

Krowji, The Old Grammar School, Redruth

Application for temporary studio space

Selection procedure and criteria

You should read the **Guidance Notes** carefully and then complete this form as fully as possible. Your application will be considered on the extent to which it meets the following criteria:

- your need for studio space to further your practice
- your commitment to use a workspace regularly
- your plans to grow your business
- your commitment to continuing professional development

Please address these criteria within your answers required in section 3 and submit a CV and six images of your work with your application.

The Selection Panel meets once a month to consider applications; we aim to let applicants know if they have been successful as soon as possible. We reserve the right to ask applicants to come for an informal interview if we feel that it would be useful. If we approve your application, but don't have a space available, we'll let you know and keep you on a waiting list. If this is the case, we'll keep in touch with you at regular intervals.

Section 1 - personal information

[please tick boxes as appropriate]

Name					
Address					
Postcode					
Telephone					
Email			Website		
Are you currently practising your art/craft?		Yes		No	
If yes, please state where you are currently working					

Section 2 – workspace requirements

What is your craft/applied art/profession?

Approximately how much space do you think you require?

Floor area (or give dimensions if preferred)

Do you want a studio as a sole occupant?

Yes

No

NB average studio is 500 sq ft

Are you willing to share a studio?

Yes

No

If your application is successful, what should we know about your processes? For example, do you need a wet area; is your work noisy or does it create smells and dust; do you need a substantial electricity supply? Please give as much detail as you can and continue on a separate sheet if necessary.

Approximately how many hours a week do you expect to use your workspace, if your application is successful?

Can you give us a rough idea of your likely working hours?

This is not a 'scoring question', but the information may be useful to help us match potential sharers.

Section 3 – your business

Please provide the following information about your business. Please bear in mind the selection criteria listed on page one. Expand these spaces or continue on a separate sheet if necessary.

Description of your work

When did you set up your business (what year)?		
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Are you registered with the Inland Revenue as a self-employed artist/maker?

Yes

No

If 'No', at what point do you intend to register?

We can offer advice and support to practitioners to help set up in business.

Please list exhibitions/galleries where your work has been or will be exhibited; any commission work undertaken; list of stockists etc.

Please explain how you plan to market your work over the next 12 months, and where you think your markets are. This does not have to be a full marketing or business plan but again, please give as much detail as possible.

How you will support yourself financially if your application for a studio is successful? For example give a percentage breakdown e.g. 30% p/t paid employment, 30% income from workshops/teaching, 40% from sales of work

Any further information you believe will support your application - for example brochures or websites etc.

Please give as much information as possible to help the Selection Panel arrive at the best decision. We understand that you may find some questions easier to respond to or more relevant to your practice than others.

4. Reference

Please supply the name and contact details of someone who knows your work or circumstances and who would be willing to provide a reference. For example, this could be a previous landlord, a gallery owner or a staff member at Creative Skills or Creative Kernow.

Name:	
Relationship to applicant:	
Telephone:	
Email:	
Address:	

5. How did you hear about the Old Grammar School studios?

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6. Application check-list

Before you send us your application, have you remembered to:-

- | | |
|---|--------------------------|
| • Answer all the questions? | <input type="checkbox"/> |
| • Enclose or attach your CV? | <input type="checkbox"/> |
| • Give all the information you can about your business? | <input type="checkbox"/> |
| • Give details of a referee? | <input type="checkbox"/> |
| • Enclose up to 6 images of your work? | <input type="checkbox"/> |
| • Complete equal opportunities monitoring form? | <input type="checkbox"/> |

If you have, then please post your completed application form to:

**The Studio Selection Panel, Krowji, The Old Grammar School, West Park,
Redruth TR15 3AJ**

Or email to Elisa McLeod at elisa@actcornwall.org.uk – please ask us to acknowledge safe receipt!

If you have any further questions, please contact Ross Williams, on 01209 313200 or ross@actcornwall.org.uk or Elisa McLeod on 01209 313200 or elisa@actcornwall.org.uk

Thank you for applying.