

PRO FORMA PROJECT PLAN Open Call Venice Architecture Biennale #3

event

here you elaborate on the context in which presentation/participation is taking place, for instance the programme, theme, target group/audience and line-up, if relevant.

1. Which curator or party has invited you and why? How does the presentation relate to the theme of the Biennale, FREESPACE? *(max. 200 words)*
Include the invitation. You can do this in the screen where you can upload attachments.
2. At which location in Venice is your presentation being held? *(max. 100 words)*
3. Describe the direct context in which your presentation is taking place. Is this, for instance, part of a larger whole, such as an exhibition in the main programme or country pavilion? *(max. 200 words)*
4. Is the inviting party making a contribution (financially or in kind)? If so, please specify this contribution from the inviting party. *(max. 100 words)*
N.B. This pledge should be included in the invitation.
5. What is the target group/audience? What do you expect this audience reach to achieve for your practice? *(max. 100 words)*

personal motivation

describe your personal motivation for participation here.

6. Is the presentation/participation taking place on the basis of a project supported earlier by the Fund? If so, which one? *(max. 100 words)*
7. How does the project you are presenting correspond to the context of the invitation? *(max. 200 words)*

planned approach

the proposed presentation/activities and the planned approach.

8. Briefly describe the project/design/research you are presenting. *(max. 200 words)*
9. Describe briefly the presentation form (for example, exhibition, workshop, lecture, performance, speaker at symposium) *(max. 200 words)*
10. What is the set-up of your presentation? Include sketches or visual material, if relevant. You can do this in the screen where you can upload attachments. *(max. 100 words)*

11. Are you involving other partners than the inviting party in your presentation? If so, briefly describe this party and their role within the presentation.

(max. 100 words)

12. Provide a concise planning. *(max. 100 words)*

13. Is there any other relevant information you would like to mention in your application? *(max. 100 words)*

budget

a maximum contribution of € 2,500 is available per application. The budget should include only costs for travel, accommodation, transportation and presentation/communication/location hire. The budget includes both the cost items and the coverage. When providing accountability for the subsidy, all costs must be supported with invoices and/or receipts.

Sample budget

costs	amount
travel expenses	€ 500.00
accommodation	€ 1,000.00
transportation costs	€ 250.00
presentation costs	€ 1,500.00
costs for project-related printed matter, location hire, presentation materials, etc.	€ 2,500.00
<i>total costs</i>	<i>€ 5,750.00</i>
coverage, exclusively for above costs	
contribution inviting party	€ 2,000.00
own contribution	€ 600.00
other financiers	€ 750.00
<i>total coverage</i>	<i>€ 3,350.00</i>
grant requirement* (= total costs - total coverage)	€ 2,400.00

* the grant requirement must not exceed € 2,500

communication

describe here briefly the attention you are paying to the communication and/or presentation of your project.

14. Describe the means of communication you are utilizing and in which way. Which means of communication is the inviting party employing? *(max. 100 words)*

15. In which way is the Fund being mentioned during the presentation? *(max. 100 words)*