



Artists on View Exhibition Program Guidelines Round 1, 2024

**Applications Close:
Monday 9 October 2023**

Artists on View is presented by The City of Greater Bendigo and Bendigo Venues and Events (BV&E) to support local artists* presenting new work in Dudley House.

Each year the *Artists on View Exhibition Program* will provide up to 6 Exhibitions at Dudley House; these will be awarded in two rounds every 6 months.

The program provides venue access, technical support and assistance with promotion as outlined on pages 2 of these guidelines.

Successful applicants will also be awarded \$1,000 (inc. GST, if applicable) to go towards exhibition costs.

Artists on View is open to individual artists and arts groups living, working or studying primarily in the City of Greater Bendigo.

Applications will be assessed by staff from Bendigo Venues and Events and the Bendigo Art Gallery.

Assessment criteria will focus on the delivery of a diverse and integrated program, together with the quality of the work.

Details about the program and application process are found on this document **and** on the Application Form.

*Throughout this document – the term “artist” includes visual artists working in all mediums.

We encourage all eligible artists to apply for this program.

If you are thinking of applying you are encouraged to contact the Arts Officer to discuss your application.

If you have trouble completing this form please contact us and we will be very happy to help you.

Email: arts.info@bendigo.vic.gov.au or Phone: 03 5434 6478

Dudley House

There are two spaces in Dudley House. The Richard Larritt Room is 12.1m x 6.4m with a picture rail at 3.7m. Gallery 2 is 6.1m x 3.1m, picture rail height 3.7m. It has a gallery style professional hanging system with wire hangers and steel hooks. There is a Gentech tracklight installation provided in the venue with a total of 16 tracklights. This normally consists of 12 lights in the larger space and four in the smaller gallery.

You can find a full Dudley House Venue Information document and other useful resources on our [Information for hirer's page](#).

Artists on View Covers:

- a) 14 days venue hire, limited to the dates listed on the application form (dates will be allocated to successful applicants according to the preferences indicated in application).
- b) Three hours technical support to help hang your exhibition.

Note:

Typically, exhibitions will be open 11am to 4pm: Saturday, Sunday and at least three weekdays.

Venue is provided on the express condition that artists or groups do not charge admission to their exhibition.

Any sale of work is the responsibility of the arts/art group. Bendigo Venues and Events do not charge a commission on sales.

Additional costs and Insurance

Any costs (including staff time) outside of those listed above will be charged at BV&E community rate.

Applicants will need to be covered by public liability insurance (PLI). If you do not have public liability cover this can be covered as part of the City of Greater Bendigo policy for one-off events. (There is no charge to be included in the City's PLI, however there is additional paperwork which must be completed prior to your event.)

Promotion

Supported Exhibitions will be promoted via the BV&E online calendar, EDM and social media accounts.

Financial Support

Successful applicants will be awarded \$1,000 (inc. GST, if applicable) to go towards event costs. This may include (but is not limited to) promotion and publicity, framing, purchase or hire of materials, or artist fees.

After Assessment

If Successful

If application is successful you will be required to complete and return a signed Agreement (within 14 days of notification).

You will be contacted by a dedicated Events Officer from BV&E who will ask you to complete a Booking Form (at least one month before your booking) and will assist you with the planning of your exhibition.

To assist with publicity, you will be required to submit promotional images and text at least six weeks before your exhibition opening.

Following your exhibition, you will be required to complete an Acquittal Report within 28 days.

Failure to complete these documents may lead to the cancellation of this booking or, in the case of the Acquittal Report, may disqualify the applicant from applying for any further City of Greater Bendigo grants.

If Unsuccessful

If a proposal is unsuccessful this does not necessarily mean any judgement has been made on the quality or standard of the proposal.

Unsuccessful applicants may re-apply in the following round or may enquire as to the availability of venues through the normal hire fee structure as determined by Bendigo Venues and Events.

How To Submit Your Application:

Complete the online form (type in the link or use the QR Code)

https://cogb.formstack.com/forms/artists_on_view_exhibition_program_2024

If using the Word document:

Email: arts.info@bendigo.vic.gov.au

Post or hand deliver to: Attention, Arts Officer
Bendigo Venues and Events
The Capital Theatre
50 View Street, Bendigo 3550



Applications must be received by Midnight, Monday 9 October 2023