

**2010 WINDGATE FELLOWSHIP AWARDS**  
**TIPS for students using CAFÉ online application process**

**IMAGES:**

- Note the sequencing of your images. Place the best works at the beginning to ensure jury members see finest work first.
- Include a written description with each image to include date, materials, and size - all work in slides should be recent work completed in the last two years.
- Select work that relates to your proposal. If your proposal is about wood, include images that relate to that media. It is difficult to evaluate a proposal relating to glass if all images are of metal sculpture.
- In selecting images of your work, include only the very best. It is better to include 7 of your best works, with 3 details, than to include 7 of your finest works and 3 less accomplished.
- Good photography is critical
- Carefully consider the use of a human body in slides of your work. Many times this can be distracting. The panel will be interested in your work, not your navel. This also applies to any distracting background unrelated to your work.

**NARRATIVE**

- Your proposal description should be clear and to the point. Panels see through “art-speak”. This part of the application is similar to the “Letter of Inquiry” required when seeking grants from major foundations, often limited to two pages of 12 point type. Past panel members sometimes had a problem understanding just what some applicants were proposing. Have someone unfamiliar with your proposal read it for clarity.
- If your proposal includes traveling to a foreign country be sure you have done your homework. Where will you stay? Have you made contact with an organization or individual in that country? Be realistic about conditions and expenses. If you are learning from, or collaborating with, artists in that country, your narrative should demonstrate that you know the work and history of the artists and medium. Be specific – rather than saying you are going to China -show that you have knowledge of the geography and indicate specific locations and contacts within the country. This speaks to feasibility of your proposal.
- Contextualize your work in relation to personal development and artistic influences. Address your career aspirations in relation to the direction of your field and/or medium. Demonstrate that you are familiar with the history and/or contemporary leaders in the field you have selected
- Describe how the proposal will advance your work. Will it take you to the next step in your career? How do you envision this Fellowship might impact your career and recognition within your field.
- If your proposal includes collaboration with an individual or organization, demonstrate that you have contacted them and they support the proposal. For example, a Christo “Gates around the White House” would require clearance. This addresses feasibility.

**BUDGET**

- The \$15,000 Fellowship will be awarded in 2-3 draws that relate to your budget for the project. The IRS requires this to be reported as income within the year it is received and draws may cover 18 months from the May 1, 2010 award.