

Instructions for Submitting a Letter of Interest

Lower Passaic River Artist in Residence Program

Lower Passaic River Urban Waters Federal Partnership

December 3, 2024

Accessing the grant application/creating a report:

All letter of interest (LOI) materials will be submitted through [ProposalCentral](#), Hudson River Foundation's grants portal.

You will need to create an account using [this link](#) to access the grant application. Once you've created an account, you can search for the grant within the portal by clicking the "Grant Opportunities" tab, then searching for "Artist in Residence Program: Lower Passaic River" then clicking on "Apply Now".

Letter of Interest (due January 31, 2025)

To submit a letter of interest through the grant application, you will need to provide your contact information, a resume (max of three pages), work samples (up to ten uploads), and a letter of interest (max of two pages) addressing the following:

- *Please discuss your interest in this program and why you should be selected.*
- *This program will take place in the Lower Passaic River watershed and will prioritize connection with the local communities. Please tell us about any personal and/or professional connection you have to this location including previous or current partnerships and examples of work.*
- *Some of our major program objectives are to uplift the importance of environmental justice, create community awareness about water issues and other environmental concerns, and to increase community resiliency in the face of climate change. Can you tell us about how your interests align with these values and any prior experience working with these objectives?*

Please follow the instructions below to add this information within the grants portal:

1. Select Title Page in the side bar. You must save a title for your project before advancing to the next page.

2. If you would like to work on your application with another applicant(s), although not required, click 'Enable Other Users to Access this Proposal' on the side bar to add information of those you'd like to give access to. Those individuals will also need to create an account.

3. Select Applicant/PI in the side bar. Click "Edit Professional Profile," which will take you to a new page. Click "Add Institution" to update your information, which includes address and contact info. Search for your institution by typing it into the "Institution Name (partial)" field and clicking "Display Results" to search. If your institution is not present in the search results, you can request a new institution profile OR you can search the "No Institution Available" option and select that as your institution. If you are not affiliated with an institution, please select "No Institution Available."

4. Select Attachments in the side bar. Add attachments for resume, work samples, and letter of interest. Please note:

- a. Resume should be uploaded as a pdf file and not exceed three pages. Your resume may include links to professional webpages or social media handles.
- b. Work samples may be any file type. You must upload at least one work sample and no more than ten. We recommend that you provide a short description for each work sample using the "Describe Attachments" field.
- c. Letters of interest should be uploaded as a pdf file and not exceed two pages. There is no required format for the letter of interest, but it should address the three prompts noted above.

5. Select Validate in the side bar. Click Validate to see a list of any missing fields.

6. Select Submit in the side bar and submit your application

Please submit your letter of interest through the grants' portal by 11:59 PM on January 31, 2025.

Contact Liz Balladares at eballadares@hudsonriver.org with any additional questions.