**HOW TO MAKE AN APPLICATION//**

Collate the following information into one PDF document and submit to [arts@offalycoco.ie](mailto:arts@offalycoco.ie) by 3pm on Friday 22 July. Please ensure your document is not oversized, compress all images before converting to PDF.

1. **A one page biography** of you, your practice, your achievements, your professional experience / education and your full contact details
2. **A two page project description** which should include:

* A clearly articulated concept, indicating the process and intention.
* A description of the group/community you propose to collaborate with and why.

1. **A draft schedule** showing potential dates, number of preparation sessions, numbers participating, venue/s required, anticipated date of outcome etc
2. **Budget and resources required**, please show how you will allocate your budget (for the purposes or assessing feasibility) and what resources are required
3. **Supporting material**

* 4 to 6 images to show your work and to illustrate your practice and/or proposal and/or links to online clips / articles etc
* Evidence that the group you propose to work with have been consulted in advance and are in principle willing to participate fully, providing any necessary resources required, such as time, staff, access, etc.

**THINGS TO THINK ABOUT//**

* We are very open to suggestions and approaches, the more innovative and compelling the better.
* If this is a new way of working for you, perhaps you might like to volunteer with another artist to learn about how a collaborative project works. We are very keen to support emerging artists and talent and will support you in ensuring your project is well planned for a successful outcome.
* The space in Kilroy’s is available to host/conduct a lead in phase and the project outcomes. However the project may be better placed in another setting if more appropriate and impactful.
* If you have any queries please contact us for any advice or clarification [soreilly@offalycoco.ie](mailto:soreilly@offalycoco.ie) or [brendanfoxart@gmail.com](mailto:brendanfoxart@gmail.com)

**WHAT HAPPENS NEXT//**

* Your proposal will be assessed and shortlisted and you may be contacted with any questions or request for clarifications.
* If you are shortlisted, you may be requested to hone your proposal further.
* Some projects may be selected but deferred to 2017 for further development.
* It is likely that the selected projects will cover a range of practices and engagement, such as theatre, music, visual arts etc.

