

Blackpool Culture Shops

Information Pack January 2012



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www.twoampress.com

BLACKPOOL CULTURE SHOPS

CALL FOR EXPRESSIONS OF INTEREST FROM ARTISTS AND CREATIVE ENTERPRISES

Blackpool Council is one of a number of local authorities across the country that has received support from the Department for Communities and Local Government through the *Looking After Our Town Centre's Initiative* and a Grants for the Arts *Art in Empty Spaces* Award from Arts Council England NW. This support has been provided to encourage the use of vacant shop premises for creative activity to reinvigorate our town centre and help economic recovery following the recession.

We are now looking for expressions of interest from artists and creative enterprises that would like to be considered for our *Blackpool Culture Shops* programme.

What you need to know

Most opportunities will be for a period of up to 4 weeks and there will be time before and after the installation/exhibition for installation and take down. The intention is for there to be no lease agreements between landlord and artist. The Council will be the liable party and the artist will have the right to occupy with the provision that they may be asked to leave at short notice. This is to avoid, where possible, grant money being used for expensive lease/business rate payments.

Previous installations can be found on the Culture Shops

Blog:

<http://blackpoolcultureshops.wordpress.com/>

Location

Currently, the empty shop windows we would like to display work in are the windows that used to be Bar Red, The Winter Gardens on St John's Square, Church Street, Blackpool.

What we need from you...

An expression of interest proposal

Please include the following when sending us your expression of interest proposal:

- Description of the exhibition/installation you plan to carry out
- Full contact details for you and your team
- A budget outline of costs
- Details of materials/resources you will be using
- Details of any specific technical requirements/specification

- How you intend to promote your exhibition

Please include with your written proposal an up to date curriculum vitae and links to websites containing examples of previous work.

Important information to consider when preparing your proposal

Blackpool Arts Service can help you decide the right window space for your work and help promote your work through a range of networks.

The funding we will be able to offer, if your proposal is accepted, will be towards the following: to cover the cost of premises insurance, publicity, expenses and materials up to a total of £1,000.

If you are providing an activity for the public to participate in you need to address all Health & Safety/Access/Child Protection issues.

In terms of risks, you must assess the risks involved with your activity - what harm your activity might pose to yourself, the building, and the people around you. This includes any offence that may be caused as well as physical harm. You will be required to get Public Liability Insurance for a minimum of £5m per claim.

All expression of interest proposals will be considered carefully by a selection panel made up of representatives from the Council's Arts and Economic Development Services and BID. Our priorities for selecting a proposal are as follows:

- Proposals from artists living and working in the Fylde Coast area or Lancashire sub region producing innovative work of high quality. (This does not mean to say we will not consider and work with artists from further afield that put forward interesting ideas and can demonstrate that their work is innovative and of high quality).
- That an empty shop window is appropriate for your idea.
- That you can address all the practical issues such as budget, insurance and that you have identified the risks.
- To receive a grant you must have a bank account and individuals must be registered as self employed (and have a UTR- Unique Tax Reference). Organisations must provide proof of status ie company number and VAT registration or registered charity number or proof of constitution for non-profit making organisations. A

Blackpool Council New Supplier Form will be send to successful applicants.

If we wish to take your idea further you will receive written confirmation with details of

- any grant offer
- details of which window has been identified as available and suitable
- confirmation of dates that the property will be available to you and where you can pick up the keys
- a letter of agreement that details your responsibilities and liabilities

Guidelines – Sale of Work

You must NOT sell work from the property. This would require licences and a lease agreement with the landlord and would trigger commercial rent charges and rates.

Commissions are acceptable, but you must arrange this somewhere else, away from the property, with this being a separate arrangement from your Blackpool Culture Shops project.

Stage 2 Information

for after your proposal is accepted

– Insurance and Risk

- You are responsible for all the people who enter the building when you have the keys.
- You must have Public Liability Insurance for a minimum of £5m per claim and provide proof of this with your application. AN www.a-n.co.uk/ provides insurance advice and low cost policies for artists.
- You must complete a risk assessment and return it with a copy of your public liability insurance. You must complete this to cover install/exhibition – take down and check throughout your exhibition for any changes in the situation.

– Fire Safety

- Emphasis must be placed on preventing fires and reducing risk. It is your responsibility to ensure the safety of everyone who uses your premises and in the immediate vicinity. You must complete and return the Fire Assessment form which will be provided to successful applicants.

If your application is successful you will need to complete a Fire Assessment form return it.

- Marketing

Please be advised that advertising/selling from the premises is not allowed. There are a number of trading/legal issues that prevent this.

The Arts Service will provide 'Blackpool Culture Shops' press releases, on-line information via its Culture Shops Blog and publicity to encourage interaction with the exhibition programme.

Any self generated press releases/marketing must credit *Blackpool Culture Shops* programme and acknowledge grant funding from Blackpool Council, Arts Council England NW Grants for the Arts Lottery and the Department for Communities and Local Government through the *Looking After Our Town Centres*' Initiative.

You will be required to provide the following if your proposal is successful.

- Documentation, Evaluation and Monitoring

Evaluation - is very important as it helps you assess the successes and weaknesses of the project, and helps us to understand better what support is needed. Please share your evaluation with us - taking into consideration what you did; what could have been done differently; key successes, weaknesses etc.

Documentation - Please make sure you send us some photos of the finished work in the space. This is for our records, to help promote your work and the 'Blackpool Culture Shops' programme.

Please include any comments from the public about your work and copies of any articles or publications with your evaluation.

Please send your proposal to...

Clancy Mason

Arts Engagement Manager

Central Library

Queen Street

Blackpool

FY1 1PX

01253 478266

clancy.mason@blackpool.gov.uk

**Please forward your proposal by:
Tuesday 24th January 2012, noon.**