

**CALL-OUT DOCUMENT:**  
**CASTLEFIELD GALLERY ASSOCIATES MEMBERS EXHIBITION**  
**2 - 24 November 2019**  
**Preview Friday 1 November 2019**

[updated: 26 March 2019]

**Open to members of Castlefield Gallery Associates**

**Application deadline: 12 noon, Tuesday 23 April**

We are pleased to invite members of Castlefield Gallery Associates to propose an exhibition for autumn 2019 as part of the gallery's exhibition programme. We are looking for timely and ambitious proposals which enable those involved to significantly develop their practice and profile. Proposals can be for a solo or group exhibition or other project such as a series of participatory events or the use of the gallery as a project space - as long as there is at least one opportunity for the public to engage with the project. The exhibition will be selected by Castlefield Gallery Curator Matthew Pendergast and Sam Thorne, Director of Nottingham Contemporary and a contributing editor at Frieze magazine.

The selected Castlefield Gallery Associate will receive a budget of up to £2,000 as well as curatorial guidance and technical support, with the exhibition promoted by Castlefield Gallery as part of the gallery programme.

**Logistics**

For the selected project, Castlefield Gallery will:

- provide a budget of up to £2,000 which successful applicants can allocate as appropriate to cover artist fees, materials, documentation, travel expenses etc. (see [Paying Artists](#) and the [Artist-led Manifesto](#) for guidance on exhibition fees)
- provide curatorial support and guidance
- provide technician support for installation purposes
- provide equipment. The gallery technician will be able to access a range of gallery equipment for installation and exhibition purposes; however, the applicant needs to consider costs for equipment that the gallery does not already own or have access to
- promote the exhibition as part of the gallery programme
- arrange on-site signage including vinyl and gallery interpretation
- if appropriate to the exhibition or project the gallery will support artists in pricing work and will handle sales
- insure artworks whilst on site
- provide advice where possible on any aspect of the project, including further fundraising if the applicant wishes to undertake it
- organise a preview and press launch
- provide invigilation

A list of AV equipment that the gallery has and plans of the space can be accessed [HERE](#)

## Terms and Conditions

- At least one participating artist or writer, or the curator, must be a member of Castlefield Gallery Associates for the duration of the application process and the project. The application must be submitted by a member of Castlefield Gallery Associates.
- The lead artist/curator will be the main contact with the gallery and, in the case of group exhibitions, be responsible for all communications to other artists and participants
- The lead artist/curator should be actively engaged in the install and de-install of the exhibition
- The lead artist/curator is required to attend the press and exhibition preview
- Artists are required to take on board and act on advice and instructions given by the gallery

## Key Dates

Deadline: 12 noon, Tuesday 23 April 2019

Applicants notified by 3 May 2019

Preview: 1 November 2019

Exhibition dates: 2 to 24 November to 1 December 2019

## To apply please submit:

- Project proposal (500 words max)
- Artist info (250 words per artist max)
- Images: maximum 12, or 4 per artist for group projects
- Breakdown of the proposed budget (the gallery will provide up to £2,000; artists are welcome to supplement this from other sources)
- If appropriate, description of how you will scale up the project if you secure further funding, with some indication of how you think additional resource can be raised to support any up-scaling (200 words max plus scaled up budget) Nb. Applicants should not submit speculative funding applications before knowing whether their proposal has been selected

Please provide all the information and images in a single pdf no more than 10MB in size, which can include hyperlinks to other images and videos, and send it to [associates@castlefieldgallery.co.uk](mailto:associates@castlefieldgallery.co.uk) by **12 noon, Tuesday 23 April 2019**.