Individual Artist Checklist
Project Period July 1, 2023 – February 29, 2024

Key Documents:

_____ Read the Individual Artist Grant Guidelines and note any questions. Reach out to United Arts staff for support.

_____ Read through the questions list (these are all the questions and instructions on the application)

_____ Sign into or create an account in United Arts Grant Portal

_____ Add administrator@grantinterface.com to your safe email list. Notifications from the grant portal will come from this email address

_____ Gather work sample materials (links to videos, reviews, articles, etc.)
- Work samples are critical to your application and are considered carefully during the panel review process. Samples should demonstrate the quality of artistic content and technical ability.
- Work samples should be recent, concise, and as relevant to the project as possible. We recommend limiting your selection to three or four substantive work samples relevant to the project.
- If you submit audio and video samples, please submit no more than 3 per application. Individual samples should not exceed 5 minutes. if submitted clips exceed 5 minutes, indicate which 5-minute portion reviews should view.
- Each application has an attachment limit - if your work samples are too large, reach out to Elyse@UnitedArts.cc for an alternative.

Resources:
Creating an Individual Artist Account in the UA Grant Portal
Artist Statement Guide – School of the Art Institute of Chicago
Creating Project Budgets – Creative Capital
Application Questions List – This includes all instructions and drop down menu choices

Questions: Contact Elyse Jardine at Elyse@UnitedArts.cc or 407-790-7844.