Perform Europe Toolkit

Developed by IDEA Consult

Perform
Europe

IETM
International network
for contemporary
performing arts

efa
EUROPEAN
FESTIVALS
ASSOCIATION

CIRCO
STRADA
EUROPEAN NETWORK FOR
CONTEMPORARY CIRCUS
AND OUTDOOR ARTS

EDN
European
Dance Development
Network

PEARLE*
Live Performance Europe

IDEA
CONSULT thinking ahead

Co-funded by
the European Union

Instructions

What is the Perform Europe Toolkit?

The Perform Europe Toolkit is your **go-to resource for developing your Perform Europe proposals**. It sparks conversations with potential partners, helps identify common goals and challenges and design innovative artistic proposals aligned with Perform Europe's aims and objectives.

It is a canvas which consists of four levels:

1. **Explore your artistic interests** (page 03)
2. **Find your common ground** (page 04)
3. **Identify your main challenge** (page 06)
4. **Design a Perform Europe proposal** (page 08)

Who can use it?

The toolkit is designed for everybody who has an interest in developing a Perform Europe proposal. The toolkit can be used in different ways, depending on what stage you are at:

- If you already have a partnership and a project idea, the toolkit will help you **refine, articulate and align your proposal** with Perform Europe's aims and objectives.

- If you already have a partnership, but not a specific project idea yet, the toolkit will help you **explore common goals and challenges and facilitate the development of a proposal** aligned with Perform Europe's aims and objectives.

- If you don't have an established partnership yet, the toolkit will help you **explore each other's interests** and whether there is enough common ground to develop a Perform Europe proposal. If so, your newly formed partnership will use all canvas levels to formulate a project proposal aligned with Perform Europe's goals. If not, you will not go through all four of the levels in the toolkit.

Before using the Toolkit

1. Register at performeurope.eu and fill out your profile. Bring your profile to the Toolkit session.

2. Use the Perform Europe Matchmaking platform to find partners.

3. Decide with these partners which Perform Europe priority your project will focus on:

- Fight against climate change
- Inclusion and diversity

Your project can focus on one or both of these priorities.

4. Gather online or in person with your potential partners for a working session. Define the roles within the group: designate a Moderator, Reporter and Timekeeper:

- As the **Moderator**, read the instructions thoroughly beforehand. Your role is to guide the group through the different levels by following the instructions. Make sure everybody has the opportunity to share ideas. Help the group to synthesise.

- As the **Reporter**, make sure you take notes and fill out the templates. You are responsible for writing down the conclusions for each level. In a live working session, print the documents beforehand in A3 format. In an online working session, fill in this interactive PDF. Share screens and/or work in a shared folder.

- As the **Timekeeper**, keep track of time. It may take between 30 and 45 minutes to complete each level, depending on the number of participants. Schedule follow-up meetings if necessary.

(FIND OUT MORE)

Read more about the open call on Perform Europe's website;

Become inspired by others by reading the Perform Europe Stories collected during the first edition of Perform Europe;

Become informed on the research results and insights from the first edition of Perform Europe via Resources – Perform Europe.

Subscribe to the Perform Europe newsletter to stay up to date.

Level 1: Explore your artistic interests

Use this level to explore and exchange artistic IDEAS among partners.

TASK 1

Identify your partnership.

Partnership focus
Our partnership will focus on...

☐ Fight against climate change

☐ Inclusion & diversity

Who are you?
Pick your personal colour and write your organisation's name next to it. You will use this colour throughout the rest of the working session, throughout the different canvas levels.

Where are you based?
Select one of the blue countries on the map and write the name of the country next to your personal colour.

Level 1: Explore your artistic interests

Use this level to explore and exchange artistic IDEAS among partners.

Introduce yourself to your partners by sharing your interests.

Present yourself by explaining three major interests that are relevant to a possible artistic collaboration in the frame of Perform Europe:

1. Start with a personal reflection. **Think of two topics maximum** that you would most like **to explore** in Perform Europe. This can be your performing arts discipline, the type of activities you develop or artistic interests you wish to explore;

2. Next, **write these topics** on the spectrum on the row of your colour in one of the text boxes. Choose a text box more on the **LEFT side** of the spectrum if you have some experience with your topic of interest. Choose a text box more on the **RIGHT side** if you have less experience with the topic of interest;

3. **Everybody explains their topics to the others.** Why did you choose these topics? What relevant experience do you bring to the table? What do you want to explore further?

Topics of interest I am **most experienced in...**

Topics of interest I have **less experience in...**

Level 1: Explore your artistic interests

Use this level to explore and exchange artistic IDEAS among partners.

Conclude your discussion by reflecting on the previously covered topics:

Has this discussion created a basis to develop a shared artistic vision? What elements could be interesting to explore?

Write down these idea(s) .

Our shared artistic idea(s)...

Level 2: **Find your common ground**

Use this level to explore the CHANGE you want to bring about regarding your Perform Europe priority - and find a common ground.

