NOT receive a 2023-2024 grant, use these prompts to write your **Grant Proposal** in approximately 500 words.

- WHAT work and activities will be supported by this grant?
- WHY are you doing this project? What motivates you? What are your vision and goals as a visual artist/designer?
- WHEN will the grant activities happen? What is the timeline for activities?
- WHO is involved? Is this an independent project or a project happening in collaboration with other people or organizations? If others are involved, name the individuals or organizations and explain their roles.
- WHERE are the project activities taking place?
- SHARE anything else you feel is important.

If you DID receive a 2023-2024 grant, use these prompts to write your **Grant Proposal** in approximately 500-750 words.

**Tell us about your 2023-2024 grant project:**

- WHAT is the title? What work and activities have taken place so far?
- WHO else has been involved in your work? Where has this work take place? (Name the specific collaborators, places, and events - if applicable.)
- HOW and WHY has your project changed from the original plans?
- If the project is ongoing, how do you plan to use your remaining resources and time through June 30, 2024?

**Propose to extend the current grant -or- take a new direction:**

- WHAT work and activities would be supported by this grant? If this new grant project is an extension of last year's, how and why this is a progression of ongoing work.
- If this is an entirely new project, be clear about WHY this shift is happening. What work and activities will be supported by this grant?
- WHY are you doing this project? What motivates you? What are your vision and goals as a visual artist/designer?
- WHEN will the grant activities happen? What is the timeline for activities?
- WHO is involved? Is this an independent project or a project happening in collaboration with other people or organizations? If others are involved, name the individuals or organizations and explain their roles.
- WHERE are the project activities taking place?
- SHARE anything else you feel is important.

★ **Check the box that best describes your grant proposal:**

- ☐ **Independent project** - investing time and resources in a home studio, developing a body of work, exploring a new artistic medium, etc.
- ☐ **Project that involves interacting with other people or organizations.** Below list the name(s) of the people or organization(s) who are essential to this project.

**COMPLETE THIS SECTION ONLY IF YOU ARE APPLYING FOR A GRANT**

Collaborator Business Name	
Collaborator Contact Name	
City	
State	
Website	
Instagram	

Collaborator Business Name	
Collaborator Contact Name	
City	
State	
Website	
Instagram	

Collaborator Business Name	
Collaborator Contact Name	
City	
State	
Website	
Instagram	

**Supporting Documentation (optional)** If you are requesting more than \$1,500, you can strengthen your application by including supporting documentation or letter(s) from project collaborators, such as a host institution, partner organization, mentoring artist, service provider, etc.

- Letters of support from collaborators should describe the key aspects of your relationship and details about resources they may be providing, such as mentorship, studio space, an exhibition, professional training, incubator office space, business related services, etc.
- Other examples of documentation include conference registration, a letter of agreement from a marketing firm, or a letter of invitation for an internship, etc.
- If you have questions about this section, please reach out to Foundation staff.

**Budget Instructions** Complete the Budget Table on the following page. List all costs related to your grant or scholarship. Below are the allowable costs for awards.  
**Other costs may be allowed but are subject to approval from the Foundation.**

### Allowable Expenses

- **Tuition**
- **Fees for Classes**
- **Internet Service**
- **Material/Supplies/Books**
- **Software/Applications**
- **Production** Outsourced production such as casting, screen printing, welding etc.
- **Photo/Video Documentation** of artwork and grant activities.
- **Equipment** (computer, camera, etc.)
- **Shipping** of artwork for the packing and freight of artwork.
- **Studio Rent/Fees**
- **Housing** a portion of your housing costs while you are a full-time or part-time student or if you are traveling.
- **Transportation** the most economical round-trip transportation, either air or ground, for artists traveling from another community. Mileage reimbursement is allowable at the standard IRS rate of ~~\$0.66/mile~~ [\\$0.67/mile](#)
- **Per Diem** for travel or out of town opportunities to cover meals, local transportation, and other incidentals not provided by the host. U.S. Government recommends a range of \$59-79 daily depending on the location. [Calculate rates here](#).
- **Visa/Passport Fees**
- **Liability Insurance** for projects that involve art installations, exhibitions, and/or shipment of artwork. Artists are encouraged to secure liability insurance in the artist's own name, if the host institution does not already have policies in place, to protect their artwork and themselves. [This broker](#) insures independent artists.
- **Marketing/Publicity** costs including printing, web hosting, postage, etc.
- **Professional Fees** for contracted services such as graphic designers, marketing, business plan development, legal fees as it related to business ventures, etc.
- **Registration Fees** for attending conferences, participation in art fairs and trade shows, LLC fees, etc.
- **Artist Salary** for your time in a grant-funded project (not allowable for scholarships). A suggested way to value your time and calculate your personal income for this project budget is to use this formula: \*Divide your current annual income by 1,500 to get an hourly rate (1,500 is based on the estimated amount of time an artist works annually). Example: *If you earn \$35,000/year, then divide that by 1,500 and your HOURLY RATE is \$23.*
  - \* Multiply your hourly rate by 8 to get a DAILY RATE. Example:  $\$23 \times 8 = \$184$
  - \* Multiply your daily rate by 5 to get a WEEKLY RATE. Example:  $\$184 \times 5 = \$920$
  - \* Note: personal income earned through this grant may be subject to income tax.

