

## Application Form

### Artists Make Space

Creative workspaces for artists  
provided Richmond Arts Service

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To apply, send a completed application form to [artsinfo@richmond.gov.uk](mailto:artsinfo@richmond.gov.uk) with the subject line Artists Make Space 2024 and your name. Applications must be received by Tuesday 30 April at 11.59pm.

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**Name:**

**Email address:**

**Your website or social media:**

**Optional:** You are welcome to submit a CV and/or up to four images of your work **if you feel you need to provide more information** or if you do not have a website or social media account that reflects your practice.

**Have you worked with Richmond Arts Service before?**

**Where did you hear about this opportunity?**

**Do you have any access needs?** We will discuss how we can support you during the programme if your application is successful. If you have access requirements and would prefer to apply in a different format or would like us to make reasonable adjustments to the interview process, please let us know.

**Please complete our anonymous [Equal Opportunities Monitoring Form](#)**

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Applicants are advised to refer to the summary and artist role outlined in the information pack to complete the next section. Kindly note that word limits are maximums, and the panel will not read any additional text provided beyond the word limits.

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**1. Art Form** – describe your art form/creative practice (up to 200 words)

*Insert here*

## Artist Application Form Template

**2. Your approach** – your initial concept ideas for how you would use the space, with the understanding that ideas may develop throughout the project. You may include what you hope to work on during the programme, how this opportunity can support you to develop your practice, why you need a space free of charge, and/or any ideas for public engagement (up to 500 words)

*Insert here*

**3. Time and space** – how often do you need a space (multiple times per week, once per week, one-off, etc) and what type of space do you need? (up to 200 words)

*Insert here*

**4. Additional information** – anything else that you feel we should be aware of that you feel would support your proposal and anything that would be useful for Richmond Arts Service to provide during the programme (up to 250 words)

*Insert here*

**5. Referees** – please provide contact details (email and telephone) for 2 referees, stating what relationship exists between yourself and the referee

*Insert here*

**6a. For Artists who live or work in the London Borough of Richmond upon Thames** – Where do you practice / create or live in the borough?

*Insert full postcode here*

**6b. For Artists who do not live or work in the London Borough of Richmond upon Thames** – Demonstrate how you will bring something innovative and exciting to the borough during your proposed residency (up to 250 words). **Do not answer if you live or work in Richmond upon Thames.**

*Insert here*

**7. Insurance** – confirm you have or are willing to put in place public liability insurance to the value of £2,000,000. If your application is successful, Richmond Arts Service can assist you in finding affordable public liability insurance.

*Delete as relevant:*

Yes, I have or am willing to put in place public liability insurance /

No, I am not willing to put in place public liability insurance