Individual Artist Awards

RASMUSON FOUNDATION

WORK SAMPLE(S) GUIDE

Submitted work samples are a strong component in evaluating applicants' work. Include work samples demonstrating the applicants' abilities to carry out the proposed activities. Applicants are encouraged to submit samples of their strongest, most current work. Work samples should connect to the media/discipline under which the applicant/s are applying. For example, if the application proposal is for sculptural work, work samples should reflect sculptural work unless there is a significant purpose in showing works outside that medium. Past award recipients **must not** submit samples included in previous successful applications. Works created in the last five years are preferred, but older works may be included. If submitting older work, applicants must explain why they included "older work" and its connection to the proposed project.

General requirements for all submitted work are as follows: The applicant determines the type of work sample submitted. Applicants should select work samples that best reflect the works submitted for review and instructions on preparing digital photographs, manuscripts, and audio or video files.

WORK SAMPLE GUIDELINES

Applicants should select the work sample format that best presents their work style from the following areas identified: Digital Photograph Work, Audio/Video Work, Written Work, or Combined Work Samples.

- **Photographs** are most appropriate for static art, such as two-dimensional and three-dimensional art forms.
- **Audio and video** work samples are most relevant for artwork reflecting movement or sound/audio.
- **Written work** samples are most appropriate for literary works.

Ensure the digital/electronic work samples are formatted using the specified file type and/or format so that all reviewers and panelists can access them. Each work sample must only show one artwork per image. Do not include multiple works in a single work sample (for example, a video or photo collage, a sample reel, a montage, etc.)

WORK SAMPLE FORMATS

The applicants select the following work sample formats based on their art practice and proposed project. Works samples are recommended to reflect the most current direction of artistic practice. Artworks created within the last five years are preferred, but artists may include older work samples if they explain why they are submitting older work and its connection to their proposed project.

DIGITAL PHOTOGRAPHS: Six work samples

Artists submitting applications in Visual Arts, Crafts, Multidiscipline, and certain Folk and Traditional Arts are encouraged to submit six photographs* of their work. Photographs must be of single artworks. An artist may submit an installation photo if it is relevant to their application. Applicants may substitute one photographic work sample for an audio/video sample of no more than three minutes or a written sample of no more than three pages if these work sample types are appropriate for the presentation and understanding of the work.

**Applications with fewer than four work samples will not advance to the panel and will be declined.*

AUDIO/VIDEO MEDIA: One to four samples totaling no more than 10 total viewing or listening minutes

Artists submitting applications in **Dance|Choreography**, **Music|Music Composition**, **Media Arts**, **Performance and Theater**, **Production Arts**, certain **Folk and Traditional Arts**, or **Multidiscipline** are encouraged to submit one to four audio/video samples of their work totaling no more than ten total viewing or listening minutes*. Audio work samples must be uploaded as individual MP3 files. Video work samples must be uploaded as separate YouTube (preferred) or Vimeo links set to "Public" or "Unlisted." Applicants may substitute one video/audio sample or three minutes of video/audio for one photographic work or a written sample of no more than three pages if these work sample types are appropriate for the presentation and understanding of the work.

**Applications with less than five viewing or listening minutes or two work samples will not advance to the panel and will be declined.*

WRITTEN WORK SAMPLES: Up to 15 pages

Literary Artists working in fiction, creative nonfiction, script works, and storytelling: Submit up to 15 pages of written work samples*. Follow manuscript work sample specifications. Applicants are urged to submit the first chapter of book-length fiction or creative nonfiction or the first 15 pages of a play or script**. Applicants submitting excerpts from different chapters should provide a context statement for each work sample.

Literary Artists working in poetry: Submit between four to eight poems, no more than 15 pages. Follow manuscript work sample specifications.
**Applications with less than seven total pages or four poems will not advance to the panel and will be declined.*
***Literary works such as graphic novels or illustrated books should be submitted under Multidiscipline, with Literary Arts and Visual Arts as subdisciplines.*

COMBINED WORK SAMPLES

- Three images + five minutes of video or audio or
- Three images + seven pages of written work or
- Five minutes video + seven pages of written work.

Combined work samples are most appropriate for **Multidiscipline** artists but may benefit artists from other disciplines.

WORK SAMPLE SPECIFICATIONS
Ensure that digital/electronic work samples are formatted using the specified file type and/or format so that all reviewers and panelists can access them.

DIGITAL PHOTOGRAPHS

- Do not submit PDFs of images. Each photo should not exceed 5 MB. The application will alert the applicant if photos are greater than 5 MB, and these photos will need to be resized to meet the criteria.
- Upload samples in the order in which the panelists view the submitted material.
- Provide relevant information about each work sample (title, dimensions, year created, medium, short context statement, etc.). *Descriptions are required for each image, and the application will not allow final submission until all fields have been filled out.*
- Upload a minimum of four and a maximum of six digital photographs of work.

MANUSCRIPTS

Upload a copy of each manuscript in .pdf format. Use 12-point font and 1" margins, double-spaced.

- Upload the samples in the order in which the panelists should read the submitted material.
- Script works, and poetry should be formatted to industry standards. Include the applicant's name, the title of the work, and the date of its completion or publication in the top right corner of the manuscript.

- Provide relevant information about each work sample in the text box in the online application (title, dimensions, year created, short context statement, etc.) *Descriptions are required for each sample, and the application will not allow final submission until all fields have been filled out.*
- Upload a minimum of seven pages and a maximum of 15 pages of work; a minimum of four poems and a maximum of eight totaling no more than 15 pages.

AUDIO FILES

- Choose samples that give the listener the essence of the work.
- Upload each audio work sample as a separate file in the order in which the panelists should listen to the submitted material.
- Provide relevant information about each work sample in the text box in the online application (title, dimensions, year created, short context statement, etc.) *Descriptions are required for each sample, and the application will not allow final submission until all fields have been filled out.*
- Upload a minimum of five minutes or two work samples and a maximum of ten minutes and four work samples.

VIDEO FILES

- Choose samples that give the viewer the essence of the work.
- Upload the samples in the order in which the panelists should watch the submitted material. Work samples must not reflect multiple images or performances in one sample.
- Provide relevant information about each work sample in the text box in the online application (title, dimensions, year created, short context statement, etc.). *Descriptions are required for each sample, and the application will not allow final submission until all fields have been filled out.*
- Upload a minimum of five minutes or two work samples and a maximum of 10 minutes or four work samples.

YouTube Upload Instructions:

1. Sign in or create a YouTube account.
2. Click on the "+ Create" button at the top of the page then select "Upload Video."
3. Choose the video file you want to upload. Then fill in the details like the title, description, and thumbnail.
4. In the **"Visibility"** section, select either **"Unlisted"** or **"Public."**
    - ***DO NOT*** *set your video to "**Private**." If you do, panelists cannot view the submission and, at minimum submissions, the application may be ineligible.*
5. When everything is set, click the **"Save"** button to complete the upload.
6. Uploading may take a few minutes. Once it's done, copy the video link and paste it into the "Video Link**"** field on the "Work Samples" page of your application.
    - Always double-check that your link works by pasting it into a new browser window and making sure the video plays.