2024 Grant Application Guidelines (1)

Application Requirements

Tree of Life welcomes applications from **individual artists** of recognizable artistic merit, age 60 and over. Applicants must be **permanent residents** of the United States; applicants must work in **visual media,** which may include painting, sculpture, installation, works on paper, printmaking, photography, video, film, digital, or performance art; applicants must have a **specific project** that they wish to pursue; and applicants must have **demonstrable financial need.** In 2024, up to four grants will be awarded in the amount of $5000.00 each.

Tree of Life does not accept applications from organizations, institutions or corporations. Previous Grantees will no longer be eligible to apply.

The Grant Application

Download the fillable Grant Application form.

Save the Grant Application as a PDF to your desktop or another location on your hard drive and name it as follows, LastName_FirstInital_Application (**Example: Smith_T_Application).**

Type your responses into the empty boxes and **Save** your work as you go.

Financial Disclosure

Your current **combined gross annual income** from all sources is the total income prior to expenses and deductions from your household for one year. It should include income from employment, Social Security, pensions, interest, rent, sales of art and miscellaneous income, as well as income from your spouse/legal partner whether filing jointly or separately.

Your current **combined annual expenses** from all sources are the personal, medical, household and professional expenses for you (and your partner) for one year. If we have questions about your finances, you will be asked to submit your most recent tax returns.

Financial Narrative

Expand on your financial situation to give us a better understanding of your need. **Include your living/studio situation (rent or own) and if you are employed or retired.**

Project Proposal

It is best to focus your proposal on a specific project. You should look at previous grantees' edited proposals on our website to see what we have funded in the past. **Note: It is advisable to compose your project proposal in a word processing program before entering the text into your application in order to insure the correct character count.**

Visual Materials

Our Selection Committee will be viewing a very small sample of your art, so it will best to present a consistent selection of work. You may want to view the images and videos from previous grantees on our website as examples.

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Moving Images (Weblink)

• Video may be a short compilation or an excerpt from one video. Length should not be more than **five minutes total**.
• Applicants must provide a **weblink** to an external site (YouTube, Vimeo, etc.) in order to submit video samples.
• If you choose to make your video private, include your video's **password** on the Visual Materials Identification List.
• Your video must be accessible online for at least six months beyond the application deadline.
• Test your link to make sure it is active before submitting it to Tree of Life.
• The Moving Images category is for original videos, **not documentation of your art.**

Still Images (JPEGs)

Send **eight images** in the following format:

• jpeg (S-RGB or RGB)
• Images must be 72 dpi, and no larger than 1240 x 1240 pixels in either dimension.
• The images will be viewed one at a time. Number your images in the order that you want them viewed.
• File name for image should be LastName_FirstInitial_ImageNumber, (**Example: Smith_M_01; Smith_M_02).**

Visual Materials Identification List

Create an identification list in the following format:

• **Your Name.**
• **Weblink** (if you are applying in Video) followed by your password if your video is private.
• **A List of Works** that includes in the below order:
  Image or Selection Number, Title, Media, Dimensions of Artwork or Length of Video, Date.
• You may add a **Description,** if needed, of no more than 50 words for each image or video.
• Save your Visual Materials Identification List as a PDF file, LastName_FirstInitial_List, (**Example: Smith_M_List).**

Uploading Your Application and Support Materials to Dropbox

Dropbox (www.dropbox.com) is a file sharing service that Tree of Life is using to expedite the transfer of applicants' files.

• Create a Dropbox Account if you don't have one (free).
• Download and read the Getting Started file from Dropbox.
• Create a folder in your Dropbox account labeled as LastName_FirstName_2024, (**Example: Smith_Mary_2024).**
• Follow the instructions for uploading the following files to Dropbox.

Your PDF Application file labeled: LastName_FirstInitial_Application, (**Example: Smith_M_Application).**
Your Current Curriculum Vitae as a PDF file labeled: LastName_FirstInitial_CV, (**Example: Smith_M_CV).**
Your Eight JPEGs (if you are applying with Still Images) labeled as specified above.
Your Visual Materials Identification List as a PDF file labeled: LastName_FirstInitial_List, (**Example: Smith_M_List).**

• **Move** these files into your Dropbox folder. Double check to make sure that the files are in the folder.
• **SHARE** (check Can Edit) your folder to the following email address: **treeoflifeartists@gmail.com.**

Do not make changes to your Dropbox folder after sharing.

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Confirmation

We will send you a confirmation email when we receive your folder. This process could take up to 72 hours. **Note: It is your responsibility to notify us (before the application deadline) if you did not receive a confirmation.**

Deadlines

You may submit your application beginning on February 23, 2024. The deadline for receipt of your application is 5:00 p.m. Eastern Time, April 19, 2024. However, we strongly advise you to not wait until the last minute in order to avoid "traffic jams" in our Dropbox account. Applicants will be notified of the results on or before June 30.

Contact

For additional questions about the **Individual Artist Grant**, please email us at info@treeoflifeartists.org. **Note: Our office is open M-F. We are not available on weekends.**

Important

For technical questions that pertain to your computer, its operating system and software, please consult someone with access to your computer and is familiar with your system. We cannot troubleshoot technical problems. Please consult Dropbox for any problems using their hosting service.

Do not send application materials to our email address. You must submit your application through Dropbox.

Non-compliant applications (including file folder and image names) will not be accepted for review. PLEASE CHECK CAREFULLY BEFORE SUBMISSION.