**Non-Allowable Expenses** include - but are not limited to - student loan payments, debts, and medical expenses. The Foundation recognizes how such factors impact lives, and we are exploring how to support artists in times of hardship.

★ **Budget** Create a budget below.

- Itemize **all projected expenses** related to your scholarship or grant.
- The total amount may be more than the award amount you request. There is space in the application to explain your other funding sources such as school financial aid or your own income.
- For line items that are not relevant, skip those items or enter "0."
- Round the amount to the nearest dollar
- The online table will automatically total your expenses at the bottom of the column.
- Provide brief descriptions about how you determined specific expenses. Some line items, like Tuition may be self-explanatory.

Expense	Amount	Description
Tuition		
Fees for Classes		
Internet Service		
Materials/Supplies/Books		
Software/Applications		
Production		
Photo/Video Documentation		
Equipment		
Shipping of Artwork		
Studio Rent/Fees		
Housing		
Transportation		
Per Diem		
Visa/Passport Fees		
Liability Insurance		
Marketing/Publicity Costs		
Registration Fees		
Professional Fees		
Artist Salary		
Other expense #1		
Other expense #2		
Other expense #3		
<b>TOTAL</b>	<b>\$</b>	

Expense	Amount	Description
Tuition	6,000	Community college tuition full-time
Fees for Classes	250	Fees for studio art classes
Internet Service	600	\$60/month X 10 months
Materials/Supplies/Books	325	Books and art supplies
Application Subscriptions		
Production		
Photo/Video Documentation		
Equipment	100	Camera for documenting work
Shipping of Artwork		
Studio Rent/Fees		
Housing		
Transportation	550	Monthly bus pass \$55/month X 10 months
Per Diem		
Visa/Passport Fees		
Liability Insurance		
Marketing/Publicity Costs		
Professional Fees		
Registration Fees		
Artist Salary		
Other expense #1		
Other expense #2		
Other expense #3		
<b>TOTAL</b>	<b>\$ 8,325</b>	

Expense	Amount	Description
Tuition		
Fees for Classes		
Internet Service		
Materials/Supplies/Books	1,000	Paint, hardware, wood, etc.
Application Subscriptions		
Production		
Photo/Video Documentation	200	Fee to professionally photograph work
Equipment		
Shipping of Artwork	320	Roundtrip shipping UPS NOLA to Dallas
Housing	400	\$100/night for hotel X 4 nights
Transportation	300	Roundtrip airfare NOLA-Dallas
Per Diem	275	\$55/day X 5 days
Visa/Passport Fees		
Liability Insurance		
Marketing/Publicity Costs	125	Printing of exhibition postcards
Registration Fees		
Professional Fees		
Artist Salary	750	Stipend for time off work: \$150/day X 5 days
Other expense #1		
Other expense #2		
Other expense #3		
<b>TOTAL</b>	<b>\$ 3,370</b>	

- ★ **If the total expense is greater than the amount you are requesting from the Foundation, how do you plan to pay for the rest of your expenses?**

*In 100 words or less*

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- ★ **If Ana & Adeline Foundation offers only a portion of your requested funds, can you still successfully complete goals? Please explain.**

*In 100 words or less*

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- ★ **Did you attend any of the Artist Toolbox Labs offered in 2024?** Your participation in the Labs does not impact this award decision. The Foundation offers this resource to anyone in the YAYA community and your response helps us develop our programming.

- ☐ Yes  
☐ No