



# THE WILLA KIM COSTUME DESIGN SCHOLARSHIP 2020



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DEVELOPED AND ADMINISTERED BY THEATRE COMMUNICATIONS GROUP  
WITH SUPPORT FROM THE ESTATE OF WILLA KIM

# THE WILLA KIM COSTUME DESIGN SCHOLARSHIP 2020



## BACKGROUND

TCG is pleased to honor costume designer Willa Kim's legacy and her life's work as a pioneer, legend and inspiration for many of today's theatre artists. Willa cared deeply about developing the next generation of artists and THE WILLA KIM COSTUME DESIGN SCHOLARSHIP will provide exceptionally talented costume designers who are enrolled in a university or professional training program with the opportunity to supplement their fine arts training in drawing and painting. Because costume designers' ideas and choices are communicated visually to artistic collaborators, Willa hoped to encourage the studio and graphic skills necessary for better communication of their artistic vision.

## PROGRAM DESCRIPTION

**Recipients will receive up to \$7,500** to be used towards tuition, registration fees, supplies and/or travel expenses over a one-year period between **June 1, 2020–June 30, 2021**. International study is allowable, but the scholarship will only cover tuition, registration fees, supplies and/or travel expenses to participate in extracurricular (non-credit) training in hand-drawing and/or painting. Allowable travel expenses includes round trip economy class air, train, and/or bus fare; local and ground transportation; baggage and/or seat selection fees; and lodging while participating in scholarship activities. Scholarship funds can not cover the cost of travel upgrades and travel expenses can only be claimed if the recipient will be participating in scholarship activities outside of their home city.

The program defines theatre in the broadest terms, including dramatic theatre, music theatre, physical theatre, and object theatre. Artists working in multidisciplinary ways are eligible but must demonstrate a strong theatrical through line in their costume design work. Each recipient's curriculum will be hand-tailored to meet their individual goals and needs. While the scholarship does not require a minimum length of coursework, applicants are strongly encouraged to propose a curriculum that will have the maximum positive impact on the development of their technical skills in hand-drawing and painting. The recipients' scholarship activities may take place while they are on break from their university, college or training program.

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## ALLOWABLE EXPENSES

- Tuition, registration fees, supplies and/or travel expenses associated with participating in extracurricular (non-credit) training in hand-drawing and painting.
- Up to 25% of the total requested amount can be applied to extracurricular (non-credit) art training outside of hand-drawing and painting that will bolster the recipient's ability to communicate their artistic vision effectively.
- Funds can not be used to cover the cost of required curriculum at the applicant's college, university or professional training program.

## ELIGIBILITY

- Applicants must submit an online application with supplemental materials by the deadline, **January 7, 2020 NOON ET**.
- Applicants must be enrolled and in good standing at a college, university or professional training program for the duration of the fellowship period **June 1, 2020–June 30, 2021**.

## SELECTION CRITERIA

- Artistry, creativity and skills;
- Evidence of commitment, ability and a clear plan to improve the applicant's skills as a costume designer;
- Degree to which the scholarship can contribute to the applicant's artistic growth;
- Appropriateness of the proposed budget and scholarship activities, including travel (if requested);
- Potential for future excellence as a professional costume designer;
- Commitment to a career in the not-for-profit professional theatre field.

## TIMELINE

- Online application deadline: **January 7, 2020 NOON ET**
- Letter of support deadline: **January 7, 2020 NOON ET**
- Recommendation deadline: **January 7, 2020 NOON ET**
- Applicant notification: **Week of March 30, 2020**
- Earliest start date: **June 1, 2020**
- Latest end date: **June 30, 2021**

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## APPLICATION PROCESS

- Applicants must complete and submit the online application via the TCG ONLINE PORTAL, uploading the required documents. (See page 7 for instructions.)
- Applicants will be required to identify an academic advisor at their college, university or training program who is in support of their proposed scholarship activities, and who will submit a letter of support to TCG on their behalf. (See page 5 for instructions.)
- Applicants will be required to have two letters of recommendation submitted to TCG on their behalf. (See page 6 for instructions.)
- It is strongly suggested that portfolio materials express the creative process from inspiration through finished product. If research and source material is included, they should be shown alongside the completed design to illustrate how the process informs the result.
- The portfolio should include examples that show the applicant's technical skills in hand-drawing and/or painting for costume design.
- The applicant should include a link to their website, if applicable.

