

Work Sample Preparation Guide

We recommend that you prepare your work samples early in the application process.

Work samples can be submitted either by uploading files directly (accepted audio formats include .mp3 or .wav files; accepted video formats include .mov, .mp4, or .m4v files), or by submitting a word document or PDF containing a link to a work sample. Instructions to upload files directly differ from submitting links to websites. Please read the options thoroughly.

Please note that traffic to the Mid Atlantic Arts Foundation eGRANT site generally increases closer to application deadlines and lag time for direct uploads may cause upload errors. Please upload one file at a time, and remember that direct uploads may take several minutes depending on connection speed.

Technical Requirements for Direct Uploads:

Work Sample Maximum Duration: Ten (10) minutes in length

Audio Samples:

- Audio work samples may be uploaded in .mp3 or .wav format ONLY.
- There is a size limit of 10MB per audio file.
- 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:

- Video work samples may be uploaded in .mov, .mp4, or .m4v format ONLY
- There is a size limit of 250 MB per video file.
- 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 should be high resolution without exceeding the file size limitations.

Technical Requirements for Submitting Links:

Work Sample Maximum Duration: Ten (10) minutes in length

Requirements for submitting a link to audio work samples and video work samples are the same:

- Please note that the eGRANT application platform cannot accept a web link as a work sample. For that reason, links to work samples must be:
 - copied and pasted into a document
 - saved as either a word document or PDF
 - Word documents and PDFs can be uploaded as work samples
- Only one work sample should be submitted in a document/PDF; if you are submitting two works samples via links, create two separate documents./PDFs.
- Word documents or PDFs should be saved with the name "Work Sample 1_*artist/ensemble name*" or "Work Sample 2_*artist/ensemble name*."
- It is the applicant's responsibility to ensure links remain public and accessible during the review period; or provide any password or access instructions in the document/PDF.

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.
- When possible, 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 videos 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 ten minutes. Panelists review each work sample to the extent required to evaluate the work. 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.