**LETS DO LONDON: CALL OUT APPLICATION**

To apply please complete the following application form. You can respond to Q2 as a voice note, video or written application.

NAME:

EMAIL ADDRESS:

MOBILE NUMBER:

ADDRESS:

WEBSITE:

1. **What is the basic info for your presentation (this will help us place your work in a suitable space)**

* Type of work: (theatre, live music, performance, circus, street arts, dance, children's theatre, spoken word, audio installations)
* Size of space you require:
* How many freelancers will be involved and paid through your project:
* Duration:
* Tech requirements:
* Get in / get out times:

1. **What is the idea for your project?** 300 words OR 3minute voice note / video file

Think about including the answers to the following questions;

* How will your work connect to London audience, London based families and young audiences?
* How does your work encourage accessibility - either for your artists, for audiences or both?

1. From your existing portfolio, please provide a **CV** or **details of any relevant and recent work** (last 5yrs) and where available, pictures, links to reviews, video clips or testimonials. This is to help us better understand your work. Please limit this to two pages and bullet points where possible.
2. **Project budget -**

Please fill out the template below. Rows can be added.

Please note the venue / space that you will be performing in will have no equipment / security / seats so please budget for everything you need you require.

We expect each freelancer working on the project to be paid in line (at a minimum of) with ITC rates <https://www.itc-arts.org/rates-of-pay/>

We are working to ensure everything is done in an inclusive and accessible way so that we properly reflect the rich diversity of London in all dimensions. To this end the access line in your budget will be granted from a separate pot of money. Therefore the budget could total up to £10000 plus Access.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | INFO | UNITS | COST | TOTAL |
| PRE PRODUCTION | | | | |
| Rehearsal space |  |  |  |  |
| Freelancer (1) |  |  |  |  |
| Freelancer (2) |  |  |  |  |
|  |  |  |  |  |
| Materials |  |  |  |  |
| Other |  |  |  |  |
| SUB TOTAL |  | | |  |
| PER DAY PRESENTATION(s) | | | | |
| Materials |  |  |  |  |
| Technical equipment |  |  |  |  |
| Stewardship & Security |  |  |  |  |
| Marketing & Promotion |  |  |  |  |
| Travel |  |  |  |  |
| Contingency |  |  |  |  |
| Other |  |  |  |  |
| SUB TOTAL |  | | |  |
| PRESENTATION No. | Please state the ideal number of presentation days | | |  |
| GRAND TOTAL |  | | |  |
| Access TOTAL |  |  |  |  |

1. **Project plan**

This is to show us that the project is deliverable in the timeframe and needs to match the spending in your budget. We only need your headline activity here, a few bullet points per section.

|  |  |  |
| --- | --- | --- |
| WEEK | LIST FREELANCERS INVOLVED (can reduce to initials for speed) | ACTIVITY |
| PRE PRODUCTION | | |
| w/c 20th September |  | *Freelancer(s) contracted, grant supplied* |
| w/c 27th September |  | *Team* preparation *meetings, rehearsal and pre-production* |
| w/c 4th October |  |  |
| w/c 11th October |  |  |
| w/c 18th October |  |  |

**Equality Monitoring Form**

Please fill out the separate equality monitoring form. This will be viewed alongside the application above to ensure we have a mix of freelancers granted this award to reflect the diversity of London.