



## APPLICATION CHECKLIST

Propeller Fund exists to stimulate the growth of independent cultural production throughout Chicago; to encourage more varied models of art production and presentation; to spread artistic activities into more diverse areas; to promote the public's interaction with and public recognition of such activities of our city; and to spark ambitions beyond current formats. Propeller Fund supports artist projects that have the following characteristics:

**Artist-led | Collaborative | Visual arts component**  
**Public-oriented | Self-organized**

Propeller has funded over one hundred non-traditional visual arts projects. We recommend that you review our website for examples of previously funded projects. How is your project a visual arts project? And in what ways does your proposal illustrate innovation, collaboration, and a desire to engage the public? Propeller funded projects respond to these questions.

### CHECKLIST

**Lead Artist Bio\*, CV** Projects must be led by an artist who lives and works in Cook County, IL. Propeller does not require lead applicants to have a recognized arts-background, but rather that they are producing or working within visual arts – even if for the very first time. (\*max 200 words)

**Downloaded Budget Form** A well-considered project is further evinced by its budget. Consider both scope and scale realistically. Don't forget to designate your interest in the Research and Development grant, found at the top of this form. (See "Eligibility" on our website.)

**Collaborator** A project must have at least one collaborator in order to be eligible for this grant. Please include collaborator's CV. Public participants in a solo artist project are not considered collaborators.

**Project Description** Please use clarity and emphasize impact. Clarity is key. Avoid bogging your description down in ways that may distract from your project's goal. (max 500 words)

**Timeline** Propeller determines grantees late September/early October, and disburses award monies in January the following year. Your timeline should begin within one year of the January award date.

**Work Samples and File Types** Options for work samples are listed below. Submit your best files for review. This can be a combination of file types, including written word samples. Think of jurors ability to form the absolute best picture possible of your proposal.

10 Images

5 Images and up to 2.5 minutes of video

5 minutes of video

\*If submitting writing samples, 1-page of writing (double-spaced, size-12 font) is considered equivalent to 2 images or 1 minute of video. 2-pages of writing maximum per application.

\*\*Recognized file-types: .pdf, .jpg, .png, .gif, .tiff, .mp4, .avi, .mov, .mpg, .flv, .wmv, .m4v

**Review** Please be sure to double check all of your files and any links, especially those passcode restricted. If restricted, please list your passcode behind or at the end of the directing link.

The above checklist is for reference. We highly recommend reviewing the Eligibility and FAQs sections on our website before you begin your application and if helpful, throughout the applying process. Good luck!