

Please complete your proposal by using the headings provided in this template and return to amanda.catto@creativescotland.com **by 5pm on Friday May 2018.** We are looking for proposals that provide a level of detail that will help us to determine how well the project would meet the objectives that we have set out in the Open Call. As a guide we would expect a submission that is up to 6 pages of A4, plus an indicative budget.

1. Please tell us your name, address, email address and telephone number/s:
2. Please tell us about the project that you wish to deliver for Scotland + Venice 2019, including which artist or artists you intend to work with and if you have any thoughts on a preferred location or venue.
3. Please tell us why you think this project would be particularly appropriate/relevant for Scotland + Venice 2019, how it meets the brief that we have outlined and what you hope to achieve.
4. Please tell us what preparatory work you have done in developing this proposal and the extent to which you have involved the artist/s in the plans to date (please note that we would expect you to have agreed with the artist/s involved that they would be interested/available to work with you on Scotland + Venice 2019).
5. Please tell us who will be involved in delivering the project, including any collaborations or partnerships that you aim to establish.
6. Please tell us how you would hope to manage the staffing/invigilation of the project and your thoughts on building the learning/professional development programmes that we have established with the universities/colleges.
7. Please provide us with CVs and any supporting material that helps to demonstrate the experience of the key people involved, including the artist/s. If you would be seeking to recruit people to manage specific aspects of project delivery then please advise how you would aim to do this.
8. Please provide us with an initial budget for the project (please note that we have provided an outline budget to help you anticipate/accommodate the core costs that need to be given consideration)

If you require any advice on making a proposal please contact amanda.catto@creativescotland.com

Thank you!