

# Teachers & Artists

Center for Arts in Education at Boston Arts Academy

## Fellowship Proposal Writing Tips

*Proposal Part I, Part II & Application Submission*

### Overall

*The most important and helpful thing to remember is the purpose of the TAA Fellowship:*

**The purpose of Fellowship is to expand the applicant's artistic range and abilities in the making of art.**

### Before you start writing...

- Read the application guidelines thoroughly. Pay specific attention to the following sections: *Selection Criteria* and *How to Apply* (PPI, PPII & Attachments)
- Think about your artistic goals.
- Spend some time brainstorming and researching, artists, arts organizations, institutes, etc. Look at arts directories, websites and network with friends and arts colleagues. Think about what you are interested in proposing.
- After you have a specific idea, research very thoroughly and contact the appropriate people to find out if your proposed plan is *feasible* and the venue or mentor artist will support your artistic goals. If this is a venue you will pursue, make the appropriate tentative arrangements or apply, if needed.
- Look at the proposal questions and do some preliminary brainstorming and free writing. Make an outline for yourself, if that's helpful.

### Proposal Part I

- Think about the purpose of the Fellowship. This Fellowship is for addressing your goals as an artist, not for addressing your goals as an educator. Creative need, passion and *plan* count!
- Start answering the proposal questions.
  - Be realistic and comprehensive in describing your plan.
  - Outline your plan in regards to time and activity.
  - Describe the relevance of your Fellowship venue or mentor artist to your Fellowship plan.
  - Describe your artistic goals and connect them to your plan.
  - Share your need for this creative experience and its potential impact on your life.

- Share why your school community would benefit from your Fellowship experience and what the potential impact would be.
- After writing, read for content. Look at the criteria for selection and the Fellowship purpose, again. With this in mind, edit.
- Have a friend or colleague proofread for editing.
- Find another friend or colleague to proofread, again.
- Ask your readers if the purpose of your Fellowship comes across and if your Fellowship plan is clear and realistic.
- Create a final draft

### **Proposal Part II**

- Spend time properly researching expenses.
- Make sure that you are making “good” use of allotted monies.
- Be clear and realistic.
- Calculate your expenses accurately.
- Have a friend or colleague proofread for calculation, clarity and “good” use of allotted monies.

### **Application Submission**

1. Application Cover Letter
2. Proposal (Part I & Part II)
3. Attachments:
  - Updated Resume
  - Literature from your proposed Fellowship Venue or about Mentor Artist
  - Copy of application or letter of request to your Fellowship venue or mentor artist
  - Letter of support from your BPS administrator

### Some proposal writing advice from Surdna Arts Teachers Fellows...

- *Make the project about you and not about the kids.*
- *Make the goals attainable in the short amount of time that you plan for*
- *Have an idea that solidly supports your art-making and write your proposal as such.*
- *Be ready to switch gears and explain how this process will benefit your classroom/students/teaching. It's like fully addressing two sides of the same coin independently.*
- *What made your grant successful?  
Fact oriented, well researched and specific*
- *What made it stand out?  
A unique goal which is sincerely connected to one's artistry, and is a natural result of prior work*
- *What advice can you give for writing your Fellowship proposal?  
Create many drafts, make it sincere, and be sure to edit well. Use your colleagues to help with the confidence in tone.*
- *What would you say to a BAA colleague who is applying for Surdna and needs help writing their grant?  
Be sure to give drafts to others, and to be willing to do the up front research that gives specificity to your grant. Don't be afraid to write from a personal point of view, but keep the tone professional*
- *I think what made my grant stand out was the references I made to "revisit what inspired me as a young dancer/artist in the hopes of inspiring the next generation of male dancers." This led to the development of my final project which includes the male dancers and the historical and sociological investigation of men in dance. In a nut shell, there was a clear connection between my own history and the development of my grant and my (Post-Fellowship) project at school.*
- *The personal aspect of the grant. I connected my grant to my childhood/family, former research and my classroom. I also connected to other artists who made journeys to West Africa and researched the work.*
- *Do what excites you; write about what you are passionate about.*

## Additional Resources for Artists

### *Foundation Directory Online*

Online database to search for grants and organizations that offer grants  
Subscription based. \$

<http://fconline.foundationcenter.org/>

### *Associated Grant Makers*

55 Court Street, Suite 520  
Boston, MA 02108 Phone: 617.426.2606  
Fax: 617.426.2849

Email: [info@agmconnect.org](mailto:info@agmconnect.org)

An organization for MA and NH grant makers and seekers. Offering advising services to new grant writers, located in Boston's Government Center AGM is easily accessible.

<http://www.agmconnect.org/>

### *Matchbook.org*

A great online resource for artists to promote themselves, get resources (such as grant writing tips) and find out about opportunities.

You can also book visiting artists and find venues.

<http://matchbook.org>

<http://matchbook.org/Resources.aspx>

### *Arts, Tourism and Special Events/City of Boston*

Upcoming events and opportunities in the City of Boston.

<http://www.cityofboston.gov/arts/>

### *MA Cultural Council*

Upcoming events and opportunities in the State of MA for artists; including artists fellowships and local grants.

<http://www.massculturalcouncil.org/>

### *Artists Foundation*

Resource for artists in MA and writing grants tips for individuals

<http://www.artistsfoundation.org/>

### BPS Arts links:

<http://boston.k12.ma.us/arts/>

<http://bpsarts.blogspot.com/>

<http://bpsarts.wikispaces.com/>