

s u b m i s s i o n

GUIDELINES



Please read the guidelines and FAQs carefully
and contact us if you need to receive this document
in an accessible format.

p l e a s e r e a d c a r e f u l l y

COMMISSIONING

Portland Green Cultural Projects previously managed the Capture commissioning fund for dance and the moving image on behalf of Arts Council England. Our new work in commissioning is for cultural producers/artists individually or in collaborative teams to make/produce cross disciplinary work that allows for a dance experience outside of the theatre. This work could include, but is not limited to, dance in artists' film, short film, feature film, documentary, contemporary animation, expanded cinema, projector performance, installation, gaming, 'new' media or works sited in the built environment.

We commission developed projects with realisable exhibition, dissemination or distribution strategies, R&D to develop proposals for works and we also consider proposals for completion funds. We are looking for proposals for projects that show original thought and ideas that will excite, surprise and challenge audiences. Our priorities for commissioning are:

- Works that have 'high' quality, distinctive dance
- Works that have 'high' quality, image production
- A commitment to supporting a diverse body of work reflecting a broad cultural range of choreographic and artistic practices
- Works with developed exhibition, dissemination or distribution aims
- Works that actively seek to broaden the reach of dance through the use of different platforms for their creation, exhibition and distribution.

We welcome submissions from all sections of the community. Portland Green Cultural Projects will work with artists, producers and collaborative teams to ensure that works maximize funding opportunities are produced to meet multi-partner deadlines and reach the widest audiences.

We do not commission, dance performance created for the theatrical stage, the recording (documentation) of events or performances, community or education projects, work by full time students and work, where none of the cultural producers or artists associated with the project are a resident of England, Scotland or Wales. Residents of Scotland and Wales applying for commissioning are advised to contact us before proceeding with an application.

If you have any questions please email admin@portlandgreen.com or ring 0845-ART FILM.

s u b m i s s i o n **PROCESS**

There is no deadline for submissions. Please read the Submission Guidelines and FAQs before submitting a proposal. It is also strongly recommended that you discuss your proposal with us before submitting an application. A proposal submission consists of an Application Form plus a treatment/proposal not exceeding 500 words. Do not attach additional sheets or materials unless specifically requested. Head your treatment/proposal page with the lead contact's name and proposal title that appear on your Application Form.

Please email submissions to submissions@portlandgreen.com. All submissions will be acknowledged and you will receive a written response to your proposal within 16 weeks. Submissions are assessed by producers at Portland Green Cultural Projects and by an external Selection Advisory Panel. The Selection Advisory Panel has a rotating membership.

Details of the current Selection Advisory Panel members will be available on the web site. Members of the selection panel do not respond to proposals for our commissioning submitted to them outside of Portland Green Cultural Projects.

f r e q u e n t l y a s k e d **QUESTIONS**

From where do your commissioning funds come?

The funds come from public funders such as Arts Council England, partners such as exhibitors, distributors and broadcasters and earned revenue from past commissions.

Who can I talk to about my idea if I need advice?

You can talk to a producer at Portland Green Cultural Projects. They will be able to discuss your proposal with you and offer advice.

Do I need a mentor and should they be paid?

We suggest that you work with a mentor if you are only just beginning your practice or if you are proposing to work in a very different way to usual. We can assist you in identifying a mentor if we take your project forward.

Where can I get advice about what to pay my collaborators?

BECTU, Shooting People and Equity publish resources about compensation.

We can assist you with aspects of your budget if we take your project forward.

Where can I get advice about collaborations and intellectual property?

www.own-it.org provide advice for creative people.

Do I need to work with a choreographer?

A choreographer may bring unique skills to your project, work or collaboration. Their skills and experience in constructing dance and movement may enhance the quality of your proposal.

I work in many genres; can I apply for commissioning?

As an emerging or established cultural producer or artist applying for commissioning you may be working in any genre but your proposal should demonstrate a clear interest in and commitment to dance.

I can't write about my choreographic content in words. Who can help me with this?

There are support talks/workshops available from Portland Green Cultural Projects and other organizations that focus on aspects of being an artist, such as writing about your work.

Go to www.portlandgreen.com; and select Mentoring for details.

What insurance do I need for my project?

We will work with you to make sure all relevant production insurances including public liability insurance and possibly employers insurance for 'employees' even if they are freelance are taken out at the point of commissioning.

Do all members of the artistic team need to be based in England, Scotland and Wales in order to be eligible?

No. The lead artist/cultural producer will need to have an English, Welsh or Scottish postal address and should be resident for the length of the production of the project. Residents of Wales and Scotland should contact Portland Green Cultural Projects before submitting an application.

