



## CUSTOMS HOUSE CRAFT BUSINESS INCUBATOR APPLICATION PACKAGE 2018

### OVERVIEW

The Customs House Craft Incubator located, in Port Hawkesbury, Nova Scotia, has been designed to accelerate and support the growth of emerging makers and their craft enterprises. Cape Breton Centre for Craft & Design has created this innovative incubator space, in collaboration with the Town of Port Hawkesbury. Customs House is home to three newly renovated and fully equipped shared studios located in one of the only remaining heritage properties along the Port Hawkesbury waterfront. Participants in the Customs House Craft Incubator will benefit from the shared atmosphere of the Customs House, enjoying subsidized studio rent, while having dedicated time to hone their skills, products and strengthen their ability to build a successful career in craft. Customs House artists will be required to participate in workshops and professional development training, to aid in the development of their business skills and advance their creative techniques. Customs House is open to artisans making both functional and/or non-functional work.

Customs House features:

- A 1500 square foot accessible building
- Shared, fully-equipped studio space available at a subsidized rent for up to seven craft producers working in clay, textile and jewellery\*
- All studios have running water and natural light
- Studio spaces designed for interaction with the public
- Retail space for craft sales with point of sale system
- Public washroom
- High-speed wireless internet

<p><b>Application Deadline</b> 4:00 pm AST, Friday, May 18, 2018</p> <p><b>Applications must be submitted digitally through Dropbox:</b> <a href="https://www.dropbox.com/request/tkKmeC9Fo9VkdHnmFp1x">https://www.dropbox.com/request/tkKmeC9Fo9VkdHnmFp1x</a></p> <p><b>For more information contact:</b> Tamsin Sloots, Craft Incubator and AIR Coordinator, Cape Breton Centre for Craft &amp; Design e. <a href="mailto:tamsin@capebretoncraft.com">tamsin@capebretoncraft.com</a> t. 902.539.7491 x 116</p>	<p><b>Eligibility</b></p> <p>To qualify, individuals must:</p> <ul style="list-style-type: none"> <li>• Be new or emerging craftspeople with design and technical skill near the beginning of their craft careers</li> <li>• Show talent and innovation</li> <li>• Want a full-time career as a professional craftsperson</li> <li>• Have at least the beginnings of a marketable craft product line with the potential for creative and technical development</li> <li>• Ability to work without a studio technician, and to problem-solve technical issues with equipment</li> </ul>
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\*For specifics on studio equipment and spots available in each studio, see Appendix 1 and 2

## SELECTION PROCESS

A selection committee comprised of professionals with a broad range of craft and business expertise will review applications and select artists for the Customs House. Short listed applicants will be invited to an interview at which time they can present their creative work and their business goals in person or via Skype/FaceTime. All applicants are evaluated on the following criteria:

- Technical skills, artistic ability, originality in design, and potential for products to meet Cape Breton Centre for Craft & Design's Product Assessment Process
- Entrepreneurial spirit and commitment to starting a full-time professional craft business
- Ability and comfort level interacting with and working in view of the public
- Commitment to be in their studios during public hours
- Capacity to contribute to the sense of community that exists among fellow artisans
- Ability to work co-operatively, respectfully and responsibly
- Willingness to share in management and maintenance of a shared retail space
- Willingness to participate in all training and professional development opportunities

## BEFORE YOU BEGIN

\*Please see Appendix 1, 2 and 3 for further information that will be important to your consideration of, and success in, applying for this residency

- **Only on time, completed proposals will be considered.**
- **Please submit completed application to Dropbox in a folder titled with your last name, first name and your medium. For example: SmithJane\_Ceramics**
- *Application Form and Checklist*—must be completed in full and submitted as part of your proposal.
- Please read all program information found in this package.
- Respect maximum word counts where specified. Text overruns will not be read.
- Present support materials in formats specified; materials cannot be viewed otherwise.
- We're here to help! Contact Tamsin Sloots at [tamsin@capebretoncraft.com](mailto:tamsin@capebretoncraft.com) with your questions and for application support.

## WRITTEN MATERIALS

Written materials must be presented in Word or PDF format. A single text file is preferred, but not required. Name file(s) in the following format: *lastname\_firstname\_title.fileextension*. For example: Doe\_John\_Proposal.pdf. Please include:

### Artist Statement and Artist Bio

Please provide an artist statement (300 words maximum) that describes your inspirations and current practice, and your artist bio (150 words maximum).

### Curriculum Vitae or Résumé

Provide an up-to-date CV or résumé highlighting your artistic experience: education and development, exhibitions, teaching and mentorships, etc. (maximum 3 pages)

### Studio Application Questions

Answer fully, honestly and to the best of your ability, the questions found in **Appendix 4** of this application (maximum of 200 words per question).

