Initial Steps

- Carefully read the call for proposals (CFP), focusing specifically on eligibility parameters and deadlines.
- If publicly available, review lists of prior successful projects.
- Identify key terms and ideas in the call.

Clarifying your Project

Define your project.
- In 2-3 sentences, describe your project, focusing on the most significant aspect of the project.
- Consider the draft from different perspectives. How would it be read by someone within your field? Someone adjacent to your field?
- Given how you’ve described your project thus far, what are the specific ways it connects to key terms and ideas in the call?
- Approach your project idea like a dramaturg, asking: “What does this project bring into the world, and how does it relate (or not) to the times in which we live?”

Who/what will Benefit from the Project?
- Field(s), Discipline(s)
- Students
- Collaborators
- Specific communities (location-wise, demographic-wise, etc.)
- Audiences/Readers
- Policymakers
- You/your career trajectory/research program

Consider what you need in order to make the project successful
- Who do you need to work with? This question might inform your discussion of your research team and/or collaborators.
- What do you need to do alone? With others? This question can inform your description of the project’s development, as well as the schedule/timeline.
• When is the ideal timing for the project? This question might help you consider how the project will move into the public. Will it be part of presenters’ seasons, a museum exhibit series?
• Where do you (and any collaborators) need to be? This question might inform your schedule/timeline, as well as budget, as you determine the spaces in which you will work, for how long and with whom, etc.

Developing Supporting Documents

The Budget

Expenses to consider for inclusion

• Meetings/gatherings early in the project for collaborators to meet
• Studio time or rehearsals for yourself and/or with others
• Studio visits and/or work-in-progress showings with dramaturgs, editors, critics, and/or other “outside eyes” into the creative process
• Archival, curatorial, and/or ethnographic research
• Site visits with potential presenting/exhibition partners, communities of collaboration, and/or lands and locales
• Supplies and materials
• Time (residency periods, incubation period with collaborators, course releases);
• Personnel (salaries/honorariums/stipends)
• Performances, exhibits, construction, publication, and/or touring
• Documentation/Dissemination (web/digital, video, photography, transcription, publication, etc.)

Income Details to consider

• What is confirmed?
• What is pending?

Other Budget Details
• Has all the math been double-checked? Ensuring budgets are clear and correct is a first step in ensuring a funder you can successfully manage awarded funds.
• If requesting salary and/or course releases from the University, check with the appropriate person(s) in your department or unit to ensure all amounts in the budget are correct and appropriate approvals have been obtained.
**Budget Justification/Explanation**

How does the Budget and its justifications, which might be included in some budget templates and/or expanded upon in a justification statement, explain the costs of your project? This should include breaking down larger numbers into their component parts, as well as explaining why a budget line is essential to the project.

Related questions:
- How can you make the budget justification/explanation more clear and succinct?
- Do these budget justifications provide context for larger numbers in the budget?
- Does the budget justification/explanation make clear what are essential elements of the project that must be funded? (This can be an important element if reviewers are considering providing partial funding for the project.)

**Letters of Commitment**

- Are there significant organizational or unit partners that are key to the success of the project?
- Who is the most appropriate person, especially at a named organization/institution, to have a letter of commitment from?

**Approaching Funders**

- If contact information or aggregate email addresses are available, that is a sign it is acceptable, even expected, for applicants to reach out with questions.