

# Hendrik de Vries Grant Checklist

To compete for the Hendrik de Vries Grant, you must submit an application using our digital form. The application must include:

- A work plan of two sides of A4 at the most, containing a description of the work you intend to do with the grant, and accompanied by sketches (not spatial) no bigger than A4-size and/or audio-visual media lasting no longer than 10 minutes
- A realistic budget and/or coverage plan, including any other income if applicable
- A current CV
- An overview of previous publications, exhibitions, presentations, performances and / or performances
- Examples of writing for the Literature grant
- A portfolio for the Visual grant

## Tips for writing a work plan

Writing a good work plan requires a lot of effort. You have just two sides of A4 to convince the jury that you are talented enough to deserve that grant. Here are some practical tips that might help you to devise a clear, intelligible work plan.

- Start by making a summary of what you want to tell the jury about you and your work. You'll soon see that this forms a perfect framework for your ultimate work plan.
- Keep it clear and concise. Don't get side-tracked and try not to use too many parentheses and commas. Ask yourself which information is relevant to a jury and more importantly, which is not.
- Arrange your work plan neatly. Use paragraphs and write in a logical order. The jury must be able to find the information it wants at a glance.
- So don't leave the information that you think will help the jury when considering your application to the end.
- Avoid duplicating information. You don't need to repeat anything already mentioned in your appendices (e.g. your CV) in the work plan. A reference will suffice.
- Use the work plan to explain your goals, ambition and explain why you need new work. Tell the jury about the innovative nature of your work.
- Show the relationship to existing work and to past and present artists. How does the new work fit into your own artistic oeuvre?
- Describe in words how you envisage the final product, and perhaps use this to begin your work plan. The jury also wants to review on whether your work plan can be converted into a feasible final product. After all, your new work must be completed a year after the prize is presented.
- Give your work plan an editorial check. Let someone else read it and carry out a spell check. Spelling mistakes, poorly formulated sentences and confusing texts all detract from the message you are trying to get across to the jury.
- Make sure your budget and time scale are realistic. Don't forget your own time investment! You must realize your plan within the available budget, or a higher budget if you have other sources of income (don't forget to state this in the budget). Please note that your plan is not a partial presentation, your work must be ready and presentable within a year of receiving the

prize. If you fail to finish the work, you may be asked to repay the grant.