



## **Submitting grant-ready materials:** *Resumes, work samples, descriptions & lesson plans*

To expand opportunities for Roster Artists, COMPAS partners with customer sites on grants. These often require specific artist information. For each artist/ensemble, it is essential for COMPAS to have:

1. Current artist resume or CV
2. Work sample representing artist's best work (from last 4 years)
3. Lesson plan(s) formatted to MN State Arts Board requirements.  
<http://www.arts.state.mn.us/index.htm>
4. Text for a Family Guide (Creative Classroom residencies only)

To be considered for inclusion in grant opportunities submit materials in the format listed here:

### **Teaching artist resume (no more than 2 pages)**

Include the following elements: provide evidence of strong career commitment, relevant educational background/training/mentorship, experience as a teaching artist, and artistic recognition.

### **Work Samples**

A strong work sample accomplishes the following:

1. Illustrates an artistic voice and technical skill;
2. Provides evidence of the artistic quality of an artist's work;
3. Documents the artwork itself, not the experience of a demonstration;
4. Supports the stated intentions of the proposed project;
5. Shows work made in the last four years; and
6. Is documented in a medium that best represents the work.

### **Work sample formatting and quantity**

#### **Images**

- JPG only
- up to 6 images
- under 2 MB each
- Images will be projected at a resolution of 1024x768, in a sequence of three.

#### **Audio**

- MP3 only
- up to 2:00 minutes
- Include only the material intended for panel review.

#### **Video**

- Videos must be uploaded to [www.vimeo.com](http://www.vimeo.com) (For help with Vimeo, visit [www.vimeo.com/help](http://www.vimeo.com/help)). Send COMPAS a PDF file with the Vimeo URL link
- If private viewing is selected, provide the video-specific password in the PDF document along with your Vimeo URL.
- up to 2:00 minutes
- Include only the material intended for panel review.
- No video slide show of images

#### **Written work**

- Word doc
- up to 6 pages

- Remove title pages, table of contents, etc.
- Include only the material intended for panel review
- Prose: double spaced
- Poetry: single or double spaced
- Scripts: formatting should follow industry standards

If using a combination of work sample types, follow this conversion ratio: 20 seconds = 1 page = 1 image. Conversion ratio examples: 1 minute audio/video + 3 images = 2 minutes total 3 pages + 3 images = 2 minutes total 2 pages + 2 images + 40 seconds audio/video = 2 minutes total

### **Work sample description**

When submitting your work samples, please also include the following information for each sample.

- Title the work – Enter a title for the artwork.
- Completion date – Enter the date on which the artwork was completed.
- Type – (image, audio, video, written work).
- Medium/Role/Genre
  - For images, select “medium” and provide the medium (e.g., acrylic, wool, etc.).
  - For audio or video samples, select “role” and describe the artist’s role in the artwork, (e.g., guitar player, choreographer, voice of the bear in the story). If the artist has multiple roles in the work, please list all roles (e.g., composer/conductor, poet/performer).
  - For written work, select “genre” and provide the genre of the artwork (e.g., poetry).
- Dimensions/Duration/Pages
  - For images, select “dimensions” and provide the dimensions of the original artwork in both numbers and unit of measurement (e.g., 24” x 12”).
  - For audio or video samples, select “duration” and state the length of the sample and the length of the complete artwork (e.g., 2:00 minutes of a 46:00 minute symphony).
  - For written samples, select “pages” and provide the number of pages of the portion of the artwork that will be read in the work sample (e.g., eight pages of a 12-page scene, or three pages of a 200-page novel).
- Statement (250 characters max) The panel will read this as they view the work sample. This is an opportunity to provide information that will help the panel understand the work sample.

### **Teaching artist sample lesson plan (two pages maximum)**

Should include the following elements and be formatted to include numbers and headings in bold. This should be written for a single lesson rather than an entire course or unit of study.

- Teaching artist name (individual or group);
- Title and descriptive overview of lesson;
- Description of arts learning community (age/grade/developmental level/number of arts learners);
- Time required for lesson;
- Resources and equipment required;
- Learning goals for arts learners;
- Lesson tasks and activities toward outcomes;
- Evaluation methods for assessment of learning goals;
- Lesson alignment to state/national educational standards (school based projects) or community learning goals.