



**Norfolk & Norwich
Open Studios**

Norfolk & Norwich Open Studios
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NR3 1HF
Tel: 01603 877762

nnopenstudios@nnfestival.org.uk
nnopenstudios.org.uk

Application for entry into Norfolk & Norwich Open Studios 2018

NEW APPLICANTS

For artists and groups who didn't take part in 2017

Please complete all sections of the following application form. The information you provide will be included in your listing and published in the brochure and on the Norfolk & Norwich Open Studios (NNOS) website. For questions that do not require a written answer, please use a tick or write the word 'yes' or 'no' in the relevant box.

RETURNING ARTISTS

For artists and groups who took part in 2017

You can check your 2017 artist profile online at nnopenstudios.org.uk/artists and if you don't need to make any amendments to your contact, studio or artwork details, just add 'as 2017' in the corresponding boxes of the application form below.

WE DO STILL NEED YOU TO UPDATE THE FOLLOWING DETAILS FOR YOUR 2018 APPLICATION TO BE ACCEPTED:

- Your name (page 2)
- Your email address (page 2)
- Studio opening times 2018 (pages 4 & 5)
- Artwork image 2018 (to update is optional) (pages 5 & 6)
- Events & Demonstrations 2018 (optional section) (page 7)
- Publicity materials required 2018 (page 8)
- Volunteering 2018 (page 9)
- Payment details 2018 (page 10 -11)
- Confirmation of Artist Agreement 2018 (page 11)
- Equal Opportunities Monitoring Form 2018

If preferred, you can still complete all sections of this form or apply online. To apply online, visit: nnopenstudios.org.uk/apply

If you're interested in taking part in the scheme but feel there are barriers to you doing so or are unsure if you are eligible, please get in touch for an initial discussion - we might be able to help. Telephone 01603 877762 or email nnopenstudios@nnfestival.org.uk

Please complete the following application form carefully and clearly, in type or dark ink.

Section A: Your details

I / WE TOOK PART IN NNOS 2017	Yes		No	
I AM APPLYING AS AN INDIVIDUAL	Yes		No	
Forename (include your middle name/s only if you'd like them to be published)				
Surname				
I AM APPLYING AS A GROUP (please see Group Terms & Conditions)	Yes		No	
Name of group				
Full name of artist applying on behalf of the group entry				
How many artists in total are there in your group?				
Full names of the artists in your group (If not more than 10 artists) (These names will appear in the brochure group listing and index page, space permitting)				
Studio address (include property name, number, street / road, village / town)				
Postcode				
Studio telephone and/or mobile number (this will be published)	Landline:		Mobile:	
Email address (NB. almost all communication with you from the office will be by email. Please indicate here if you don't use email)				
Website address (if applicable)				
Facebook address (if applicable)				
Twitter handle (if applicable)				
Directions to your studio - max 20 words. Keep words to a minimum to allow your artwork image in the brochure to be as big as possible. Use brief and clear directions from the nearest town, landmark or 'A' or 'B' road etc.				
Local Authority area of your studio (NB: this is the local authority area that you pay council tax to for your studio / venue and will determine your correct map position in the brochure. If you list yourself in the wrong district, you will be automatically moved into the correct one).	Breckland			
	Broadland			
	Great Yarmouth			
	North Norfolk			
	Norwich			
	South Norfolk			
	West Norfolk & King's Lynn			

Section B: Contact details for correspondence from the NNOS office (if different to section A) (for office use only and will not be published)

Full name & Address	
Postcode	
Contact telephone	
Mobile	
Email	

Section C: Visitor access

Statement	Wheelchair symbol	Yes / No
Is your studio fully accessible by wheelchair users? (See description below)	Green	
If you have answered no, is your studio on the ground floor and are the doors wide enough (see description below)? Visitors can ring ahead to discuss access arrangements with you.	Amber	
If you have answered no to both questions above, please be prepared for some visitors to phone ahead to discuss access possibilities with you.	Red	

For your studio to be *fully* accessible by wheelchair users it will need to have a parking space at least 3.6 metres wide, doors at least 0.75 metres wide and a level entrance (with no steps or thresholds greater than 20mm high)

Are there other visitor access issues worth noting? If yes, please describe, e.g. difficult terrain, total number of steps to entrance or is it a level entrance, parking on site, distance from car park to studio etc. This will appear under 'Visitor Access' on your NNOS website listing.

