

Application Submission Tips

To help us prepare your application for review, and because reviewers must be able to read a substantial amount of material easily, please:

- Type all application material. Use black type and at least a 12 point font.
- Submit all materials (including prototypes, work samples, resumes, on 8 1/2" x 11" white paper. Do not use colored paper.
- Use only paper clips and rubber bands to fasten your applications and materials, do not bind or staple materials.
- Submit only 1 (one) copy of supplemental materials, resumes, prototype of CD/tapes demo and lyrics, or books, etc.
- Submit ONE (1) completed, typewritten and signed application.
- If project will take place on a school campus, the application must include a letter of endorsement from the school's Principal.
- Applications will not be accepted without required attachments.
- Please make sure that your budget and narrative are concise and accurate.
- First time applicants must submit a W-9 Form in application package.
- Attendance at VICA's "How To Apply Workshops" are strongly recommended.

Supplemental Materials					
CD	School Project	Video	Artistic Support	Book	New Organizations
Lyrics	Principal's endorsement	Trailer	Work Samples	Prototype	Financial Statement
Music	Resume of all personnel involved in project	Music Lyrics	Artistic Resume	Publishing Quote	Organization's plan Articles of Incorporation and By-laws IRS Letter of Tax-Exemption