Work Sample Guidelines: Grants to Organizations

Upload up to 3 work samples total in the formats described below. You also have the option to enter a link to a website with your work samples. Combining images, video, audio, articles, etc. is allowed.

There will be a place in the application for you to include the title, date(s), location(s), and a brief description of the project or program.

Panels will review work samples for no more than 3-5 minutes total per application. We recommend that you choose your work samples carefully selecting the samples that are most impactful!

Digital images

You may upload up to 3 images. Preferred file type is jpg.

Audio Samples

The total combined length of your audio samples should be no more than 5 minutes. If you want panelists to start listening at a particular timestamp, indicate in the description field. You might opt to upload your work samples to SoundCloud (or similar service) and use the website link option. If you are uploading a video in combination with other media types, keep in mind panelists will not review work samples for longer than 5 minutes.

Video Samples

The total combined length of your video samples should be no more than 5 minutes. If you want panelists to start listening at a particular timestamp, indicate in the description field. Because of the typical file size of videos, we suggest uploading to YouTube (or similar service) and using the website link option. If you are uploading a video in combination with other media types, keep in mind panelists will not review work samples for longer than 5 minutes.

Documents (Literary samples, publications, periodicals, catalogues)

Submit selected samples that are best related to the work described in your proposal. Upload each sample individually, as a separate file. It is recommended that each file be no more than five (5) pages. PDF documents are preferred.

Scanned Materials

If you must scan material, scan images at a resolution of 300 dpi to limit their size. Experiment with the JPEG quality settings. Saving the document as a "medium quality" or "low quality" JPEG will reduce the file size and is not likely to reduce readability.

When you have scanned the images, combine them into a single PDF file. Submit a single file for each document; do not submit a separate file for each scanned page.