## SUPPORT MATERIALS

### Images of Work

Provide 8-10 images of examples of your best work completed in the last five years.

Files must be:

- Presented digitally, in .jpg format
- Maximum 1MB each with a maximum resolution of 1024x768 pixels per inch
- Labeled in the following format: *file#\_lastname\_firstname\_titleofwork.jpg*. For example: 01\_Doe\_John\_Looking Out.jpg

Please provide a corresponding image list that includes: file #, title of work, production date, medium, dimensions and a short description of each work.

### Prototypes/Drawings

Please include, if possible, some prototypes, drawings or illustrations of ideas for new products you hope to develop during your time at the Customs House Craft Incubator. These examples should be formatted together in a PDF with a short description or explanation.

### Letters of Recommendation

Please provide two professional or educational letters of recommendation from people who know your work and can attest to your commitment to be a professional craftsman. This might be a current or previous instructor, a craftsman in a related field, an employer, or another individual involved professionally with the craft industry. References should not be from family members (including spouses or partners). References can send their letters of recommendation by email directly to [tamsin@capebretoncraft.com](mailto:tamsin@capebretoncraft.com) and must be received by the application deadline. Please note the names of your references on the *Application Form and Checklist* so we can look out for their emails.

**THIS PAGE MUST BE COMPLETED AND SUBMITTED  
WITH THE APPLICANT'S WRITTEN & SUPPORT MATERIALS**

**APPLICATION FORM AND CHECKLIST**

Carefully review the application requirements in this package. Ensure you have completed and included the following in your application, as failure to do so will ultimately disqualify you as a candidate for residency:

- Overview is read and understood
- Appendix 1 & 2 are read and understood
- Contact Information completed
- Written Materials completed, presented in specified formats and kept to maximum word count
  - Artist Statement (maximum 300 words)
  - Artist Bio (maximum 150 words)
  - Curriculum vitae or resume (max three pages; minimum font size: 11)
  - Studio Applications Questions (Appendix 4) answered fully and to the best of your ability
- Support Materials including
  - 8-10 digital images of current work, completed within the last five years presented in proper file format; sized, labeled and listed as specified
  - Prototypes, drawings and illustrations of future products or work presented digitally, as noted above
- Two letters of reference sent directly to [tamsin@capebretoncraft.com](mailto:tamsin@capebretoncraft.com)
- Contact information, names of references, agreement and signature, and checklist completed.

**CONTACT INFORMATION**

Name			
Street Address			
Mailing Address			
City/Town			
Province/Territory		Postal Code	
Phone		E-Mail Address	
Website			

**NAME OF REFERENCES**

Reference #1:		Relationship to Applicant:	
Reference #2:		Relationship to Applicant:	

## AGREEMENT AND SIGNATURE

By submitting this application, I affirm that:

1. The facts set forth in it are true and complete to the best of my knowledge.
2. I understand and commit to the incubator program based on the information provided in this package, should I be a successful candidate
3. I intend to establish and continue a professional craft studio.
4. I agree to fulfill the responsibilities expected of a studio tenant at Customs House as indicated previously.
5. I agree to participate in professional development activities facilitated by Cape Breton Centre for Craft & Design.

Name (print)	
Signature	
Date	

## APPLICATION PACKAGE APPENDIX 1: PROGRAM DETAILS

### OVERVIEW OF CUSTOMS HOUSE

The Customs House offers residencies for up to seven artists in three disciplines:

- Ceramics [3]
- Metal/Jewellery [2]
- Textiles [2]

See Appendix 2 for studio descriptions and provided equipment.

### IMPORTANT:

There is a strict no pets, no alcohol and no smoking policy in the studios.

Customs House Incubator does not provide housing or any stipends. Accommodations are not included in the studio costs. Successful applicants will be put in touch with the Incubator Coordinator who will help facilitate affordable housing options within the Town of Port Hawkesbury.

Craftspeople may need to supply some tools and equipment.

Craftspeople are responsible for their own materials such as clay, glaze, metals, fibre, etc.

A 25% commission will be taken from all sales in both retail space and studio space. This money is collected to support the programming costs of professional development, marketing and promotions, and other artisan-driven activities.

### TERMS OF RESIDENCY

Customs House Incubator is a one-year contract with a flexible start date from July to September 2018. Craftspeople selected for a studio at Customs House will be required to sign a one-year lease agreement with Cape Breton Centre for Craft & Design. Annual contracts may be renewed for up to three years total at the discretion of the Cape Breton Centre for Craft & Design and the Town of Port Hawkesbury. Renewal is not automatic and is dependent on the professional growth and advancement of one's craft business.

