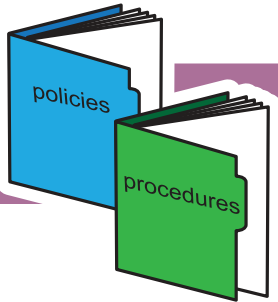


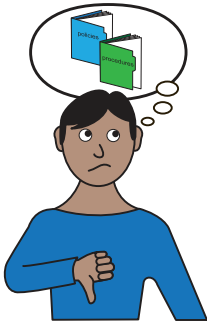


policies and procedures

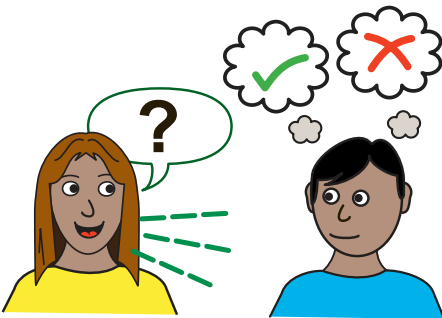


Our 'policies and procedures' are the rules about how we do things at Pyramid.

Following our policies and procedures helps to keep everybody safe.

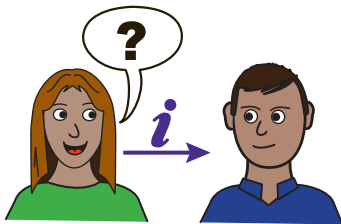


The policies and procedures also tell us what to do if something goes wrong.

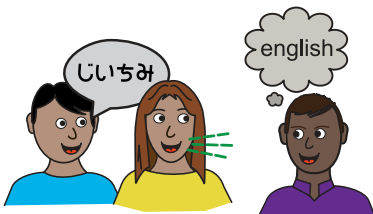


It is important that everybody at Pyramid can access and understand our policies and procedures.

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: **governance@pyramid.org.uk**

Project Proposals Procedure

This procedure explains how to submit a project idea to Pyramid.

Key terms / words	Please use the glossary of policy terms for definitions of key terms used in our policies and procedures.
Clarifications	The term 'worker' is used in this policy to refer to anyone doing work for Pyramid, in any capacity, whether paid or voluntary.
Who does this policy / procedure apply to?	Artist Facilitators
Related policies and procedures	Recruitment, Induction and Training for Artist Facilitators Policy
Who is responsible for this document?	<p>The Operations Manager is responsible for making sure that this document is kept up-to-date with accurate information, and that it is made available to anyone who wants to read it.</p> <p>The Board of Trustees have a legal responsibility to ensure that Pyramid has appropriate policies and procedures in place.</p>
When was this document last checked?	<p>The Trustees review all Pyramid policies and procedures on a rolling basis, and more often as required (for example, if there is a change in the law, or an incident review).</p> <p>This document was last checked by the Trustees on 03 February 2020.</p>
Who to contact	<p>If you have a question about this policy, or need support to understand it, please contact the Operations Manager.</p> <p>Email governance@pyramid.org.uk</p> <p>Phone 0113 234 6040</p>

Please complete a project proposal form

- Download from <https://pyramid.org.uk/project-proposal>
- Or email info@pyramid.org.uk to request a copy
- We are happy to receive your proposal in other formats (e.g. video) as long as it covers the questions on the form

Send your project proposal to james@pyramid.org.uk AND info@pyramid.org.uk

Processing:

- The Creative Programme Coordinator will send you an email to acknowledge receipt of your proposal
- The Creative Programme Coordinator and the Director will review your proposal at the next fortnightly Programming meeting, and contact you if they have any questions
- The Director has final say in selecting projects

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 Creative Programme Coordinator 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 for services 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.