Section D: Additional symbols (included in your listing)

Please indicate below whether you would like any of the following to be indicated by a symbol in your listing.

Additional event listings to your open studio (see section I)	Happy to take group bookings by appointment	Commissions undertaken	Visitors welcome throughout the year by appointment	Workshops / private tuition available	Happy to be contacted by schools to discuss potential educational projects*

* By ticking this box, you are saying that you're interested in sharing your expertise as an arts practitioner with schools and arts organisations and you're happy to be contacted by them to discuss possible collaborative projects. NNOS supports artists working in

partnership with schools, to broaden young people’s experiences of arts and culture. It is on the understanding that this collaboration follows best practise for the benefit and safety of young people. Schools, organisations and artists are responsible for ensuring this is in place.

Section E: Description of your artwork

Use this section to provide a description of your artwork, to be included in your brochure and website listing. Details can include art form, subject matter, style, technique, motivation, scale, etc. Keep words to a minimum, the more words used reduces the size of your artwork image in the brochure. Space allows for:

- individual artist listings – maximum **15 words**
- group listings – maximum **40 words** (subject to editing and space available).

NB: For group entries, we can include up to 10 artist names in your brochure listing, unless you decide to incorporate them into your main description below.

Please write your description below:

Art forms

Please indicate which of the following best describe the work you will be exhibiting during your 2018 Open Studio. These art forms are used on the NNOS website as search filters by studio visitors. Select all that apply.

Batik painting		Ceramics / pottery		Collage	
Digital art		Drawing / illustration		Furniture making	
Glass		Jewellery		Metalwork / enamelling	
Mixed media		Painting		Photography	
Printmaking / book arts		Sculpture / lettering		Textiles / weaving	
Varied media artists (groups)		Woodcarving			
Other (please specify):					

Section F: Studio Opening Details

The terms and conditions state that you must open your studio for a **minimum of 2 full weekends** and between the hours of **10am-5pm**. Please indicate in the following boxes which dates you will open your studio.

Grey highlighted text indicates weekends and bank holiday Monday.

Sat 26 May	Sun 27 May	Mon 28 May	Tues 29 May	Weds 30 May	Thurs 31 May	Fri 01 June	Sat 02 June
Sun 03 June	Mon 04 June	Tues 05 June	Weds 06 June	Thurs 07 June	Fri 8 June	Sat 9 June	Sun 10 June

Special opening times;

Section G: Images

**** IMPORTANT: DO NOT EMAIL IMAGES OVER 3MB IN FILE SIZE ****

Do not attempt to send images over this size, either as combined or single files. This is likely to result in your email never reaching our mailbox and your application not being received.

You need to supply an image of your artwork to accompany your listing in the brochure and on the website. All images must be labelled clearly with your name and title of the work.

The image you submit is central to your open studio promotion. Artwork images help visitors decide which studios to visit. Consider carefully what image you use as well as the quality of the photo. Keep in mind the reproduction size within the final printed brochure - will your chosen image represent your work well at a reduced size? Also consider the shape of the image, for example square/portrait formats tend to fit the brochure listing space better than wide landscape formats.

All images need to be supplied as;

- a jpeg or tiff file
- at least 300dpi (dots per inch)
- a minimum of 500KB and a maximum of 3MB in file size

Images larger than 3MB may not reach our mailbox and can result in us not receiving your application, and images smaller than 500KB will not be of high enough quality when reproduced in the brochure.

High quality images are required for NNOS publicity. If you have image files that are over 3MB and available upon request, please tick here

For individual entries - one image will be reproduced in the brochure. Send two images if you'd like us to decide which one will reproduce more effectively. If you have a preference for a specific image, please only send one image.

