BIPOC Arts Network & Fund

2023 ARTIST AWARDS

Application Worksheet and Submittable Guide

TABLE OF CONTENTS

For the complete guidelines: **https://bit.ly/2023aa-guidelines**

Enlace a lineamientos para aplicar a la beca (2023 Artist Awards):
https://bit.ly/2023lineamientos

Enlace a la Planilla de Aplicación y Guía de para registrarse en *Submittable* :
https://bit.ly/2023aa-guia

INTRODUCTION

This Worksheet and Guide is meant to help you prepare your application prior to opening the online Submittable portal. You will find a comprehensive preview of all of the questions and elements of the application, alongside some additional explanation. Then you will find instructions for using Submittable and several ways to seek help or to find answers to your questions.

Before beginning your application, first decide whether this award will be suited to you according to your meeting the eligibility requirements, your alignment with BANF's goals and values informing the design of this award, and your intention to meet the commitments that are expected of awardees. Awardees will commit to participating in an 18-month learning community to share experience, opportunity, and inspiration with other BANF Awardees.

Please see the complete Award Guidelines at www.houstonbanf.org.

The Award Guidelines also include a description of how your application will be reviewed, how the awards criteria were developed, how panels of reviewers are selected, and how the reviewers use the criteria to recommend awards.

Understanding the awards criteria and how the reviewers will read your application should help you to prepare your answers to questions in the application and to measure the strength of your application.

The reviewers will rely entirely on the application materials as they have been submitted by the applicant. While they consider every part of the submitted application, they will not perform additional research to flesh out materials, or consider websites or social media channels, or materials beyond those submitted by the applicant, though they may bring their personal experience to bear if they have attended, read, or experienced public presentations, publications, or exhibitions of work by the artist.

VITAL INFORMATION

Award:	Up to $20,000
Number of Awardees:	50 artists in two rounds
Application open at Submittable:	Tuesday, Jan 10, 2023, 10 a.m.
Questions about eligibility due:	Monday, January 23, 2023
Support Desk:	"New Support Ticket" no later than **Monday, February 13, 2023**
Deadline to register in Submittable:	**Friday, February 17, 12 p.m.**
Submission Deadline:	**Monday, February 20, 2023, 9 a.m.** (all application materials submitted via online portal)
Statements of support due:	February 27, 2023
Anticipated Notification Date:	Monday, May 15, 2023 (If volume of applications exceeds current predictions, BANF may extend the timeline for review and notification)

SUGGESTED STEPS

1. Contact your advocates and talk with them about the award and your upcoming request. Share the Awards Guidelines with your advocates so you and your advocates both understand what is expected.

2. Make sure you have correct email addresses for your advocate. Ask your advocate to safelist notifications@email.submittable.com so emails are not flagged as junk.

3. Gather your documents, answers to questions, audio or video files, and links to audio or video recordings. Check that your file types are acceptable for each submission. Check that your links to audio or video recordings are valid.

4. Open your Submittable application. Safelist notifications@email.submittable.com so emails are not flagged as junk.

5. **Save your work** periodically as you make your way through the application, for example at the end of each section that you complete. To save your work, scroll to the very bottom of the page to find the "**Save Draft**" button. You can return to your application anytime by logging back into your Submittable account.

6. Let your advocates know when you have sent them a request from Submittable. You can check if your advocates have submitted their statements of support in your Submittable account. You can also resend your request if necessary.

THE APPLICATION

The formatting in this worksheet is similar to, but not exactly the same as the Submittable online portal.

The application consists of:

- Eligibility Review
- Online Application
    - Language Preference
    - Narrative Responses
    - Artist Advocate and Support Statements
    - Work Samples
    - Artist Bio, Resume, or CV
    - Learning Community Questions
    - Digital Presence and Social Media
    - Applicant Descriptive Data
    - Applicant Contact Information
    - Acknowledgements
    - Digital Signature

The application may take up to 10 hours to complete. Additional time may be necessary for you to craft your narrative and video responses. We designed the narrative questions with the belief that responses used here could also serve applicants in their own advocacy efforts.

