**Project enquiry form**

We are particularly looking for proposals that are able to meet the following criteria, please refer to this when submitting your proposal.

Once received, your proposal will be reviewed by our programming group. If you have a specific deadline and need a response quickly please indicate this on the form.

Bristol Museums’ programming group decision will base their recommendations on three essential criteria points:

**Audiences – The proposal is able to demonstrate how it will attract and/or develop audiences, particularly those identified in our audience development plan**

**Income & resource – The proposal is able to provide an accurate budget to deliver the project, has funding to support it and/or is able to identify income opportunities. The proposal also provides detail on the relevant skills and experience of the people able to deliver it.**

**Quality & fit – The proposal is able to articulate what is special or unique about the project, its content or concepts and the opportunities for linking to our collections, buildings and other programming aims.**

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| --- | --- |
| **Contact details** |  |
| Your name |  |
| Contact name for proposal (if different) |  |
| Organisation name (if relevant) |  |
| Email address |  |
| Telephone number |  |

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| --- | --- |
| **Project details** |  |
| Title of project  *This can be a working title* |  |
| Project timing  *When would you like the project to take place* |  |
| Project location  *Where would you like the project to take place e.g. M Shed* |  |
| Overview of project  *In no more than 300 words please tell us what the project intends to do, its content, themes and activity* |  |
| Please describe how the project fits the aims of Bristol Museums’ public programme |  |
| Who are the audience for your project and how do you think it will attract them? |  |
| How much do you estimate the project will cost? How will it be funded? |  |

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| **Further information – please use this space to tell us anything else such as any technical requirements or funding agreements** |
|  |

Please attach any supporting documents along with this form and send to: [Rebecca.peters@bristol.gov.uk](mailto:Rebecca.peters@bristol.gov.uk)

Or by post

Rebecca Peters

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Please note that we have a high volume of proposals and limited resourcing and spaces and we can only take proposals forward that best demonstrate how they would be able to meet our public programme aims.