

## 0410 Collective Application Guidance

This document outlines the application process and guidelines for applying artists.

We are committed to ensuring fair and equal access to our opportunities. If you require this document in a different format, please contact us.

[Learning@Mansfield.gov.uk](mailto:Learning@Mansfield.gov.uk)

### Who can apply?

Applicants must be 16 to 25 years old.

*People who will turn 26 during the project run time are able to apply providing they do not turn 26 before Tuesday 1<sup>st</sup> September 2026. Similarly, 15-year-olds are welcome to apply providing they turn 16 before Tuesday 1st September 2026.*

You should have a visual arts interest or artistic practice, but formal training or arts education is not required. We encourage applications from:

Artists based in Mansfield

Artists with working class backgrounds

Disabled Artists

LGBTQ+ Artists

Neurodivergent Artists

Artists from Minority Groups

People from Outside Traditional Arts Practice or Education.

### Who can't apply?

People under 16 and over 25.

We won't accept artists who present work that falls within the following categories.

- Work that is racist, homophobic, transphobic, sexist, bigoted or attacks any minority group.
- Work that glorifies violence
- Work that promotes extremist views or politics
- Work that is extreme in nature

**We reserve the right to reject or remove any applications**

## Application form guidance

### *Completing the form*

The application form is a short webform that consists of 2 short questions and personal detail fields.

The 2 questions allow you to talk a bit about yourself and your creative practice. We're not checking for spelling and grammar within your answers, we're looking for if you demonstrate a passion for your art form & visual arts in general.

There is no lower limit to how much you can write, the maximum limit ensures we are able to review and read each application in full.

### *Submitting work*

The application form allows you to attach images or documents of your work. If you want to submit video or other work, please contact us. There is no lower limit to how many pieces you can submit. The maximum limit is to allow us to review all work in full.

Submitted work must:

- Be your own work or a collaborative piece you have worked on.
- In the following formats .doc, .docx, .pdf, .odt, .txt, .rtf, .jpg, .bmp, .png, .gif format, this is due to server restrictions. Work outside these formats is welcomed, please contact us directly to submit it as part of your application.
- Not fall into one of the restricted categories above.

The application form must be completed by 11:59pm Sunday 16<sup>th</sup> August. Applications after this date will not be accepted.

---

## After Applying

After you have applied you will receive an automated email thanking you for your application. If you haven't had a response within 3 working days, please contact us to confirm we have received it.

Your application will be sent directly to the Learning and Aspiration team inbox. It will be securely stored on our department drive until the end of the selection process.

Your work will only be reviewed by relevant members of the Learning and Aspiration team. At the end of the process your application will be deleted and destroyed.

Any artwork, images and videos submitted within the application remain your intellectual property and will never be repurposed or reused.

---

Information about how we select successful applicants can be found in the supporting selection policy document. If you have any questions about the application process, please contact [learning@mansfield.gov.uk](mailto:learning@mansfield.gov.uk).