## PORTFOLIO MATERIALS

- Portfolio materials must be submitted electronically. Hard copies will not be accepted.
- Applicants must provide materials from at least TWO, but not more than FOUR projects that best represent their work.
- Project submissions THREE and FOUR (not required) may include examples of the applicant's artistic work outside of costume design.
- One of the submitted projects must include materials from the production described in Question 4 of the application narrative.
- Applicants may submit materials from a project that has not yet been produced, however at least one project must have been fully realized.
- Portfolio materials must include examples of the applicant's hand-drawing and/or painting work for costume design.
- Applicants should arrange their materials in the order in which they should be viewed by the panel.
- Each costume design example should be clearly labeled with the textile description, character, production and producer (which may be a theatre, organization or educational institution).
- All examples submitted in the portfolio should include a description, including all materials used to produce the work being shown.
- Applicants are strongly encouraged to include work that will fully represent their artistic practices, including 2- and 3-dimensional work in any medium (i.e. drawing, painting, figure drawing, illustration, embroidery, sculpture, pottery, photography, etc.).

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## LETTER OF SUPPORT INSTRUCTIONS

- Applicants must identify an academic advisor who will submit a letter of support on their behalf by **January 7, 2020 NOON ET**, following the instructions outlined below.
- Academic advisors are asked to submit a letter of support, addressing how they plan to support the applicant to balance their scholarship activities and required curriculum at their college, university or training program.
- Academic advisors should note that their letter of support will be reviewed by the selection panel who will be looking for a clear plan for how they will support the recipient and track their progress throughout the scholarship period.
- Academic advisors will be asked to submit a brief final report once scholarship activities are complete, addressing how the scholarship has impacted the recipient.

NOTE: Letters should not exceed two pages and must include the academic advisor's name, title and email address. Additional pages will not be forwarded to the panel.

**ONCE THEY HAVE COMPLETED THEIR LETTER OF SUPPORT, ACADEMIC ADVISORS SHOULD SAVE THE FILE AS A PDF LABELED:**

"ApplicantLastName\_ApplicantFirstName\_WK\_LOS.pdf"

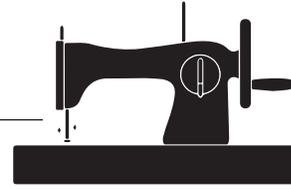
**THE FILE MUST BE EMAILED BY THE ACADEMIC ADVISOR TO:**

Michael Francis, Senior Artistic and International Programs Associate, [mfrancis@tcg.org](mailto:mfrancis@tcg.org)

NO LATER THAN January 7, 2020 NOON ET.

**UNSIGNED AND/OR LATE LETTERS WILL NOT BE ACCEPTED.**

# THE WILLA KIM COSTUME DESIGN SCHOLARSHIP 2020



## RECOMMENDATION INSTRUCTIONS

- Applicants must have two recommendations submitted by their recommender directly to TCG on their behalf. It is the applicant's responsibility to request that their recommender send a letter by **January 7, 2020 NOON ET**, following the instructions outlined below.
- Recommenders are asked to submit a recommendation in support of a candidate for a WILLA KIM COSTUME DESIGN SCHOLARSHIP. The overall intent of the scholarship is to encourage the recipients' studio and graphic skills necessary for better communication of their costume design ideas and choices.
- In addition to the recommenders' overall assessment of the candidate, they are asked to describe at least one example in which they have experienced the candidate's artistry, creativity and skills. The recommender should also address the candidate's potential for future excellence as a professional costume designer.
- Recommenders should note that their assessment will carry considerable influence so they are encouraged to be thoughtful and thorough.