SUBMITTABLE.COM

To apply, all applicants must create a profile at Submittable.com: https://houstonbanf.submittable.com/

Please use the Submittable Help Center if you have questions about using Submittable: https://www.submittable.com/help/submitter/

First time users of Submittable will find useful information here:

- I want to make a submission. What should I know? (FAQ) | Submittable Help Center.
- Getting Started as a Submitter.

With Submittable, you may invite a collaborator to access your application without sharing your Submittable login and password. That collaborator will log in with their own email address to contribute and review your application before it is submitted.

For applicants without reliable access to the internet or other technical barriers to using Submittable, please contact BANF at info@houstonbanf.org by **5PM Monday February 6** for alternative means of applying.

ASSISTANCE

The BANF Team provides application support via information sessions, written guidance and FAQs, and by phone and email.

- **Scheduled live and recorded information sessions** will cover a range of topics, including a general introduction to the award, a demonstration of Submittable, and specific topics like requesting a statement of support from an advocate or ways to answer the narrative questions.
- **BANF's Support Desk** provides written guidance for applicants, answers to FAQs, and links to recorded information sessions. Please visit https://support.houstonbanf.org/

  If you have a question not already addressed at the Support Desk, please submit it by clicking "New Support Ticket" no later than **Monday**, **February 13, 2023, 5 p.m**. CST to have it answered before the submission deadline. Questions received, and the answers provided, will be shared with the Support Desk. The Support Desk is updated once a week.
- Visit www.houstonbanf.org to learn more about dates and registration for information sessions and to sign up for email updates. We will also provide information there to connect to community-based information hubs and other kinds of support.
- To be sure BANF provides transparent support to all substantive questions and because the volume of inquiries will likely grow, BANF staff will be able to provide only technical support with the online application in the week before the application deadline.
- Spanish language assistance is available upon request. If you need translation services beyond Spanish, please send an email to see how/if we can provide adequate translation support.
- BANF staff is available to provide technical assistance to people with disabilities.

Starting January 10, BANF staff can be contacted by email or phone about this award opportunity, generally **from 10 a.m. to 3 p.m. CST Monday through Friday**. We will aim to respond within one business day or will propose a time to connect. **info@houstonbanf.org, 713-581-6125**

ONLINE APPLICATION GUIDE

In Submittable, the questions marked by an asterisk (*****) indicate that the question is required.

Eligibility Check / Verificación de Eligibilidad

Once you access the online application, you will first encounter an eligibility worksheet. If your answers meet the eligibility criteria, you will gain access to the full application.

Before beginning the application process, please make sure you are an artists who:

- Applicant both serves and has an operating address in the 9-County Region of Greater Houston for the past 24 months.
- Is at least 21 years old.

Una vez que usted haya accedido a la aplicación en línea, lo primero que encontrará será una planilla de elegibilidad. Si sus respuestas cumplen con los requerimientos de elegibilidad, usted obtendrá acceso a la aplicación completa.

Antes de comenzar el proceso de aplicación, por favor asegúrese de ser un artista que cumpla con lo siguiente:

- El aspirante ha tenido una dirección operativa en alguno de los 9 condados del área metropolitana de Houston durante los últimos 24 meses.
- Tiene al menos 21 años de edad.

Applicant's county of residence / Condado de residencia del artista.*

- Austin County
- Brazoria County
- Chambers County
- Fort Bend County
- Galveston County

- Harris County
- Liberty County
- Montgomery County
- Waller County
- Other/Not Listed

Must be located in and serve the 9-County Region of Greater Houston. Use the County Identifier to identify your county. / Es necesario que esté localizado y operativo en alguno de los 9 condados del área metropolitana de Houston. Por favor use el County Identifier para identificar su condado.

I have lived and worked primarily in the Greater Houston Area for / Yo he vivido y trabajado principalmente en el área metropolitana de Houston durante:*

- Less than 2 years / Menos de 2 años

- 2 years or more / 2 años o más

☐ **I am at least 21 years old as of January 1, 2023. / Tengo más de 21 años de edad al 1ro de Enero del 2023.***

If you have questions about your eligibility, please submit them in writing to info@houstonbanf.org no later than Monday, January 23, 2023, at 5 p.m. CST to have them answered before the submission deadline. / Si tiene alguna pregunta sobre su elegibilidad, por favor envíelas por escrito a info@houstonbanf.org antes del Lunes 23 de Enero del 2023 a las 5 PM CST para obtener respuestas antes de la fecha límite de aplicación.

