

PROJECT/EVENT INQUIRY or PROPOSAL for the ACFNY (approx. 200-500 words total)

Thank you for your interest in collaborating with the ACFNY!

Please keep in mind:

- Our mission and focus is on contemporary Austrian culture and arts. Our funds and capacities are limited.
- We are non-profit, non-commercial and not a booking agency.
- We are a small team that receives over 2,000 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.
- **Should your proposal suit our program, we will contact you accordingly.**

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 <i>Austrian Cultural Forum New York</i> . Please include links to 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.
2.	<i>Bio:</i> Give us a sense of your background and experience, including a sample of your previous/relevant work experience. Links and press material 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 budget overview and/or special considerations. Please note any other partners and sponsors involved, if any, and what their contribution will be.

For Visual Arts and Architecture inquiries, please contact: leonie.bockelmann@bmeia.gv.at

For Music, Film and Performance inquiries, please contact: arianna.kronreif@bmeia.gv.at

For all other inquiries, please contact: desk@acfny.org

Please send us your proposal in the body of an email or as an attachment and put **“Project Proposal”** and **your name or the name of your project** in the **subject line of the email**. Please make sure your email does not exceed 2 MB in size.

Thank you for your interest and we look forward to receiving your proposal!

Your

ACFNY team