



**Institute for
contemporary
art Zagreb**

Institute for Contemporary Art
Institut za suvremenu umjetnost
OIB 23064700393
Trg kralja Tomislava 20
10000 Zagreb
tel: 385 1 88 97 098
gsm: +385 91 6199454
e: info@institute.hr

GUIDELINES: How to propose and submit a project to the Institute for Contemporary Art?

**Please read all the details in this document before you decide to apply for a project at the
Institute for Contemporary Art.**

Applications are sent electronically only.

E-mail: info@institute.hr

Re: ICA project proposal

Make sure you put all the necessary information and contacts, so we can get back to you.

All sent materials should be carefully marked with your name.

The Institute for Contemporary Art is open to various forms of collaborations with artists and curators of every generation.

We will be happy if you want to share your ideas with us. We are always interested in hearing about new projects, works and ideas.

You can submit a new project, suggest to show a project that has not yet been realized in our space, organize the presentation and / or promotion of your new projects.

The Institute will secure the space for the projects but does not guarantee funding. We will apply for the funding of the selected projects, in agreement with the applicants, to competitions and calls, depending on the annual calendar for the project application deadline.

The project costs and overall budget must be thoroughly prepared by the applicants.

The proposed project may relate to one or both rooms in the gallery of the Institute for Contemporary Art. Depending on the spatial needs, we are able to hold two exhibitions at the same time.

Members of the Institute for Contemporary Art will review applications three times throughout the year, in February, June and October.

The application must contain:

Date.

Name and surname.

Contacts: e-mail, phone, web page.

Are you proposing a solo or a group project.

Title of the proposed project.

Proposed term of the project.

Summary of the proposed project. - maximum 1 page of text

Detailed description of the proposed project.

Detailed budget.

Would you like to receive notifications from our mailing list?

1. Details of the proposed project

- Project description with relevant practical and conceptual information.
- Detailed technical description of project needs.
- Detailed project costs and overall budget.
- How your proposal relates to the Institute for Contemporary Art and our space.
- Technical and practical details for the performance of your project, logistical and theoretical aspects.
- Which / what kind of target audience do you expect your project to motivate, visit and / or engage in?

2. Visual materials

- Send up to 10 images (.jpg, .tiff) in the email or send the link where we can see them (Dropbox, Google Drive ...)
- or PowerPoint presentation
- or up to 2 installation videos (.mp4)
- or up to 2 links to the material, if displayed on the web page

Make sure the visual material is clear and marked, and that each work is accompanied by the necessary data.

Each image must have an ordinal number, and it must be possible to identify it in the corresponding list that contains the name of the work, date / year, medium, technique, dimension

3. Attach an updated copy of the professional CV.

4. If you consider it important, you can attach up to 5 A4 pages of documentation from the media or accompanying printed material.

Review Process and Choir:

Selected members of the Institute for Contemporary Art will review the submitted applications three times a year (in February, June and October). We do not guarantee the number of selected proposals. It is possible that we do not choose one, but it is possible we choose a few.

We will reply by e-mail to each proposal received, and we will notify each applicant of the choice.

If we ask you for additional materials, it does not mean that we will ultimately choose your proposal.

Anyone can freely send 1 proposal in each term (February, June, October).

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