**The Library Presents Open Call for Events in in Autumn 2024 & Spring 2025 (Workshops)**

Autumn (October - December) 2024 & Spring (March - June) 2025

This is an open call for artists to suggest material for The Library Presents menu for Autumn (October - December) 2024 & Spring (March - June) 2025. These seasons will include a mixture of indoor & outdoor performances and workshops, predominantly in-person events in libraries.

Applications can be made using the online form below.

If you have any queries regarding the programme or this open call please email: [florence.tong@babylonarts.org.uk](mailto:florence.tong@babylonarts.org.uk)

**The fee is a maximum of £300 per workshop (excluding VAT).**

This fee should include travel and accommodation costs.

**Video Submission**

Submit a link to your video application via email, the video should be maximum 8 minutes and sent as a link to [florence.tong@babylonarts.org.uk](mailto:florence.tong@babylonarts.org.uk) (do not send a video file, we will not receive it).

More details on the application process can be found below or in the video.

**Deadline for expressions of interest is 19 May 2024, 11.45pm.**

By 6 August 2024 artists will be notified whether they have been selected for the programme. Please note we will book artists in for the Autumn 2024 and Spring 2025 in chronological date order.

The Library Presents takes great art into local community venues, usually the libraries. The programme is accessible, inclusive and diverse. [Find out more about the wider The Library Presents project on Cambridgeshire County Council’s website.](https://www.cambridgeshire.gov.uk/residents/libraries-leisure-culture/libraries/news-and-events/the-library-presents)

**Who can apply?**

The Call-Out is open to artists/organisations across the UK.

‘Artists’ includes: individuals, companies, organisations, collectives and collaborative partnerships across all art forms.

We want to ensure our programme embraces artists from all backgrounds and this includes, artists of Black, Asian or Minority Ethnic backgrounds, artists identifying as LGBTQIA+ and artists who have a disability or other protected characteristics.

**Our programme will include:**

* Key calendar dates and themes we would like to be represented; Black History Month and LGBTQIA+ Pride.
* A variety of art forms - music, theatre, dance, comedy, animation, poetry, visual art, gaming, storytelling, art and craft etc.
* A variety of topics and interests, reflecting different cultures and backgrounds.
* A balance of content for adults, families and young people across the whole programme (we do not expect one proposal to be for all these groups).
* Content that will appeal to new audiences, particularly young adults 16-35 years.
* Content that includes creative technologies (digital means to be creative) or express an environmental responsibility.
* A mix of content that is innovative, imaginative, fun, reflective, entertaining, interactive, educational or supporting wellbeing.
* Work designed with audiences in mind who are D/deaf, have profound and multiple learning disabilities, or are neurodiverse.
* No content with (gratuitous) swearing, (explicit) sexual content or biased political content.
* Content that is welcoming, inclusive and easy to access/understand.
* High quality work that is well produced.

**Logistic considerations:**

* Workshops should aim to be 2 hours (with the exception of dance which could be 1.5 hours).
* Minimum participants accommodated should be 15 (including adults if a family session).
* All workshops should be for adults or families (no children-only sessions).
* Libraries cannot provide technician support.
* Some workshop spaces may be accessed through single doors or located on a first floor (first floor spaces will have a lift).

**The fee must cover all your costs including:**

* Liaison with The Library Presents staff.
* Planning, Production, Resources & Delivery.
* Travel & accommodation costs.
* Hosting platforms for digital wraparound activities (if not using Zoom).
* Support of the promotion of the event via the artists own social media, website or newsletter.
* Data Collection on downloads, views, comments and traffic (as digital wraparound will be hosted by the artist on a platform of their choice).

The artist will be wholly responsible for their own income tax, national insurance and other similar contributions which may be payable out of, or as a result of, the receipt of any fee paid by Cambridgeshire County Council.

**What the fee can be used for:**

* Artist time to deliver workshops ([for further guidance on artist fee structures, please refer to this document).](https://www.artscouncil.org.uk/sites/default/files/download-file/ACNLPG_Fair_pay_0.pdf" \t "_blank)

**Support and resources from ‘The Library Presents’ will include:**

* ['Advice surgeries' available in advance of submitting an application. Please sign up here.](https://doodle.com/meeting/organize/id/bmEQylpb)
* Promotion through our communications channels.
* Booking service for events that require tickets (e.g. limited capacity performances).
* A feedback form for distribution to audiences.
* Distribution of audience surveys for ticketed events.
* A template to enter your data collection information.
* Copies of anonymised feedback received about your event (at the end of the season).

**Application Process**

Please note the fields which are marked with an asterisk are compulsory fields. You can apply using this form or via video, if you would like to apply via video please leave this form and send a link for your video to [florence.tong@babylonarts.org.uk](mailto:florence.tong@babylonarts.org.uk)

**In your video, you should include:**

**Your proposal**

Describe your proposal, via your video submission.

Please make sure you tell us about the following when describing your idea:

1. What is the workshop and is it themed?
2. Who is your content for? (age, interests, skill level)
3. Describe what a participant will experience.
4. How long is the workshop?
5. Is there a maximum capacity?
6. What is your minimum space requirement?
7. What is your experience of delivering the type of workshop you are proposing?
8. Would the work tie in with any of the following key calendar dates or themes; Black British Month, LGBTQIA+ or environmental themes?

In your video, or an accompanying email, you should also include:

* Your name or the name of the organisation
* Your Business Address
* Telephone number
* Email address
* Please provide a link to your website/YouTube/Facebook/Instagram
* A description of your activity in 100 words - imagine this is in a brochure and you are selling this event to customers. (make sure to include artist / company name) This description will be used in the menu when sending information out to the public if you are selected.
* How long do you need to set up for your workshop?
* How much will it cost and how will you use the budget? You can cover this in your proposal video, but please also put the total amount in the email. Please note that activities must not require participants to own or purchase additional resources.
* Please upload one inspiring, high quality, professional image representing your activity. This will be used to represent your arts activity online and on social media, and on the menu that we collect together for the public to choose from. (One image only. Minimum file size 1MB maximum file size 5MB. Accepted formats JPEG, PNG, GIF, JPG.)

We will also ask you for some equality and diversity information to help us ensure that we are supporting artists from diverse communities. We will send a form to anyone who does a video submission to collect this information.