***Jane Smith, soprano***

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[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 $1,000 to fund the production of new photos and video recordings, as well as establish 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, supporting my performance goals as a recital soloist and opera singer:

* High-quality photos will enable me to convey a professional image online and in applications. My most recent professional photos are more than five years old and no longer reflect my current level of artistry or personal/artistic aesthetic.
* 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, improving my marketability for a variety of performance opportunities.

Most immediately, the photos, recordings, and website will support my upcoming applications to two young artist programs at Washington National Opera and Indianapolis Opera. I also plan to pitch several venues in the DMV area for solo recitals this spring. Overall, preparing this professional media and presenting it on my website will help me to effectively share my work and secure valuable opportunities as a performer.

**Budget** [list specific expenses & income]

|  |  |  |  |
| --- | --- | --- | --- |
| **EXPENSES** | | **INCOME** | |
| Photo Shoot (Homewood photo)  2 hours @ $110/hour | $220 | Career Development Grant | $1000 |
| Video/Audio Recording (Peabody)  3 hours @ $50/hour | $150 | Personal Funds from Campus Job | $100 |
| Video/Audio Editing (Peabody)  4 hours @ $50/hour | $200 |  |  |
| Pianist - 6 hours @ $40/hour  (3 hours rehearsal; 3 hours recording) | $240 |  |  |
| Website Subscription via Weebly  ($10/month for 2 years) | $240 |  |  |
| Website Domain ($25/year for 2 years) | $50 |  |  |
| **TOTAL:** | **$1,100** | **TOTAL:** | **$1,100** |

*Expenses not covered by the grant will be paid from my personal funds.* [state how you’ll complete the project if you don’t receive the full grant amount you request]

*Statement of Financial Need*: [This is optional: include anything you’d like the panel to know about your financial circumstances, especially for Logistical Grants]

**Supporting Materials**   
I include with this application my [professional materials, e.g. resume, CV, work samples] and a letter of recommendation from my teacher, Dr. Professor. [Note: Your recommender will be prompted to submit a letter at a private link when you begin the application form, as described in the [Grant Guidelines](https://peabody.jhu.edu/studentcdg).] Please write if I may provide anything further. Thank you for considering this request.

Sincerely,   
Jane Smith