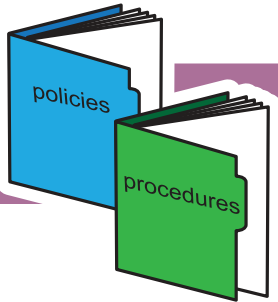


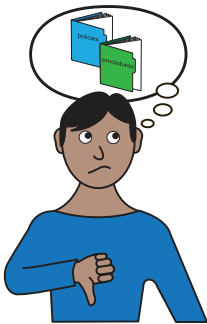


policies and procedures

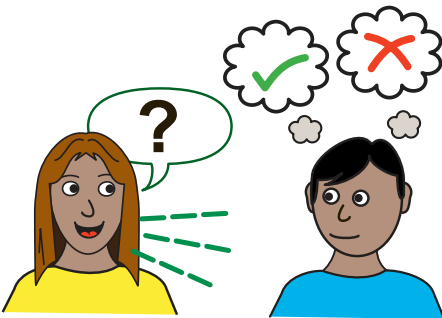


Our 'policies and procedures' are the rules about how we do things at Pyramid.

Following our policies and procedures helps to keep everybody safe.

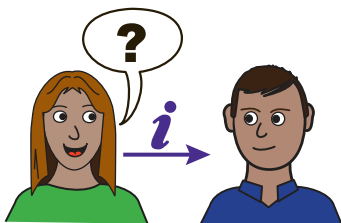


The policies and procedures also tell us what to do if something goes wrong.

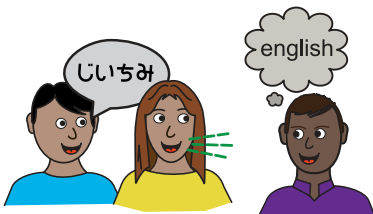


It is important that everybody at Pyramid can access and understand our policies and procedures.

The office team can help with this.



Please contact us if you would like support to read or understand this policy.



We can meet with you to talk about it. Or we can provide information in different format / language to suit your needs.



phone: **0113 234 6040**  
text: **07531 215 999**  
email: **info@pyramid.org.uk**



# PYRAMID

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## Project Proposals Procedure

Project proposals are welcome at any time. However, please bear in mind that we try to work to the following schedule:

March / April	Booking projects for September – December
August / September	Booking projects for January – March
December / January	Booking projects for April – July

Sometimes we book two terms ahead, if we know a particular event / exhibition is coming up that we want to be part of, or if we have specific project funding.

Project proposals should be brief (one side of A4 / 500 words is plenty) and contain the following:

- Outline of the project (art form, intended outcome)
- Whether it is intended for a specific event / festival (i.e. is it time-sensitive?)
- Which group you want to work with (you might not have a particular group in mind, that's fine too)

Send all project proposals to [info@pyramid.org.uk](mailto:info@pyramid.org.uk) AND [sarah@pyramid.org.uk](mailto:sarah@pyramid.org.uk)

### Processing:

The Administrator will send you an email to acknowledge receipt of your proposal

- The Administrator will read the proposal and make note if it is time-sensitive
- The Administrator will save the proposal in the 'for consideration' folder, to be reviewed when projects are next being booked
- The Operations Manager is responsible for reviewing project proposals and making initial selections, which are then approved by the Director



### Notifications:

- Please assume that if you have not heard from us 10 weeks before the start of term, your project has not been selected for that term.
- Your proposal will still be kept in the 'for consideration' folder for next time. (If there is a particular reason why we don't think your project will work, we will email you and ask you to revise it.)
- The Administrator will email the whole Core Worker, Artist and Volunteer team 6 weeks before the start of each term to confirm what projects have been booked.

### Notes:

- We offer no guarantee that we will book all projects that are proposed; we receive far more proposals than we have work available
- All project proposals remain the intellectual property of the author(s) until such a time as a contract is entered into with Pyramid, and they are free to deliver their project elsewhere if they so choose (but must notify Pyramid to withdraw the proposal).
- Pyramid will only offer the proposed work to the author(s) and will not seek to take ownership by offering the work to other artists.