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**LETTER OF INQUIRY**

**CREATIVE CAPITAL 2008–09  
GRANTS IN EMERGING FIELDS, INNOVATIVE LITERATURE, & PERFORMING ARTS**

**SUBMISSION PERIOD AND DEADLINE**

The Letter of Inquiry will be open for submission between **11:00 a.m. Eastern Standard Time, February 4, 2008** and **3:00 p.m. Eastern Standard Time, March 4, 2008**.

**Letter of Inquiry Tips**

**Read the Instructions:** Before you begin, read the Guidelines and entire Letter of Inquiry form thoroughly to get a sense of the larger picture.

**Don't wait until the last minute:** The Inquiry Form requires considerable attention; don't underestimate the amount of time you'll need to complete it. Deadlines are firm, so allow plenty of time to complete, review, and submit it by **3:00 p.m. Eastern Standard Time, March 4, 2008**.

**Don't compose your answers online:** We strongly suggest you compose and save your answers in a word processing program before cutting and pasting them into the Inquiry Form.

**Count your words:** The Inquiry Form is set to accept the specified number of words. Answers consisting of more than the stated word count are automatically prevented from being submitted.

**MAIN CONTACT INFORMATION** (FAQ #1)

Last Name \_\_\_\_\_  
First Name \_\_\_\_\_  
Professional Name \_\_\_\_\_ (FAQ #2)  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ ZIP \_\_\_\_\_  
Daytime Phone \_\_\_\_\_  
Evening Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Website URL (if applicable) \_\_\_\_\_

**PERSONAL INFORMATION**

Are you a full-time student? (FAQ #4A) Yes \_\_\_ No \_\_\_ (FAQ #3)  
Date of Birth (MM/DD/YYYY) \_\_\_\_\_ (FAQ #4)  
I am a: U.S. Citizen \_\_\_ Permanent legal resident \_\_\_ (FAQ #4)

The following questions are for statistical use only (FAQ #5):

Gender: Female \_\_\_ Male \_\_\_ Prefer not to declare \_\_\_

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Ethnicity: African American \_\_\_ Asian/Pacific Islander American \_\_\_ European American \_\_\_  
Latino American \_\_\_ Middle Eastern American \_\_\_ Native American \_\_\_ Multi-heritage \_\_\_  
Other: \_\_\_\_\_ Prefer not to declare \_\_\_

How did you hear about Creative Capital?

Word of mouth \_\_\_ Professional arts organization \_\_\_ Press/Media \_\_\_ Creative Capital  
email or mailing \_\_\_ Creative Capital Website \_\_\_ Creative Capital staff \_\_\_ Creative Capital  
grantee \_\_\_ Creative Capital informational meeting \_\_\_ Other \_\_\_

Please provide your résumé:

Please focus on the last five years of work. You may also include *highlights only* from  
previous years. Please include the completion dates of your past creative projects on your  
résumé.

Education \_\_\_\_\_

Employment \_\_\_\_\_

Public presentations of work (exhibitions, film festivals, etc.) \_\_\_\_\_

Awards & Honors \_\_\_\_\_

Selected Bibliography \_\_\_\_\_

Miscellaneous \_\_\_\_\_

**COLLABORATION INFORMATION (FAQ #6)**

Only fill out this section if your project is a collaboration between you and at least one other  
artist. You can have up to five collaborators. (FAQ #7)

Name of group, if applicable: \_\_\_\_\_

Define the structure of your collaboration:

\_\_\_ Ongoing team or collective collaboration

\_\_\_ One-time collaboration

Role of the main contact in the collaboration (up to 50 words):

Provide a short history of your work together as a collaborative team (up to 250 words):

Please provide the following information for each collaborator:

\_\_\_ Yes, I have spoken with this collaborator to confirm that he/she is listed on only *one*  
Creative Capital Letter of Inquiry.