Save Draft   **Submit Form**

If found eligible, you will be taken to...

2023 BIPOC Arts Network And Fund Artist Awards Application

What is your preferred language? / ¿Qué idioma prefiere?*

- English
- Español
- Other

  If "Other": Please specify your preferred language. / En caso de haber seleccionado "Otro": Por favor especifique que idioma prefiere.* (Text box / Cuadro de texto.)*

Non-English Language Support: If you need translation services beyond Spanish, please email info@houstonbanf.org to see how/if we can provide adequate translation support."
Asistencia para idiomas diferentes al Inglés: Si usted necesita servicios de traducción en un idioma que no sea el Español, por favor envíenos un email para evaluar de qué forma, y si nos es posible, proporcionar el apoyo de traducción adecuado.

Applicant Legal Name / Nombre Legal del Aspirante*

- First Name
- Last Name

Do you have a preferred name that is different from what's listed above? / ¿Tiene un nombre que prefiera que sea diferente a su nombre legal?*

- Yes / Sí
- No   *If "Yes / Sí":* Preferred Name / Nombre que prefiera utilizer* (Text box.)

NARRATIVE RESPONSES/ RESPUESTAS DE DESARROLLO

For the questions below, you are asked to choose one way to respond (written, audio/video, or images) among the options provided. However long your audio or video file or link may run, the reviewers may take no more than the maximum time to view or listen to it.

Please describe your current artistic practice and creative investigation.*

- Paste or type a response (250 words maximum)
- Upload an audio or video file (90 seconds maximum)
- Provide link to an audio or video recording (90 seconds maximum)

  - *If "Paste or type a response":* Please describe your current artistic practice and creative investigation.* (Text box: limit 250 words.)
    We suggest that you write your responses in a program like Google Docs or Microsoft Word, check the word count there, and paste it into the Submittable form.

  - *If "Upload an audio or video file":* Please upload an audio or video file that describes your current artistic practice and creative investigation.* ("Choose File" button.")
    Acceptable file types: .aac, .aiff, .flac, .m4a, .mp3, .ogg, .wav, .wma, .3gp, .avi, .flv, .m4v, .mkv, .mov, .mp4, .mpg, .webm, .wmv

  - *If "Provide link to an audio or video recording":* Please share a link to an audio or video recording that describes your current artistic practice and creative investigation.* (Text box: limit 50 characters.)
    Please provide YouTube or other link. Use a link-shortener like Bit.Ly if needed.

What does it mean to you to be part of and work in a Black, Indigenous, Latinx, Asian Pacific Islander, Middle Eastern and/or other community(ies) of color? *

- Paste or type a response (250 words maximum)
- Upload an audio or video file (90 seconds maximum)
- Provide link to an audio or video recording (90 seconds maximum)

  - *If "Paste or type a response"* Please describe what it means to you to be part of and work in a Black, Indigenous, Latinx, Asian American, Pacific Islander, Middle Eastern and/or other community/ies of color.* (Text box: limit 250 words.)

  - *If "Upload an audio or video file":* Please upload an audio or video file that describes what it means to you to be part of and work in a Black, Indigenous, Latinx, Asian American, Pacific Islander, Middle Eastern and/or other community/ies of color.* ("Choose File" button.")

  - *If "Provide link to an audio or video recording":* Please share a link to an audio or video recording that describes what it means to you to be part of and work in a Black, Indigenous, Latinx, Asian American, Pacific Islander, Middle Eastern and/or other community/ies of color.* (Text box: limit 50 characters.)

Please describe how you and your art/creative practice serves Greater Houston's communities of color.*

- Paste or type a response (500 words maximum)
- Upload an audio or video file (3 minutes maximum)
- Provide a link to an audio or video recording (3 minutes maximum)

  - *If "Paste or type a response":* Please describe how you and your art/creative practice serves Greater Houston's communities of color.* (Text box: limit 500 words.)

  - *If "Upload an audio or video file":* Please upload a video that describes how you and your art/creative practice serves Greater Houston's communities of color.* ("Choose File" button.)

  - *If "Provide link to an audio or video recording":* Please share a link to an audio or video recording that describes how you and your art/creative practice serves Greater Houston's communities of color.* (Text box: limit 50 characters.)

