



SETTING OUT APPLICATION FORM

SECTION 1 – OVERVIEW

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 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, produce a new product range and become a part of the Goldsmiths' Centre's creative community. In addition to on-going taught support you will also receive:

- 1:1 mentoring from a dedicated team of business and creative specialists
- Flexible access to a modern shared studio space
- Use of fully equipped training and prototyping workshops
- Access to the Goldsmiths' Centre's enrichment and community programme of events
- 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)

SECTION 2 – ENTRY REQUIREMENTS

We are seeking applicants who meet the application criteria below:

- Are working within the goldsmithing 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 UK business
- 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 1 year's recent relevant work experience
- Are available for interview to discuss your work and aspirations during the week commencing Mon 24 July 2017
- Are prepared to commit to the full programme of business, creative and product development including the implementation of specific business practices
- Prepared to share with the team your personal and business finances
- Able to finance yourself and your business for the full programme whilst at the Centre
- Able to provide 2 professional references as requested on the form supplied

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 and email professionaltraining@goldsmiths-centre.org or call **020 7566 7650**

SECTION 3 – APPLICATION PROCESS

The application is a two stage process.

Stage 1 requires you to complete and return the following:

- The Setting Out 2017 application form
- 2 completed professional reference forms
- 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 on a CD with your application or via a file sharing site. You may enclose brochures however these should be in addition to the images above.

Application Submission

The deadline for Setting Out 2017 is Monday 7 July 2017 at 5pm. Please post your completed application form and additional evidence to:

The Setting Out Selection Committee
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 email settingout@goldsmiths-centre.org

Stage 2 If successful you will be invited to interview during the week commencing 24 July 2017, at which, you will have the opportunity to meet the team, to talk about 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 (1 month's rent as deposit plus 1 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 as soon as is practicable after this time.

Unsuccessful applicants will be notified by email at each stage and feedback provided if requested.

SECTION 3 – YOUR APPLICATION

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

You are required to confirm your ability to finance yourself whilst at the Centre. This includes your ability to pay the monthly studio fee and support any trading activities. Please detail below how you intend to do this:

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

SECTION C: YOUR AWARDS/PRIZES AND EXHIBITIONS	
Year	Title

SECTION D: YOUR PROFESSIONAL BODY MEMBERSHIP	

SECTION E: YOUR BUSINESS DETAILS	
Company name	
Registered Business Address	
Postcode	
City	
Registered Business Address	
City	
Postcode	
Business Email Address	
Business Telephone Number	
Business Mobile Number	
Business Website	
Business Social Media	Facebook:
	Twitter:
	Instagram:
	Other:
Date of Incorporation (if a Limited Company), or date started trading (if sole trader)	
Company Registration Number (if Limited Company)	
VAT Registration Number (if applicable)	
What position do you hold?	
Names of Directors (if a Limited Company)	

SECTION F: HOW MUCH INDUSTRY EXPERIENCE DO YOU HAVE?*Please highlight appropriate*

Less than 1 year	
1 – 2 years	
3 – 5 years	
6 – 10 years	
11 – 25 years	
25+ years	

Are you currently practicing in business?

Yes	
No	

What is your company status?*Please tick as appropriate*

Not a registered business	
Sole Trader/Sole Proprietorship	
Joint Venture	
Partnership	
Limited Liability Partnership	
Private Limited Company	

Have you or your business ever been declared bankrupt/insolvent or received a County Court Judgement against you/it?

Yes	
No	

**To be considered eligible you should be working within the goldsmithing or allied trades or aspire to work in these areas from another creative discipline
Please describe yourself and your work: (e.g. designer/silversmith/precious jeweller, etc.)**

The Goldsmiths' Centre maintains a balance of high quality skills sets amongst its occupants to maintain a supportive community and to be 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?

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 aspirations for the next 3 years:

Please describe what activities you have undertaken to further these aspirations: (e.g. business development courses, work experience, job applications, etc)

SECTION G: YOUR WORKSPACE REQUIREMENTS

Do you have any specific requirements for your workspace?

What should we know about your businesses or processes when allocating you a space?

For example does your work require natural light? Is your work noisy? Does it create lots of smells, dirt, fumes or dust? Are you 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 3 days per week

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

SECTION 4 – 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. 2 references are required.

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

SECTION A: APPLICANT'S CONTACT DETAILS	
Applicant's Forename(s)	
Applicant's Surname	
Business Name	
Business Address	
City	
Postcode	

SECTION B: 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	

SECTION C: REFERENCE

Describe the capacity in which you know the applicant.

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How long have you known the applicant?

Total number of years:

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When did you last have regular contact with the applicant?

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Would you describe the applicant as trust worthy?

Yes

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No

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Describe the applicant's strengths and weaknesses:

Strengths:

Weaknesses:

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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 which 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 2017:

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

Yes

No

If not, when did he/she leave?	
If you dealt with the applicant in a business capacity is the applicant prompt at settling bills? <i>Please highlight as appropriate.</i>	
Yes	
No	

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
