



460 Commercial Street  
Provincetown, MA 02657  
508.487.1750 www.paam.org  
fax 508.487.4372

## Application Process and Deadlines

*Please consult The Lillian Orlowsky and William Freed Foundation Grant Guidelines prior to completing this application to ensure eligibility.*

Application postmark deadline: Monday, April 2, 2012. Incomplete or late applications will not be reviewed.

**This is an anonymous application. Your name should only appear on the Personal Information form. It should not appear on your essay questions, financial disclosure form, biography, image list, biography, artist statement, CD, or CD cover.**

To apply, submit the following:

1. 1 copy of **Personal Information** form, including signature and date.
2. 4 copies of **Essay Questions** and **Financial Disclosure** form  
The essay questions should be a maximum of one page each. Your name should not appear on the Essay Questions or Financial Disclosure Form. *Please use the last 4 digits of your social security number for identification in the right hand corner. This should also be saved onto your CDs.*
3. 4 copies of the **Image Identification List**  
An Image Identification List with the image number corresponding to the digital file, title, year work was executed, Dimensions, and medium used. Your name should not appear on the Image Identification List. *Please use the last 4 digits of your social security number for identification in the right hand corner. This should also be saved onto your CDs.*
4. 4 copies of your **Biography**  
A current biography listing your exhibition record, grants, awards, and other professional activities, including dates and locations, maximum of one page. Your name should not appear on your resume. *Please use the last 4 digits of your social security number for identification in the right hand corner. This should also be saved onto your CDs.*
5. 4 copies of your **Artist Statement (Optional)**  
A supplemental one page statement describing the ten images you have included. Your name should not appear on the Artist Statement. *Please use the last 4 digits of your social security number for identification in the right hand corner. This should also be saved onto your CDs.*
6. 2 copies of a **CD of Ten (10) Digital Images** as well as the Personal Information form, Essay Questions and Financial Disclosure form, Image Identification List, Biography and Artist statement.

Each image should be formatted as: JPG and should be 1800 pixels on the longest side at 300 dpi, or as close as possible. If you are having trouble correctly sizing or saving images, please see our Image Tip Sheet.

The images should be numbered in the order in which you'd like the images viewed (ie 001, 002, 003), the last 4 digits of your social security number, and Title. EX: "001.1234.My Favorite One"

Work samples that do not adhere to the following guidelines will not be reviewed. Power Point presentations, slideshows, and/or additional files submitted on CD will not be viewed. Slides, photographs, and/or original works of art will not be accepted.

Your name should not appear on the CDs or CD cases. *Please use the last 4 digits of your social security number for identification on the face of the CD.*

**Please note:** Each CD should also contain copies of your Personal Information form, Essay Questions and Financial Disclosure form, Image Identification List, Biography and Artist Statement.

7. 1 **Application Receipt Notification Postcard**  
One self addressed stamped (SAS) postcard for acknowledgement of receipt of application (only one postcard needs to be sent, not 4).

### Application Preparation

Do NOT bind or staple materials together. Please use paper clips or spring clips only. Please create four complete copies of the application and clip each one together, with the Personal Information form on the top.

**Submission Checklist**

- \_\_\_\_\_ 1 Personal Identification Form
- \_\_\_\_\_ 4 copies of Essay Questions and Financial Disclosure Form – Do not use your name, use last 4 digits of SSN
- \_\_\_\_\_ 4 copies of Image Identification List - Do not use your name, use last 4 digits of SSN
- \_\_\_\_\_ 4 copies of Biography - Do not use your name, use last 4 digits of SSN
- \_\_\_\_\_ 4 copies of Artist Statement (optional) - Do not use your name, use last 4 digits of SSN
- \_\_\_\_\_ 2 CDs of images and documents - Do not use your name, use last 4 digits of SSN
- \_\_\_\_\_ 1 SAS postcard for acknowledgement of receipt of application

**Mailing Instructions**

Completed grant applications must be postmarked or delivered by hand by Monday, April 2, 2012.

Please send only what is requested, unsolicited materials will not be reviewed.

Submit complete application to:

The Lillian Orłowsky and William Freed Foundation Grant  
Provincetown Art Association and Museum  
460 Commercial Street  
Provincetown, MA 02657

**Please read directions carefully, as failure to do so may result in disqualification.**