

Work Sample Preparation Guide

It is recommended that you prepare and upload your work samples early in the application process. Traffic to the Mid Atlantic Arts Foundation eGRANT site generally increases closer to application deadlines and lag time for uploads may cause upload errors. Please upload one file at a time, and remember that uploads may take several minutes depending on connection speed.

Technical Requirements:

Work Sample Maximum Duration: Five (5) minutes in length

Audio Samples:

- There is a size limit of 10MB per audio file.
- Audio files may be uploaded in either .mp3 or .wav format ONLY.
- Save each file with the artist/ensemble's name and title of the work locally prior to uploading.
- Include only one work sample per file.

Video Samples:

- There is a size limit of 120MB per video file.
- Video files may be uploaded in .mov, .mp4, or .m4v format ONLY.
- Save each file with the artist/ensemble's name and title of the work locally prior to uploading.
- Include only one work sample per file.
- Video files must also meet the following minimum resolution requirements:
 - Resolution- 640x360
 - Frames per Second (fps)- 24

If your video does NOT meet the minimum resolution requirements above, there are a number of free online software programs you can use to convert your video, depending on your needs. In a search engine of your choice, search for "file converter" and the type of conversion you need completed.

Work Sample Selection:

- Work samples should be as relevant as possible to the proposed activity. If possible, include samples of the work to be performed at the proposed engagements.
- Work samples should not be more than three years old.
- Mid Atlantic Arts Foundation will not accept the submission of promotional videos as they do not provide an adequate representation of an artist/ensemble's work.
- **If a dance or theater artist/ensemble, work samples must be video and document a live performance.** As heavy editing can detract from panelist viewing, it is discouraged.
- Work samples will only be accepted in the formats listed above.
- Work samples must represent the work of the applicant.

Length of Work Sample:

The maximum length for each work sample is five minutes. Panelists review each work sample to the extent required to evaluate the work. Therefore, applicants are encouraged to prepare a well-organized presentation that best exhibits the work of the proposed artist/ensemble. Work samples may not be viewed in their entirety. Work samples should be of the highest quality possible as panelists both familiar and unfamiliar with the artist/ensemble will be judging artistic excellence.