



SETTING OUT APPLICATION FORM

OVERVIEW

Setting Out is an intensive business incubation programme designed for those looking to start up or develop their own recently established creative goldsmithing or silversmithing business. This 12-month programme provides you with the physical space, dedicated mentoring support, skills and time to establish a solid foundation for your business.

You will be supported to research and develop your own business plan, develop a product range and take it to market, and become a part of the Goldsmiths' Centre's creative community. In addition to on-going taught group sessions you will also receive:

- 1:1 mentoring from a dedicated team of business, creative, and product development specialists
- Flexible access to a modern shared studio space
- Use of fully equipped workshops including 3D printer
- Support to develop your sales channels and supply chains
- A platform to showcase work at exhibitions and events
- The potential for continued support as you implement your business plan over the subsequent 2 years (to be eligible candidates must have successfully completed all year 1 criteria within pre-set deadlines. Judged on a case by case basis)

ENTRY REQUIREMENTS

We are seeking applicants who meet the following criteria:

- Are working within the goldsmithing, silversmithing or allied trades or aspire to work in these areas from another creative discipline
- Have a clear business idea, product concept and creative direction
- Have recently started or be looking to start a business within the UK
- Hold a degree or equivalent related qualification (applications from individuals with non-standard qualifications are invited. Please contact the team to discuss your individual circumstances)
- Have at least one year's recent relevant work experience
- Be available for interview to discuss your work and aspirations on the week commencing the 17th June 2019
- Are prepared to commit to the full programme of business, creative and product development including the implementation of specific business practices and the completion of set tasks
- Be prepared to share with the team your business finances
- Are able to finance yourself and your business for the full programme whilst at the Centre (such as course fees, living expenses, product development costs,

marketing costs, etc - if you are unsure about this please contact the Professional Training team to discuss)

- Are able to provide two professional references as requested on the form supplied. It is your responsibility to ensure these reach the Team by the application deadline

If you do not meet these criteria, but you are still interested in receiving training and support for your business or business idea, please contact our Professional Training team via email professionaltraining@goldsmiths-centre.org or call **020 7566 7650**

APPLICATION PROCESS

The application is a two-stage process.

Stage 1 requires you to complete and return the following by **Sunday 19 May 2019**.

- The completed Setting Out 2019 application form
- 2 completed professional reference forms; a professional referee is an experienced worker, typically a former employer, colleague, client or someone who can recommend you for employment
- 5 good quality images of your work
- 5 good quality images from your portfolio
- An up to date CV

Images

Images should be .jpg, .tiff or .pdf format at 300 dpi and should be labelled with your name. These can be submitted via email or a file sharing site such as Dropbox.

Application Submission

The application deadline for Setting Out 2019 is **Sunday 19 May 2019** at 5pm. Please email your completed application form and additional evidence to:

settingout@goldsmiths-centre.org

Or via post to:

The Setting Out Selection Panel
The Goldsmiths' Centre
42 Britton Street
London
EC1M 5AD

If you have any questions please contact our Professional Training team, on 020 7566 7650 or via email settingout@goldsmiths-centre.org

Stage 2 If shortlisted you will be invited for interview on the week commencing the 17th June 2019, where you will have the opportunity to meet the team, and to talk about and present your work, your vision for the future of your business and how you might contribute to the Goldsmiths' Centre community.

Following interview, successful applicants will be contacted by the Setting Out team to offer them a place on the programme. On receipt of your acceptance letter and deposit (one month's rent as deposit plus one month's rent payable in advance) the Goldsmiths' Centre will send a copy of the License Agreement to you. This will need to be signed and returned during your first week.

Unsuccessful applicants will be notified by email at each stage.

THE GOLDSMITHS' CENTRE *The Goldsmiths' Centre is a charity founded by The Goldsmiths' Company*

42 Britton Street London EC1M 5AD United Kingdom T +44 (0)20 7566 7650 goldsmiths-centre.org   

Registered Charity No. 1120113 Limited Company Registered in England No. 06288800 Registered Office Goldsmiths' Hall Foster Lane London EC2V 6BN

SECTION 1 – YOUR APPLICATION

PERSONAL INFORMATION	
Title	
Forename(s)	
Surname	
Correspondence Address	
Postcode	
Email Address	
Personal Landline	
Mobile Number	
Date of Birth	
Nationality	

You are required to confirm your ability to finance yourself and your business whilst at the Centre. This includes how you will pay the monthly studio fee, support your living costs, and fund the development of new pieces. Please detail below how you intend to do this:

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EDUCATIONAL INFORMATION			
LEVEL	YEAR	INSTITUTION & COURSE	GRADE
Apprenticeship			
HND / ND / NVQ			
Degree Level			
Postgraduate Level			
Self-taught			

ANY AWARDS/PRIZES AND EXHIBITIONS	
YEAR	AWARD / PRIZE / EXHIBITION TITLE

ANY PROFESSIONAL BODY MEMBERSHIPS

SUMMARY OF CURRENT AND RECENT WORK EXPERIENCE		
Employer	Length of time	Summary of role

