

 How to Share Work Samples Using a URL For South Arts Grant Applications

To make it easier for reviewers to access your work samples and support materials, South Arts now asks applicants to share files using **URLs (web links)** instead of uploading them directly. This guide walks you through how to do that using popular file-sharing platforms—even if you’ve never done it before!

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 What You Need to Know First

- You'll upload your files (videos, audio, documents, images, etc.) to a **file-sharing website**.
- Then, you'll create a **link** (URL) that anyone can click to view your file.
- You'll paste that link into your grant application.

 Best Practices (Start Here!)

Before you upload anything, keep these tips in mind:

- **Set your link to “Anyone with the link can view.”** This means reviewers won't need a password or account to see your files.
- **Trim your video or audio files** to include only the portion you want reviewers to experience. Avoid long intros or unrelated content.
- **Test your link** in a private or incognito browser window to make sure it works.
- **Don't use links that expire**, like free WeTransfer links.
- **Label your files clearly**, like WorkSample_YourName_Title.
- **Make sure your files open and play correctly** (especially videos and audio).

 Accessibility Tips

We encourage applicants to make their materials as accessible as possible for all reviewers. Consider the following:

- **Include captions or transcripts** for video and audio work, if available.
- **Use accessible file formats** like PDF for documents and MP4 for video.
- **Avoid scanned documents** that are not readable by screen readers.
- **Add alt text** or brief descriptions for images, especially if they are essential to your work.

These steps help ensure your work can be fully appreciated by all reviewers, including those using assistive technology.

 How to Share Work Samples Using a URL For South Arts Grant Applications **Preferred File Formats**

To ensure your files open correctly for reviewers, we recommend using the following formats:

Media Type	Preferred Formats	Avoid
Documents	PDF, DOCX	.pages, .wps, scanned images
Video	MP4, MOV	.wmv, .flv, large uncompressed files
Audio	MP3, WAV	.m4a, .ogg
Images	JPG, PNG	.tiff, .bmp

Avoid using compressed folders (e.g., .zip) or links that require downloading special software.

 Tips for Trimming Video and Audio Files

To help reviewers focus on your strongest work:

- **Keep it concise:** Only include the section(s) you want reviewed.
- **Use free tools** like:
 - Clipchamp or iMovie for video
 - Audacity for audio
- **Avoid long intros or credits** unless they're part of the artistic intent.
- **Export a new file** with just the trimmed content before uploading.

 Deadline Reminder

Please allow yourself plenty of time to upload, test, and submit your work samples. We recommend finalizing your links **at least 48 hours before the application deadline** to avoid last-minute technical issues.

 How to Test Your Links

Before submitting your application:

- Open your links in a **private/incognito browser window** to confirm they work without being logged in.
- Ask a friend or colleague to test your links on a different device.
- Use a free browser extension like Check My Links (Chrome) to verify that your links are active.

 Need a Printable Version?

If you have limited internet access or prefer to work offline, you can request a **PDF version** of this guide by contacting the South Arts Grants Helpdesk.

 grants@southarts.org

✓ **Approved Platforms for Sharing Work Samples**

To ensure your materials are accessible and secure, South Arts recommends using one of the following **approved platforms**. These services have been tested for compatibility with our review process and are widely accessible to panelists.

Platform	Best For	Why
Google Drive	Documents, PDFs, images, audio	Easy to use, widely accessible, supports multiple file types
Dropbox	Large files, folders, documents	Good for sharing multiple files or folders in one link
OneDrive	Microsoft Office files, documents	Seamless for users already using Microsoft 365
YouTube	Video (public-facing or large files)	Fast streaming, easy to embed, good for long videos
Vimeo	High-quality video presentations	Cleaner interface, better privacy controls, no ads
SoundCloud	Audio samples (music, spoken word)	Designed for audio, easy to stream, supports private links
Flickr	High-resolution images or portfolios	Maintains image quality, supports albums, easy to browse visually

Don't Have an Account Yet?

No problem! You'll need an account with the platform you plan to use. Use the links below to get started:

- [Create a Google Account \(for Google Drive & YouTube\)](#)
- [Create a Dropbox Account](#)
- [Create a OneDrive Account](#)
- [Create a YouTube Account](#)
- [Create a Vimeo Account](#)
- [Create a SoundCloud Account](#)
- [Create a Flickr Account](#)

Step-by-Step: How to Share from Common Platforms

◆ **Google Drive**

1. Go to drive.google.com and sign in.
2. Click **New** > **File upload** or **Folder upload**.
3. Right-click your file or folder and choose **Get link**.
4. Change the setting to **Anyone with the link can view**.
5. Click **Copy link** and paste it into your application.
6. More Help? Go to Google Help, [How to Share Files from Google Drive](#).