TASK 1

What is the CHANGE you want to bring about by working together in Perform Europe?

1. Personal reflection: cluster your ideas

- Take a few minutes to reflect: what change do you want to bring to your artistic practice when it comes to the priority of your choice? What positive impact do you want to focus on?

- Choose one or two focus areas. For inspiration, you can find some focus areas in the boxes on the next page, taken from the first edition of Perform Europe. If these do not apply, then you can come up with new focus areas. Think about what these positive changes would concretely mean in relation to your practice and context.

- Bring your ideas to the template: write the focus area(s) in a blue box. In the box of your colour, write down what this focus area means to you. If someone else already wrote your focus area on the template, add what it means to you in the box of your colour.

2. Group discussion: exchange and prioritise

- Next, discuss within the group. The Moderator will ask everybody to share and explain the focus area they chose and what it means to them.

- After that, the Moderator will try to find common ground. What is the main change you want to bring about by working together? Which focus areas spark a common interest?

- Decide on which areas you would want to focus on together. To prioritise, all participants pick two boxes and mark them. Does this help reach a conclusion?

Level 2: **Find your common ground**

Use this level to explore the CHANGE you want to bring about regarding
your Perform Europe priority - and find a common ground.

We want to make a change with regards to... ☐ **Fight against climate change** ☐ **Inclusion & diversity** **by focusing on...**

You can find some inspiration in the boxes below

WELL-BEING   ACCESS   FAIRNESS   SUSTAINABILITY   EMPOWERMENT   INSPIRATION & IMAGINATION   ECOLOGICAL   ...

Level 2: **Find your common ground**

Use this level to explore the CHANGE you want to bring about regarding your Perform Europe priority - and find a common ground.

Conclude and rephrase.

Conclude: take a look at your selected focus areas. What is the main change that you want to achieve when working together in Perform Europe?

Rephrase this change: the Moderator proposes a text that summarises the change you want to achieve together.

Amend if needed and try to come to an agreement.

The Reporter writes down the main change in the box.

> The main change we want to bring about is...

Level 2: **Find your common ground**

Use this level to explore the CHANGE you want to bring about regarding your Perform Europe priority - and find a common ground.

Ask yourself: can we find common ground for a Perform Europe proposal?

NO, WE CAN'T.
What are the obstacles? Discuss whether you can overcome them.

- If so, rephrase the change above and move to either the yellow or green box.
- If not, explain the obstacle(s) in the red box.

Thank you for participating in this working session. We hope you can find another partnership to develop a proposal.

YES, BUT...
Discuss what is holding you back. Can you overcome this obstacle?

- If so, rephrase the change and move to the green box.
- If not, explain in the yellow box. You will need some time to reflect on the solutions and schedule a new meeting to do this exercise again.

YES, WE CAN!
Great! You now have the green light to continue to level 3 of the Perform Europe toolkit.

Level 3: **Identify your main challenge**

Use this level to explore the CHALLENGES you may face when trying to achieve this goal - and how your partnership can deal with them.

TASK 1

Identify the CHALLENGES you will face when trying to achieve this change through your proposal.

1. Personal reflection: cluster your ideas

- Take a few minutes to reflect: which challenges could you face individually when taking part in this Perform Europe collaboration?

- Once more, pick one or two focus areas. You can find some inspiration from the first edition of Perform Europe in the boxes on the next page or come up with a new focus area, if these do not fit. Think about what these challenges concretely mean in relation to your practice and your context;

- Write your ideas down in the template. Once again, write your focus area(s) in the blue box. In the box of your colour, write down what this focus area means to you. If someone else already wrote your focus area on the template, then add what it means to you in the box of your colour.

2.Group discussion: exchange and prioritise

- Next, discuss within the group. The Moderator asks everybody to share and explain the focus area they chose and what it means to them;

- After that, the Moderator tries to find common ground. What are the main challenges you will face when working together? Which of these challenges will you overcome by working together? Which ones will remain a challenge for your proposal, even when working together?

- Each participant picks the two boxes of the challenges that seems the most important to them and marks them. Does this help to come to a conclusion?

Level 3: Identify your main challenge

Use this level to explore the CHALLENGES you may face when trying to achieve this goal - and how your partnership can deal with them.

The main challenges for our project are a lack of...

You can find some inspiration in the boxes below

RECOGNITION · ACCESS · SPACE · TIME · SKILLS · BUDGET · KNOWLEDGE · NETWORKS · ...

Level 3: **Identify your main challenge**

Use this level to explore the CHALLENGES you may face when trying to achieve this goal - and how your partnership can deal with them.

Conclude and rephrase.

Conclude: take a look at your selected focus areas. What is the main challenge that you could face when working together in Perform Europe?

Rephrase this challenge: the Moderator proposes a text that summarises the main challenge you may face together.

Amend if needed and try to come to an agreement.

The Reporter writes the main challenge in the box.

The main challenge we will face when working together is...

Level 3: **Identify your main challenge**

Use this level to explore the CHALLENGES you may face when trying to achieve this goal - and how your partnership can deal with them.

