

How to write a real Project Proposal:

A project must be clearly and concisely presented to enable the reader to easily grasp its nature, discern its intention and to evaluate its relevance in relation to your personal creative development.

A "project" means a specific approach, research, or intention to carry out work.

You should use the first person singular to describe yourself. The text should describe your objectives, intentions, means of action, and your ability to follow your stated timetable. You may also mention your sources of inspiration, the atmosphere you hope to create, the media you wish to explore and any other relevant information. You must have a title or at least a working title, which you may modify later.

Of course, it is not easy to express in words a creative work in progress. One way of doing so is to present your project as if you were talking to someone who you would like to work with.

Submitting a project that differs from your usual work should be explained in terms of why you wish to do it and what you have already accomplished in the new genre that you would like to explore. (Paraphrased from *Conseil des Arts et des Lettres du Québec*, 2003)

Evaluation criteria

- The aesthetic quality and craft of the art work.
- The interest and relevance of the project in relation to the student's approach and personal creative evolution.
- The understanding of the formal organization of a work, its language or its aesthetic significance made apparent through the completed project.
- The use of gestures specific the student (originality).

Steps to writing a Project:

1. Write a background narrative for your proposal. (Short, this is the part most of you have done)
2. Write a general statement of your purpose.
3. You should include a detailed work plan. Indicate how you intend to organize your time in order to carry out the project.

This may include,

- Financial and/or time management
 - Reporting progress
 - Project outcomes
4. Describe any facilities specific to your project.
 5. List any equipment to be used in your project to fulfil its primary purpose.

6. Finally, The Project:

Describe the subject that your project will address.

- What will it accomplish?
- What establishes the need for it?
- What has been done in this area before?
- How will your project be seen by the viewing public?

For whom is the project intended?

- How will the viewer benefit?

Describe the wider support that your project enjoys.

- How does your project fit into your other courses?
- Where does it fit into your future direction?
- Which special skills do you possess to manage this project?

Make a case for the project being realistic.

- How many people will see the project and how?

How does the project lend itself to evaluation?

- The evaluation method demonstrates that you take your goals and objectives seriously and want to know how well you have achieved them. Helping to refine and improve the project, it is a useful planning tool.
- How will you maintain adequate records (documentation) to demonstrate the success of your project?