

**A ROOM OF HER OWN FOUNDATION
7TH GIFT OF FREEDOM AWARD HARD COPY APPLICATION**

General Instructions

A Room of Her Own Foundation (AROHO) is dedicated to helping women artists achieve the privacy and financial support necessary to pursue their art. As Virginia Woolf recognized in the 1920s, “a woman must have money and a room of her own if she is to write.”

While Woolf spoke of writers, AROHO applies her words to women of various disciplines. The 7th Gift of Freedom Award will be given to a woman writer who is a U.S. citizen, or legal resident of the United States, and will be living in the U.S. during the grant period. Because the award is quite substantial, the application process is extensive. Hard copy applications must be postmarked on or before November 2, 2015. **The acceptable genres competing for this grant are creative nonfiction, fiction, & poetry.**

A finalist from each genre (creative nonfiction, fiction, & poetry) will be chosen. One genre finalist will be awarded the \$50,000 Gift of Freedom grant. Each of the two remaining genre finalists will be awarded a \$5,000 prize and eligibility to attend a future AROHO Retreat for Women Writers with the benefit of a Gift of Freedom Legacy Fellowship.

To apply for the 7th Gift of Freedom Award with a hard copy application, complete the Hard Copy Application form with all its parts (please follow the Checklist) and mail the application package to A Room Of Her Own Foundation, P.O. Box 778, Placitas, NM 87043. A Room of Her Own Foundation will accept more than one application from any applicant. Each application must be mailed in a separate mailing envelope. Packages *must be postmarked* on or before November 2, 2015—no exceptions. *Courier service (UPS, FedEx) packages will not be accepted—use the U.S. Postal Service. Do not send return receipt requested. We will return your self-addressed, stamped postcard once processing of your package is complete.*

AROHO staff will manually upload hard copy applications to our Submittable database for the judging panel to review. You will receive notification once the application upload to Submittable is complete, in all likelihood after the November 2, 2015 deadline has passed. For this reason, all hard copy applications should be considered final and un-editable.

**The 7th Gift of Freedom Award recipient will be announced on
AROHO’s website, www.aroomofherownfoundation.org, on March 16, 2016.**

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Hard Copy Application Package Tips
(for applications not submitted online through Submittable)

Peruse the A Room of Her Own Foundation website at www.aroomofherownfoundation.org. Much helpful information is contained on the website. Start reading with FAQ: Gift of Freedom.

Follow the checklist contained in the application to make sure your application package is complete and in correct order for submission. *Before you mail your application* we recommend that you consult our website, www.aroomofherownfoundation.org, one last time for any changes or updates.

Do not forget to send the \$45 hard copy application fee in the form of a **check or money order payable to A Room of Her Own**. Please write "GOF Application Fee" and your application genre in the memo line.

Be sure to mail application package on or before the "postmarked by" date. Packages should be sent by regular, first class mail to: A Room of Her Own Foundation, P.O. Box 778, Placitas, NM 87043. No UPS or FedEx or other courier delivery will be accepted.

Print each item separately—do not allow one item to run into the next.

Essay and writing sample pages should all be 12-point Times New Roman (or similar) type, double-spaced with 1" margins.

Submission pages should be numbered separately for each item of application (e.g., A page A-1, B page B-1 through B-5).

Use only black ink on standard weight white paper—no colored ink, no colored or heavy paper.

Send only 8 ½" x 11" sheets—nothing larger or smaller.

Application materials are not returnable.

Extraneous or excessive materials will be discarded. References and/or nominations will not be reviewed. Any submission exceeding specified length will not be read past the authorized page limit.

No stapled or bound materials—no ring binders, no bound published works, no videos, no cassettes, no page protectors. Fancy submission packages will only be seen by office staff. Preliminary and final judges view all applications via AROHO's Submittable database.

In order to maintain a blind judging, make sure your name *is not* on the checklist items grouped in the "must not contain identifying information" group. Names are allowed only on AROHO forms requiring them and IRS forms.

Don't send your résumé. Submit your information in the format requested.

