Guide to Supplemental Materials – TOURING ARTS

1. Why do I need to include supplemental materials?

In addition to completing the application form, applicants **MUST** submit supplemental materials as part of their application. Electronic submission of all supplemental materials is **REQUIRED**. The SDAC will NOT accept any materials submitted by mail.

Grant Panelists **DO** base their scores and final funding decisions *only on the material submitted in the application*. Be sure to select material which best portrays artistic strengths.

Grant Panelists **DO NOT** explore websites to find work samples. If you choose to direct panelists to online content, please provide direct links to specific documentation and an explanation of what support material panelists will be viewing.

The following supplemental materials are **REQUIRED** with each application:

Résumé or Biographies (REQUIRED): Applicants **MUST** submit résumés or biographies of key artistic personnel. Applicants may upload a single document of up to 1 page per person (extra pages will be discarded) and no more than 5 pages in total. *Applicants should highlight their record of activity and achievement in the arts.*

Work Samples (REQUIRED): Applicants **MUST** submit at least 1 and may include up to 10 work samples. *Work samples should demonstrate the artistic excellence, ability of the applicant, and the work that will be performed as part of your touring arts activities. Work samples should include clear, good quality audio or video samples and feature performances rather than promotional videos.* You may attach 10 samples to your application, and we strongly encourage you to provide the panel with as many samples as possible showing the range of the artist/ensemble. Work samples can include images, audio, video, and written documents. Detailed instructions and parameters for submitting a work sample are available in the Appendix.

Promotional Materials (REQUIRED): Applicants **MUST** submit at least 1 and may include up to 5 promotional documents. Please limit each document to 2 pages or submit a single document of no more than 10 pages. Consider including copies of brochures, posters, direct mailings, sample programs, sample press releases, reviews from past events, and other noteworthy material. **To include a promotional video from an online source, please include direct links to video samples in a Word document and include that document in your uploaded files. *Promotional materials should demonstrate the performance and touring experience and be relative to the work that will be performed as part of your Touring Arts activities.*

Support Materials (REQUIRED): Applicants must submit at least 1 and may include up to 5 support documents. Please limit each document to 2 pages or submit a single document of no more than 10 pages. Consider including evaluations and recommendations from past venues, letters of recommendation from presenters who have worked with the applicant, newspaper reviews or articles relative to your work and the work that will be performed as part of your Touring Arts activities. *Support materials should relate to the work that will be performed as part of your Touring Arts activities and demonstrate the applicant's artistic merit and successful history of tour engagements.*

2. What is the difference between the various types of required supplemental materials?

Work Samples
Work samples play a critical role in helping grant panelists evaluate artistic excellence. A work sample is a representation or selection of your work as an artist. It introduces your art to the grant panelists in the form of still images, audio (sound) and/or video samples, or written documents. Work samples should demonstrate your artistic excellence, your ability, and the work that you will perform/present as part of your Touring Arts activities. Work samples should include clear, good quality audio or video samples, and feature performances rather than promotional videos. Detailed instructions and parameters for submitting a work sample are available in the Appendix.

Promotional Materials
Promotional materials help grant panelists understand how you market yourself as a professional artist/arts organization/artist group. Promotional materials should provide a representation of how an audience member/ visitor/participant is introduced to you as a professional artist/arts organization/artist group.

Support Materials
Support materials play a critical role in helping grant panelists evaluate artistic merit. Support materials help to demonstrate eligibility (present the applicant as a professional artist/arts organizations/artist group), provide proof of the applicant's touring experience and effective tour management (and organizational management, if applicable), and presents the applicant's contribution to a well-rounded Touring Arts roster. Consider including evaluations and recommendations from past venues or letters of support, newspaper reviews, or articles relative to your work.

3. What should I include for work samples?

Work samples are a crucial element in the competitive application process. Applicants should select their support materials carefully. Work samples are often the grant panelist's only exposure to the applicant's work (and/or the work of participating artists), so it is essential to select examples of the highest artistic quality.

- Submitted samples should demonstrate the artistic excellence/artistic ability of the applicant(s).
- Submitted samples should be recent (within the last 5 years) and relevant to the application (present the work that will be performed as part of your touring arts activities).
- Photos, videos, audio, and other documents should be of the highest quality to present the best work for review. The materials themselves do not need to be professionally produced but should be easy to view and hear. All audio and visual materials should be cued to the most relevant activity.
- Have work samples reviewed by others and by other artists. An outside opinion is key in making certain that you are presenting the BEST samples of your work.

Work samples can include images, audio, video, and written documents. You may include up to 10 work samples. ***We strongly encourage you to provide the panel with as many samples as possible showing the range of the artist/ensemble***. Detailed instructions and parameters for submitting a work samples are available in the Appendix.

