



# Yorkshire Artspace

## Studio Application Pack

Thank you for your interest in our studios. Yorkshire Artspace is a registered charity and as such it is important that we have an open and transparent studio application and selection process that allows us to offer workspace to the artists and makers that we exist to support.

### Our Artistic Policy

Yorkshire Artspace exists to engage the people of Sheffield in the understanding and production of visual arts and crafts and to serve the needs of visual artists and craftspeople working in the city. The Society aims to maintain a 50:50 mix of visual arts to crafts with a balance of working methods and materials. We aim to offer the following services:

- access for the community to the skills of visual artists and craftspeople through outreach and education activities and public art/craft commissions
- a visual arts information service
- services to members including good quality, affordable work space, training, administrative support, marketing and work opportunities
- creating a high profile for the Society and its members

By filling in this application form you will be providing us with most of the information we need to make a decision about offering you a studio, so please complete it carefully.

<b>Date of Application</b>	
<b>Name</b>	
Home Address	
Telephone Numbers Home/Mobile	
Email	
Website	
Facebook page (optional)	
Twitter (optional)	

<p>I am applying for a studio at (please circle/highlight one or several)</p>	<p>Exchange Place Studios Persistence Works Manor Oaks Studios</p>
<p>Size of studio required</p>	<p>minimum (sq ft) maximum (sq ft)</p>
<p>Essential facilities/services (please circle/highlight one or several)</p>	<p>Sink in studio 3 phase electricity Gas supply Flue for extraction Suitable for hearth or non-table top welding Suitable for raising Suitable for gas fired kiln Suitable for electric kiln Gas bottle storage Ground floor access Other (please add if needed)</p>
<p>How do describe your practice?</p>	
<p>How many <i>hours</i> per week, on average, will you be using a studio?</p>	
<p>What materials will you be using?</p>	

<p>What processes will you be using? e.g. hand carving machine tools, welding etc (silversmiths - specify if you are raising)</p>	
<p>What do you hope to achieve in the next 12 months, and how would having a studio at Yorkshire Artspace help you to achieve this?</p>	
<p>Do you have any special requirements or needs with regard to access and facilities?</p>	
<p>Would you be willing to share a studio?</p>	
<p>How did you hear about us?</p>	

Please also complete the attached **Equal Opportunities Monitoring Form** at the bottom of this pack. It will be detached from your application on receipt.

**Please email your completed application to [anita@artspace.org.uk](mailto:anita@artspace.org.uk) and keep a copy for your records.**

## What Happens Next

Soon after we receive your application we will invite you to attend a Selection Panel Meeting. This is an opportunity for us to find out more about your work and for you to ask us any questions. The panel will be made up of one member of Yorkshire Artspace staff and 2 of our current studio holders so you can find out more from them about what it is like to have a studio with us. The panel will have read your application form before the meeting and visited your website or any other links you provide. The meeting is quite relaxed and usually very interesting for everyone. You will be invited to bring a small selection of recent work to show us (the last 12/18 months) unless you are returning after a career break. You can bring in actual work or show us work on your lap top/tablet, or both. The meeting will last 20 minutes and we start with 10 minutes for you to show us your work before we move to questions. You can ask the panel any questions you have, although questions about specific studios or building management can be answered by staff beforehand.

## Making a Decision

The key selection criterion at the meeting is whether an applicant is currently involved in his/her own creative visual art/craft work for a significant portion of his/her time or engages in the production of art/craft work within a community education context. During the meeting the panel will help you to show how you meet this requirements. Following the meeting the panel will discuss your application and usually make a decision the same day and this will be emailed to you. Sometimes we ask applicants for further information or clarification. Sometimes we ask applicants to reapply at a later date if they don't have enough current work to show us. If we feel you haven't met the requirements we will give you constructive feedback. Any applicant can reapply at a later date.

## Studio Allocation

When a studio becomes available, we contact applicants on the Waiting List for that building whose application form indicates that the materials/processes they use are compatible with the space. The contact is made by email and a deadline is given by which to visit the studio and to register interest. It is vital that you keep us updated with new email addresses. Following the deadline for registrations of interest, a list of applicants is drawn up detailing; (a) position on the waiting list (by date of application) (b) the suitability of techniques and processes used in relation to the space offered and (c) maintaining a balance between visual artists and craftspeople. We also take into consideration access issues and the need for light industrial workspace. A shortlisting panel meets to make a decision against the above criteria only and we promptly contact the selected artist to offer them a studio. Note; if the studio offered is not entirely suitable for you, you can still take the space and keep your name in the same position on the Waiting List until a more suitable studio becomes available. We let the other artists know they have been unsuccessful this time and provide feedback on the decision making process.

## The Paperwork

If you are offered a studio we will arrange a meeting with you to complete the necessary paperwork. We will draft a tenancy or licence agreement for you to sign and you will need pay the deposit (one month's rent) plus first month's rent by cash or cheque and show proof that a standing order has been set up to pay the rent and power charges monthly in advance (current rents are shown on the individual studio pages). Following this we will take you through a Studio Induction focusing on orientation, health, safety and security based on the virtual Handbook that you will receive. You will then receive your keys.

If you have any questions please call us on 0114 276 1769 or email [anita@artspace.org.uk](mailto:anita@artspace.org.uk)

Please note that we will **contact you annually** by email or phone to see if you want to remain on our waiting list. If we do not hear back from you, we will presume that you no longer need a studio with us.

## Equal Opportunities Monitoring Form

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Please complete this form by ticking the appropriate boxes to help us meet our commitment to equality of opportunity. The form will be detached as soon as we receive it and filed anonymously.

### Today's Date:

Which best describes your racial or cultural origins?

1. Caribbean		2. African		3. Arabic	
4. Indian		5. Pakistani		6. Bangladeshi	
7. Chinese		8. Latin American		9. Irish	
10. British or European		11. Other			

Are you:      1.      Male                            2. Female     

Age (highlight):

0-18              19-24              25-34              35-44              45-54              55-64              65+

Do you consider yourself to be:

1.      able-bodied                            2.      disabled     

Are you currently in paid work? (include self-employment)

1.      yes                            2.      no     

### Explanatory Notes

Yorkshire Artspace Society is committed to eliminating discrimination on the grounds of racial group, origin or nationality, sex, disability, religion or age. In accordance with the Disabled Persons (Employment) Act, Sex Discrimination Act, Race Relations Act and the relevant codes of practice, we are carrying out equal opportunities monitoring. This will help us to develop positive action strategies to overcome discrimination. The form will be detached from your application form and will not be used to make decisions about your application for residency, membership, studio space, commissions, workshops or other opportunities. The information will be collated for monitoring purposes and the form will be destroyed. No individual can be identified from this form.