Collaborator Last Name \_\_\_\_\_

Collaborator First Name \_\_\_\_\_

Professional Name \_\_\_\_\_ (FAQ #2)

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Daytime Phone \_\_\_\_\_

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Evening Phone \_\_\_\_\_

Email \_\_\_\_\_

Website URL (if applicable) \_\_\_\_\_

Is collaborator a full-time student? Yes \_\_\_ No \_\_\_ (FAQ #3)

Date of Birth (MM/DD/YYYY) \_\_\_\_\_ (FAQ #4)

Collaborator is a U.S. Citizen \_\_\_ Permanent legal resident \_\_\_ (FAQ #4)

The following questions are for statistical use only (FAQ #5):

Gender: Female \_\_\_ Male \_\_\_ Prefer not to declare \_\_\_

Ethnicity: African American \_\_\_ Asian/Pacific Islander American \_\_\_ European American \_\_\_

Latino American \_\_\_ Middle Eastern American \_\_\_ Native American \_\_\_ Multi-heritage \_\_\_

Other: \_\_\_ Prefer not to declare \_\_\_

Role in the collaboration (up to 50 words):

Provide short bio (up to 250 words):

**PROJECT INFORMATION**

Discipline Categories (Please check one) (FAQ #8):

**Emerging Fields:** Digital Arts \_\_\_ Sound Art \_\_\_ Gaming \_\_\_ Architecture \_\_\_ Design \_\_\_

New Genres \_\_\_ Interdisciplinary \_\_\_ Other \_\_\_

**Innovative Literature:** Fiction \_\_\_ Nonfiction \_\_\_ Poetry \_\_\_ Digital Literature \_\_\_

Interdisciplinary \_\_\_ Other \_\_\_

**Performing Arts:** Dance \_\_\_ Music Theater \_\_\_ Experimental Music Performance \_\_\_

Non-traditional Opera \_\_\_ Spoken Word \_\_\_ Theater \_\_\_ Performance Art \_\_\_ Puppetry \_\_\_

Interdisciplinary \_\_\_ Other \_\_\_

Projected completion date (This date cannot fall before September 2009) (FAQ #9):  
(MM/DD/YYYY) \_\_\_\_\_

Which of the following best describes the current status of your project (FAQ #10):

Research/Development \_\_\_ Production \_\_\_

**BUDGET INFORMATION**

Total Project Budget (FAQ #20) \$ \_\_\_\_\_

Amount Raised to Date with Confirmed Sources (FAQ #21) \$ \_\_\_\_\_

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**PROFESSIONAL REFERENCE**

This is meant to be a professional reference, not a personal character reference. This person should be knowledgeable about and supportive of your creative practice and how it might benefit from Creative Capital support. (FAQ #22)

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Professional Name \_\_\_\_\_

Institution \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ ZIP \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Evening Phone \_\_\_\_\_

Email \_\_\_\_\_

Relationship to you and the proposed project (up to 50 words):

**INSTITUTIONAL/COMMUNITY REFERENCE**

If your project involves collaboration with an institution or a specific community, please submit the name and contact information of a point person from that institution or community. This should be someone who is familiar with your project (FAQ 23).

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Professional Name \_\_\_\_\_

Institution \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ ZIP \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Evening Phone \_\_\_\_\_

Email \_\_\_\_\_

Relationship to you and the proposed project (up to 50 words):

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Project Title:

One-sentence Project Description

Tell us about your project. (no more than 300 words) (FAQ #11)

What final form(s) will your project take? (no more than 100 words) (FAQ #12)

Place your work in context so that we may better evaluate it. What are the main influences upon your work? How does your past work inform your current project? Please use concrete examples. These examples may include other artists' work, art movements, cultural heritage, any research/work from outside your field, etc. (no more than 150 words) (FAQ #13)

How does your project take an original approach to content and form? Please be as specific as possible. (no more than 100 words) (FAQ #14)

What kind of impact—artistic, intellectual, communal, civic, and/or social—do you hope your project will have? What strategies will you employ to achieve the desired impact? (no more than 100 words) (FAQ #15)

Creative Capital is interested in assisting artists in the process of discernible artistic and professional growth. How might your proposed project act as a catalyst for your artistic and professional growth? (no more than 100 words) (FAQ #16)

Who are the audiences for your work and how are you hoping to reach them? (no more than 100 words) (FAQ #17)

What are appropriate venues for your work? Do you have existing relationships with any of these venues? (no more than 100 words) (FAQ #18)

Given Creative Capital's comprehensive system of support—which extends beyond monetary funding—what *non-monetary* resources might we provide to help you realize this project? (no more than 100 words) (FAQ #19)

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**FREQUENTLY ASKED QUESTIONS (FAQ)**

**FAQ #1. What do you mean by “main contact”?**

This is the person who serves as the main contact and fiscal agent for the project. If this is a collaborative project or work by a collective we ask that you choose one person to serve as the “main contact.”

