

## PROJECT/EVENT INQUIRY or PROPOSAL (approx. 200-500 words total)

Thank you for your interest in collaborating with the ACFNY! Please follow these guidelines to submit your proposal:

1.	<i>Concept:</i> (Please keep your proposal as concise as possible.) Describe your project or idea, what it involves, how it will engage the space/audience, what your intentions and goals are, why you think it would be relevant and important to undertake at the Austrian Cultural Forum New York. Please include links to portfolios, sound and video samples, as well as other links when relevant. If your project is meant to take place in another location than the ACFNY, please explain, specifying partner venues and institutions. When possible, please provide official invitation letters from partnering institutions.
2.	<i>Bio:</i> Give us a sense of your background and experience, including a sample of your previous/relevant work experience. Website links and press materials are welcome.
3.	<i>Logistics:</i> List any technical requirements or special considerations.
4.	<i>Timeframe:</i> When should your project take place?
5.	<i>Budget:</i> Please provide a <i>general</i> budget overview and/or special considerations. Please note any other partners and sponsors involved, if any, and what their contribution will be.
6.	Have you performed, exhibited at or received any funding from the ACFNY in the past, if yes, please list:

Please keep in mind:

- Our program is curated by our team.
- Our mission and focus is on contemporary Austrian culture and arts.
- Our funds and capacities are limited.
- We are non-profit and non-commercial. We are not a booking agency.
- We are a small team that receives a tremendous number of inquiries per year.
- We will review your submission based on order of receiving it, your concept in relation to our programming, our calendar of events, as well as our financial and logistical capacities.
- *Please do not send us Dropbox links, nor WeTransfer files or other data transfers which may expire. Please make sure your email does not exceed 2 MB in size.*

Please send your proposal to [new-york-kf@bmeia.gv.at](mailto:new-york-kf@bmeia.gv.at) in the body of an email or as an attachment and put "ACFNY Project Proposal", the type of event (Visual Arts, Architecture, Music, Film, Performance, Literature or Other), and your name or the name of your project in the subject line.

**Should your proposal suit our program, we will contact you.**

Thank you for your interest and we look forward to receiving your proposal!  
Your ACFNY-team