

COCKPIT ARTS

Dear Applicant,

Many thanks for your interest in becoming part of our thriving designer-maker community at Cockpit Arts.

Our purpose is to help and support designer-makers as they work to gain commercial and artistic recognition. If you are talented, ambitious and want to build your own successful business or improve upon the one you already have, then this could be the start of a fruitful relationship.

Here's how our application process works:

1. You review our Licence Terms & Charges (page 2) and Incubator Package terms (page 3) plus ideally our [Frequently Asked Questions](#) to help you decide if applying for a place at Cockpit Arts is right for you.
2. You may also wish to refer to the [Awards](#) and / or [Creative Careers Programme](#) section of our website for information about funded places.
3. You spend a bit of time thinking about your goals for your business and practice, updating your CV, filling in the application form and pulling together the evidence/information we need to review.
4. The Selection Committee assesses your application. Applications to join Cockpit Arts are shortlisted with the assistance of our experienced external selection panel. Giving us the benefit of their experience this year, are gallerist and curator Sarah Myerscough, design writer and journalist Emma Crichton-Miller, silversmith and lecturer Grant McCaig, artist and lecturer Caroline Broadhead, product developer for Daylesford Organic, Brooke Lichfield. If we think we might be the place for you, we'll invite you to come for an interview. We will contact you shortly after the next deadline.
5. You will come in for an interview at Cockpit's Holborn studio where you will talk about your work and your vision for the future of your business and practice. Following your interview, you will hear from us within a week to tell you whether your application has been successful.

Cockpit Arts is committed to equality of opportunity for all and we welcome enquiries and applications from all sections of the community.

Please email all of the required information to adrian@cockpitarts.com with 'Studio Application' in the subject line, followed by your name. We look forward to receiving your application. Good luck and best wishes.

Yours sincerely



Vanessa Swann
Chief Executive

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Licence Terms and Charges October 2016 to September 2017

- Cockpit Arts issues each designer-maker with a licence agreement for their workspace on easy in/out terms. The designer-maker is therefore a Cockpit Arts' licensee.
- A deposit of one month's licence fee is required, plus a key deposit of £45. This is paid when the licence agreement is signed.
- Licence fees and other charges are subject to an annual review on 1 October 2016.

LICENCE FEE – varies according to size and location

Included in the annual rental of **£24.20 + VAT (Deptford) per square foot:**

£29.20 (Holborn, exempt from VAT) per square foot:

- Rates and property service charge
- Studio management
- Water
- Heating (in most parts of the building)
- Cleaning and maintenance (common areas)
- Wireless broadband (in most parts of the building)
- Security and car park – Deptford site only

Excludes:

- Electricity – this is invoiced monthly
- Insurance – all licensees must be insured.
- Telephone installation and charges or other specialist equipment

CORE SERVICES - charged to all licensees

£19.58 + VAT (Deptford):

£23.50 (Holborn, exempt from VAT):

- Direct sales opportunities through two Open Studios events per year
- Up to 4 designer-maker directory listings on Cockpit Arts' website
- One to one coaching sessions
- Annual business and practice review
- Business development workshops
- Essential office facilities including computer room, library, equipment and central London meeting room

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ADDITIONAL SERVICES – charged separately

- Business Growth Loans
- Seminars and other professional development events
- Discounted room hire
- Photocopying, scanning and printing
- Storage space

ADDITIONAL OPPORTUNITIES – charged separately

- Private buyer visits
- Showcasing and press opportunities
- Trade show and membership discounts

HOW TO CALCULATE LICENCE FEES

Holborn

The monthly charge for 100 ft² at Cockpit Arts is calculated as follows:

100 ft² x £29.20 = £ / 12 months = £243.33 per month.

Add £23.50 core services fee: Total = £266.83 per month.

Deptford

The monthly charge for 100 ft² at Cockpit Arts is calculated as follows:

100 ft² x £24.20 = £2,420 / 12 months = £201.67 plus VAT per month

Add £19.58 core services fee: Total = £221.25 plus VAT per month

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APPLICATION FORM

Section 1 - personal information

Name.....

Address.....

.....

Postcode

Telephone.....

Email.....

What is your website address if you have one?

If you are London-based, in which borough do you live?

Are you (please tick):

A new graduate (within the last 12 months)

Unemployed (within the last 12 months)

A client of The Prince's Trust (past or present)

At which educational establishment did you undergo formal craft training (if any)

Please state most recent.....

Are you currently practising and in business?

Yes No

If yes, please state where you are currently working from.....

.....

What is your company name?

What is your company status? Please tick as appropriate:

Sole Trader Joint Venture Partnership Limited Liability Partnership

Private Limited Company

Date of registering your business with HMRC

Have you had any involvement with Cockpit Arts in the past?

Yes No

Please give details.

How did you hear about Cockpit Arts?

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Section 2 – workspace requirements

Which Cockpit Arts' centre are you applying for space in?