Please provide contact information (email especially) that will remain valid through January 2009 when awards are announced. When changes occur, please update us at grants [at] creative-capital [dot] org.

**FAQ #2. What do you mean by “professional name”?**

If you are known professionally by a name different from that on your official identification documents, please provide it here.

**FAQ #3. Why do I need to provide information about my student status?**

Please note that full-time students are not eligible for Creative Capital grants. If you mark “Yes” to this question your inquiry will not submit. We do, however, strongly encourage you to apply when you are no longer a full-time student.

**FAQ #4. Why do I need to provide information about my age and citizenship?**

These questions refer to our eligibility requirements, which require that applicants must be at least 25 years old, and a U.S. citizen or a permanent legal resident. Also, our funders regularly request this statistical information.

**FAQ #5. Why do I need to provide information about my gender and ethnicity?**

As an organization we are committed to diversity in all its forms. The questions regarding gender and ethnicity are optional but help us to document the diversity of our applicants and grantees. By tracking this information we are able to determine if we are fulfilling our commitment. In addition, our funders regularly request this statistical information.

**FAQ #6. What do you mean by “collaboration”?”?**

Your collaboration should fall into one of two categories:

- **One-time Collaborations:** An arrangement between two or more people who have agreed to stay in partnership while completing the proposed project.
- **Team or Collective Collaborations:** Two or more people who have an established history of collaboration, sometimes organized under a group name.

**FAQ #7. What do you mean by “collaborator”**

You may name up to 5 collaborators or collective members who are artistic co-owners of a proposed project, *not* “workers for hire.” **Each person** must meet the eligibility requirements and submit a separate bio as well as describe his/her role in the project.

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*Please refer to the guidelines for full information regarding collaborations and note that each artist may be included on only **one** Inquiry Form.*

**FAQ #8. How do I determine which discipline area I should check?**

You should choose the area where you expect the panelists reviewing the proposals to be the best qualified to evaluate *your* artwork. For that reason we recommend that you select the discipline area where your work is best known.

**FAQ #9. What do you mean by “Projected completion date”?**

This refers to the date you expect the proposed project to be completed. This should be a realistic estimate and not dependent on the time frame of this application. To take full advantage of the funding and services that are made available to our grantees, your project should not be published, released, or premiered in its final form before September 2009. Our experience has shown that a funded project slated for presentation too soon after initial funding does not allow for an optimal degree of assistance from Creative Capital.

**Should I apply if my project will be completed before September 2009?**

No. However, if the project you’re currently considering will be completed too soon, consider proposing another one instead—one that is at an earlier stage of development.

**FAQ #10. What do you mean by the terms Development and Production?**

**Development:** The preliminary research into issues of content or technology necessary to complete the project, working on the ideas behind the work(s), and/or making the blueprint from which the work(s) will be made. For example, it might mean conducting archival research and interviews or testing available technologies.

**Production:** The process of transforming an artistic idea or blueprint into an actual production or work. Some examples are writing, editing, and revising book chapters, scores, or code.

*Please note that Creative Capital does not fund completed projects looking for presentation, distribution, or publication only.*

**FAQ #11. What do you want me to tell you about the project? Does this refer to one stand-alone piece, a specific series, or work designated for a particular venue?**

It may mean any of the above. Please note that since Creative Capital is not a fellowship program—we are interested in projects that have a discernible beginning, middle, and end. We have funded projects that consist of a single work as well as a clearly defined body of work such as a series.

**What if I’m not good at writing about my work?**

Don’t worry about writing the “perfect” proposal—there’s no such thing. What’s essential at this stage of the application process is that you articulate your ideas clearly. If you’re not used to writing proposals, we suggest asking a colleague to review your preliminary application for clarity and completeness. If you use descriptions of your work that were written by others, i.e., articles, reviews, catalogue descriptions, please cite your sources. The Creative Capital website also features an interview with former program directors that includes several helpful

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tips for writing your proposal. Please read it at <http://www.channel.creative-capital.org/exclusive-grantseekingt看tips.html>.

**Why am I limited to 250 words?**

We limit the word count so that each inquiry can receive thoughtful review.

