

Membership APPLICATION FORM



1. Contact Information:

Business Name	
Contact Name	
Address	
Town/Village	
City/County	
Postcode	
Telephone	
Mobile	
Email	
Website	

Where did you hear of Design Factory?

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2. Membership Level: (please tick)

Professional designer/maker	<input type="checkbox"/>	Associate	<input type="checkbox"/>	Friend	<input type="checkbox"/>
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3. Current business status: (please tick)

Student/ graduate	<input type="checkbox"/>	Self employed	<input type="checkbox"/>	Organisation	<input type="checkbox"/>
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Other, please specify:	
Self employed start date:	
Number of employees:	

Students and graduates, please state year of graduation, name of university / college and course:

Year:	University:
Course:	

4. Please indicate your product discipline/s. Maximum of three entries, indicate 1-3 (1 being your 1st choice). Friend applicants – please tick your disciplines of interest:

<input type="checkbox"/>	Ceramics
<input type="checkbox"/>	Design for built environment: architectural design 3D
<input type="checkbox"/>	Furniture
<input type="checkbox"/>	Glass
<input type="checkbox"/>	Jewellery
<input type="checkbox"/>	Lighting <i>new</i>
<input type="checkbox"/>	Metal work (architectural)
<input type="checkbox"/>	Metal work (silver and fine)
<input type="checkbox"/>	Mixed Media <i>new</i>
<input type="checkbox"/>	Mosaics, prints and murals
<input type="checkbox"/>	Musical instruments
<input type="checkbox"/>	Paper
<input type="checkbox"/>	Photography
<input type="checkbox"/>	Print
<input type="checkbox"/>	Product design <i>new</i>
<input type="checkbox"/>	Sculpture
<input type="checkbox"/>	Textiles: fashion
<input type="checkbox"/>	Textiles: interiors
<input type="checkbox"/>	Visual Arts 2D (excluding painting)
<input type="checkbox"/>	Wood

5. Provide a profile statement (maximum 100 words). We suggest you include key words such as materials used, techniques used, range of work you produce, any specific or unique details regarding the product, your inspiration, your work ethos etc. This statement will be used as your online member profile. Friends – provide information of your organisation/ business/ etc.

If you are applying to be a Friend, go to Q16

6. What are your plans and goals over the next 12 months to develop and grow your business?

We suggest you include details of planned exhibitions, competitions or commissions. Are you applying for funding? Are you looking to develop a profile overseas or launch a new collection of products?

7. What is your main achievement to date?

8. Have you received any grants/ awards/ prizes? If so, please provide details:

Title		Year	
Title		Year	
Title		Year	
Title		Year	

9. Provide details of your latest solo or group exhibitions, including name, venue and date:

1	
2	
3	
4	

10. Are you a member of any other organisation relevant to the development of your business / discipline? If so, please provide details:

1	
2	
3	
4	

11. Provide details of your retail outlets and stockists:

1	
2	
3	
4	

12. Provide details of specific public or private commissions undertaken in the last five years (if applicable):

1	
2	
3	
4	

13. Provide details of your latest press coverage (if applicable), including name of publication, name of article and date of issue:

1	
2	
3	
4	

14. Price range:

Up to £100	<input type="checkbox"/>	£100- £500	<input type="checkbox"/>	£501- £1000	<input type="checkbox"/>	£1001- £2000	<input type="checkbox"/>	Over £2000	<input type="checkbox"/>
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15. Images. You are required to submit FOUR high quality images on a CD in jpeg format (300 dpi). Include the following details and name your images clearly to correspond with the title or product code. Copyright of all images must be authorised by the photographer where relevant. You may also email your images to info@designfactory.org.uk with the subject: Membership Application: your name.

Image 1

Title of work or product code

Description (include sizes)

Retail price or value

Photography credit

Title of work or product code		
Description (include sizes)		
£	Year completed	
Photography credit		

Image 2

Title of work or product code

Description (include materials used and the sizes)

Retail price or value

Photography credit

Title of work or product code		
Description (include materials used and the sizes)		
£	Year completed	
Photography credit		

Image 3

Title of work or product code

Description (include materials used and the sizes)

Retail price or value

Photography credit

Title of work or product code		
Description (include materials used and the sizes)		
£	Year completed	
Photography credit		

Image 4

Title of work or product code

Description (include materials used and the sizes)

Retail price or value

Photography credit

Title of work or product code		
Description (include materials used and the sizes)		
£	Year completed	
Photography credit		

16. Declaration

- I have included a £17.25 non-refundable admin fee (incl. VAT at 15%) made payable to North Kesteven District Council. A receipt will be provided.
- If you are applying as a friend - I have enclosed a subscription fee of £40.25 (incl. VAT at 15%) made payable to North Kesteven District Council. Alternative payment methods are available, contact 01529 414532 for info. A receipt will be provided. (If you are applying as a designer/maker or associate, do not include a subscription fee, this will be invoiced at a later date).
- I declare that all information contained in this application is true to the best of my knowledge and belief and does not infringe any copyright. I authorise Design Factory to hold this information (under the regulations of the Data Protection Act 1998) and I give full permission for the reproduction and distribution by any form of media through the work of Design Factory. I will inform Design Factory of any changes to the information included in my application. No correspondence shall be entered into by way of explanation or justification of Design Factory's decision on any application.

Signed _____ Print: _____ Date: _____

Return address: Design Factory, Units 7&8 Navigation Wharf, Carre Street, Sleaford, Lincs, NG34 7TW.

Office Use Only	<input type="checkbox"/> Admin fee	<input type="checkbox"/> Friend subscription
Receipt no:	<input type="text"/>	Processed by <input type="text"/> Date cashed <input type="text"/>

EQUAL OPPORTUNITIES

Design Factory is committed to ensuring all membership applications and processes are non-discriminatory and that no potential or current member is treated less favourably on the ground of sex, marital status, sexual orientation, race, nationality, ethnic or national origin, colour, disability or age. To assist Design Factory in monitoring our performance in relation to equal opportunities, you are asked to provide the following information. All information provided will be retained for monitoring purposes ONLY.

Gender: Male Female

Date of birth:

Marital status: Single Married Civil partnership Cohabiting Divorced

Ethnic Origin, how would you describe your ethnic origin?

White British Irish Other

Asian and Asian British Indian Pakistani Bangladeshi Other

Chinese

Mixed White and Black Caribbean White and Black African
White and Asian

Black and Black British Caribbean African Other

Other ethnic group (please state):

Religion or Belief:

Baha'I Buddhist Christian Hindu Jewish Muslim Parsi
 Rastfarian Sikh Other (please state):

Sexual Orientation:

Heterosexual Gay Lesbian Bisexual Other (please state):

All information provided on the form will be handled in accordance with the Data Protection Act 1998.