

# ANA & ADELINE FOUNDATION

## 2022-2023 Scholarship Application WORKSHEET

**INSTRUCTIONS** online application DUE by MIDNIGHT (CST) Monday, April 18, 2022

- **Read the [2022-2023 GUIDELINES](#)** before starting the application.
- **Enroll for eligibility** to confirm your status as a YAYA alumnus by completing the online [Enrollment Form](#). If you filled out this form in the past, then 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.
- **Write your narrative responses** in a program, such as *Word*, *Pages*, or *Google Docs*. After you proofread your responses, copy and paste them into the online form.
- **Get started on your online application** through *Submittable.com*:  
  
Go to the [2022-2023 SCHOLARSHIP APPLICATION](#) or enter this link in your browser:  
<https://anaadelinefoundation.submittable.com/submit/217372/2022-2023-scholarship-application>  
  
Scroll down to the **Create your account / Have an account? Sign in** tab to sign into your free 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: go to *submittable.com*. **Sign In** then click the **Submissions** tab at the top of the page. Your past submissions will appear below. Select this application.
- **SUBMIT your application** when it is complete by clicking the **Submit** button at the bottom of the form. The 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 final submission, log on to your *Submittable* account, click the **Submissions** tab and select this application form. Click the **Content** tab and your completed application will appear. There is a **Download** button at the top right of the form.

## Application Support

The Foundation offers resources and technical assistance in the application process.

- Check the website for [Scholarship GUIDELINES](#) and Tips for Stronger Application.
- Participate in the required Info Session and the optional One-on-one Review. Contact Foundation staff to schedule (see contact information below).
- **Questions?** Email [contact@anadeline.org](mailto:contact@anadeline.org) or call/text Foundation Director Ann Kaufman at **504-914-6187**.
- Assistance is available to those without WiFi or computers. Messages will be returned within 1-2 days.

## Contact Information

Note: \* indicates required field

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

## Post-Secondary Education

List any education or training after high school: trade school, apprenticeship, classes, studio experience, college/university, etc. Your education and training experiences, whether directly related to the art or in other fields, helps us better understand you and your experiences.

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

## Scholarship Details

Check here if you are applying for a Mini-Scholarship in the flat amount of \$750.

Is 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 accredited college or university you plan to attend with the support of this scholarship.**

Name of College or University*	
City, State*	

**Will you be enrolled as a full-time or part-time student? \***  Full-time  Part-time

**Will you be attending in person, virtually, or both? \***

In person, physically at school

Only attending virtually

Both in-person and virtually

**If you are taking any virtual classes, please give a brief explanation.** For example:  
"My course is only offered virtually." Or "I am distance learning because....." \*

---

---

**Do you have internet access at your home? \***

*The Foundation will try to help you with tech resources if you do not currently have internet or a computer.*

Yes  No

**Do you own or have access to a computer? \***

*The Foundation will try to help you with tech resources if you do not currently have internet or a computer.*

Yes  No

**What are the approximate dates you will be enrolled in classes during the timeframe for this scholarship: June 2022- May 2023? State which semesters/terms you will be attending. \*** *Example: Summer 2022, Fall 2022, Spring 2023*

---

**If you have declared a major or minor, state it below. If you do not have a declared major, name the class(es) you plan to take. \***

*This scholarship is to support the attendance of an accredited college, university, or professional institute to pursue a degree or take courses related to the field of visual arts, design, or other studies that contribute to a career in the arts. For example: B.A. Fashion Merchandising, May 2023*

*If you are studying courses that are not specific to the field of arts, for example, grant writing or accounting, then clearly state in the essay how such courses relate to your career goals or leadership in the arts.*

---

---

---

---

---

**If you are working toward a degree, state the degree will you earn and the anticipated date of graduation. For example: B.A. Fashion Merchandising, May 2023**

---

## FIRST-TIME SCHOLARSHIP APPLICANTS MUST ANSWER THIS QUESTION.

**\*In approximately 500 words,** tell us something about yourself - your experiences and interests - that may not be immediately apparent from the work samples and other information you provide in the application. You may want to share more about your goals or interests in the arts or describe a specific experience or person who has influenced you.

- What inspires you and why?
- If you will be taking courses that are *not* specifically related to visual arts and design, please explain how these courses will impact your creative or professional goals in visual arts and design.
- If you have a vision of your future, please share those thoughts.
- As a reference, you are welcome to include links to websites where you or your relevant work are posted - for example a blog or an article featuring your work.

## CURRENT SCHOLARS RENEWING AWARDS MUST ANSWER THIS QUESTION.

Please share updates on your status in school. For example:

- A change of your declared major or minor
- Switching from full to part-time
- Plans to study abroad
- Or any internships
- other notable change to your educational journey. Explain **WHY**.

*If you are unsure about what or if you should detail in this section, please contact the Foundation staff.*

## Budget Instructions

Complete the BUDGET table on the following page. List all costs related to your scholarship. Below are the allowable costs. Other costs may be allowed but are subject to approval from the Foundation.