TASK 3

Ask yourself: can we face this challenge together?

NO. THE CHALLENGE IS TOO BIG.
Is the challenge really too big? Can you overcome this?

- If so, rephrase your challenge and move to either the yellow or green box.

- If not, explain in the red box. Thank you for participating in this exercise. We hope you can find another partnership to develop a proposal.

YES, BUT: WE CAN ADDRESS THIS CHALLENGE TOGETHER IF ...
Discuss what is holding you back. Can you overcome this?

- If so, rephrase your challenge and move to the green box.

- If not, explain why in the yellow box. You may need some time to think of a solution - schedule a new meeting to do the exercise again.

YES, WE WILL ADDRESS THIS CHALLENGE TOGETHER TO MAKE A CHANGE!
Discuss how you will address the challenge together. Take note in the green box.

Congratulations! You are ready to develop your Perform Europe project together. Fill in level 4 of this canvas to design your project proposal.

Level 4: Design your Perform Europe proposal

30'-45'

Use this level to transform your ideas into activities. Explain how these activities contribute to the main change you want to bring about in spite of the main challenge you face.

What will happen in your Perform Europe proposal?

What artistic work(s) will your partnership present?

Perform Europe requires at least one performing arts work to be presented.

Where and how will you present this work?

Perform Europe requires that this or these work(s) are presented in at least three eligible countries. Presentations can be live or digital.

What other types of activities will be part of your proposal?

Apart from the presentation, development activities (such as research, residencies,...) or audience engagement activities (such as aftertalks, workshops...) can be part of the proposal.

Level 4: Design your Perform Europe proposal

Use this level to transform your ideas into activities. Explain how these activities contribute to the main change you want to bring about in spite of the main challenge you face.

TASK 2

HOW do you want to achieve your main change, in spite of your main challenge?

1. Personal reflection: cluster your ideas

- Take a few minutes to reflect: how can these activities bring about the main change you desire, in spite of your main challenge?

- One last time, pick one or two focus areas. In the boxes on the next page, you can become inspired by some approaches used in the previous edition of Perform Europe. You can come up with a new approach if these previous strategies do not fit. Think about what these approaches could mean concretely in relation to the project you have in mind.

- Write your ideas down on the template. One last time, write your focus area(s) in a blue box. In the box of your colour, write down what this focus area means to you. If someone else has already written this focus area on the template, then add what it means to you in the box of your colour.

2. Group discussion: prioritise

- Next, discuss within the group. The Moderator will ask for everyone to share and explain the focus area they chose and what it means to them.

- After that, the Moderator will try to find common ground. What are the most interesting approaches to achieve the change you want to make, in spite of the challenge you face?

- To prioritise the most interesting approaches, all participants can pick two boxes of their colour and mark them. Does this help to come to a conclusion?

Level 4: Design your Perform Europe proposal

Use this level to transform your ideas into activities. Explain how these activities contribute to the main change you want to bring about in spite of the main challenge you face.

How can these activities bring about the main change you desire, in spite of your main challenge? By...

You can find some inspiration in the boxes below

EXPANDING NETWORKS   REDUCING CARBON FOOTPRINT   PROVIDING SPACE AND TIME   INNOVATING FORMATS & PROCESSES   SHARING RESOURCES

STRENGTHENING COLLABORATIONS   BUILDING CAPACITIES   COCREATION & PARTICIPATION   RESEARCH AND DEVELOPMENT   ...

Level 4: Design your Perform Europe proposal

Use this level to transform your ideas into activities. Explain how these activities contribute to the main change you want to bring about in spite of the main challenge you face.

Conclude and rephrase.

Conclude: take a look at your selected focus areas. How can your activities bring about the main change you desire, in spite of your main challenge?

Rephrase this approach: the moderator proposes a text that summarises the approach you will develop together.

Amend if needed and try to come to an agreement.

The reporter writes the main approach in the box underneath.

The way we want to achieve the change we aim for, in spite of our challenge is...

Level 4: **Design your Perform Europe proposal**

Use this level to transform your ideas into activities. Explain how these activities contribute to the main change you want to bring about in spite of the main challenge you face.

Ask yourself: Have we created the outline for a strong Perform Europe proposal?

NO?
Discuss: can you overcome what is lacking?

- If so, move to either the yellow or green box.

- If there is no solution, explain so in the red box. Thank you for participating in this exercise. We hope you can find another partnership to develop a proposal.

YES, BUT WE STILL NEED TO SORT A FEW THINGS OUT...
Discuss - what is lacking and how can you overcome this?

- If so, move to the green box.

- If not, explain why in the yellow box. Then, take some time to work on a solution. You may need to schedule a new meeting to do the exercise again.

YES, WE HAVE THE OUTLINES FOR   A STRONG PROPOSAL!

Congratulations! You are ready to further develop your Perform Europe project together.

Set an intention for your proposal in the green box.

Check out what you need to do next at
www.performeurope.eu

Perform Europe

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