



Support Materials Help

Support materials are supplemental information included with an application to provide clearer contextual information about a proposal. For the Maine Arts Commission, these will frequently document an applicants' past work in the form of still images, manuscript excerpts, and audio/ video clips. Support materials may also include other materials that illuminate the character of a proposal, such as letters of support, contracts, preliminary project sketches, etc.

Support Material requirements may vary between grants. Always read application guidelines carefully to be sure you know what is required. Some materials will be explicitly identified (applicant resume) while others allow some interpretation (image of artist work sample). Ask for clarification if you have questions.

General Advice - Have your Support Materials reviewed by other professionals. Get several opinions about what will work best. Support Material should be concise, informative, recent and relevant to the application. Letters of support should express confidence in the proposed project by a knowledgeable and respected source. Be sure to include a document listing all the Support Materials with brief descriptions of each.

Images - High-quality documentation of past work is essential. This often means hiring a professional for your documentation needs or taking the time to correctly document work yourself. Still images are best presented on a neutral background such as white, black or grey; depending on the character of the work. Images should be in-focus with proper exposure. The whites should be white, the blacks should be black and the colors should be accurately represented. Avoid hot-spots, glare, dark- corners, shadows, or reflections in the glass. Make sure the entire piece of work is represented in a single image. Additional images can be included to show details, scale, or draw attention to specific points of interest.

Audio/Video - Image-clarity, clean edits, and clear sound are essential for good A/V materials. Make sure all materials are edited to the proper length, cued, and ready to go. If the sample is not cued, list time-codes/ track numbers to indicate when the reviewers should start and stop viewing/listening. If samples are collaborative, but pertain to an individual artist, identify where the reviewers should focus their attention (e.g. the actor wearing the red shirt; the pianist in this orchestral work; the script being performed, etc.).

Written - Manuscripts should be neatly typed and clearly reproduced. Do not shrink typefaces or expand margins to get more words on a page. Proofread for punctuation, spelling errors, and grammatical errors. Choose excerpts that need no outside reference (usually from early in a book). If possible, send complete stories. Always follow the written guidelines, requested formats and word-count requirements.

Other - Materials that provide clarity and confidence about the project should be included as part of the support materials. These could be letters of support, press clippings, marketing materials, signed contracts, letters of agreement with partners, etc. It strengthens an application to have documentation backing up the planning.