For group entries - it may be possible to reproduce two separate images in your brochure listing (dependent on space). Or groups may wish to consider creating a 'digital montage' of their members' work, bringing images together as one image file. If you choose to do this, keep this image file within the guidelines above and consider the clarity of the individual images next to one another when reproduced at a smaller size in the final printed brochure. Ensure that all images are at a hi-resolution.

Label each image clearly with your name and the image title and indicate which way round they should be used. Email to nnopenstudios@nnfestival.org.uk with your name in the email subject line and image titles and studio address in the body of the email. Alternatively, submit your image/s on CD.

Image	Title	Medium
1		
2		

Your portrait/studio image for website and press (optional)

A portrait photograph (ideally of you in your studio) can also be included alongside your website entry and may be used for press and promotion. The image must be a minimum of 500KB in file size and a maximum of 3MB. The file must be in JPG format.

Good quality studio images showing artists at work are invaluable in the promotion of NNOS. We are always looking for more of these to use for press and social media. Artists will be credited and receive additional marketing exposure when images are used.

Guidelines on how to achieve a good studio image:

Consider the composition of the image and compare it to other images you see that are used in newspapers and magazines. Can you imagine yours sitting alongside them? Does it hold interest and illustrate the nature of what you do? Ensure the photo is taken at 300dpi and the file is in jpeg format, no larger than 3MB or smaller than 500KB (see file info above).

Summary of how your artwork and studio images will be used

One of the artwork images you submit will be used in your artist listing in the Norfolk & Norwich Open Studios brochure as well as in your listing on the website. Images of your artwork as well as any portrait/studio images you submit may also be used in the promotion of the scheme in press, publicity and social media.

Please indicate the method in which you have submitted all your images:

Emailed (please state which date you emailed it)	
CD enclosed with application form	
Enclosed photo / original artwork for scanning (there is an additional £8.00 charge for image scanning)	

Section H: Press stories and images

Interesting case studies of NNOS artists are always needed for NNOS publicity and press coverage. Is there anything about your work or your life as an artist that may make an interesting feature article? Do you have high-resolution photographs of yourself working in your studio (see info above about studio images)? Would you be happy for these to be published in the press and/or online?

Can you supply this? Please select: YES / NO

Please give brief details below (not more than 50 words). You may then be contacted by our Press Officer. PLEASE NOTE: Not all contributions will be used.

Section I: Additional events at your open studio (optional section)

Please provide details in the following sections of any additional timed events that you plan to hold during NNOS 2018, for example demonstrations, workshops or talks. It is not for including such things as refreshments, which can be included in your artist profile description, or to repeat details of your open studio. Events will be included in a dedicated section of the NNOS brochure and website. Only events related to NNOS and held within the scheme dates will be published. Due to limited space, we cannot guarantee inclusion of all events. Events listed need to be open to all members of the public and not private.

PLEASE NOTE – If you don't have your additional event details finalised you can still submit information **after** the main NNOS application deadline. The deadline for additional event details is Friday 16 February 2018.

Event 1 (*required)

Event title*	
Dates and times*	
Brief description (20 words max)*	
Is the event free to attend? (yes / no)*	
If no to the above, what is the cost?	
Is advance booking necessary (yes / no)*	
Venue*	
Contact details for event (to be published)*	

Event 2 (*required)

Event title*	
Dates and times*	
Brief description* (20 words max)	
Is the event free to attend? (yes / no)*	
If no to the above, what is the cost?	
Is advance booking necessary (yes / no)*	
Venue*	
Contact details for event (to be published)*	

Event 3 (*required)

Event title*	
Dates and times*	
Brief description* (20 words max)	
Is the event free to attend? (yes / no)*	
If no to the above, what is the cost?	
Is advance booking necessary (yes / no)*	
Venue*	
Contact details for event (to be published)*	

INFORMATION ABOUT ART TRAILS (optional addition)

Art Trails are organised by artists taking part in NNOS and not by the NNOS Office. They are an optional addition to the scheme. Art Trails are when NNOS artists who are either located nearby to one another and/or practice in a similar medium arrange a route (a trail) for visitors to take which links the studios together. Maps are designed and printed by artists and other local attractions/cafes/restaurants are often included.