YOUR BUSINESS DETAILS			
Company name			
Registered Business Address			
Postcode			
Business Email Address			
Business Telephone Number			
Business Mobile Number			
Business Website			
Business Social Media	Facebook:		
	Twitter:		
	Instagram:		
	Other:		
What is your company status? <i>Please tick as appropriate</i>			
Not a registered business			
Sole Trader		Date started trading	
Limited Company		Date of incorporation	
Company Registration number (if Ltd Company)			
VAT Registration No.			
Names of Directors (if Limited Company)			
Have you or your business ever been declared bankrupt/insolvent or received a County Court Judgement against you/it?			
Yes			
No			

ABOUT YOU AND YOUR ASPIRATIONS

Please describe yourself and your work: (e.g. designer/silversmith/precious metals jeweller, etc.)

Please tell us why you have decided to apply to Setting Out and how you think you and your business could benefit from being on the programme:

Please describe your business idea and aspirations for the next 3 years:

Please describe what you have done so far to further these aspirations:

The Goldsmiths' Centre maintains a supportive community and is held up as a model of best practice for collaborative working. How do you foresee working within this type of environment? What do you think you can offer the Centre or other participants on the Setting Out programme?

YOUR WORKSPACE REQUIREMENTS

Do you have any specific requirements for your workspace?

For example, does your work require natural light? Is your work noisy? Does it create lots of smells, dirt, fumes or dust? Is your business a heavy user of chemicals?

If your application is successful, how many days a week do you expect to use your Setting Out studio space?

Taught modules are normally planned across the same 3 days per week, with most weeks having 1 or 2 days timetabled

Is there any other information you feel should be included as part of your application?

DECLARATION

I state that I have the ability to finance myself and any trading activities and am financially able to pay the occupancy fee.

I know of no lawful reason why I cannot operate a business in the United Kingdom and am aware that the Goldsmiths' Centre may check for any related entry on the Disqualified Directors Register at Companies House.

I certify that the information I have provided on this form is true and complete to the best of my knowledge and belief at this date.

Signature

Name (Print)

Date

SETTING OUT PROFESSIONAL REFEREES FORM

To The Applicant

Please send the whole of this form with a self-addressed envelope to your 2 professional referees. A professional referee is an experienced worker, typically a former employer, colleague, client or someone who can recommend you for employment. 2 references are required. Please note it is your responsibility to ensure that the completed references reach us by the application deadline of **Sunday 19th May 2019**.

To the Referee

The person requesting this reference is applying for the Setting Out Programme at the Goldsmiths' Centre. The Goldsmiths' Centre is an independent charity which is a hub for members of the jewellery, silversmithing and allied trades, the local community and the general public – a unique space in which to work, learn and relax.

Setting Out is an intensive business incubation programme designed for those looking to start up or develop their own recently established creative goldsmithing business. This 12 month programme provides candidates with the physical space, dedicated mentoring support, skills and time to establish a solid foundation for their business.

We would appreciate your help in assessing the suitability of the applicant for the programme. Information supplied by referees provides an important input into the Selection Process.

When you have completed this form please return it to the applicant in the enclosed pre-addressed envelope. Alternatively you may send it direct to:

The Selection Committee
The Goldsmiths' Centre
42 Britton Street
London
EC1M 5AD

Email: settingout@goldsmiths-centre.org

Telephone: 020 7566 7650

APPLICANT'S CONTACT DETAILS	
Applicant's Forename(s)	
Applicant's Surname	
Business Name	
Business Address	
Postcode	

REFEREE'S CONTACT DETAILS	
Referee's Forename(s)	
Referee's Surname	
Email Address (only to be used if more information is required)	
Telephone number (only to be used if more information is required)	
Organisation	
Position	

REFERENCE	
Describe the capacity in which you know the applicant.	
How long have you known the applicant?	
Total number of years:	

When did you last have regular contact with the applicant?						
Would you describe the applicant as trust worthy?						
Yes						
No						
Describe the applicant's strengths and weaknesses:						
Strengths:	Weaknesses:					
Please rank the applicant on the following scales where 1 is below average, 5 is above average and N is 'not known':						
	1	2	3	4	5	N
Academic ability						
Perseverance and motivation						
Emotional maturity and stability						
Verbal communications						
Ability to work with others						
Overall assessment						

Please comment on the rankings you have given above and on any other factors which you believe should be drawn to the attention of the Selection Committee in assessing the suitability of this applicant for Setting Out:

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If you worked with the applicant are they still with your organisation?
Please highlight as appropriate.

Yes	
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No	
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If not, when did he/she leave?

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If you dealt with the applicant in a business capacity is the applicant prompt at settling bills?
Please highlight as appropriate.

Yes	
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No	
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Thank you for giving your time to complete this Reference. Your help in dealing with this promptly is greatly appreciated. Please note we will not normally invite the applicant to interview until we have received this reference form.

Signature

Name (Print)

Date