**FAQ #12. What do you mean by the “Final Form” my project will take?**

We have found that in the excitement of discussing the concepts behind their projects, many applicants forget to tell us how the project will ultimately manifest. For example, are you hoping to create an evening-length dance work, an interactive game, a novel, or an outdoor architectural structure? Please be as specific as you can at this stage in your project’s development. We understand that this may change as the project develops and that your project may have multiple manifestations.

**FAQ #13. Why are you asking me to place my work in context?**

We state in the guidelines that: “We are looking for artists who are articulate about their work, and who have an understanding of the professional landscape.” We want you to communicate as clearly as you can what your work is about and how it fits into a larger context (e.g., aesthetic, artistic community, social, etc.).

**FAQ #14. Why are you asking about the original nature of my project?**

Part of our stated mission is: “. . . to act as a catalyst for the development of adventurous and imaginative ideas, to support projects that engage our cultural moment and strive to illuminate our era. We are interested in artists who are deeply engaged with their art forms and who exhibit a rigorous commitment to their chosen craft. We are particularly interested in projects that transcend boundaries or that fall outside the present confines of art practice.” Supporting pioneering work is part of our stated mandate. We encourage you to tell us how your work is pushing boundaries, taking risks, and/or exploring an idea in a new or different way.

**FAQ #15. Why are you asking me about the potential impact of my project?**

The guidelines state that “We strive to support work that is daring, bold, and groundbreaking, work that has the potential for significant artistic and cultural impact . . . an original, inventive, and singular vision in form and content.” We seek to support artists who strive to contribute to and expand artistic, intellectual, communal, civic, and/or social dialogue using artistic means. How do you envision your project doing this?

**FAQ #16. What do you mean by “catalyst . . . artistic and professional growth”?**

We want to know how you envision your life changing in the next five years and the part this proposed project will play in your goals. Your answer provides us with a sense of your artistic ambition and the level of engagement you have in your own artistic and professional development.

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**FAQ #17. What do you mean by “audiences” for my work?**

What kind of individuals, communities or organizations would be most responsive to and appreciative of your work? We encourage the artists we work with to begin thinking, at the earliest possible phase of their project, about whom they hope to reach.

**FAQ #18. Does it hurt my chances of receiving a grant if I don't have existing relationships with venues, professional representation or management?**

No. However, public art projects will prove more competitive if they have secured a venue.

**FAQ #19. Why do you want to know what non-monetary resources Creative Capital might provide to help me complete my project?**

We work closely with our grantees to help them fulfill their project goals. We remain engaged with funded projects beyond the initial grant by making additional funding and services available. These services can include (but are not limited to) helping grantees locate completion funding, providing marketing consultation services, long-term personal and professional planning, and opportunities to network with other artists. We encourage you to think about these non-monetary forms of support at an early stage of your project's development. Please see *Overview: The Four-Part Creative Capital System* section on our website: <http://www.creative-capital.org/programs/index.html>.

**FAQ #20. What do you mean by “Total Project Budget”?**

This means the total cost of doing the project. This amount should include reasonable fees for the artists involved. If you are invited to submit a formal application, we will request a detailed budget at that time.

**FAQ #21. What do you mean by "Amount Raised to Date with Confirmed Sources"?**

This refers to the amount of money that has already been raised (confirmed) to complete the project as well as to the organizations or individuals providing said funds. This should not include anticipated funding, in-kind resources, personal funds, or the amount you are requesting from Creative Capital. If you have not raised any funds to date, then enter “0.” *Your proposal will not be penalized if you enter “0” and do not have any confirmed sources.*

**FAQ #22. What do you mean by “Professional Reference”?**

Your professional reference should be someone who can provide a knowledgeable evaluation of how you and your creative practice might benefit from receiving support from Creative Capital. This is meant to be a professional reference, not a personal character reference. If deemed necessary, we may call them to discuss you and your work briefly, but they will *not* be required to write a letter on your behalf.

**FAQ #23. Why do you need an “Institutional/Community Reference”?**

By designating a partner in the community where you intend to work, you help us determine the level of commitment, sensitivity, and community involvement that you have designed into your project. If deemed necessary, we may call them to discuss you and your work briefly, but they will *not* be required to write a letter on your behalf.

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