

## APPLICATION PROCESS

Please note the fields or questions which are marked with an asterisk are compulsory fields.

You can apply using the online form or via video. To submit your application using video please send a link for your video to [florence.rose@babylonarts.org.uk](mailto:florence.rose@babylonarts.org.uk). To submit using the online form follow the link - [Make my online form submission.](#)

### Please provide the following organisation and contact details

- A. Your name or the name of your organisation\*
- B. Registered office \*
- C. Trading address (if different from registered office)
- D. Telephone number\*
- E. Email address\*
- F. Website / YouTube / Facebook / Instagram \*

### Proposal

Please make sure you tell us about the following when describing your idea. Be clear in your explanations and focus on the content of the event/s.

1. What is the content and is it themed?\*
2. Which art forms are you using?\*
3. What is your experience of delivering the type of content you are proposing?\*
4. Who is your content for? (age, interests, skill level)\*
5. Describe what an audience would see and hear.\*
6. What will the audience experience/gain from your content?\*
7. How long is the content?\*
8. Is it part of a larger project? If it is, how does it fit in?
9. Is there a maximum capacity?\*
10. Does the work link with anything you have delivered or planned as part of The Library Presents scheme?
11. What does your proposal entail? Please choose from the below options.\*
  - Digital live workshop
  - Digital live performance
  - Digital pre-recorded content
  - Digital installation
  - Digital radio
  - Digital single event
  - Digital series of events
  - Non-digital installation
  - Non-digital print
  - Non-digital single event
  - Non-digital series of events
  - Other
12. How much will it cost and how will you use the budget?\*
13. When would be the preferred date to share your work?\*

Upon application artists will be asked to provide one inspiring, high quality, professional image representing your activity. This will be used to represent your arts activity online and on social media. One image only. Minimum file size 1MB maximum file size 5MB. Accepted formats JPEG, PNG, GIF, JPG.  
If you do not have an image at this stage, please be aware that if your submission is chosen you will need to provide one.

Successful proposals must be ready by 5<sup>th</sup> October, with project plan and promotional material, and the work ready for release to the public between the 5<sup>th</sup> October and 18<sup>th</sup> December 2020.

Additional images and promotional materials will be requested if your application is successful.

## **How to apply**

You can apply in one of two ways:

1. Describe your proposal in 800-1000 words, via the online form. To submit via the online form please click [here](#).
2. 5-8 minute video clip answering questions 1-10 describing your idea send as a file link for file transfer, Vimeo or YouTube (if you are using only sign language please also caption the video or send us the text). You may use additional time to answer additional questions A-F, 11,12 and 13 in your video.

If you would like to submit a video, please send the link to the file to [florence.rose@babylonarts.org.uk](mailto:florence.rose@babylonarts.org.uk).

If there is a password to view this video, please provide it in your email.

Please do not worry about the image quality of the video, but do make sure we can hear you clearly. We are most interested in the content of your proposal.

We are monitoring equality and diversity in our programme, so if you submit your proposal by video you will be sent a short optional survey to complete and return.

Please note we do not accept applications in word document format.