Please name the community(ies) or primary community partner(s) you have supported, served, or worked with. You may list geographic locations and/or primary community partners in written form or with images.*

- Paste or type a response (50-250 words)
- Upload up to 3 images
  - *If "Paste or type a response":* Please name the community(ies) or primary community partner(s) you have supported, served, or worked with. You may list geographic locations and/or primary community partners**.** (Text box: limit 250 words).

  - *If "Upload up to 3 images":* Please upload up to 3 images that identify the community(ies) or primary community partner(s) you have supported, served, or worked with. You may show geographic locations and/or primary community partners. ("Choose File" button.)
    Select up to 3 files to attach. No files have been attached yet. You may add 3 more files. Acceptable file types: .pdf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

ARTIST ADVOCATE AND SUPPORT STATEMENTS / MENTORES DEL ARTISTA Y DECLARACIONES DE APOYO

Please provide the names and email addresses for two advocates who can best speak to your contribution and service to Houston's BIPOC Community.

These individuals can be collaborators, creative partners, mentors, community members, or anyone who can speak to your artistic and creative productions, your service to Houston's communities of color, and/or your ability to be part of/contribute to a learning community.

If you already have your advocate's written statement of support, you may upload it here. Otherwise these individuals will be contacted directly by email and provided the tools to submit a written letter or an audio or video response.

Name of Advocate* (Text box.)

How would you like to include your advocate's statement of support?*

- By uploading a letter
- By sending out an email request using this form

    - If "By uploading a letter": Artists Advocate/Statement of Support ("Choose File" button.) Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

    - If "By sending out an email request from this form": Reference Email Address (Text box.) Enter the email address of the person you'd like to serve as a reference. Add Personal Message (optional) (Text box.) **Sending a reference request will not submit this form.** You may send your reference request at anytime, otherwise it will be sent automatically when you submit this form. ("Submit now" button.)

Name of Next Advocate. (Text box.)

How would you like to include your next advocate's statement of support? *

- By uploading a letter
- By sending out an email request using this form

    This process is the same as for your first reference.

WORK SAMPLES /
MUESTRAS DE PRODUCCIÓN ARTÍSTICA

Applicants may submit digital images, or written material, or an audio/video recording. However long your audio or video file or link may run, the reviewers may take no more than the maximum time to view or listen to it. However long your written material may be, the reviewers may read no more than the maximum pages. Individual files cannot exceed a file size of 100MB each.

Applicants are encouraged to include text descriptions to help panelists understand work samples. The text description can identify a key excerpt or starting point for the reviewer.

Peers may review up to:

- 10 images
- 5-7 pages of written material (for example, excerpts of literary writing)
- 5 minutes of an audio or video recording

For more details, please verify with the **BANF Help Desk**.

How are you sharing your work samples?*

- Uploading images (maximum 10 image files)
- Uploading written material (maximum 1 file)
- Uploading video or audio file (maximum 1 file)
- Providing a weblink to an audio or video recording

  - *If "Uploading images":* Upload up to 10 images* ("Choose File" button.)
    Acceptable file types: .pdf, .gif, .jpg, .jpeg, .png, . svg, .tif, .tiff
    Work Sample Description (Text box.)

  - *If "Uploading written material":* Upload written material* ("Choose File" button.)
    Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf
    Work Sample Description (Text box.)

  - *If "Uploading video or audio file":* Upload Audio or Video* ("Choose File" button.)
    Acceptable file types: .aac, .aiff, .flac, .m4a, .mp3, .ogg, .wav, .wma, .3gp, .avi, .flv, .m4v, .mkv, .mov, .mp4, .mpg, .webm, .wmv
    Work Sample Description (Text box.)

  - If "Providing a weblink to video/audio file": Please provide the weblink to your work sample.*
    (Text box: maximum 50 characters.)
    Please provide YouTube or other link. Use a link-shortener like Bit.Ly if needed.
    Work Sample Description (Text box.)

ARTIST BIO, CV, or RESUME / BIOGRAFÍA o CV

How will you share your Artist Bio, CV, or Resume?*

- Paste or type in a text box (250 word maximum)
- Upload a PDF or Text file

  - *If "Type or paste in a text box":* Please type or paste your bio. (Text box: limit 250 words.)
  - *If "Upload a PDF or Text file":* Please upload your Artist Bio, CV, or Resume. ("Choose File" button.)

