City Library Gallery EOI Application Form

Application information and terms of use

Applications close at midnight Monday 13 May 2024

This application form is to apply to exhibit at City Library Gallery at 253 Flinders Lane, Melbourne.

Note: Wednesday 4 September - Sunday 29 September at **Library at the Dock Gallery** is also available to apply for. Please visit our website for details on the space and guidelines.

Individuals, groups and organisations working in any medium or discipline are welcome to apply. The current cost to exhibit at City Library Gallery for a 4 week period is **$965 including GST.**

When completing this application form, please describe the work proposed clearly and in as much detail as possible. If you have any questions about the space or application, please contact Laura Johnston on 0411 776 324 or by email librarygallery@melbourne.vic.gov.au.

Exhibition dates available:

- Wednesday 21 August – Sunday 15 September 2024
- Wednesday 4 September - Sunday 29 September 2024 (visit **Library at the Dock Gallery website** for space details and guidelines)
- Wednesday 18 September – Sunday 13 October 2024
- Wednesday 16 October – Sunday 10 November 2024
- Wednesday 13 November – Sunday 8 December 2024
- Wednesday 11 December 2024 – Sunday 2 February 2025

Note: installation occurs the Tuesday prior to the exhibition opening on Wednesday and the launch takes place on the Thursday evening from 6 - 7.30pm.

Specifications

The gallery consists of:

- Gallery hanging system for canvas and framed work **(use of nails and screws to be avoided)**
- Wall 1: 17.65m long X 3.2m tall
- Wall 2: 4.43m long X 3.5m tall
- Display plinths: 3
- Flexible lighting system
-
  Floorplan can be found here.

Please review the Guidelines on the City Library Gallery page before submitting your application.

City of Melbourne Libraries staff and contractors will be employing COVID Safe practices in line with the Department of Health.

Please read our conditions of entry and other policies.

Application form

* indicates a required field

Applicant details

If applying as a group, please nominate one person as a primary applicant and person of contact.

Applicant name *

Title   First Name   Last Name

Postal address
Address

Phone number *

Must be an Australian phone number.

Email *

Must be an email address.

Name of group or organisation (if applicable)

Do you as the primary applicant, or does your organisation identify as Aboriginal or Torres Strait Islander? *
○ Yes
○ No
○ Prefer not to answer

If you are applying as a group, please list all exhibiting artist names

Word count:
Must be no more than 50 words.

Individual Applicant

As the primary applicant, what is your gender? *
○ Man
○ Woman

○ Non-binary
○ Prefer not to answer

What are your preferred pronouns?

[ ]

Which age group do you belong to? *
☐ Under 14 years
☐ 15 - 19 years
☐ 20 - 24 years
☐ 25 - 34 years
☐ 35 - 44 years
☐ 45 - 54 years
☐ 55 - 64 years
☐ 65+ years

What career stage do you identify with? *
☐ Emerging
☐ Mid-career
☐ Established

Do you speak a language other than English at home? *
☐ Yes
☐ No

Applicants for multicultural communities

Applicants from multicultural communities can contact Multicultural Arts Victoria (MAV) for application support at office@multiculturalarts.com.au

Which language/s? *

[ ]

Access

Applicants that are D/deaf, Disabled, neurodiverse and chronically ill can contact Laura Johnston on 0411 776 324 or by email librarygallery@melbourne.vic.gov.au to discuss additional support needed to complete and submit an application.

Applicants can also contact Arts Access Victoria (AAV) for application support at info@artsaccess.com.au or phone (03) 9699 8299.

Are you a D/deaf, Disabled, neurodiverse and chronically ill artist? OR are you applying on behalf of an organisation working with D/deaf, Disabled, neurodiverse and chronically ill artists? *
○ Yes
○ No

Your proposed exhibition

What is the art form of your proposed exhibition? Please select all that apply. *

☐ Photography ☐ Drawing ☐ Painting ☐ Printmaking ☐ Sculpture ☐ Film/media
☐ Installation

Other

What is your proposed exhibition title? *

Please summarise your project and describe your proposal for the space: *

Must be no more than 350 words.
Provide a description of your project - what is your work and the ideas behind the exhibition?

Please describe your proposed installation method: *

Word count:
Must be no more than 200 words.
Describe how you will present your work in the space (hanging, suspended, mounted, etc). We
encourage you to research installation methods that may be suitable for your proposed work.

Please select your preferred exhibition dates (select all that apply) *
☐ Wednesday 21 August - Sunday 15 September 2024
☐ Wednesday 4 September - Sunday 29 September 2024 (Library at the Dock Gallery)
☐ Wednesday 18 September - Sunday 13 October 2024
☐ Wednesday 16 October - Sunday 10 November 2024
☐ Wednesday 13 November - Sunday 8 December 2024
☐ Wednesday 11 December 2024 – Sunday 2 February 2025
At least 1 choice must be selected.

I confirm that I will be ready to exhibit on any of my preferred dates. *
○ Yes

Is the work proposed as part of a festival? *
☐ Yes - confirmed
☐ Yes - unconfirmed
☐ No

Festival

Name of Festival *

Supporting material

- Support material should be relevant and strengthen your proposal

- Please collate images into one document or provide website link/s to view material
- Video and audio files and artist websites are accepted
- Please indicate whether the material is previous work or the work you are proposing for the exhibition.

Applicant Primary Website (optional)

Must be a URL.

Applicant Secondary Website (optional)

Must be a URL.

Provide any additional relevant weblinks to supporting material

For example, each applicant's website, links to online work, articles, artist and/or gallery websites, video and audio pages.

Social media handles (optional)

Please specify platform (eg Instagram, Facebook, Youtube)

Will you be using Aboriginal or Torres Strait Islander stories or cultural material that is not your own? *
☐   No
☐   Yes. Please provide evidence of community consultation and cultural permissions in your application.

Will you be employing sustainable, environmentally friendly practises where possible? e.g. limiting waste *
○   Yes

Upload an image of your work
Attach a file:

Please condense images into a single file where possible

Upload an image of your work
Attach a file:

Please condense images into a single file where possible

Upload an image of your work
Attach a file:

Please condense images into a single file where possible

Submit your application

I confirm that I understand the dimensions of the gallery and my proposed work/ installation will fit in the space. *
○ Yes

I confirm that I understand the gallery hire fee is $965 including GST
○ Yes

I confirm that the above is my own work, or I have permission from all participants to include their work in this proposal. *
○ Yes

I confirm that I understand that the content presented within the City Library Gallery must be G rated, suitable for library audiences *
○ Yes

I confirm that I have read and understood the Library Gallery Application Guidelines. *
○ Yes

I accept the terms and conditions detailed in the Library Gallery Application Guidelines. *
○ Yes

Applicant experience

How did you hear about the library gallery program?

☐ City of Melbourne website

☐ Social media (City of Melbourne Facebook, Twitter, Instagram, LinkedIn)

☐ Word of mouth / referral

☐ I'm a previous applicant / recipient

☐ Social media (other than City of Melbourne)

☐ City of Melbourne staff member

☐ Internet search

☐ Arts Hub

☐ Other:

☐ Newsletter article

☐ Email

We welcome feedback on any aspect of the Library Gallery program and how we might improve our service to you.