



AHL FOUNDATION  
420 West 23rd Street, Suite 7A, New York, NY 10011  
info@ahlfoundation.org | [www.ahlfoundation.org](http://www.ahlfoundation.org)  
T 212 675 1619 / 516 983 3935

## AHL – Andrew & Barbara Choi Family Grant Application Guideline

**New Application Deadline: August 17, 2015 11:59pm**

Please read the application guideline carefully before starting your online application at <http://www.ahlfoundation.org/category/competition/grants/>. We recommend having all your information ready to input and upload before starting the online application since applicants must finish the application in one sitting. The following information is required for the Andrew & Barbara Choi Family Grant Application:

### Contact Information

Name, E-mail, Phone, Address

### Project Proposal

Please include a Project Title, Project Narrative, and Itemized Project Budget.

#### *Project Narrative*

Please write a detailed explanation of your proposed project and state your financial need. Project Narrative must include the following (1000 word limit):

1. Project Summary: Describe your project (who, what, where, when, why). Please keep in mind that the project must be executed between October 2015 and September 2016.
2. Goals & Objectives: State your motivation and what you wish to accomplish through this project.
3. Methodology and Timeline: Describe detailed plan and timeline to achieve your objectives.
4. Budget Summary: Briefly describe the total budget and major expenses needed to accomplish your objectives. Describe your contingency plan if full funding is not received.

#### *Itemized Project Budget*

Please upload an itemized and detailed list of income and expenses such as Equipment, Supplies, Personnel, Travel, Printing, Framing, and Shipping expenses. If paid employees, assistants or contracted services are used, a concise and complete description of their involvement should be included. If partial funding has already been secured, please indicate it in the income section. You may upload an EXL or DOC file.

#### *Project Invitation/Confirmation Letter*

Please upload an invitation letter or a brief letter from the organizer, curator, or venue confirming the location and dates for the exhibition or project. If the invitation or confirmation letter cannot be ready by the application deadline, please include a letter explaining the situation on the application. You may email the letter separately to [applications@ahlfoundation.org](mailto:applications@ahlfoundation.org) by **August 31, 2015**.

### Artist Statement

Please describe your general art practice as it relates to the project proposal (500 word limit).



## AHL FOUNDATION

420 West 23rd Street, Suite 7A, New York, NY 10011

info@ahlfoundation.org | [www.ahlfoundation.org](http://www.ahlfoundation.org)

T 212 675 1619 / 516 983 3935

### **Curriculum Vitae**

Please upload your most current C.V.

### **Work Samples**

Please upload up to 12 work sample images and 3 video links. You may include work samples from the past five years along with project sketches, diagrams or work-in-progress related to the upcoming project. Please keep in mind that the two most important criteria for the grant are artistic merit and its impact on contemporary art. So please include work samples that best illustrates your full artistic capacity. If you are including sketches or work-in-progress, please clearly indicate it in the Work Sample Description.

#### *Work Sample Images*

Images should be in PDF or JPEG format no larger than 5MB or 1000 pixels on any side. Please format each file name as "Artist's last name\_Artist's first name\_1.jpg," "Artist's last name\_Artist's first name\_2.jpg," and so on.

#### *Video Link*

You may upload up to three video links. The videos may not exceed 5 minutes in length. Please include title, year, length, and dimension (when applicable) along with whether it is an excerpt or compilation in the Video Link Description.

### **Work Sample Description**

The description should include Title, Date, Medium, Dimensions, Duration (if applicable) and any other additional description as needed.

### **Two Professional References**

Two professional references must be included in your application. Please provide the contact information for your two references: Name, Title, Organization or Institution affiliation, E-mail, Phone, Address. The professional references will be contacted for applicants who make it to the final round. The application will be evaluated on the basis of artistic merit and the project's impact on contemporary art. Therefore, the professional references must be able to provide detailed and specific information about the applicant's merit and potential for success in executing the proposed project and beyond.

### **Reviews**

Though not required, it is highly recommended that you upload any press or reviews you have received in the past. You may upload up to 3 reviews. Please upload a PDF or JEG file.

### **Additional Reference Material**

Reference materials such as catalogs may be mailed or hand delivered to the AHL Foundation office. All material must be delivered to the office before August 31, 2015.

#### *Mailing Address:*

AHL Foundation 420 West 23rd Street, Suite 7A New York, NY 10011



**AHL FOUNDATION**  
420 West 23rd Street, Suite 7A, New York, NY 10011  
info@ahlfoundation.org | [www.ahlfoundation.org](http://www.ahlfoundation.org)  
T 212 675 1619 / 516 983 3935

For additional inquiries, please contact [info@ahlfoundation.org](mailto:info@ahlfoundation.org) or 516-983-3935.