Art Trails encourage visitors to make a full day out of studio visits. Artists involved comment that by being part of a Trail can help them connect with other artists and feel part of the wider art community, and it can help to increase their visitor numbers during NNOS.

Information to help artists arrange an Art Trail and/or be part of an already established Art Trail will be sent to all NNOS 2018 applicants in January. This information will include a list of all the other artists who are taking part in NNOS in your district and their contact details. Artists can then get in touch with one another based on this list to arrange a trail.

The deadline for Art Trail details to be submitted for publication in the brochure is Friday 16 February 2018. PLEASE NOTE: Art Trail maps and leaflets for downloading from the NNOS website can be submitted after this date.

Section J: Print

Printed materials (NNOS brochures and publicity posters etc.) are delivered to an allocated storage point in each district in early April. Artists are then notified to pick up their allocated materials, or arrange for someone to do this on their behalf, from their district's storage point.

Please let us know how many printed materials you will need for both your personal use and for your studio promotion. The maximum number available of each is quoted in the table below.

PLEASE NOTE: An additional quota of brochures will be allocated to each district for wider distribution by artists.

Printed materials	Number required
Brochures (maximum of 50 for individuals, 200 for groups)	
A4 posters (standard and branded with NNOS logo) (max 5 per individual/group)	
A3 posters (standard and branded with NNOS logo) (max 5 per individual/group)	
A4 'Exhibition Here Today' (branded poster) (max 5 per individual/group)	
A3 posters to customise (NNOS branded, with space to include your own name, images and opening times) (max 5 per individual/group)	
A6 postcards (can be used as invites and flyers. Standard and branded with NNOS logo) (max 50 per individual / 100 per group)	

Section K: Volunteering (to assist with promotion)

To heighten the promotion and success of NNOS and your own studio, the scheme needs the help of the artists. Please indicate below what you are able to help with:

Brochure distribution in your district (to your local shops, pubs, cafes, art venues, etc. - all artists are expected to help with this)	
Poster distribution (to your local shops, pubs, cafes, art venues, etc.)	
Press & PR activities in your district (your contact details will be passed on to our Press Officer)	
Becoming an Artist Representative for your district (involves regular liaison with the NNOS office and artists in your district, coordination of print distribution and marketing activity in your district)	
Supporting your Artist Representative	
Coordinating / assisting in coordinating a district 'Taster' exhibition (subject to demand from artists)	
Print storage (Willing and able to store your district's allocation of NNOS brochures & printed materials for artists to collect & distribute from)	
Other Please specify:	

Section L: About you

To help us evaluate Norfolk & Norwich Open Studios, please answer the following questions;

Why are you taking part in Norfolk & Norwich Open Studios?

To sell my art	
To meet members of the public and talk about my art	
To meet other artists	
To raise my profile as an artist	
To be part of a celebration of the visual arts in Norfolk	
Other (please give details)	

Have you taken part in NNOS before? Yes / No	
If yes to the above, for how many years?	
If new to NNOS, where/how did you hear about the scheme? Please select from below:	
NNOS postcard	
NNOS poster	
NNOS social media	
NNOS website	
Other social media	
Local press	
Local radio	
Visited studios in previous years	
Word of Mouth	
Other (please state):	

Section M: Payment details

- **Individual applicant fee:** £110.00 (or £118.00 with £8 image scanning fee. A scanning fee is included if you ask us to create a digital image from a hardcopy (e.g. the original work or a printed photo) of your artwork)
- **Group applicant fee:** £300.00 (or £300.00 + £8 per individual image scanned. A scanning fee is included if you ask us to create a digital image from a hardcopy (e.g. the original work or a printed photo) of your artwork)

There are three payment options;

- Option 1 – Cheque
- Option 2 – BACS payment (online bank transfer)
- Option 3 – Debit or Credit card payment

If you complete your application online, there is the additional payment option of Paypal.

