



# Application Form

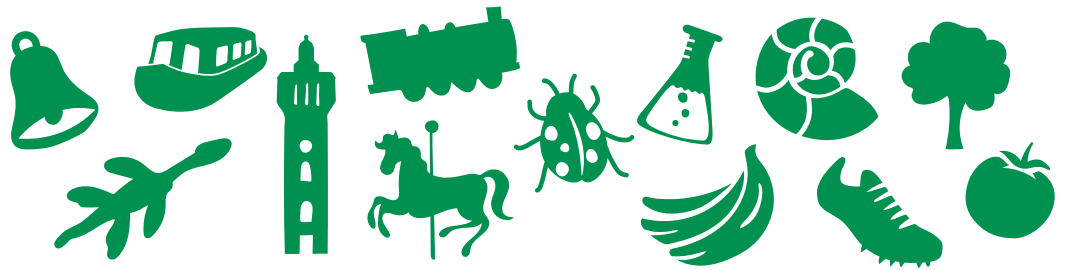
**Thank you for interest in applying to use our Community Spotlight exhibition case at Charnwood Museum.**

This form has been designed by our volunteer panel who will use the information you provide to make decisions and choices. It will be kept confidential and only shared within the project team.

Please visit [www.cultureleicestershire.co.uk/projects/spotlight-case](http://www.cultureleicestershire.co.uk/projects/spotlight-case) where you will be able to see our Frequently Asked Questions which are useful for providing lots of key information and will help inform your application.

When completing this application form, please provide information relating to the person who is the main contact.

If at any time you would benefit from discussing ideas further, please do not hesitate to contact **Jemma Atkin-Barrett – Community Participation Worker,**  
**Tel: 0116 305 4114 / mob: 07973 619317.**



## Section 1: About You

**Name**

**Address**

**Post code**

**Phone number**

**Email**

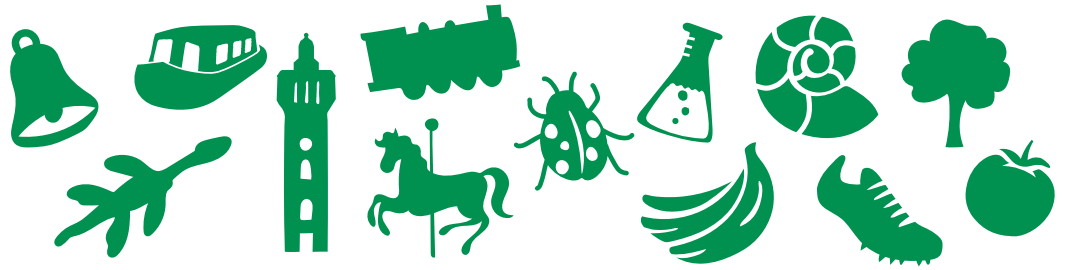
**Organisation / Group name**  
(if applicable)

**Web address** (if applicable)

**Please tell us about how you operate?** (Tick all the boxes that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Local resident in Charnwood           | <input type="checkbox"/> Local authority staff member     |
| <input type="checkbox"/> Volunteer                             | <input type="checkbox"/> Creative practitioner / artist   |
| <input type="checkbox"/> Community group                       | <input type="checkbox"/> Registered charity               |
| <input type="checkbox"/> School / college / university student | <input type="checkbox"/> Community Interest Company [CIC] |
| <input type="checkbox"/> Other                                 |   |

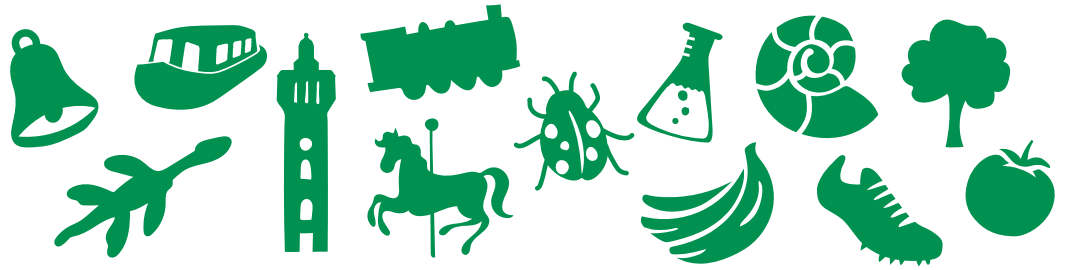
If you selected 'other' please give more details here.



