**AUSTRIAN CULTURAL FORUM LONDON

PROJECT/EVENT INQUIRY or PROPOSAL**

**Thank you for your interest in collaborating with the ACF London!**

**Please follow these guidelines to submit your proposal:**

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| **CONTACT DETAILS**Please provide your full name, email address and date of submission. |
| Name:Email:Date of submission: |

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| **TIMEFRAME**When should your project take place? |
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| **CONCEPT**Describe your project or idea, what it involves, how it will engage the space/audience, what your intentions and goals are, why you think it would be relevant and important to undertake at the Austrian Cultural Forum London.Please include links to portfolios, sound and video samples, as well as other links when relevant. If your project is meant to take place at another location than the ACF London please explain, specifying partner venues and institutions. When possible, please provide official invitation letters from partnering institutions. **Please keep your proposal as concise as possible!** |
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| **BIO**Give us a sense of your background and experience, including a sample of your previous/relevant work experience. Website links and press materials are welcome. |
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| **BUDGET** Please provide a *general* budget overview. Please note any other partners and sponsors involved, if any, and what their contribution will be. |
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| **LOGISTICS / TECHNICAL REQUIREMENTS** List any technical equipment and special considerations like transport, technical staff your project requires. |
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| **HAVE YOU PERFORMED / EXHIBITED AT or RECEIVED ANY FUNDINGS FROM THE ACF LONDON OR ANY OTHER AUSTRIAN CULTURAL FORUM in the past? IF YES, please list:** |
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**PLEASE KEEP IN MIND:**

* Our programme is curated by our team.
* Our mission and focus is on contemporary Austrian culture and arts.
* Our funds and capacities are limited.
* We are non-profit and non-commercial.
* We are not a booking agency.
* We are a small team that receives a tremendous number of inquiries per year. We will review

your submission based on order of receiving it and will evaluate your concept in relation

to our programming, our calendar of events, as well as our financial and logistical capacities.

* Please **do not send us Dropbox links, nor WeTransfer** files or other data transfers which

may expire. Please make sure your email **does not exceed 2 MB in size**.

**SENDING YOUR PROPOSAL**

Please send your proposals office@acflondon.org and **fill in the subject line as follows**:

**Subject:
ACF LONDON PROJECT PROPOSAL - YOUR NAME, NAME OF THE PROJECT, TYPE OF EVENT**

(eg. Visual Arts, Architecture, Music, Film, Performance, Literature or Other)

Thank you for your interest and we look forward to receiving your proposal,

*Your ACF London-Team*