4. What should I include for support materials?

Support materials are central to a grant panelists' evaluation of artistic merit. Choose materials that will best support your proposed Touring Arts activities and that you feel best represents your work.

- Submitted materials should present the applicant as a professional artist/arts organizations/artist group and the applicant's contribution to a well-rounded Touring Arts roster.
- Evaluations and recommendations from past venues and/or letters of support should provide proof of the applicant's touring experience and effective tour management and represent the applicant's impact on audience, participants, or community.
- Support materials may demonstrate the applicant's ability to connect to the widest possible audience, including new audiences in underserved, rural, and isolated areas or in areas with new sponsors and/or venues.

Support materials can include evaluations and recommendations from past venues or letters of support, samples of recent reviews (please include the name of the publication, the name of the reviewer, and the date of the review), or articles relative to your work. You may include up to 5 support documents (up to 10 pages). ***We strongly encourage you to provide the panel with as many examples as possible that support the work of the artist/ensemble.***

APPENDIX

Work samples submitted for review are an important component of your application. Review panels are instructed to base their decisions only on the material included in the application packet. Be sure to select materials which best portray artistic strengths. Do not expect panelists to check general websites to find artistic documentation; if you do not provide direct links to specific documentation and an explanation of what a panelist is to review online, it will not be considered.

- Submit samples of your most recent work that are consistent with and useful in accomplishing your application proposal. Panelists will look for connections between your work samples and your artistic direction.

General File Guidelines:

You may include the following file types:

IMAGES: An inventory of your digital images. The images can be of your visual artwork, photographs, or pictures of your performances, group shots, or headshots. *Individual images may not exceed 4MB/image*

Allowable image files: JPG, JPEG

AUDIO: An inventory of your digital audio. The audio samples do not need to be professionally produced but MUST be easy to hear. All audio should be cued to the most relevant activity. *Individual audio files may not exceed 10MB/sample*

Allowable audio files: MP3, WAV, AIF, WMA

VIDEO: An inventory of performance videos. Videos do not need to be professionally produced but MUST be easy to see and hear. All video should be cued to the most relevant activity. Limit your submission to no more than 15 minutes. Review panels will view the submissions from the beginning of the recording; therefore, submitting edited material will allow panelists to view your most representative work. *Individual video files may not exceed 150MB/video*

Allowable Video Files: MP4, MOV, MPG, MPEG, MXF, WMV

You may choose to provide links to a YouTube channel instead of uploading videos. To do so, create and upload a DOCUMENT of website links. If you choose to direct panelists to online content, please provide direct links to specific documentation and an explanation of what support material panelists will be viewing.

DOCUMENT: Upload and manage your written document sample files. Here you can store your written work samples and support documentation, which may include poetry, fiction and creative non-fiction, plays and screenplays, letters of support, newspaper/media clips, brochures/flyers, schedules, etc. *Individual documents may not exceed 4MB/file*

Allowable Document Files: XLS, DOC, PDF*
*If possible, please convert your Word (DOC) and Excel (XLS) files to PDF.

Artistic Discipline Specific Guidelines

Dance

Dance includes choreography and performances in ballet, modern, jazz, tap, and traditional dance.

Applicants may submit no more than two works by video (this includes links to specific videos if provided in supporting print materials instead of uploading video files).

Allowable Video Files: MP4, MOV, MPG, MPEG, MXF, WMV

Performance video should be 10 to 15 minutes in length, clearly labeled with the names of the performers, title and choreographer, duration of each work, date and location of taping. Review panels will view the submission from the beginning; therefore, submitting edited material will allow panelists to view your most representative work.

Scan and upload a single document of up to 5 pages of supporting print materials, e.g., published reviews, feature stories, exhibition catalogs, event programs, letters of support, etc.

Allowable Document Files: XLS, DOC, PDF* (*If possible, please convert your documents to PDF.)

Design Arts

Design Arts include architecture, landscape architecture, product design, graphic design, urban design, historic preservation, and community planning.

Applicants may submit no more than 10 digital images.

Allowable image files: JPG, JPEG

Scan and upload a single document of up to 5 pages of supporting print materials, e.g., published reviews, feature stories, exhibition catalogs, event programs, letters of support, etc.

Allowable Document Files: XLS, DOC, PDF* (*If possible, please convert your documents to PDF.)

Literature

Literature includes poetry, fiction and creative non-fiction, plays, and screenplays.

Allowable Document Files: XLS, DOC, PDF*(*If possible, please convert your documents to PDF.)

Scan and upload a single document of up to 5 pages of supporting print materials, e.g., published reviews, feature stories, exhibition catalogs, event programs, letters of support, etc.