LEARNING COMMUNITY / COMMUNIDAD DE APRENDIZAJE

Individual artist awardees will be part of a learning community with other grantees. These next questions speak to what you may bring to that learning community and what you hope to gain by participating with other awardees.

For the questions below, you are asked to choose one way to respond (written, audio/video, or images) among the options provided. However long your audio or video file or link may run, the reviewers may take no more than the maximum time to view or listen to it.

We believe that artists and creative, cultural workers bring much talent and skill to all they do. Please name three skills or types of expertise that you're willing to share your thinking about.

- Paste or type a response (25-150 words)
- Upload an audio or video file (60 seconds maximum)
- Provide a link to an audio or video recording (60 seconds maximum)

  - *If "Paste or type a response":* Please name three skills or types of expertise that you're willing to share your thinking about. (Text box: limit 150 words.)
  - *If "Upload an audio or video file":* Please upload an audio or video file that names three skills or types of expertise that you're willing to share your thinking about. ("Choose File" button.)
  - *If "Provide a link to an audio or video recording":* Please share a link to an audio or video recording that names three skills or types of expertise that you're willing to share your thinking about. (Text box: limit 50 characters.)

What are two questions that you're interested in exploring with other Houston-based BIPOC artists?

- Paste or type a response (25-150 words)
- Upload an audio or video file (60 seconds maximum)
- Provide a link to an audio or video recording (60 seconds maximum)

  - *If "Paste or type a response":* What are two questions that you're interested in exploring with other Houston-based BIPOC artists? (Text box: limit 150 words.)
  - *If "Upload an audio or video file":* Please upload an audio or video file with the two questions that you're interested in exploring with other Houston-based BIPOC artists. ("Choose File" button.)
  - *If "Provide a link to an audio or video recording":* Please share a link to an audio or video recording with the two questions that you're interested in exploring with other Houston-based BIPOC artists. (Text box: limit 50 characters.)

What do you wish to contribute, or how do you currently contribute, to BIPOC arts leadership in Houston's communities to make our communities more ideal to work and thrive in?*

- Paste or type a response (25-250 words)
- Upload an audio or video file (90 seconds maximum)
- Provide a link to an audio or video recording (90 seconds maximum)

  - *If "Paste or type a response":* What do you wish to contribute, or how do you currently contribute, to BIPOC arts leadership in Houston's communities to make our communities more ideal to work and thrive in? (Text box: limit 250 words.)
  - *If "Upload an audio or video file":* Please upload an audio or video file that explains what you wish to contribute, or how you currently contribute, to BIPOC arts leadership in Houston's communities to make our communities more ideal to work and thrive in? ("Choose File" button.)
  - *If "Provide a link to an audio or video recording":* Please share a link to an audio or video recording that explains what you wish to contribute, or how you currently contribute, to BIPOC arts leadership in Houston's communities to make our communities more ideal to work and thrive in? (Text box: limit 50 characters.)

DIGITAL PRESENCE AND SOCIAL MEDIA / PRESENCIA DIGITAL Y REDES SOCIALES

Please enter your social media handles below if available, appropriate, and relevant.

Website: Please provide your website or online portfolio if applicable. (Example: houstonbanf.org.)

Facebook: Please provide the profile URL for Facebook you currently use to create or share content as part of your public profile. (Example: facebook.com/houstonbanf.)

Instagram: Please provide the profile URL for Instagram you currently use to create or share content as part of your public profile. (Example: instagram.com/houstonbanf.)

Twitter: Please provide the profile URL for Twitter you currently use to create or share content as part of your public profile. (Example: twitter.com/houstonbanf.)

APPLICANT DESCRIPTIVE DATA / DATOS DESCRIPTIVOS DEL ARTISTA

The following categories are created to streamline administrative processes. They are used to help align reviewers and applications so that there is hopefully shared context and language. They will also be used to track consistency within BANF processes within this application round and to inform future communication and outreach efforts. To see BANF's operating definitions of these terms, please visit: https://bit.ly/BANFdefinitions

We recognize that these labels are simplified and will provide an opportunity for you to share your self-identifiers.

