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**2020 Artistic Assistance Project Development Application**

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**Please use a minimum of size 11 font.**

**Applications should not exceed more than 3 pages in total.**

**To Submit this Form**

**1. Save this document with the following title: First and Last Name, Funding Area, Application**

*e.g. Mary Jane Project Development Application*

**2. Save all additional attachments with your First and Last Name, Funding Area, Type of Document**

*e.g. Mary Jane Project Development Budget*

**3. Click the 2020 Artistic Assistance Project Development application form link** [**here**](https://www.tfaforms.com/4805626)**, fill out the form, and attach this application document and budget.**

**APPLICANT DETAILS**

1. **Applicant Name (First, MI, Last):**
2. **Phone Number:**
3. **Email Address:**
4. **Physical Address (street, city, state, zip):**
5. **ROOTS Membership Profile**

Please paste the link to your ROOTS membership profile. *To complete your membership profile, click* [*here*](https://alternateroots.org/member-directory-form/?tfa_140=0036A00000EtPU3%C2%A0%C2%A0)*. If you previously completed your profile, find your profile link by searching our membership directory* [*here*](https://alternateroots.secure.force.com/AR_MemberDirectory)*.*

1. **If applying on behalf of an organization or collective, please provide:**

Entity Name:

Phone Number:

Website:

Physical Address:

**PROJECT DETAILS**

1. **Please state the amount of your request:**

*Project Development requests can be between $250-$5,000.* Ensure that you have also attached a detailed budget.

1. **Project Location(s) (city, state):**

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1. **\*\*\*If submitting an alternative format application, fill out the above information (fields 1 - 8) and paste the URL of your video or audio application here.**\*\*\*

*More information on alternative format applications is available below.*

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1. **Please provide a summary of your project.**

*This summary will be used in publications if your request is granted.* (150 words max)

1. **Narrative: Briefly describe what you are requesting support for?** *Be as specific as possible***.** *(250 words max)*
2. **What is the timeline for the project?**

* *Include**important milestones and key dates during the project period.*
* *Please use bullet points.*
* *(250 words max)*

1. **How does your request fit within the** [**ROOTS mission**](http://alternateroots.org/about-us/)**? How does it connect to arts, activism, and/or community?** *(200 words max)*
2. **What are the two most important things you want to accomplish or achieve with this grant funding?** *(150 words max)*
3. **Project Work Sample**

Please paste a link to your work sample here. See below for more information on work sample length and format.

1. **Budget:** 
   * You can submit your own budget document or use the template we provide.
   * If your project amount exceeds the amount of your request, please outline confirmed and pending sources of other income in your budget worksheet.
   * **Please save your budget file with your First and Last Name, Funding Area, Budget (e.g. Mary Jane Professional Development Budget).**

**Alternative Proposal Formats**

**Those submitting alternative formats still need to complete the first eight (8) fields on this application AND submit a budget document.**

If you opt to submit your application as a video or audio proposal, rather than a written one, please do so through a web platform like YouTube, Vimeo, or SoundCloud.

**Video and audio submissions should be no longer than seven (7) minutes maximum and should answer all questions listed above.**

Applications created using an alternative format will be judged by the same criteria as written proposals.

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**Work Samples**

**Please note:** **In order to assist the panel review process, we encourage you to submit at least one work sample that is reflective of the proposed project.**

**Work Samples: Work samples should be submitted as a** [**Google document**](https://www.google.com/docs/about/) **or URL.**

* Please save the document with your First and Last Name, and a description of the work sample (e.g. Mary Jane Spoken Word Performance).
* URLs: You can link your website, YouTube, SoundCloud, or other web platforms that contain examples of your work. If submitting a web-based work sample, please paste the URLs as hyperlinks in a Google document.

**Length: Please keep this short! Think quality over quantity.**

* Written samples should be limited to 3 pages maximum and submitted as a Google document.
* Limit audio and video samples to 5 minutes. A few clips no longer than one minute is even better.
* If your sample is longer, include instructions that point reviewers to the minute and second where you’d like them to begin with notes about what they should pay attention to in particular.

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