



Chrissie Cotter Gallery - Information for Applicants 2020

Chrissie Cotter Gallery (CCG) is available as a free gallery space to emerging and established artists, cultural workers and community organisations.

CCG is an Inner West Council facility in the heart of the Inner West, on Pidcock Street in the Camperdown Park precinct only four kilometres from the centre of Sydney.

1. APPLICATION INFORMATION – Exhibition Guidelines

1.1 Exhibition term

In this round there are 24 terms offered. Each term is for approximately two weeks and will be available commencing Tuesday, 22 January 2020 through to Sunday, 20 December 2020.

1.2 Eligibility

Applicants must be **over 18 years of age** and have the necessary skills and capacity to deliver their exhibition. Exhibitions can be solo or group shows.

The following **individual artists and/or cultural workers** are invited to apply to exhibit at the gallery. Those who:

- Reside in the Inner West local government area
- Have a studio space in the Inner West local government area
- Do not live or work in the Inner West local government area but will contribute to the growth of creative, artistic and cultural life of the inner west community with their exhibition

Community organisations that plan to use this exhibition opportunity to raise awareness of an issue with contemporary art and those that will raise funds for a project that will benefit the inner west community are also invited to apply.

2. TERMS AND CONDITIONS

2.1 Inner West Council will:

- Enter into hire agreement with each successful applicant that will outline exhibition dates, key pick up and return details and general requirements, terms and conditions
- Ensure that the CCG facilities and equipment are in a clean, safe and proper condition

- Provide the exhibition space free of charge
- Promote each new exhibition on Council's website
- Charge 15% commission on all works and/or tickets sold during the show
- Program the gallery exhibitions throughout the year to reflect a balance of art forms so that the inner west community has access to quality work that is represented in an innovative way

2.2 Successful applicants will:

- Pay a bond of \$200 prior to the opening date of their exhibition – (see *Bond, Keys and Parking* in point 2.3 below)
- Include the CCG and Inner West Council logos on the event invitation, and all marketing material
- Submit all marketing material to Council for approval approximately 6 weeks prior to the exhibition
- Register their exhibition on the 'What's On' section of the Council website at <https://www.innerwest.nsw.gov.au/event/create>
- Keep the CCG open as agreed and outlined in the letter of offer
- Be responsible for all costs associated with their show such as the opening, publicity, staffing, cleaning and security
- Only exhibit the work of artists included in the original submission
- Provide a revised submission with CVs and examples of artworks if exhibiting artists are different to the original submission
- Keep a record of the number of people attending the exhibition
- Keep a record of the number of works sold and income from each sale
- Keep sold artworks in the gallery for the duration of the exhibition
- Provide Council with **3 images of the exhibition** and a written review at the end of their show
- Display a visitors book provided by Council to record postcodes and comments
- Report any existing damage at the Gallery at the start of their term. Hirers will be charged for any damage or breakages incurred during their show

2.3 Bond, Keys and Parking

The \$200 bond is paid prior to the exhibition at:

Inner West Council
 Ashfield Service Centre
 260 Liverpool Road
 Ashfield NSW 2131
 Phone 9392 5000

Council will issue a parking permit and keys to the gallery no earlier than the Tuesday prior to the exhibition opening. If the artist does not go ahead with the exhibition, the bond will be forfeited.

2.4 Insurance

Inner West Council covers public liability insurance for the Chrissie Cotter Gallery. Council insurance **does not** cover the content of exhibitions. Artists are responsible for their own content insurance if required.

3. FACILITIES

The gallery is tucked away in a residential area surrounded by a hive of activity with the newly established Camperdown Commons complex on one side of the building and tennis courts on the other.

3.1 Amenities

The gallery has:

- A small kitchen
- Accessible toilet facilities
- A built-in projector
- Hanging and lighting systems
- Electrical outlets
- Plinths
- Approximately 17 square metres of hanging space on three walls with a ceiling height of 3.1 metres
- Parquet flooring throughout

3.2 Exhibition opening and Gallery hours

- The opening is held on the first Wednesday evening of your exhibition, 6pm to 8pm
- Following the opening, the gallery is open Thursday to Sunday, between the hours of 11am and 4pm
- Use of the gallery outside of the usual operating hours must be negotiated with the authorised Council Officer

4. SELECTION PROCESS

4.1 The Panel

A panel of at least one of each of the following - community members, artists, curators and Council staff will assess the applications.

4.2 Selection Criteria

Successful applications will represent a range of art forms. The panel will assess applications based on one or more of the following:

- Artistic merit such as quality, integrity and originality
- Professional development of the exhibiting artists
- The creative, artistic and cultural life of the Inner West community
- A link to local community events, such as Inner West EDGE, Art Month Sydney, Inner West Open Studio Trail, Open Inner West, Mardi Gras, Sydney Fringe Festival and Head-On

- Workshops, classes, talks and events at the gallery during the period of the exhibition

4.3 Timeframe

All applicants will be notified of the results in the 2nd week of November 2019 or before.

5 HOW TO APPLY and CLOSING DATE

Please read these guidelines - *Chrissie Cotter Gallery Information for Applicants 2020* before submitting your application.

If you have any questions or you are unable to complete the application form online contact:

Anthia Hart on 9392 5866 or email Anthia.hart@innerwest.nsw.gov.au

APPLICATIONS CLOSE: 5pm Friday, 11 October 2019

Apply online: <https://innerwest.smartygrants.com.au/CCG2020>