Allowable Document Files: XLS, DOC, PDF*(*If possible, please convert your documents to PDF.)

A cover page should list the legal name and address of the applicant and the title(s) and date(s) of the work(s) submitted. Titles of poems, stories, or novels should appear at the top of every page. This will be uploaded in the application.

- **Poetry**
  Submit 1 copy of representative poems or 1 narrative poem (or section of narrative poem) not to exceed 15 pages to be uploaded.
- **Prose**
  Submit 1 copy of a minimum of 10 to a maximum of 30 pages (5,000 to 7,500 words) of short fiction, short stories, plays or screenplays, creative non-fiction, or a novel excerpt in typescript,

double-spaced. Applicants submitting novel excerpts may include one additional page at the beginning of their submissions in which they set the scene or offer a plot synopsis. This will be uploaded in the application.

Media Arts

Applicants may submit no more than 2 works by video (this includes links to specific videos if provided in supporting print materials instead of uploading video files).

Allowable Video Files: MP4, MOV, MPG, MPEG, MXF, WMV

An outline and description of a longer work may be included. Sample materials should include title, length, date made, technique, original format, experimental or documentary, and specific role of applicant in creating submitted work.

Limit your submission to no more than 15 minutes. Review panels will view the submissions from the beginning of the recording; therefore, submitting edited material will allow panelists to view your most representative work.

Scan and upload a single document of up to 5 pages of supporting print materials, e.g., published reviews, feature stories, exhibition catalogs, event programs, letters of support, etc.

Allowable Document Files: XLS, DOC, PDF* (*If possible, please convert your documents to PDF.)

Music
The music category includes performance and composition in classical, traditional, choral, jazz, contemporary, experimental, popular music, and opera.

- **Performance**
- Applicants may submit no more than 10 audio works (this includes links to specific audio clips if provided in supporting print materials instead of uploading audio files).

  Allowable audio files: MP3, WAV, AIF, WMA.

  Applicants may submit no more than 2 works by video (this includes links to specific videos if provided in supporting print materials instead of uploading video files). Limit your submission to no more than 15 minutes. Review panels will view the submissions from the beginning of the recording; therefore, submitting edited material will allow panelists to view your most representative work.

  Allowable Video Files: MP4, MOV, MPG, MPEG, MXF, WMV

  For each sample, clearly label the submission with the name of performers, instruments (voice or otherwise), name of works and composers, duration of the piece, and date of taping and/or composition.

- **Composition**
  In addition to audio or video (described above), composers may submit up to 3 different scores, up to 20 pages each. Scores should be titled and orchestrated and include date of composition. When possible, provide scores to accompany submitted samples. For electronic compositions

for which there is no score, send a description of the equipment and techniques used.

Allowable Document Files: XLS, DOC, PDF* (*If possible, please convert your documents to PDF.)

Scan and upload a single document of up to five pages of supporting print materials, i.e. published reviews, feature stories, exhibition catalogs, event programs, letters of support, etc.

Allowable Document Files: XLS, DOC, PDF* (*If possible, please convert your Word (DOC) and Excel (XLS) files to PDF.)

Theater

Theater includes production and performances in classical and experimental theater, mime, puppetry, storytelling, musical theater, and theater for young audiences.

Applicants may submit no more than 10 audio works (this includes links to specific audio clips if provided in supporting print materials instead of uploading audio files).

Allowable audio files: MP3, WAV, AIF, WMA.

Applicants may submit no more than 2 works by video (this includes links to specific videos if provided in supporting print materials instead of uploading video files). Limit your submission to no more than 15 minutes. Review panels will view the submissions from the beginning of the recording; therefore, submitting edited material will allow panelists to view your most representative work.

Allowable Video Files: MP4, MOV, MPG, MPEG, MXF, WMV

Performance video should be 10 to15 minutes in length. Both video and audio should be clearly labeled with the name of the performers, title and creator of the work, duration of each work and date of taping, and the applicant's artistic role. Review panels will view the submission from the beginning of the recording; therefore, submitting edited material will allow panelists to view your most representative work.

Scan and upload a single document of up to 5 pages of supporting print materials, e.g., published reviews, feature stories, exhibition catalogs, event programs, letters of support, etc.

Allowable Document Files: XLS, DOC, PDF* (*If possible, please convert your documents to PDF.)

Visual Arts

Visual arts include drawing, painting, printmaking, sculpture, photography and holography, digital art, crafts, and mixed media.

Applicants may submit no more than 10 digital images. Allowable image files: JPG, JPEG

Scan and upload a single document of up to 5 pages of supporting print materials, e.g., published reviews, feature stories, exhibition catalogs, event programs, letters of support, etc. Allowable Document Files: XLS, DOC, PDF* (*If possible, please convert your documents to PDF.)