NOTE: Letters should not exceed two pages and must include the recommender's name, title and email address. Additional pages will not be forwarded to the panel.

**ONCE THEY HAVE COMPLETED THEIR RECOMMENDATION, RECOMMENDERS SHOULD SAVE THE FILE AS A PDF LABELED:**

"ApplicantLastName\_ApplicantFirstName\_WK\_REC.pdf"

**THE FILE MUST BE EMAILED BY THE RECOMMENDER TO:**

Michael Francis, Senior Artistic and International Programs Associate, mfrancis@tcg.org  
NO LATER THAN January 7, 2020 NOON ET.

**UNSIGNED AND/OR LATE RECOMMENDATIONS WILL NOT BE ACCEPTED.**



## SELECTION PROCESS

- In preparing the application, candidates should consider that the selection panel is searching for a well-rounded representation of the designer through the written application and portfolio.
- Applicants are strongly encouraged to show examples of their work in costume design and other mediums to give the panel a full sense of their artistic approach, vision and process.
- The panel will also assess the candidate's flexibility and openness to new techniques, forms and ideas.
- Applications will be evaluated through a competitive review process by a national, independent and diverse selection panel composed of professional costume designers and theatre educators.
- Scholarships will be awarded solely on the Selection Criteria listed on page 3, not financial need.

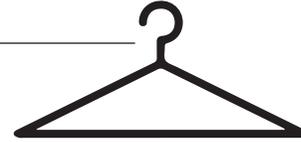
## PAYMENTS AND REPORTING

Recipients will be reimbursed by TCG for tuition, registration fees, supplies and travel expenses. Original receipts will be required to process reimbursements. In the event a recipient is unable to cover the cost of their tuition, registration, fees, supplies, or travel when needed, TCG staff will work with them to find alternate ways to cover the expense(s).

A final report will be required no later than 30 days following the completion of scholarship activities. A report form will be provided by TCG.

NOTE: Tuition and registration fees are taxable income to the recipient. All recipients are encouraged to consult with a trusted tax advisor about the tax implications of receiving the scholarship. Recipients will be issued a 1099 and should declare tuition and/or registration fees covered by the scholarship as income. Reimbursement for supplies and travel expenses are not taxable income.

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## SUBMISSION

### ONLINE APPLICATION SUBMISSION DEADLINE: TUESDAY, JANUARY 7, 2020 NOON ET

Applications must be developed and submitted by the applicant. The online application will require that the applicant name two recommenders who will each submit a recommendation on their behalf as well as an academic advisor that will submit a letter of support. The recommenders and academic advisor should be familiar with the applicant's work and be available to submit their letters to TCG directly via email by TUESDAY, JANUARY 7, 2020 NOON ET.

Within an hour of submitting their application, the applicant should receive a confirmation email indicating that their application was received. If not, the applicant should contact TCG immediately. Applicants should save their Submission Confirmation E-mail as proof of submission. Those who cannot provide proof of application submission will not be eligible.

#### 1. Apply via the TCG ONLINE APPLICATION PORTAL at

[https://www.GrantRequest.com/SID\\_1933?SA=SNA&FID=35062](https://www.GrantRequest.com/SID_1933?SA=SNA&FID=35062)

The TCG ONLINE APPLICATION PORTAL will require applicants to complete an online application form, upload two files as described below, and provide links to two to four files, using an online file sharing platform (i.e. Dropbox or Google Drive), as described in Step 2 below.

