

ALBERT P.
WEISMAN
COLUMBIA COLLEGE CHICAGO
A W A R D

Application Instructions:

Applications consist of the following six items. Failure to include any item will disqualify your application.

- | | |
|---|-----------------------|
| 1. Title page | 4. Transcript |
| 2. Project Description | 5. Project Samples |
| 3. Letters of Recommendation (2)
*written by faculty | 6. Budget / Agreement |

1. Title Page: Each application will begin with a title page that lists, in order:

1. Name
2. Project Title
3. Brief summary of the project
4. Major & Concentration
5. Year in school
6. Address, City, State & Zip
7. Email & Telephone
8. Oasis ID#
9. Total credit hours earned
10. Credit hours currently enrolled in
11. Previous Weisman recipient? - If yes, when?

2. Project Description: Please address the following:

1. Begin with a summary of what the completed project will be. You can use the summary from the Title Page.
2. Tell us what exactly you need financial support for.
3. Tell us why completing the project would be a benefit to you.
4. Tell us how the completion of this project might benefit the public. Make every effort to be specific and clear in your writing and be very sure that the Project Description matches up with the samples you are providing. 1-2 pages. 11pt type, double-spaced.

3. Letters of Recommendation: You will need to provide two letters of recommendation for your project from Columbia faculty who are familiar with your work and with the project you are submitting. Be sure to give your teachers as much time as possible to write the letters.

4. Transcript: Applications must include a current copy of your transcript. Unofficial copies printed from your Oasis account or printed by the Advising Office are acceptable.

5. Project Samples: Visual samples should be provided in digital form, on CD or DVD. Individual images should be formatted in a "QuickTime slide show" with a 3 second interval. Motion work should be formatted in a "QuickTime movie." Please submit no more than (20) single images or (3) minutes of film or video. CD/DVDs should be marked with applicant's name and project title. Be sure to prepare your digital files for maximum viewing quality. Test the presentation thoroughly before turning it in. Scripts, journals, and other written samples should be printed out in 11pt type, double-spaced with a title sheet. Submit treatments and excerpts in place of completed scripts or manuscripts.

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6. Budget / Agreement:

There are two documents you will need to complete and turn in along with your other application materials.

1. The “Budget” form accounts for the items involved in your project that require funding.
2. The “Agreement” affirms your commitment to account for all funds received from the Weisman Award and outlines other sources of funding for your project.

[See pages 3 -5]

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1. Budget (PRINT)

Project Budget

State the end result of your proposed project. Be specific. Be brief. Examples: "30 - 16X20 black and white photographs- matted," "a 10 minute film," "a series of 10 wood and metal sculptures approximately 16" high and 8" wide," "the production of a one act play..."

List all of the projected expenses for your project. The 2008 Weisman Award will consider receipts dated January 1, 2008 forward. Be accurate in terms of both the amount of materials needed and their cost. Applications with inflated expenses will not be funded.

Expenses that are not eligible for funding include: tuition/class fees, travel, the value of donated time, equipment purchases, and food (with the exception of productions that feed a crew in lieu of pay).

Item	Quantity	Cost
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

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- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____
- 16. _____
- 17. _____
- 18. _____
- 19. _____
- 20. _____

Total of projected expenses/
Weisman Award Request _____



2. Agreement (PRINT)

Weisman Award Agreement

In applying for this grant, I hereby promise that all funds received will be used for work and materials necessary to complete this project as indicated above. I further agree to strictly account for all funds expended and will include appropriate credit to the Albert P. Weisman Award in the final credits for my completed project. I am fully aware that any intentional misrepresentation or dishonest use of Weisman Award funds will result in disciplinary action against me by Columbia College Chicago and the withdrawal of my project from the program. I will also contribute a digital version of my project to the Weisman Archive.

Signed _____

Name (Print) _____

Date _____