

## Submitting a Public Programme Proposal to Primary

### About Primary

Primary is an artist-led contemporary visual arts organisation and charity housed in a characterful Grade II listed former school in Nottingham. We are an Arts Council England National Portfolio Organisation, and in 2020 we reached a significant milestone by purchasing our building to ensure the long-term sustainability of our vision. We prioritise creative [research](#), provide [studios](#) and [development](#) for artists, and run a free [public programme](#) of exhibitions and events.

### Public Programme Approach

Primary's public programme launched in 2014, focussed on commissioning new work and supporting collaboration and co-production. We set out to value and present different forms of artmaking alongside each other, programming a rich array of visual art, performance, writing, film, socially engaged practice and publicly situated art as different expressions of contemporary art.

We continue to offer time and space for artistic research and experimentation alongside sharing creative processes with diverse publics. The programme continues to pay close attention to context, responding to and influencing Primary's building and neighbourhoods around us. We devised programme structures that enable long-term relationships to be developed with artists, partners and communities.

According to Primary's approach to programming priority is given to proposals that bring new collaborators to the city or centre collaboration and experimentation. We welcome co-commission opportunities. **Primary does not accept proposals for touring exhibitions.**

You can find out more about Primary's [public programme](#) and [upcoming activity](#) via our website.

## A closer look at Primary's Public Programme

### **Supporting artistic research & experimentation, from local to international**

Primary's public programme invests in artistic research and learning, through residencies, commissions (online, onsite and offsite) and artist development. Activity supports art production in all its forms, increasing access to artmaking, and championing artists at all stages of their career. The programme focuses on creative research and how these processes can be shared – offering ways for people to engage with artwork at different points in its production, from research through to presentation. With a focus on commissioning, we aim to support excellence through ambitious, experimental projects that range from the local to the international.

### **Collaboration, listening & learning**

We work closely with local, national and international partners to develop and deliver our public programme. Through commissions, engagement projects, regular learning and community events, and platforms for conversation and knowledge exchange we involve artists, audiences and communities in the programme. We aim to create collaborative relationships that in turn shape future programming.

### **Shaping & activating Primary's developing spaces**

Recent capital redevelopment works have allowed us to open up and improve Primary's playground and garden, creating a more flexible space for use by artists, families and young people. We will continue to develop with our work around play and design in public space. As we expand how we use the newly developed garden and kitchen at Primary our programme will increasingly focus on education and advocacy around environmental issues, food politics and food justice.

## Proposal Process

- **Proposals must be submitted at least 4 months** before the proposed activity is due to take place. This allows time for the Programme Subgroup to review your proposal.
- **The Programme Subgroup meets quarterly** to review proposals in relation to other planned activity in the building. If the date(s) proposed for the activity to take place clashes with an existing calendar commitment, then Primary will not be able to support the activity on this occasion.
- **The Programme Subgroup** comprises Primary staff, residents, members and Board.
- If you want to discuss any ideas informally before submitting a proposal, please contact [colette@weareprimary.org](mailto:colette@weareprimary.org).

## Proposal Outline

Proposals must include following:

- **Project proposal** of max. 1-page A4 (3 minutes for audio / video). Please outline:
  - Who is involved in your project (e.g. collaborator names and roles).
  - Central themes explored through the work.
  - How the project fits with Primary's approach to public programme.
  - Audiences of interest and how you hope to engage them.
  - Space and installation requirements.
- **Supporting material** e.g., images, video, audio, and / or website links.
- **Budget breakdown** please outline:
  - How the project will be funded, this might include in-kind support.
  - Details of project cost including artist fees, production, technical support, access costs and invigilation.
- **Project timeline** of key dates including funding decisions, installation and delivery.
- **Equal opportunities** [monitoring form](#).
- **Access document**, rider or access requirements. This is optional.
- **CV** (max. 2 pages). This is optional.

Proposals can be submitted at any time to [colette@weareprimary.org](mailto:colette@weareprimary.org).