**FILE #1:** Upload a two-page resume/CV for the applicant. Name the file as follows:

**ApplicantLastName\_ApplicantFirstName\_Resume.pdf**

**FILE #2:** Complete and upload the Excel Budget Spreadsheet provided. Name the file as follows:

**ApplicantLastName\_ApplicantFirstName\_Budget.xls**

- Using the spaces provided in the "Portfolio Samples" section of the online application, applicants must provide links to materials (using an online file sharing program such as Dropbox or Google Drive) from at least TWO, but not more than FOUR projects that best represent their work. See the "Portfolio Materials" section in these Guidelines for more information about submissions.
- Failure to assemble and submit application materials properly may result in the application being considered ineligible for review.
- Save the Application Confirmation E-mail as proof of submission. Applicants who cannot provide proof of application submission by the deadline will not be eligible. If you do not receive an Application Confirmation E-mail within an hour of submission, please email Michael Francis at [mfrancis@tcg.org](mailto:mfrancis@tcg.org). NOTE: Confirmation emails will be sent from [mail@grantapplication.com](mailto:mail@grantapplication.com); check your spam folder if you do not receive an email in your inbox.
- Application materials will NOT be accepted after the aforementioned deadline and must be submitted via the TCG ONLINE APPLICATION PORTAL.
- The application requires that the applicant name an academic advisor who agrees to submit a letter of support, addressing how they plan to support the applicant to balance their scholarship activities and required curriculum at their college, university or training program. The applicant will be responsible for sharing the information provided with their academic advisor. Academic advisors MUST submit their letters directly to TCG by emailing a PDF file to Michael Francis at [mfrancis@tcg.org](mailto:mfrancis@tcg.org) by TUESDAY, JANUARY 7, 2020 NOON ET.
- The application requires two letters of recommendation that address why the applicant is a strong candidate for a WILLA KIM COSTUME DESIGN SCHOLARSHIP. The applicant will be responsible for sharing the information provided with both of their recommenders. Recommenders MUST submit their letters directly to TCG by emailing a PDF file to Michael Francis at [mfrancis@tcg.org](mailto:mfrancis@tcg.org) by TUESDAY, JANUARY 7, 2020 NOON ET.

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**WILLA KIM** was a costume designer for ballet, theatre, opera, and television. Among many honors were Tony Awards for Duke Ellington's *Sophisticated Ladies* and Tommy Tune's *The Will Rogers Follies*, and Tony nominations for Peter Allen's *Legs Diamond*, Andrew Lloyd Webber's *Song & Dance*, Bob Fosse's *Dancin'*, and Joel Grey's *Goodtime Charley*. She won Drama Desk Awards for Jean Genet's *The Screens*, Irene Fornes' *Promenade*, and Sam Shepard's *Operation Sidewinder*; Obie Awards for Robert Lowell's *The Old Glory* and Lanier Robertson's *Woman Before A Glass*; and Emmy Awards for the PBS broadcasts of Michael Smuin's ballets *The Tempest* and *A Song For Dead Warriors*.

Ms. Kim received lifetime achievement awards from the Fashion Institute of Technology and the United States Institute for Theatre Technology. The Theatre Development Fund honored her with the Irene Sharaff Lifetime Achievement Award, and in 2007 she was inducted into the Theatre Hall of Fame.

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**Theatre Communications Group (TCG)**, exists to strengthen, nurture, and promote professional theatre in the U.S. and globally. Since its founding in 1961, TCG's constituency has grown from a handful of groundbreaking theatres to over 700 Member Theatres and affiliate organizations and nearly 10,000 Individual Members. Through its Core Values of Activism, Artistry, Diversity, and Global Citizenship, TCG advances a better world for theatre and a better world because of theatre. The Global Theater Initiative, TCG's partnership with the Laboratory for Global Performance and Politics, serves as the U.S. Center of the International Theatre Institute. In all of its endeavors, TCG seeks to increase the organizational efficiency of its Member Theatres, cultivate and celebrate the artistic talent and achievements of the field, and promote a larger public understanding of, and appreciation for, the theatre. TCG is a 501(c)(3) not-for-profit organization. [www.tcg.org](http://www.tcg.org)