

Support Materials

Deadline: Submit your Support Materials to us by 30 January 2012

Why are Support Materials important?

In order to get a feel for you and your proposal we require Support Materials which demonstrate your ideas. Each application round Renew Newcastle receives more Project Proposals than we have properties available, so it is a competitive process.

The Support Materials are important in telling the story of you and your business, your arts practice, or of demonstrating your history as a person who has initiative. We are trying to get a feel for how ready you are to take on a space within the Renew Newcastle initiative, how your proposal will fit in with what we are already doing, or how a project might work in a property.

How do I submit Support Materials?

Please only electronic files. Printed materials are ok, but these should be accompanied by other electronic materials. We need to be able to use the images online, to share them via email with our staff and at a later date with property owners.

Email to: application@renewnewcastle.org

Please resize photos & documents to make them easy to email. No more than 5 images. If you want to show more than 5 images create an Inspiration board using a free online tool such as <http://bighugelabs.com/mosaic.php>. Or collect images in a flickr folder and send us the link. TOTAL attachments should be no bigger than 4MB

Subject line: Support Materials [your project name]

OR

Post to: PO Box 1746 Newcastle NSW 2300

Send a CD labelled with Support Materials [your project name]

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We look forward to hearing from you!

What should you include in your Support Materials?

The types of materials you should submit depends on the type of project you are proposing. Based on best examples of previous applications, here are some suggestions. A combination of the items below is best.

Retail Shop space

- Sample of photos of the products you will stock
- Images which help us see how you will present your space. Create an Inspiration / vision board which references other shops/places you are inspired by, colour palettes, styling etc.
- Your CV or artist portfolio

Gallery

- Sample of photos of works from the artists you are planning to exhibit
- Images which help us see how you will present the gallery. Create an Inspiration / vision board which references other gallery spaces you are inspired by, or which demonstrates the type of space you are proposing.
- Your CV or artist portfolio

Artist studio or workspace

- Photos of your work
- Photos of the type of workspace set up that you are aiming for, especially if you have specialist needs
- Your CV or artist portfolio
- Links to your website, blog, photogallery or other online profile

Office space for a Creative Professional

- Links to your business website, blog, photogallery or other online profile
- Your CV or portfolio
- Examples of client work

Still not sure?

- Links to your website, blog, photogallery or other online profile
- Your CV or portfolio
- Relevant images – No more than 5. If you want to show more than 5 images create an Inspiration board using a free online tool such as <http://bighugelabs.com/mosaic.php>. Or collect images in a flickr folder and send us the link.

Previous applicants

- If you have previously been interviewed by Renew Newcastle you only need to refresh your Support Materials if something about your proposal has changed dramatically since we last met, or if your work is heading in a new direction, or if you have developed your ideas further and want to express that with new images.