

Guidelines on Applying to exhibit in the Kelvingrove Art Gallery and Museum Community Exhibition Space

Introduction

The community exhibition space in Kelvingrove Art Gallery and Museum is available for community groups, individuals and families to exhibit their projects in a major city centre venue.

Kelvingrove Art Gallery and Museum is one of Scotland's most visited venues. We welcome applications from all types of groups. Your display can be about issues important to you or subjects that interest you.

Each exhibition will last for approximately four weeks. We look forward to seeing displays of objects or creative art work that will surprise, delight, inform or challenge visitors to Kelvingrove.

There is no age restriction for applicants.

What the community exhibition space is available for

The community space in Kelvingrove Art Gallery and Museum is available for community groups, individuals and families to exhibit their projects in a major city centre venue.

The project: Must have completed work, objects and/or documentation to exhibit

The display: Must be accessible to all ages

Conform to Glasgow Life guidelines.

What we will provide

We will provide the following:

- Technical support to install the exhibition (including fixings)
- Limited Audio Visual equipment, such as LCD screen, DVD player, speakers
- Graphics – main panel and labels, and advice on creating your text and images to our guidelines. You will supply draft text which our Learning and Access team will edit
- Limited marketing through our publications.

What we will not provide

We will not provide:

- Transport – applicants will be responsible for transporting the work to and from the gallery to meet the installation deadlines

- Space for many 2D works – wall space is limited, and we can only work with what is available

Please note:

We recommend that you visit the space and make yourself familiar with its hanging restrictions.

Also, groups are responsible for ensuring the work meets Culture and Sport Glasgow's policies on health and safety and installation. It will be at the discretion of Glasgow Museums' staff to see that these policies are adhered to.

Selection criteria

Proposals will be assessed against the following criteria:

- The quality of the project and the work to be exhibited
- The quality of the information/material supplied
- How well it fits into the programmes at Kelvingrove.

How to make an application

The application form is available by following the link on the left hand side of this page.

You must use the application form

Proposals must be submitted using the exhibition proposal form. The form may be typed or handwritten. If handwritten, it should be completed in block capitals and black ink. If completing the form on your own word processing system please ensure the format remains the same.

Answer all the questions

You must answer all the questions, even if it is to state that the question is not applicable.

Slides, drawing, photographs

Slides, drawings or photographs of the project should be submitted along with your proposal.

Material on video or DVD

Proposals working with time-based media may submit a video tape or DVD which should last for no more than 15 minutes in total. The video tape or DVD may include edited pieces from a number of works.

The tape or DVD should be clearly labelled detailing the work it contains and the full duration of the piece. Applicants are expected to cue the tape to the appropriate part they wish the selection panel to view.

Disclaimer

All visual material will be returned to you. Please note that Kelvingrove Art Gallery and Museum accepts no responsibility for damage to or loss of material submitted in support of applications, although we will exercise all possible care in handling this material.

Application deadlines

There is no closing date. We welcome applications throughout the year.

We will give you our decision in writing within six weeks of receiving your application.

We will send you an acknowledgement that we have received your application form and supporting materials.

If your proposal is successful

If your proposal is successful, we will ask you to:

- Meet a representative of our Learning and Access Team to discuss the content of the display and timetable for installation
- Complete a contract or loans agreement for the exhibition
- Supply a press release, a 50 word summary, and any visual material required for our marketing department
- Supply the text and images for graphics panels – we will give you help with this
- Be responsible for any copyright permission required for visual or written material
- Be responsible for transporting the work.

Further information and contact details

If you would like to talk about your ideas for a proposal, please phone 0141 276 9545.