Please plan ahead. If you do not have copies of your older tax returns, you can request them from the IRS. *Do not have the IRS send them to us*. All forms should be sent to you and included in the application package you send to AROHO. Plan ahead when requesting returns from the IRS. Do not send an application package with a note saying the IRS did not get your returns to you in time to include them in the package. Incomplete applications will be disqualified. In order to amend an incomplete hard copy application package you must submit a new application.

Don't make tax returns anonymous. We need to see that they belong to the applicant. **Please black out any Social Security Numbers on the tax returns.**

For income tax returns: send only personal federal income tax returns—income page and signature page only. ***Each return must be signed even if there is no "signature line"***. Application package must contain your three most recently filed income tax returns. Do not send state income tax returns. No W-2s, no corporate or business forms.

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Hard Copy Application Package Tips, cont.

If you were not required to file a federal income tax return for one or more of the past three years, you must write a detailed explanation to AROHO to be included in your application package in place of that/those tax return(s). Without either returns or explanation(s) labeled "Tax Return Explanation (Year)," your application is incomplete and automatically disqualified.

Answer every part of application, especially community service. If an item in the application is not applicable, mark it as such. Incomplete applications will be disqualified.

All AROHO forms with signature lines must be signed.

The complete application (Part I-IV) must be included in one mailing package. Follow the checklist on page 4.

AROHO staff will manually upload hard copy applications to our Submittable database for the judging panel to review. You will receive notification once the application upload to Submittable is complete, in all likelihood after the November 2, 2015 deadline has passed. For this reason, all hard copy applications should be considered final and un-editable. Desired changes to hard copy applications necessitate a new application package. An applicant may apply as many times as desired providing each application is complete and separately mailed.

Incomplete and/or late applications will be disqualified upon receipt.

We will *not* contact you if your file is incomplete.

All applications are treated with the utmost confidentiality. After uploading to AROHO's Submittable database, hard copy applications will be shredded.

Urgent questions should be e-mailed to info@aroomofherownfoundation.org. Questions sent by hard mail to AROHO, P.O. Box 778, Placitas, NM 87043, will take much longer to process and may not be answered before the application deadline. Phone consultation is not available.

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Part I: Checklist

(for hard copy applications not submitted online through Submittable)

Enclose *all of and only* the following items. Keep separate and in order as listed. *Do not run sections together on the page. Do not bind or staple.* Paper clips and binder clips may be used. *This checklist is provided for your benefit and administrative purposes only.*

The following items contain personal identifying information:

- \$45 application fee in the form of a check or money order payable to A Room of Her Own—“GOF Application Fee” and application genre in memo line.
- Self-addressed, stamped *postcard* for acknowledgment of receipt of package
- Part I: Checklist
- Part I: Questionnaire
- Part I: Contact Information Form
- Part I: Personal Information Form with signature (include proof of residency if legal resident)
- Part I: Financial Information Form
- Part I: Verification of Income: three consecutive year’s federal tax returns (each *signed* with no attachments. Please black out any Social Security Numbers on the tax returns.) *or* Tax Return Explanation

The following items *must not* contain personal identifying information:

- Part II: Essay A. Financial Status Essay (one sheet total) PLEASE MARK AS “**A**”
- Part II: Essay B. Artistic response. Not to exceed five (5) pages (double spaced, 12 point type, 1" margins) PLEASE MARK AS “**B**” and number each page beginning B-1.
- Part II: Essay C. What writing means to me. Not to exceed five (5) pages (double spaced, 12 point type, 1" margins) PLEASE MARK AS “**C**” and number each page beginning with C-1.
- Part II: Essay D. Practical aspects and particular goal. Not to exceed five (5) pages (double spaced, 12 point type, 1" margins). PLEASE MARK AS “**D**” and number each page beginning with D-1. You may also include proposed timeline and proposed budget for project.
- Part II: Essay E. Community benefit. Not to exceed three (3) pages (double spaced, 12 point type, 1" margins) PLEASE MARK AS “**E**” and number each page beginning with E-1.
- Part III: List of educational history (high school and post secondary)
- Part III: List of prizes/awards/grants (if any)
- Part III: List of publications (if any)
- Part III: List of employment history
- Part III: List of community service, current and past
- Part IV: Writing Sample. Sample pieces of writing not to exceed ten (10) pages (doubled spaced, 12 point type, 1" margins). Please indicate genre and number each page beginning with WS-1.

