**WRITING A PROPOSAL**

Ask yourself some questions that are relevant to the opportunity you are interested in - and don't be afraid to talk about them with other people. Then start to write your proposal. There are many different ways of writing a proposal, and this is one model that can be helpful.

**Start with Name and details of person submitting the proposal.**

**Then:**

 **a. Description of proposed project:**

This should be an outline of your approach. Use a present and active tense: e.g. the project I am working on; during the fellowship period, I will work on (.......title).

b**. One sentence** that encompasses the main idea. This should define the parameters of the project. This is both to get people interested and to show that your project has boundaries.

**c. Narrative or linear description** of the work - your schedule, how it works.

**d. Examples of your work** / art practice and how you would like to develop your work

**e. The materials / processes** that you will use

**f. Closing statement** - What I hope I will achieve

Get some good images of your work and send them as required.

If you want to make a proposal using video, feel free to do so, but please also fill in our application form and use MP4 format.