

CREATIVE IMPACT FUND

Work Sample Guidelines

Work samples play an essential role in introducing your work to the panel and demonstrating your level of experience, creativity, technical skill, and alignment with program goals. You can attach digital files to your application or provide links to online content (a website, blog, video, online gallery, etc).

When determining what work to include in your application, select a range of samples that will help panelists evaluate your unique voice and impact.

Your application must include a minimum of eight (8) and a maximum of fifteen (15) work samples to be reviewed by the panel.

Applications that do not meet this criteria will be considered ineligible.

Requirements

- **Artists must include image, video, audio, written files and/or links to online content** in the dedicated sections of the application.
- You may use a mix of file uploads and web links in your application for a **combined total of 15 work samples per application**.
- **All work samples and online content must be anonymous to the best of your ability.** Panelists will review applications using a semi-anonymous review process. Applicants are encouraged—but not required—to remove identifying information from work samples when feasible.
- **Samples should indicate recent creative activity** (within approximately the last 3-5 years). Older work samples are acceptable but must be accompanied by evidence of more recent work.
- **Sketches and mock-ups for future projects** are acceptable but must be accompanied by completed works.
- **Dates, medium and work sample descriptions** are required for each sample included in the application.

File Uploads

Uploading images, recordings, videos or samples of your writing is a clear way to share your work with the panel.

- You can exclusively upload files as your work samples (websites are not required).
- The CIF application supports the following file types:
 - **Images:** .jpg, .jpeg, .png, .pdf
 - **Video:** .m4v, .mov, .mp4, .mpg, .wmv

- **Writing:** doc, .docx, .pdf
- **Audio:** .m4a, .mp3, .wav, .wma
- Adjust the file name of each file before you upload it to reflect the title of the work, medium and date
[**Example:** *The World Within Illustration 2023.jpg*]
- The 2025 CIF does not have size, length, or duration limits, however Submittable has a max upload capacity of 40 MB, so if you exceed that, your application cannot be submitted.
- **Please do not use a single file or document to represent your 15 total work samples.**
- **Do not upload a document with a list of web links and upload it as a work sample file.** Please use the dedicated Website Link boxes in the application for any links to online content.

Web Samples

If your work is best represented through external online content such as an artist website or social media page, **you can include up to eight (8) links to external online content / websites** in the dedicated Website Link fields in the application. *Websites are not required in your application but be sure to upload a minimum of 8 work sample files if you are not including links to online content.*

- **Each website represents one (1) work sample**, include one link per box.
- Allowable website types:
 - Your artist website
 - Artist social media pages/channels – Instagram, YouTube, Vimeo
 - Discipline-specific sites - SoundCloud, Band Camp or others
 - Artist profile pages – Cleveland Arts & Events profile, artist registry profiles
 - Blogs that showcase your writing or work
 - Online galleries
- **Do not use a single website to represent your 15 total work samples. Even a LinkTree.** It's better for panelists to have all application material contained in the application rather than clicking through external content.
- **Include a clickable hyperlink** in each box that can be easily clicked to access your content. Be sure to copy/paste the complete url / web address you are using.
- **Don't link to websites that require the viewer to log in** or access content that's behind a paywall - e.g. Spotify, Netflix, Amazon, or other sites that require a subscription to access
- **Be sure links lead to functional, viewable websites.** Make sure your social pages are public, and your website is not 'under construction.'

Best Practices

You may choose to include a range of work that illustrates your creative career or focus on a specific project or body of work. Panelists will have access to all application materials.

Consider the following to best position your application:

- Ensure your work stands out by selecting samples that are bold, unique, impactful and create a cohesive portrait of you as an artist.
- Remember that panelists will be reviewing dozens of applications. Be sure that your narrative responses are clear, complete, easy to read and align with your work samples. **[For example:** If you select ‘Music’ as your primary creative discipline and your artist statement discusses your history as a trumpet player in brass bands, it’s best to leave images of your paintings out of this application. Instead, be sure your samples focus on your ability and talent as a musician.]
- Make sure your work is well-documented and professional. Consider professional photos, video or audio recordings. This is an investment but can be a tremendous asset in securing future funding.
- Include files that are high-resolution, easy to view, read or listen to.
- Again, panelists will review many applications. Keep your content succinct – don’t include excessively long videos, audio or writing [e.g. video and audio exceeding 3-5 minutes; PDF or doc files over 10-12 pages; PDF files containing more than 5-6 images in a single file]. More content doesn’t necessarily make your application better.

If you have other questions about work samples, please email grants@assemblycycle.org or attend a Grant Info Session.