Note: Incomplete and/or late applications will be disqualified upon receipt. We will not contact you if your file is incomplete.

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Part I: Questionnaire

To help us better plan for the future please complete the following brief questionnaire, marking choices with an "x."
We appreciate your responses (*answers provided here do not weigh into the judging process*).

1. Is this the first time you've applied for the Gift of Freedom?

- yes
- no
- I've applied for the Gift of Freedom more than a couple of times

2. Have you participated in any of AROHO's other programs (check all that apply)?

- AROHO Retreat
- Orlando Prize
- To the Lighthouse Poetry Book Prize
- Clarissa Dalloway Book Prize
- Shakespeare's Sister
- Other (specify) _____

3. How did you hear about the 7th Gift of Freedom competition?

- AROHO Newsletter
- Social Media
- Print advertisement in AWP Conference Program
- Print advertisement in Poets & Writers
- Poets & Writers Grants & Awards Calendar
- Friend
- Listserv
- Web search
- Other

4. When did you first hear of AROHO?

- This is the first time I've heard of AROHO
- I learned about AROHO ages ago but can't remember exactly when

5. How did you first hear of AROHO?

- Print advertisement (specify publication/approximate year) _____
- Friend
- Listserv
- Web search
- Other

6. Besides "a room of your own", what assistance would **most** help you realize your writing goals? Check one.

- agent representation
- public relations advice
- media training
- life-coaching/financial planning
- writing mentor
- other

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Part I: Questionnaire, cont.

7. Do you participate in a writing community?

- Virtually
- In-person
- Both virtually and in-person
- Not at all
- I wish

8. Which of the following best describes your writing community?

- Nonexistent
- Inconsistent
- Sometimes judgmental
- Supportive but not challenging
- Vibrant and inspirational

9. Besides the possibility of winning the award, do you foresee any other benefit to completing and submitting the Gift of Freedom application?

- Yes (please specify) _____
- No

10. Is the \$50,000 Gift of Freedom the largest prize you have ever applied for?

- Yes
- No (please specify those awards) _____

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Part I: Contact Information Form

Application packages must be postmarked on or before November 2, 2015. No incomplete or late applications will be accepted. **This application form (identified by the 11/2/15 postmark deadline appearing at the bottom of each page) is the current form—please disregard any previous forms.**

Name _____

Genre submitted (mark one)

- ___ creative nonfiction
- ___ fiction
- ___ poetry

Date of Birth _____

Nationality

- American Indian or Alaskan Native
- Asian or Pacific Islander
- African American
- Hispanic
- Caucasian

Mailing address _____

Phone Number _____

E-mail address (if any) _____

Applicant Signature _____

Date signed _____

My signature on this document affirms that I am applying for the 7th Gift of Freedom Award and that all work contained in my application package is my own work unless properly noted. I understand that no part of my submission package is returnable and that incomplete and/or late submissions will not be accepted.

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Part I: Personal Information Form

Do not leave any question unanswered. If a question does not apply to you, mark it N/A.

1. Last Name _____

2. First Name _____

3. Middle Initial _____

4. Complete Street Address _____

5. City and Country (if not U.S.) _____

6. State _____

7. Zip Code _____

8. Date of Birth (month, day and year) _____

9. Permanent Phone Number _____

10. Driver's License or State ID Number _____

11. State of License or ID in number 10 _____

12. I am a citizen or legal resident* of the U.S.

_____ Yes

_____ No

*If you are not a U.S. citizen, but have legal resident status, please include a photocopy of your green card or other evidence of your U.S. immigration status.

13. What is your marital status as of today?

_____ Single, divorced, widowed

_____ Married, remarried, partnership

_____ Separated

14. Month and year you were married, separated, divorced or widowed _____

15. Have you ever been convicted of possessing or selling illegal drugs?

_____ Yes (please specify date and brief circumstances) _____

_____ No

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Part I: Personal Information Form, cont.