Cockpit Arts Deptford Either centre Cockpit Arts Holborn

Approximately how much space do you think you require?sq ft

(As a guide, 155 square feet is 13 ft x 12ft so work out how much you are likely to need by multiplying the length and width of an imagined space)

How would you describe your craft discipline?

What processes are involved in your work?

If your application is successful, what should we know about your processes when placing you? For example, do you need a wet area; is your work noisy; does it create smells and dust; do you need three-phase electricity supply?

How many days a week do you expect to use your workspace, if your application is successful?

Do you have any access requirements for the interview or in the event of you being offered an award with Cockpit Arts? eg information about Access to Work grants; large print learning materials?

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Section 3 – your business / practice

Please use the five selection criteria headings in bold below, giving an answer for each section. **Please give as much information as possible** to help the Selection Panel arrive at the best decision.

1. Eligibility and craft

To be considered eligible to become part of Cockpit Arts, you have to be a designer-maker. There must be a craft basis to the work you are designing and producing and a large proportion of the craft production should be undertaken by you and or craft based outworkers/ suppliers, rather than outsourced to commercial manufacturers. The majority of the craft production should take place in the UK and you should aim to retain the majority of production in the UK in the future. (Max. 250 words)

2. Commitment to business growth and creative development

Although we don't expect to see a detailed business plan at this stage, we would like you to outline your vision and how you hope your business and practice will develop over time. If yours is an early stage business you should provide evidence of testing the market for your work and have a customer base, however small. More established businesses should give an outline of success to date and a specific idea of your future goals, in business and creative terms. Please also explain how you plan to develop the creative side of your work and how this will impact on your business. (Max. 250 words)

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3. Financial security

Please explain how you intend to finance your business, including your place at Cockpit Arts. This could be through a part-time job, parental support, savings or sales. (Max. 250 words)

4. Environmental Policy

Please tell us about your environmental policy/approach. (Max. 250 words)

5. Why Cockpit Arts?

Please tell us why you have decided to apply to Cockpit Arts at this time and whether you are also applying elsewhere. Please include how you think we can help you achieve your commercial and artistic aims. (Max. 250 words)

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Section 4 – images

Craft skill

We are looking for craft skill and imagination in the application of ideas and the use of materials, and quality in terms of the finished product. To demonstrate this you need to supply us with at least five images that clearly show your work.

- We require at least five, low resolution JPGs of recent, relevant work. We recommend saving your images at 72dpi and approx. 25cm or 700pixels width.
- All images should be labelled with your name and numbered to correlate with your captions below:

Image 1.

Name of Piece:

Dimensions:

Materials:

Process:

Price:

Date:

Image 2.

Name of Piece:

Dimensions:

Materials:

Process:

Price:

Date:

Image 3.

Name of Piece:

Dimensions:

Materials:

Process:

Price:

Date:

Image 4.

Name of Piece:

Dimensions:

Materials:

Process:

Price:

Date:

Image 5.

Name of Piece:

Dimensions:

Materials:

Process:

Price:

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Date:

Section 5 - Equal Opportunities Monitoring Form

In order to monitor the effectiveness of our equal opportunities policy it is important to collect information which might identify possible direct and indirect barriers to employment. In line with our commitment, any information provided is entirely confidential, and is not part of any selection procedure. Please complete this form, which will be separated from your application.

Personal Details

Name _____

Date of Birth _____

Gender Male Female

Cultural Diversity

Please tick the ethnic category that best represents you. As you make your decision, please think about what ethnic group means to you, that is, how you see yourself. Your ethnic category is a mixture of culture, religion, skin colour, language and the origins of yourself and family. It is not the same as nationality.

White

- British
- Irish
- Any other White background, please state _____

Asian or Asian British

- Asian Bangladeshi
- Asian Indian
- Asian Pakistani
- Any other Asian / Asian British background, please state _____

Black or Black British

- Black African
- Black Caribbean
- Any other Black / Black British background, please state _____

Chinese or other ethnic group

- Chinese
- Any other, please state _____

Dual Heritage

- Dual Asian and White
- Dual Black African and White
- Dual Black Caribbean and White
- Dual Chinese and White
- Any other background, please state _____

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Disability

Do you consider yourself to be disabled?

A person is considered disabled if he/she has a physical or mental impairment, which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.

YES NO

If 'Yes' what is the nature of your disability?

Dyspraxia		Mental Health Issues	
Dyslexia		Physical Health	
Physical Impairment		Prefer not to say	
Hearing Impairment		Other (please state below)	
Visual Impairment			
Speech Impairment			

Submissions

In addition to the application form Cockpit Arts requires an up-to-date CV.

Please email your CV and application to adrian@cockpitarts.com with 'Studio Application', followed by your name in the subject line.

The email should not total more than 8MB in total. Emails larger than this will not be received.

If you have any questions please contact Adrian Lee, Studio Manager, on 020 7419 1959 or via email at adrian@cockpitarts.com.

Please note: As part of the criteria for selecting applicants we will consider the ethical and reputational consequences of our so doing and any implications acceptance may have for the reputation, security or wellbeing of Cockpit Arts, its studio holders, stakeholders and visitors to our premises.