Which of these ethnic, cultural, or other demographic descriptors do you primarily identify with? (check all that apply)*

- Black, Afro-Caribbean, or African-American
- Latina/o/x/e or Hispanic
- Asian or Pacific Islander
- Middle Eastern or Arab
- Indigenous / First Nations / Native American
- White / European American
- Multi-racial or Multi-ethnic descent

Which best describes your primary arts practice? (check all that apply) *

- Craft
- Dance
- Film / Photography / Digital Arts
- Literary
- Music
- Public Art
- Social Practice / Community-Engaged Practice
- Theater / Performance
- Visual Arts
- Other (Please describe)

If "Other": Please describe your arts practice.* (Text box: limit 10 words.)

Which most accurately describes the stage of your career?* (select one)

- Emerging
- Early mid-career

- Mid-career
- Established

- Decline to answer
- Other

> *If "Other":* Specificity for stage of career (Text box: limit 10 words.)

Please describe your age range. *

- Under 25
- 25 - 34
- 35-44

- 45-54
- 55-64
- 65-74

- 75 or older
- Decline to state

Which best describes your current gender and sexual identity? (check all that apply)

- Female
- Male
- Gender non-conforming/non-binary
- Trans-identified

- Heterosexual or straight
- Gay / Queer / Lesbian
- Two-Spirit
- Decline to state

BANF Demographic Identity Descriptors

Please share the descriptors you use to fully communicate who you are and your experiences. (Text box: limit 10 words.)

Are you employed by and/or have a leadership role (Artistic Director, Curator, Program Director, Lead Artist) of a First Round BANF Grantee organization/collective? *

- Yes
- No

If "Yes": Which one(s)? (Text box.)

How did you hear about this opportunity? (check all that apply)

- Google or other web search
- BIPOC Arts Network and Fund (BANF) email or website
- Friend/Colleague
- Email/Newsletter
- Social Media
- Other (please specify)

> *If "Other":* How did you hear about this opportunity? (Text box: limit 25 words.)

ARTIST CONTACT INFORMATION/ INFORMACIÓN DE CONTACTO DEL ARTISTA

The Applicant Contact is the individual who submits the application and has the responsibility of communication and reporting. This person will receive all important communication regarding the application. Please ensure this email and phone number are regularly accessed during business hours.

La información de contacto del aspirante es la que corresponde al individuo que está enviando la aplicación, y quien tiene la responsabilidad de comunicarse y reportarse. Esta persona recibirá comunicación importante relacionada con la aplicación. Por favor asegúrese de que la dirección de correo electrónico y el número de teléfono sean revisados regularmente durante el horario regular de oficina.

Best Contact Email / Correo Electrónico del Aspirante* (Text box / Cuadro de texto.)

Applicant Phone Number/ Número de Teléfono del Aspirante* (Text box / Cuadro de texto.)

Please provide a phone number where BANF administration may reach you if needed. This information will not be shared. Por favor proporcione un número de teléfono donde BANF pueda comunicarse con usted si es necesario. Esta información no será compartida.

Primary Address / Dirección principal*

- Select country / Seleccion el país
- Address / Dirección
- Address Line 2 (optional) / Línea Adicional para la Dirección (opcional)
- City / Ciudad
- State, Province, or Region / Estado, Provincia o Región
- ZIP or Postal Code / Código Postal

Is your mailing address the same as the primary address? / ¿Su dirección postal es la misma que su dirección principal?*

- Yes / Sí
- No
  If "No": Mailing Address / Dirección postal

    - Select country / Seleccion el país
    - Address / Dirección
    - Address Line 2 (optional) / Línea Adicional para la Dirección (opcional)
    - City / Ciudad
    - State, Province, or Region / Estado, Provincia o Región
    - ZIP or Postal Code / Código Postal

Proof of Residence / Prueba de residencia* ("Choose File" button / Boton "Elija un Archivo".)
Acceptable file types / Tipos de archivo aceptables: .pdf, .jpg, .jpeg, .png, .svg, .tif, .tiff

Please provide documentation to verify proof of residency within the 9-County Region of Greater Houston. Acceptable documents include:

- State-issued ID or driver's license (current)
- Signed lease agreement
- Recent utility bill (within 3 months)
- Recent insurance bill (within 3 months)
- Recent bank statement (within 3 months)