16. Have you ever been convicted of a felony?
_____ Yes (please specify date and brief circumstances) _____

_____ No

17. Date this form was completed (month, day, year) _____

18. Applicant signature _____

(By signing this application you are stating that the information provided is correct to the best of your knowledge and you agree, if asked, to provide information that will verify the accuracy of your completed Financial Status Form. Also, you certify that you understand that if you purposely give false or misleading information, you will immediately become disqualified for grants and A Room of Her Own will recover any grant funds disbursed.)

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Part I: Financial Status Form

Report income and assets for you and your spouse or partner, even if you are only recently married and were not married in most recent tax year, to determine your total household income. Do not leave any question unanswered. If the answer is zero or does not apply to you, enter N/A.

1. Have you filed your IRS income tax return for the most recent full calendar year?

- I have already filed my return.
 I will file, but have applied for an extension.
 I am not going to file (go to Verification of Income section to specify)

2. What was your household's adjusted gross income for the most recent tax return filed? For help calculating your adjusted gross income (AGI), please consult the following weblink: <https://fafsa.ed.gov/help/fotw04cF4c.htm>.

\$ _____

3. Enter your household's total income tax for the most recent tax return filed. For help calculating your household income tax, please consult the following weblink: <https://fafsa.ed.gov/fotw1415/help/fotw05c.htm>.

\$ _____

4. What was your gross working income (wages, salaries, tips, business income, etc.) for the most recent full calendar year? Answer this question whether or not you filed a tax return.

\$ _____

5. What was your spouse/partner's gross working income (wages, salaries, tips, business income, etc.) for the most recent full calendar year? Answer this question whether or not they filed a tax return.

\$ _____

6. Does your household receive unearned income? (Income not from wages, salaries, or tips, or from your own business).

- Yes. If yes, please state the annual amount. \$ _____
 No

7. Can you be claimed as a dependent on someone else's income tax return for the most recent full calendar year?

- Yes
 No

8. As of today, what is the net worth of your household's current investments? (Net worth means current value minus debt. If net worth is negative, enter 0. Investments include real estate (do not include the home you live in), trust funds, money market funds, mutual funds, certificates of deposit, stocks, stock options, bonds, other securities, education IRAs, college savings plans, installment and land sale contracts (including mortgages held), commodities, etc. Investment value includes the market value of these investments as of today. Investment debt means only those debts that are related to the investments. Investments do not include the home you live in, cash, savings, checking accounts, the value of life insurance and retirement plans (pension funds, annuities, noneducation IRAs, Keogh plans, etc.) or the value of prepaid tuition plans. \$ _____

9. Please indicate whether you rent or own the home you live in: _____

10. What percent of your household income is spent on rent or mortgage and property taxes for the home you live in?

_____ %

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Part I: Financial Information Form, cont.

11. As of today, what is the net worth of your household's current business(es)? Do not include a farm that you live on and operate.

\$ _____

12. As of today what is your household's total current balance of cash, savings, and checking accounts? Do not include student financial aid.

\$ _____

13-14. If you received veteran's education benefits, for how many months in 2017-2018 will you receive these benefits, and what amount will you receive per month? Do not include spouse/partner veteran's education benefits.

Months (13) _____

Amount (14) \$ _____

15. During the school year 2017-18, will you be working on a master's or doctorate program (such as an MA, MFA, MBA, MD, JD, PhD, EdD, or graduate certificate, etc.)?

_____ Yes

_____ No

16. Enter the number of children you have. _____

17. Enter the number of children you have who receive more than half of their financial support from you. _____

18. Enter the number of dependents, other than your children and spouse/partner, who live with you and who receive more than half of their support from you. _____

19. Are you in default on a student loan?

_____ Yes

_____ No

20. Are you a veteran of the U.S. Armed Forces?

_____ Yes

_____ No

21. If you or your family has unusual circumstances (such as loss of employment; elder-care; disability) not shown on this form that might affect your need for financial aid, please explain briefly:

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Part I: Verification of Income

Please send your three most recently filed income tax returns: send only personal federal income tax returns— income page and signature page only. ***Each return must be signed.*** If sending IRS transcripts, sign each year's transcript even though there is no signature line. Please black out any Social Security Numbers on the tax returns. Do not send state income tax returns. No W-2s, no corporate or business forms. No attachments—basic form only.

