***Jane Smith, soprano***

1234 Side Street, Apt. 4321, Baltimore, MD 21202

JSmith@nomail.com | 410-XXX-XXXX | www.website.com

[above, use the same header as on your resume; include your name, mailing address, email, phone]

TO: Career Development Grant Review Panel [Employ a letter/memo format, as requested by the guidelines]  
  
DATE: April 1, 20XX

**Project Description** [summarize who, what, when, and where]  
I write to request a career development grant in the amount of $810 to fund the production of new photos and video recordings for my professional website, which I will publish this June. The photos will encompass both studio headshots and environmental images taken in performance venues this May. The videos will feature 4 opera arias and 5 art songs, which I will record in two separate 90-minute sessions in the Peabody recording studio, also in May.

**Career Impacts** [explain how the project advances your career]  
Producing these photos and recordings will powerfully impact my career:

* High-quality photos will enable me to convey a professional image online and in applications.
* Online video-recordings of me singing arias will allow directors to discern the style and strengths of my singing, helping me to pass initial screenings and be selected for live auditions.
* The art song videos will aid my efforts to book recital engagements because when I contact presenters, they will be able to watch and hear me perform some of the proposed repertoire.
* I will graduate at the end of this academic year, and so it’s crucial that I promptly publish a professional-grade website that features outstanding photos and videos.

**Budget** [list specific expenses & income; state how you’ll complete the project if you don’t receive the full grant amount you request]

|  |  |  |  |
| --- | --- | --- | --- |
| **EXPENSES** | | **INCOME** | |
| Photo Shoot (Homewood photo)  2 hours @ $110/hour | $220 | Career Development Grant: | $810 |
| Video/Audio Recording (Peabody)  3 hours@ $50/hour | $150 |  |  |
| Video/Audio Editing (Peabody)  4 hours@ $50/hour | $200 |  |  |
| Pianist - 6 hours @ $40/hour  (3 hours rehearsal; 3 hours recording) | $240 |  |  |
| **TOTAL:** | **$810** | **TOTAL:** | **$810** |

*Expenses not covered by the grant will be paid from my personal funds.*

**Supporting Materials**  
I include with this document my [professional materials, e.g. resume, CV, work samples] and a letter of recommendation from my teacher, Dr. Professor. [Note: Your teacher may send the recommendation directly to [LAUNCHPad@jh.edu](mailto:LAUNCHPad@jh.edu), as described on the [Grant Guidelines](http://www.peabody.jhu.edu/conservatory/deansoffice/careerdev/index.html).] Please write if I may provide anything further. Thank you for considering this request.

Sincerely,  
Jane Smith