Por favor proporcione documentación que verifique que su residencia se encuentre dentro de los 9 condados del área metropolitana de Houston. Entre los documentos aceptables se encuentran:

- Identificación emitida por el estado o licencia de conducir vigente
- Contrato de alquiler firmado
- Factura reciente de electricidad (dentro de los últimos 3 meses)
- Factura reciente del seguro (dentro de los últimos 3 meses)
- Estado de cuenta bancario reciente (dentro de los últimos 3 meses)

ACKNOWLEDGEMENTS/ RECONOCIMIENTOS

By checking these boxes, I verify that all of the following is true and accurate:
- If awarded, Awardees will commit to participating in an 18-month learning community to share experience, opportunity, and inspiration with other BANF Awardees.*
- I understand no additional information may be submitted after submission and after the application deadline.*
- I attest my application is complete and all components have been filled out.*
- I attest that I am a resident of the nine-county region of Greater Houston.*
- I agree that if awarded, I will complete the contract and financial information within 14 business days of receipt, or I will forfeit the award.*

Al marcar estas casillas, verifico que todo lo siguiente es cierto y correcto:
- En caso de ser seleccionado, los becarios se comprometen a participar en una comunidad de aprendizaje durante 18 meses para compartir experiencias, oportunidades, e inspiraciones con otros becarios de BANF*
- Entiendo que no se podrá enviar ninguna información adicional luego de haber enviado la aplicación ni después de la fecha límite de aplicación*
- Certifico que mi aplicación está completa y todas las partes han sido llenadas*
- Certifico que vivo en alguno de los nueve condados del área metropolitana de Houston*
- Estoy de acuerdo con que, en caso de ser seleccionado, completaré el contrato y la información financiera dentro de los primeros 14 días después de haber sido seleccionado, o de no cumplir con esto, perderé la beca*

DIGITAL SIGNATURE

#END

Save Draft

Submit Form

APPENDIX: ADVOCATE SUPPORT REQUESTS

Submittable Email to Advocate (not visible to the applicant)

Greetings! You have been named as an advocate for an artist who is applying to the BIPOC Arts Network and Fund's 2023 Artist Award. Follow the link below to submit your statement of support by **MONDAY February 27, 2023**. You may submit a written letter or an audio or video response.

Please see the **Award Guidelines** for a description of the purpose of this award, the criteria for selecting awardees, and the important role of artist advocates during the review.

Please find further guidance, including useful questions to consider, at the Support Desk.

<Applicant name> requested you complete this form to supplement their submission or application to BIPOC Arts Network & Fund. They included the following message:

<The applicant's personal message follows here.>

COMPLETE FORM

For more information, please read this article.

Submittable Reference Form

Thank you!

You have been named as an advocate for an artist who is applying to the BIPOC Arts Network and Fund's 2023 Artist Award. Follow the link below to submit your statement of support by **MONDAY February 27, 2023**. You may submit a written letter or an audio or video response.

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If you need to return to this form at another time, you can save your work. Scroll to the bottom of this page to find the "Save Draft" button. You can return to this form using the link from the email you received.

Please provide your name*
- First Name
- Last Name

Phone*
Please provide a contact number in case we need to follow-up for additional clarification.

Please describe your relationship to the applicant.* (Text box.)
"To the applicant, I am…"

How will you submit your statement of support?*

- Upload a PDF, Word, or video or audio file (500 words or 3 minutes maximum)
- Paste or type a response (500 words maximum)
- Provide a link to an audio or video recording (3 minutes maximum)

    - *If "Upload a PDF, Word, or video or audio file":* Upload your statement of support. ("Choose file" button.)
    Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff, .aac, .aiff, .flac, .m4a, .mp3, .ogg, .wav, .wma, .3gp, .avi, .flv, .m4v, .mkv, .mov, .mp4, .mpg, .webm, .wmv

    - *If "Paste or type a response":* Paste or type your statement of support below. (Text box: limit 500 words.)
    We suggest that you write your responses in a program like Google Docs or Microsoft Word, check the word count there, and paste it into the Submittable form.

    - *If "Provide a link to an audio or video recording":* Please share a link to an audio or video recording of your statement of support. (Text box.)
    Please provide YouTube or other link. Use a link-shortener like Bit.Ly if needed.