If you were not required to file a federal income tax return for one or more of the past three years, you must write a detailed explanation to AROHO to be included in your application package in place of that/those tax return(s). Clearly mark each instance as Tax Return Explanation (Year) and do not exceed 225 words.

Don't make tax returns anonymous. We need to see that they belong to the applicant.

If you do not have copies of your older tax returns, you can request them from the IRS. *Do not have the IRS send them to us.* All forms should be sent to you and included in the application package you send to AROHO. Plan ahead when requesting returns from the IRS. Do not send an application package with a note saying the IRS did not get your returns to you in time to include them in the package. Incomplete applications will be disqualified.

Without either returns or a detailed explanation, your application is incomplete and will be automatically disqualified.

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Part II: Essays

Essays are crucial components of the screening process. Consider *each* essay your last, best opportunity to showcase your talent as a writer. **Do not put your name on any of these essays.** (Label each essay with appropriate title, use 1" margins, double-spacing, 12 point type)

Essay A: Financial Status

Please write a one-page essay regarding your financial status. Include a response to the following in your essay:

To what degree would the receipt of the Gift of Freedom impact the completion of your creative project?

Describe the relationship between your financial status and the actualization of your artistic project.

Essay B: Artistic response

Respond, in any genre you wish, to **one** of the following **three** quotations from Virginia Woolf's *A Room of One's Own*. Your response should not exceed five double-spaced pages (please number B-1 through B-5). Your response will not be discriminated against on the basis of any opinion expressed.

"Five hundred a year stands for the power to contemplate,...a lock on the door means the power to think for oneself."

"Poetry ought to have a mother as well as a father."

"Women have sat indoors all these millions of years, so that by this time, the very walls are permeated by their creative force, which has, indeed so overcharged the capacity of bricks and mortar that it must needs harness itself to pens and brushes and business and politics."

Essay C: What writing means to me

Write an essay, not to exceed 5 (five) pages (please number C-1 through C-5), in which you answer the following question: What does your writing mean to you? Discuss your writing, its importance to your life and everything else pertinent to this question.

Essay D: Creative Project Plan and its practical aspects

Write one essay not to exceed 5 (five) pages (please number D-1 through D-5) in which you answer the following questions: What practical steps have you already taken in the pursuit of your writing? Do you have a particular creative project which you are pursuing in your writing at the present moment? Define your creative project and its practical aspects. Besides money and "a room of your own", how and in what specific ways do you imagine a professional connection with AROHO would help you achieve your creative project plan?

Essay E. Community benefit

Provide a description, not to exceed 3 (three) pages (please number E-1 through E-3), of how a grant to you would benefit the community at large. You may include any proposal to share profits, if any, arising from the work produced during the grant period with tax exempt, charitable organizations.

Community benefit will be considered in the selection of the recipient. At the completion of the sponsorship period, community benefit would include:

To what extent will the artistic objective benefit the larger community;

How the applicant proposes that the results of her work will be made available to the general public;

The willingness of the applicant to mentor other women artists in the future;

The recipient's willingness to contribute to tax exempt charitable organizations, including A Room Of Her Own, if the work produced as a result of the grant provides income in the future.

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Part III: Lists

Do not send your résumé—please format the information in five separate, clearly labeled lists.

Do not put your name on the lists. Do not list your name as author of published work—just list the titles of the works. Lists do not need to be double spaced.

Educational History

List all educational institutions attended, beginning with high school, including years in attendance, special areas of study and diploma or degrees granted. List any other educational experiences impacting your writing career.

Prizes/Awards/Grants for Your Work, if any List

Publications, if any List

Employment History

List experiences of employment (may be limited to most recent twenty years), include part or full time, employers, positions, and years of employment.

Community Service

List any volunteer activities or community services performed, including organizations, the activities and length of time of each.

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Part IV. Writing Sample

(Do not put your name on these pages.)

Send in samples of your work, published or unpublished, not to exceed (10) ten pages (please number WS-1 through WS-10). Do not send photocopies of published work; send only manuscript format. This may be one long work or selections from several pieces. Total page count not to exceed 10 pages (double-spaced, with 1" margins in 12-point type). The first page of your writing sample should *specify genre* being submitted.