◆ Dropbox

1. Go to dropbox.com and sign in.
2. Upload your file or folder.
3. Click **Share** next to the file and choose **Create link**.
4. Make sure it says **Anyone with the link can view**.
5. Copy the link and paste it into your application.
6. More Help, go to Dropbox Help, [How to Share Files or Folders in Dropbox](#).

◆ OneDrive

1. Go to onedrive.live.com and sign in.
2. Upload your file or folder.
3. Right-click the file and choose **Share**.
4. Choose **Anyone with the link can view**.
5. Copy and paste the link into your application.
6. More Help? Go to Microsoft Support, [Upload and Share Files on OneDrive](#).

◆ YouTube (for video)

1. Go to youtube.com and sign in.
2. Click the camera icon (top right) > **Upload video**.
3. Set the video to **Unlisted** (not Private).
4. Trim your video before uploading or use YouTube's built-in editor.
5. Copy the video's URL and paste it into your application.
6. More Help? Go to Video Tutorial, [How to Upload Unlisted Videos to YouTube](#).

◆ Vimeo (for video)

1. Go to vimeo.com and sign in.
2. Click **New video** > **Upload**.
3. Set privacy to **Anyone with the link**.
4. Trim your video before uploading.
5. Copy the video link and paste it into your application.
6. More Help? Go to Vimeo Help Center, [How to Upload Video to Vimeo](#).

◆ SoundCloud (for audio)

1. Go to soundcloud.com and sign in.
2. Click **Upload** and choose your audio file.
3. Set sharing to **Private**, then enable **Shareable private link**.
4. Trim your audio before uploading.
5. Copy the private link and paste it into your application.
6. More help? Go to SoundCloud Help, [Uploading Tracks to SoundCloud](#).

◆ Flickr (for images)

1. Go to flickr.com and sign in.
2. Click the **Upload** icon and select your images.
3. After uploading, go to the image page and click the **Share** icon.
4. Choose **Copy Link** and make sure the image is set to **Public** or **Visible to anyone with the link**.

5. Paste the link into your application.
6. More help? Go to Flickr Tutorials, [How to Share Photos on Flickr](#).

 Sample Work Sample Submission

To help you complete the work sample section of your application, here's an example of how to fill out each field:

Field	Example Entry
Title	<i>"Roots in Motion"</i>
Type	Work Sample
Description	This is a 3-minute excerpt from a contemporary dance performance exploring themes of cultural identity and migration. The clip highlights ensemble choreography and original score.
Year Completed	2023
Promo Permission	Yes – South Arts may use this sample for promotional purposes.
URL	https://youtu.be/example123

 Tips for Completing This Section:

- **Title:** Use the actual title of the work or a descriptive placeholder if untitled.
- **Type:** Choose from the dropdown (e.g., Work Sample, Support Material, Promo Photo).
- **Description:** Be concise but informative—explain what reviewers are seeing/hearing and why it matters.
- **Year Completed:** Use the year the work was finalized or premiered.
- **Promo Permission:** Only say "Yes" if you're comfortable with South Arts using this publicly.
- **URL:** Make sure the link is accessible and trimmed to the relevant portion.

 We're Here to Help

We recognize that not everyone has the same access to technology, internet, or digital tools. You may be:

- Working with **limited or unreliable internet**
- Using a **shared or public device**
- New to **file-sharing platforms**
- Unsure how to **trim or upload media files**
- Experiencing other **accessibility or technical challenges**

Whatever the situation, **you are not alone—and we're here to assist**. Our goal is to ensure that all applicants can successfully submit their work, regardless of technical barriers.

If you need help:

- Choosing the right platform
- Creating an account
- Uploading or trimming your files



How to Share Work Samples Using a URL For South Arts Grant Applications

- Making sure your links work
- Finding alternative solutions if your access is limited



Contact the South Arts Grants Helpdesk

Email: grants@southarts.org

We're happy to walk you through the process or test your links before you submit. Your work matters, and we want to make sure it's seen and appreciated.



Feedback Welcome

We're always looking to improve this guide. If you have suggestions, spot an error, or need additional support not covered here, please let us know.



Email: grants@southarts.org

Your feedback helps us make this resource more useful for everyone.



Last Updated

*This article was last updated: **July 2025***