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Dear Sir/Madam,

Re: Studio Application Pack

Thank you for your email requesting more information about studio space. Making Space offers studios on an application basis. Please find enclosed the following:

Application Form

Equal Opportunities Form

Application Form Guidance Notes

Info Sheets:

- Sheet 1 Making Space Vision
- Sheet 2 Maker profile and what are we looking for
- Sheet 3 What we can offer
- Sheet 4 Studio rates and share information
- Sheet 5 Process flow chart

If you would like to be considered for a studio please complete the application form as fully as you can. The information in Sheet 2 forms the selection criteria by which we will assess your application. A panel of staff, tenants and funders looks at the application. The selection panel consists of board members, staff, independent makers and representatives from other arts organisations.

We aim to give you an answer within 2 months of the date of receiving your application. Selections are ongoing and we will consider your application as soon as a panel can be convened.

If you are concerned about producing business plan information or a financial plan don't be. Just try to produce a brief outline of your business ideas, aspirations and show how you have thought about the financial implications of running a studio. We are happy to discuss this aspect of the application with you if you clearly meet our criteria.

Please do not hesitate to contact us if you require any further information or have any queries. Please contact me by email to arrange an appointment to view Making Space if you wish. I have also included the sheet we require you to complete to join our pool of artist/tutors. We programme 3 times a year and ask our pool to put forward their ideas. I look forward to hearing from you.

Yours sincerely

Dani Hull
Administration & Operations Co-ordinator
admin@makingspace.org
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