

# Application Packet Instructions

In order to be considered applications must follow the formatting requirements below:

**One complete *Philip Jones Fellowship* application consists of the following materials:**

1. **Cover Sheet.** (see Example of how to format your cover sheet with information and a very brief and concise summary of your proposal)
2. **Application body:** A STATEMENT of not more than **two typed, double spaced pages** briefly summarizing and describing the project. The selection criteria include: the project's relationship to ephemera and the mission of the Ephemera Society of America; how it will be shared with ESA members and the public; and the uniqueness and importance of the project.
3. **A Current Resume** (please limit to 2 pages) should include the applicant's experience and proven abilities to carry out this project

## **INSTRUCTIONS for the format of applications:**

1. Documents submitted should be in MS WORD DOC format, 12 point font, paginated with page numbers in the lower right hand corner.
2. File document naming should follow this naming convention and order: 1: For the application please name submitted document: Last name & Application Title (example: Johnson - Ephemera xyz). The Cover Sheet should be the first page of this document. 2. For Resume name as follows: Last Name - Resume (example: Johnson -Resume). When possible combine Resume with the application so you are only submitting ONE Word Doc file. A footer with the document name should appear in 12 pt font.
3. **Please avoid sending PDF files.**

**SUBMISSION:** ONE electronic copy in MS WORD DOC format following the formatting requirements. **Applications not following the formatting requirements will not be considered.**

☆ **All application materials must be received by midnight January 14, 2012.**

Send electronically to: *ESAJones@cox.net*

Send with return receipt requested to confirm our receipt of your application.

## Example of How to Format Your Cover Sheet

### Cover Sheet for: 2012 Ephemera Society of America – Philip Jones Fellowship for the Study of Ephemera

Name:

Street Address or PO Box:

City:

State:

Zip:

(If outside the U.S. please give full international address)

Phone (home):

(work):

Cell:

E- mail:

Profession: (student, historian, homemaker, ephemera buff, etc.)

How did you hear about this Fellowship?

**Brief summary description of your proposed Ephemera Project: (limit to this page)**