Option 1 - Cheque

Please make cheques payable to: 'Norfolk & Norwich Festival Trust' and write your name on the reverse side.

If you are posting a cheque separately because you have sent us your application form electronically, please also enclose a note which has your full artist name, address and phone number. This ensures that we match the correct cheque to the correct application form.

Option 2 – BACS payment details

Account: Norfolk & Norwich Festival Trust

Sort Code: 20-62-53

Account no: 20662984

Reference to include (if possible): NOS/artist surname, artist initial

Please complete the below to ensure that we are able to identify your BACS payment.

Name of payee as it will appear on our BACS statement	
Amount paid:	
Date of payment:	

To pay by card please call the Open Studios office on 01603 877762 with your card details. Please be aware that credit and debit card payments can take up to 10 days to be processed and cleared.

Section N: Confirmation of artist's agreement

Please sign or type your name in the boxes below to confirm that you have read and are in agreement with the contract terms and conditions included as part of this application pack and that you are willing for your contact details to be shared with NNOS artists in your district. **Your application is not valid or complete without acknowledgement of the boxes below.**

Data Protection Act 1998

The information that you provide on this form will be handled and stored in accordance with current Data Protection legislation. Personal data provided on the Equal Opportunities Monitoring Form will be recorded and used for the purpose of monitoring NNF's Equal

Opportunities Policy and for statistical purposes. By submitting an application for the Norfolk & Norwich Open Studios scheme you are consenting to the recording and use of the information which you supply.

Norfolk & Norwich Open Studios and Norfolk & Norwich Festival would like to add or retain your name and contact details on their database in order to keep you informed about future events, opportunities and developments. If you do not wish to receive this information, please mark this box

Please mark this box if you do not want any of your contact details published on the NNOS website (this includes removal of your address & directions, telephone / mobile numbers and email address).

Please note the NNOS website is kept live and online for most of the year.

Signature (type your name if completing electronically)	
Full name	
Date	

Please complete and return the Equal Opportunities Monitoring Form overleaf with your application.

CHECKLIST - for returning your Norfolk & Norwich Open Studios 2018 application:

Completed application form	
Enclosed completed Equal Opportunities monitoring form	
1 or 2 x images clearly labelled (either via email, CD or original image)	
Signed box in section N, and read data protection statements	
Correct fee (by cheque or BACs payment date, if using these payment methods)	
Stamped addressed envelope if you want your image returned (please ensure correct postage is used)	
Separated and kept safe the NNOS 2018 terms and conditions	

Please retain your contract terms and conditions and return your completed application and Equal Opportunities monitoring form, with full payment to:

Email: nnopenstudios@nnfestival.org.uk

Post: NNOS 2018 Application, Norfolk & Norwich Festival Trust, Augustine Steward House, 14 Tombland, Norwich, NR3 1HF

The deadline for receiving application forms is Friday 8 December.

If you would like acknowledgement for receipt of your postal application form please enclose a stamped addressed envelope or postcard marked 'Acknowledgement of NNOS Application'. If you submit your completed form by email you will receive an email to acknowledge receipt within 2 weeks.

IMPORTANT: If you have not received an email confirmation of receipt by **Friday 15 December** please contact the Norfolk & Norwich Open Studios office to check your application has been received.

Equal Opportunities monitoring

Norfolk & Norwich Open Studios is delivered by Norfolk & Norwich Festival in partnership with Norfolk artists. Norfolk & Norwich Festival is committed to a policy of equality of opportunity for participants with the aim of ensuring that everyone who applies to take part receives fair treatment.

In order to ensure that this policy is being effectively implemented, it would be a great help if you could complete the form below and return it to us with your application form. The information collected will be removed from the application, will be treated in the strictest confidence and will be used only for equality monitoring. As an Arts Council England funded National Portfolio Organisation Norfolk & Norwich Festival is committed to providing correct and comprehensive data that can present an accurate picture of the effectiveness of our equal opportunities policy. The data you provide will contribute to a sector wide analysis and help to identify areas for improvement.