### ALLOWABLE EXPENSES

- **Tuition**
- **Fees for classes**
- **Material/Supplies/Books** and other costs directly related to art making and school activities.
- **Housing** a portion of your housing costs while you are a full-time or part-time student.
- **Transportation** the most economical round-trip transportation, either air or ground, if from out of town school. Mileage reimbursement is allowable at the rate of \$0.58/mile.
- **Internet service**
- **Equipment** (computer, camera, etc.) not to exceed 20% of the budget
- **Application subscriptions** required for course work
- Other related costs approved by the Foundation staff.

### NON-ALLOWABLE EXPENSES:

- Student loan payments

## 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. Later in the application you can 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.

<b>EXPENSE</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
Tuition		
Fees for classes		
Materials/Supplies/Books		
Housing		
Transportation		
Internet service		
Equipment		
Software/Applications		
Other expense #1		
Other expense #2		
Other expense #3		
<b>TOTAL</b>	-	



Sample Budget		
Expense	Amount	Description
Tuition	6,000	Delgado tuition fulltime
Fees for classes	250	Fees for studio art classes
Materials/supplies	325	Books and art supplies
Housing		
Transportation	550	RTA monthly bus pass \$55/month X 10 months
Internet service	600	\$60/month X 10 months
Equipment	100	Camera for documenting work
Software/Subscriptions	500	
Other expenses #1		
Other expenses #2		
Other expenses #3		
<b>TOTAL</b>	<b>\$8,325</b>	

## Budget Questions

### How much are you requesting from the Ana & Adeline Foundation? \*

You may request funds from the foundation to pay for all or a portion of the expenses of your scholarship. Grants and Scholarships are \$750 - \$10,000. Mini-Grants and Mini-Scholarships are a flat \$750.

\$

**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*

---

---

---

---

---

---

---

---

**If the Ana & Adeline Foundation offers only a portion of your requested funds, can you still successfully complete goals? Please explain. \*In 100 words or less**

---

---

---

---

---

---

---

---

## Attachments: **Work Samples**

**Provide 5 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 correspond to the descriptions in the table below.
- Upload files by clicking the *Choose Files* buttons.
- Acceptable file types: **jpg, jpeg, pdf, tiff, png, gif**

**List the details of your 5 Work Samples. \***

You may provide approximate dimensions. Give a brief description of the work if relevant. For example, if you submit an image of a collaborative work like a mural, explain your role and the collaborators. For example: *Kingsley House mural: mosaic insert created by me.*

	Date	Size	Media	Title or Brief Description
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				

## Attachment: **Video**

**All applicants must submit a one-minute to four-minute video. \***

This video is another way for you to represent yourself and your ideas. It's fine to use the camera on your smartphone. Your video does not necessarily need to be highly stylized or edited to be successful. Even single shot videos can be a strong representation of you and your work.

### **Here are some tips to consider while planning your video:**

- Tell us or show us something else about you or your ideas that complements your proposal.
- *If you want to be creative, go for it!*
- Your video can show anything ranging from you working in the studio, you at your college campus, documentation of your artwork, a digital video of your own creation, etc.
- Record videos in **LANDSCAPE mode** (not portrait mode) because landscape is visible in a large format on larger screens. (Portrait is visible as a narrow vertical window on larger screens.)
- If you are going to speak, make sure we can hear you and there is no distracting background noise.
- If you want us to see you, make sure the lighting is good and that you aren't cropping out half your face - unless that's an aesthetic choice.
- Lighting can greatly impact your video. In general, indirect natural lighting is more flattering and easier to manage than artificial lighting.
- To reduce shakiness, unless that's an affect you intend, use or put the camera/phone on a stable surface.
- If digital media is not your strength, you can seek technical support from someone who does have such skills 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. Another person can offer guidance about how to shoot the video and can help you edit the video. However, asking a someone to create a special animated video for you would be considered a misrepresentation of your skills.)

**UPLOAD THE VIDEO** as prompted by the online form by clicking the *Choose File* buttons.

- Label the file of your video 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**

## Attachments: **Documents**

**UPLOAD ATTACHMENTS** as prompted by the online form by clicking the *Choose File* button.

### **Scholarship applicants (\$750-\$10,000) must attach:**

1. **FIRST-TIME APPLICANTS ONLY:** Submit a resumé, CV, or bio.\*  
**Mini-Scholarship** applicants are not required to submit further attachments.
2. **FIRST-TIME APPLICANTS ONLY:** A reference letter is required from a professor, mentor or another person who knows you well and can attest to your character and commitment to visual arts or design. The letter cannot be from a parent or a family member.
3. Official documentation from a school stating your enrollment.
4. A bill or statement of school fees (tuition, housing, materials/supplies, etc.)
5. A financial award statement from the school - if applicable.
6. **RENEWING SCHOLARS ONLY:** A transcript or other documentation of grades earned from the most recently completed term or semester.