## Section 2: About Your Exhibition

**Tell us what you are about. What are your aims, vision, mission as an individual or group.**  
(150 words maximum)

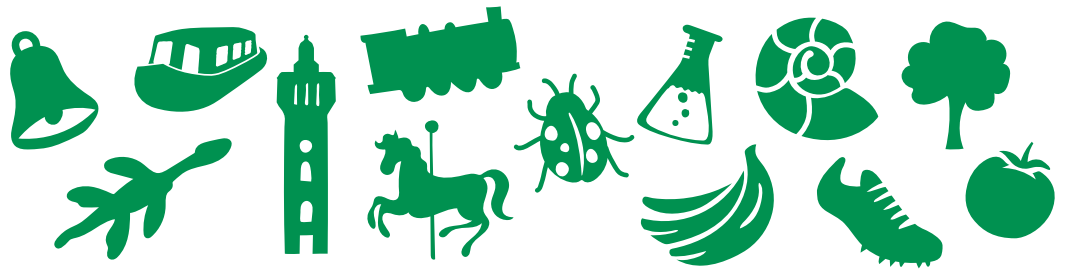
**Briefly describe your proposed exhibition content. What do you want to be in it?  
What story do you want to tell? What is your message? What do you want to share?**  
(500 words maximum)



**What is the title of proposed exhibition.** (If known or just a working title is ok!)

**Briefly explain how your exhibition will benefit visitors to the Museum.** (150 words maximum)

**How will this opportunity help you and your group?** (150 words maximum)



**What would you like your exhibition to include?** (Tick all the boxes that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Text panels       | <input type="checkbox"/> QR codes                  |
| <input type="checkbox"/> Objects           | <input type="checkbox"/> Object catalogue / index* |
| <input type="checkbox"/> Video / film      | <input type="checkbox"/> Online content            |
| <input type="checkbox"/> Art / design work | <input type="checkbox"/> Leaflets                  |
| <input type="checkbox"/> Digital content   | <input type="checkbox"/> Other                     |

If you selected 'other' please give more details here.

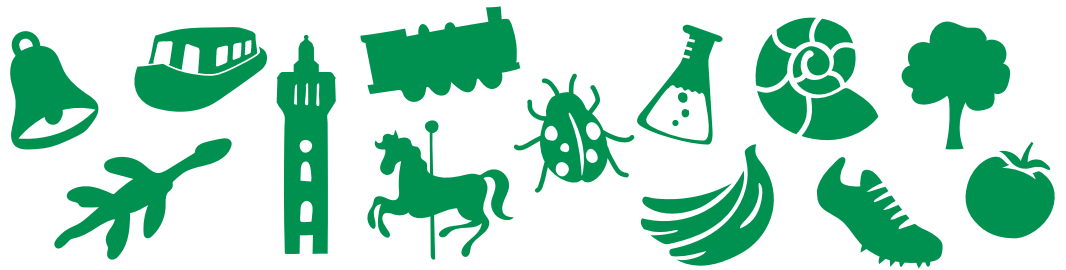
\* Please note if wish to see examples of the above, go to  
[www.cultureleicestershire.co.uk/projects/spotlight-case](http://www.cultureleicestershire.co.uk/projects/spotlight-case)

**The Community Spotlight project offers various support options.**

**Which of the following would be of interest to you?** (Please tick all the boxes that apply)

- A meeting to discuss our proposal in more detail
- Support with how to create an exhibition: themes / key messages / stories / object selection / images / planning / delivery
- Advice on how to write accessible text: create interesting content
- Advice on how to display objects and install an exhibition
- What display equipment is available to borrow
- We would like to speak with another individual / group who have gone through this process
- Guidance on how best to market and promote our exhibition

Please let us know if there is anything that might stop you from applying and exhibiting.



### When would you ideally like to have your exhibition on display?

There are usually 3 exhibition periods for this space. (Please select your preferred option)

Please note that this is subject to programming needs and will be agreed in consultation with our volunteer Community Exhibitions Panel. Unfortunately, we are not able to guarantee your preference.

March - June

July - October

November - February

Don't mind

Let us know if you are working towards a particular date, such as an anniversary, or maybe your exhibition relates to a national awareness day. (Please provide more details)

### Images

To support your application form, please submit up to 3 images of you, your group, or your project. Along with your application form images can be submitted on a USB stick, via file transfer using WeTransfer, or by email to [culture@leics.gov.uk](mailto:culture@leics.gov.uk) Please visit [www.cultureleicestershire.co.uk/projects/spotlight-case](http://www.cultureleicestershire.co.uk/projects/spotlight-case) if you need guidance on how to compress your images. If you are submitting a paper application form, then you are welcome to include physical photos.

Date

I, (Name)

confirm that the details provided on this application form are correct to the best of your knowledge and that you or the collaboration of exhibitors own the copyrights to the images you are submitting.

Please save an electronic copy of your application form and email it to [culture@leics.gov.uk](mailto:culture@leics.gov.uk) or alternatively you can hand it in to a member of staff at Charnwood Museum marked FAO: The Community Exhibitions Panel.