The request for this information and the uses to which it will be put are within the scope of the Data Protection Act 1998 which allows for the collation and reporting of sensitive data for monitoring purposes.

NOTE FOR GROUPS: Please complete the below in reference to yourself and then circulate this form to each member of your group to complete individually, and ask them to return it to nnopenstudios@nnfestival.org.uk.

Where is your studio based? (please provide postcode and town/village)	
Which district is your studio located in? (Breckland, Broadland, Great Yarmouth, North Norfolk, Norwich, South Norfolk, West Norfolk & Kings Lynn)	
If you are part of an artist group, please add the name of your group here:	

How old are you?

16-19		55-59	
20-24		60-64	
25-29		65-69	
30-34		70-74	
35-39		75-79	
40-44		80-84	
45-49		85 or older	
50-54		Prefer not to say	

Gender assumed to be at birth: <i>Please use a X to indicate</i>	Male		Female		Prefer not to say	
Gender identity: <i>Please use a X to indicate</i>	Male (including female to male trans men)		Female (including male to female trans women)		Prefer not to say	
Sexual Orientation: <i>Please use a X to indicate</i>	Bisexual		Gay man		Gay woman/lesbian	
	Heterosexual/straight			Prefer not to say		

Diversity

Diversity questions are not about nationality, place of birth or citizenship. They are about colour and broad ethnic group. For example, UK citizens can belong to any of the groups indicated. **What is your ethnic group? Please choose one option that best describes your ethnic group or background. Please use an X to indicate.**

<u>White</u>		<u>Black / African / Caribbean / Black British</u>	
English / Welsh / Scottish / Northern Irish / British		African	
Irish		Caribbean	
Gypsy or Irish Traveller		Any other Black / African / Caribbean background	
Any other White background		<u>Mixed / Multiple ethnic Groups</u>	
<u>Asian / Asian British</u>		White and Black Caribbean	
Indian		White and Black African	
Pakistani		White and Asian	
Bangladeshi		Any other Mixed / Multiple ethnic background	
Chinese		Other ; if none of the above is suitable, please tell us how you would like to describe yourself:	
Any other Asian background			
Arab			
Prefer not to say			

Equality Act 2010

Under the Equality Act 2010, Norfolk & Norwich Festival has a legal requirement to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

The areas covered under the Equality Act 2010 referred to as 'protected characteristics' are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion and belief
- Sex
- Sexual orientation

Under the Equality Act 2010 the protected characteristic of 'Race' includes colour, nationality (including citizenship) and ethnic or national origins.

Disability Discrimination Act 1995

In order to support disabled applicants in the recruitment process we ask them to declare if they have a disability and, if so, what support we can provide.

A disability is defined as 'A physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities.' Long term in this context means likely to last longer than 12 months or likely to recur. Please note that cancer, HIV and multiple sclerosis are covered by the Act from the point of diagnosis.

Do you have a disability as defined above? (please place a cross in the relevant box)

YES	NO	Prefer not to say
If you answered YES to having a disability, please indicate the nature of your disability or long term condition. <i>Please place a cross in the relevant box:</i>		
Two or more impairments and/or disabling medical conditions		
A specific learning disability such as dyslexia, dyspraxia or AD(H)D		
General learning disability (such as Down's syndrome)		
A social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder		
Long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease or epilepsy		
A mental health condition such as depression, schizophrenia or anxiety disorder		
A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches		
Deaf or serious hearing impairment		
Blind or serious visual impairment uncorrected by glasses		
A disability, impairment or medical condition that is not listed above		
Please indicate the length of time you have had the condition, and if you wish to provide additional information about your disability or long term condition:		
Please let us know if there are any reasonable adjustments we need to consider making in order for you to apply and take part in Norfolk & Norwich Open Studios, e.g. alternative means of application.		

Data Protection Act 1998

Information from this form will be processed for the purposes registered by the Employer under the Data Protection Act 1998.

I hereby give my consent to Norfolk & Norwich Festival for processing and retaining the data supplied in this monitoring form for an appropriate period of time in accordance with the purposes stated above.

Signed	
Date	