Tribute Fund Scholarship Grant Checklist

Please read the Call for Entries carefully and submit all requested materials in the required format. Only submissions with all requested materials will be considered for the scholarship grant. Not following guidelines provides a legitimate reason for disqualifying your submission.

Only submit what is required and nothing more. The Selection Committee is trying to be equitable in viewing all the same type of materials from each candidate and will not consider extra materials.

Consider having a trusted colleague proofread your application and review it for anything that might be missing. The Selection Committee is looking for applications that are easy to read, free from typos and are not missing any components. Remember, we want to get to know you – the real you.

If you have questions, please email vicepresident@chicagocalligraphy.org

Checklist

- ☐ Confirm you are eligible to apply for the scholarship grant:
    - ☐ You are 18 years of age or older.
    - ☐ You have been a paid member of the Chicago Calligraphy Collective for at least the past two years.
- ☐ Access the online application at https://www.chicagocalligraphy.org/scholarshipgrant/login. Please note that until the deadline you may return to your online application as often as you wish to edit or change it, or to delete and replace any attached images.
- ☐ Answer all questions completely. Your essay responses should be thorough and well-thought out. All questions must be answered. Within the application, you will be prompted to review and agree to the terms and conditions of the CCC Tribute Fund Scholarship Grant including the following:
    - ☐ An Eligibility Certification Statement
    - ☐ A Reciprocity Agreement and Promotional Consent
- ☐ Submit three images of your artwork (practice pages or finished pieces) and include a variety of pieces to demonstrate your calligraphic ability.
- ☐ Confirm that your images comply with the following requirements and guidelines:

- ☐ All artwork is well-lit.
- ☐ Images are in JPEG file format with high-resolution 300 dpi and a minimum 1024 pixels wide by 768 pixels high.
- ☐ None of the artwork was completed under the direct supervision of an instructor.
- ☐ None of the artwork was previously displayed in a CCC exhibit (i.e., that the Selection Committee might recognize)
- ☐ Confirm that you did <u>not</u> include your name, email address or website in any of your essay answers or on your artwork.
- ☐ Submit your completed application no later than 11:59pm Central Standard Time on October 1, 2024.
- ☐ Save a copy of the completed application, any supporting images that you submitted and proof of submission as follows:
  - ☐ When submitting your application, select the option at the end to have Google Forms send you an email confirmation with your responses. You may then print a copy of the completed application.
  - ☐ Save the email confirmation as proof of timeline submission of your completed application and supporting images.