

# Work Sample Guidelines

## For Iowa Arts Council Major or Mini Grants

### IN GENERAL

**Clearly label and number** attachments to correlate with those listed on the Work Samples form (Major Grants), or referenced in your narrative (Mini Grants).

For IAC Major Grant applications, please limit the total number of pages of supplemental materials to **10 or fewer** (excluding letters of commitment from artists)

For IAC Mini Grant applications, please limit the total number of pages of work samples and artist information to **6 or fewer**.

IAC reviewers have limited time to review supplemental materials and are instructed to **ONLY** review the materials that are submitted with the application. Reviewers are instructed **NOT** to do independent searches on the web for information (i.e., “guerilla research”). Your choices of work samples and where to find them are extremely important!

Remember that any support materials submitted after a grant deadline are not eligible for consideration.

### ONLINE work samples

Do not simply note the web address on the Work Samples form. Provide **specific** instructions about clearly listed work samples (a particular section of a musical or dance piece or a work of literature, photo, painting, sculpture, etc.) and how to find the precise information to be shared with reviewers. (Example: “Click on *Portfolio*, then on *Landscapes*; view entire gallery found there”)

Try to avoid including long url strings, which are difficult for reviewers to find. Consider using online resources that are available to shorten the web address, such as:

Tiny, at <http://tiny.cc>

Metamark, at <http://metamark.net>

SimURL, at <http://simurl.com>

Qurl, at <http://qurl.com>

**Do NOT include** links to web sites that require a sign-in or membership registration in order to be viewed.

Caution about YouTube videos: IAC reviewers have had numerous problems getting YouTube videos to load and/or play when reviewing applications. If possible, don’t rely exclusively on YouTube for work samples.

### Visual Arts Work Samples

**5-10 (maximum) images** of work that is representative of the artist’s current work, and bears some connection to the work proposed in the application.

Color photocopies tend to be easier for panelists to view (even if the image quality suffers a bit) than images on a CD, because of the small screens on the viewers available to IAC’s reviewers

A color print-out of images can be more useful than a reference to a web site showing those images

**Label** each hard copy sample with applicant name and any other identifying information

### **Performing Arts Work Samples**

Edit video and/or audio samples to provide a 3-5 minute sampling of work that is representative of the artist's/group's current work. Make sure the samples have some connection to the work proposed in the application.

**Keep total length to less than five minutes.**

**Label** each hard copy sample with applicant name and any other identifying information. If submitting an entire CD or video, specify on the Work Samples form which portion(s) reviewers should view/hear.

### **Literature Work Samples**

Provide a copy of a chapter, scene, etc., from the literary (fiction, poetry, playwriting, etc.) work proposed and/or provide representative samples of the artist's current work. Make sure the samples have some connection to the work proposed in the application.

**Generally up to 5 pages is sufficient.**

**Label** each hard copy sample with applicant name and any other identifying information.