

Sample Format & General Pointers For Any Project Proposal

Put yourself in the shoes of the jury. Write your proposal as if the jury knows nothing about you or your project.

Applicant's Background:

- Who are you? (student/artist/ensemble/organization).
- Provide a brief summary of your history that outlines what work (creating, performing, touring, training, etc.) you have done to date.
- What are you hoping to accomplish?

Project Description:

- What are you or your group proposing to do (study, create, market, tour, etc)?
- How do you plan on doing it (where, when, how, etc.)?
Be precise.
Be concise.
Logistics, schedules.
- Aside from money what else do you need to make your project work? Expertise, equipment, materials, volunteer support, etc.
- Are you requesting support for all or a portion of your project?
- Who else is involved? Provide bios of principle collaborative artists (if applicable).
- How does this project relate to what you want to accomplish?
Furthering career objectives?
Expanding touring base?
Raising profile?

Summary:

- A brief re-telling of your project, why do you want to do it and what are the positive expected outcomes. What factors give you a reasonable chance of success (e.g. your skills, previous experience, market demand)
- Resist the temptation to tell the jury that this is a most fantastic project. Go easy on the superlatives. Allow the jury to see your proposal in a positive light by providing all necessary information.

Support Materials: Provide any materials that will lend credibility to you the applicant and your ability to successfully carry out your project, such as:

- A resume
- Reference letters and (if applicable) confirmation letters from collaborating artists.
- Previews/Reviews
- Samples of past work