**The Library Presents Open Call for Events in Spring 2024 (Performances)**

Spring (May - Mid July) 2024

This is an open call for artists to suggest material for The Library Presents menu for Spring (May - Mid July) 2024. The spring season will include a mixture of indoor performances, predominantly in-person events at libraries.

Applications can be made using the online form below or by video submission.

[There is a video reading of this brief and the application questions (with subtitles).](https://www.youtube.com/watch?v=pnc_x9HAwKo&feature=youtu.be)

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

**The fee is a maximum of £1000 per performance (excluding VAT)**

This fee should include travel and accommodation costs.

A minimum of 30% of our final programme will be events with increased accessibility; BSL interpreters, relaxed performance, audio described etc. We are willing to work with artists to source interpreters and have a small budget for accessibility provisions. If you are able to provide additional access or are open to working with us to do this please let us know and include in your budget if possible.

**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.rose@babylonarts.org.uk](mailto:florence.rose@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 ‘Application Questions’ PDF or video.

**Deadline for expressions of interest is 6 November 2023**

The Library Presents programme has a two-phase selection process:

* An open call, where we welcome Expression of Interests from artists, suggesting material for The Library Presents menu. Artists will be notified by **13 December 2023** if they have been shortlisted for the menu.
* The selected EOI's are compiled onto a Menu that becomes available to the public. The public will then choose what arts activities they would like to see in their respective libraries. By **15 February 2024** artists will be notified whether they have been selected for the Spring 2024 programme.

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/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, LGBTQIA+ artists, disabled artists or artists with other protected characteristics that are underrepresented.

**Our programme will include:**

* Key calendar dates and themes we would like to be represented; Black British Music, Deaf Awareness Week, Climate and Environment, Mental Health Awareness Week, LGBTQ+ Pride, Disability Pride Week, Gypsy Roma Traveller History Month, Refugees Week, South Asian Heritage Month.
* A variety of art forms - music, theatre, dance, comedy, animation, poetry, visual art, gaming, magic, 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 (12+yrs) 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).
* 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 party political content.
* Content that is welcoming, inclusive and easy to access/understand.
* High quality work that is well produced.
* Wraparound digital events, for example a zoom workshop or live streaming are encouraged, in order to ensure the programme is accessible to as many people as possible.

**Logistical considerations:**

* Performances should aim to be 90 minutes plus time for an interval.
* For family performances the 90 minutes can include an associated workshop.
* In person and digital wrap-around activity is welcomed, please include the costs where it is additional to the 90 minute event.
* Get in time can be no more than 2 hours before doors open. e.g. 5pm for a 7.30pm show start.
* Libraries cannot provide technician support.
* Some performance spaces may be accessed through single doors or located on a first floor.

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

* Liaison with The Library Presents staff.
* Planning, Production, Resources & Delivery.
* Travel & accommodation costs.
* Support of the promotion of the event via the artists own social media, website or newsletter.
* 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:**

* Work that is ready and fully developed for touring/sharing.
* Paying for specific elements of a piece of work where some costs are already covered by other funders – please be specific, we need to ensure we are not double funding.
* Artist time to deliver live performances or live 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)).

**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/participate/id/bmEQylpb)
* Promotion through our communications channels.
* Booking service for events that require tickets (e.g. limited capacity workshops or 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.rose@babylonarts.org.uk](mailto:florence.rose@babylonarts.org.uk)

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**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 content and is it themed?
2. Who is your content for? (age, interests, skill level)
3. How long is the content? How long do you need to get in and set up?
4. Describe what an audience will experience
5. Is there a maximum capacity?
6. What is your minimum space requirement?
7. Would the work tie in with any of the following key calendar dates or themes ; Black British Music, Deaf Awareness Week, Climate and Environment, Mental Health Awareness Week, LGBTQ+ Pride, Disability Pride Week, Gypsy Roma Traveller History Month, Refugees Week, South Asian Heritage Month?
8. What is your experience of delivering the type of content you are proposing?
9. Is it part of a larger project? If it is, how does it fit in?
10. Does the work link with anything you have delivered as part of The Library Presents scheme?

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.
* Could your performance be delivered outdoors?
* Can you accommodate any of the following additional accessibility requirements? (either already in place or open to working with us to put into place by the event date).
  + British Sign Language
  + Sign Supported English
  + Relaxed Event (neuro-divergent and autism friendly)
  + Hearing Loops (Supplied by The Library Presents)
  + Captions / Subtitling
  + Audio Description (If The Library Presents is arranging a script, video of performance required + rehearsal date are needed)
  + Other
* How much will your event cost and how will you use the budget? If you've said yes to additional accessibility above please detail any possible / definite costs separately (these are not included in the £1000 maximum fee)
* 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.