**Studios are provided at a subsidized rent** and are based on the following sliding scale:

- Year One: \$125 per month
- Year Two: \$150 per month
- Year Three: \$175 per month

Please note that these rental amounts include HST, snow removal, commercial general liability insurance, heat and lights, Wi-Fi, point of sale system and business occupancy tax – and – are subject to change.

**For this residency, successful applicants will:**

- Be committed to advancing their creative and technical skills, as well as developing their

business skills

- Be present and working in their studios during public hours. At present the public hours are set as the following and are also, subject to change:

- January 2 – July 1<sup>st</sup>                      Open six days a week
  - Monday – Saturday, 12:00 pm – 4:00 pm
  - Closed on Sundays
- July 1 – October 14                      Open seven days a week
  - Monday – Saturday, 11:00 am – 5:00 pm
  - Sundays 12:00 pm – 4:00 pm
- October 15 – Christmas                      Open six days a week
  - Monday – Saturday, 12:00 pm – 4:00 pm
  - Close on Sundays
- Christmas week closed                      December 25 – January 1

## **BENEFITS FOR ARTISTS:**

Benefits to the craftsperson with a studio at Customs House:

- 24-hour access to fully equipped affordable studio space.
- A supportive environment in which to test out and develop their business ideas, share ideas and learn from their peers, and undergo business training in a craft context.
- Shared access to office equipment including printer, computer workstation and Wi-Fi.
- Access subsidized business workshops and training.
- Dedicated time and space to work on their craft.
- A business mailing address.
- High profile platform from which to create and launch new products.
- Direct sales to a high number of summer visitors through the retail storefront.
- Craftspeople may take commissions for future work.
- Inclusion in promotional and marketing materials profiling Customs House.
- Point of Sale system including debit/credit cards for sales from studio and retail area.
- Opportunity to teach paid classes to the public.

Through the business skills development programming at the Cape Breton Centre for Craft & Design, craftspeople participating in the incubator program will be encouraged to participate in the following retail and wholesale markets to increase sales during the shoulder seasons:

- Craft Connect Buyers' Market
- Craft East Buyers' Expo
- Christmas retail markets
- Local Farmers' Markets

## APPLICATION PACKAGE APPENDIX 2: STUDIOS & AVAILABLE EQUIPMENT

### CERAMICS

The ceramic studio can house up to three residents and features:

- Natural light and large windows
- Two Shimpo VL-Lite wheels
- Shimpo adjustable stools
- ConeArt kiln (2827D with BX controller)
- Laguna Pro-X table top spray booth and spray gun
- Powderbox for glaze mixing
- Banding wheels, angle grinder, dremel, rolling pins, scales, batts, etc.
- Talisman sieve set
- Movable ware racks
- Three canvas tables
- Two large sinks with clay traps

### METAL AND JEWELLERY

The metal and jewellery studio can house up to two residents, and features:

- Stainless steel sink, countertop and backsplash
- Eye wash station
- Natural light and large windows
- Two jewellers benches
- Arbe Doble Spindle Polisher with dust collector and buffs
- Bench-top air cleaner and filtration system
- Pickle pot and copper tongs
- Crucible
- Ingot mold
- Powder coating gun
- Convection microwave oven
- Silversmith acetylene-air Kit with various tip sizes
- Annealing pan
- Lorton 3A single barrel tumbler with steel shot
- Duston 21 punch dapping set
- Anvils, ring and bracelet mandrels, ring clamp
- Two Fordom SR 2300 kits
- Rolling mill



- Disc cutter kit
- Ball pein, rawhide, chasing, and riveting hammers
- Third hands

## **TEXTILES**

The textile studio can house up to two residents and features:

- Natural light and large windows
- 36" eight-harness, jack floor loom, with all accessories: bench, inserted eye heddles, raddle, various reeds, reed stand, warping paper, clip temple, shuttles and bobbins
- Electric bobbin winder
- Warping mill and boards
- Fringe twister
- Two workspaces, and one shared table
- Design wall
- Small dye kitchen featuring: stainless steel tub sink, induction hot plates, electric kettle, scales, stainless steel pots, spoons, strainers, emersion blender, thermometers, etc.
- Powderbox for dye mixing (shared with ceramics)
- Drying rack
- Washer and dryer
- Janome 625 Sewist sewing machine

## **COMMUNAL SPACE**

- Mini-fridge
- Table and chairs
- Microwave
- Electric kettle
- Computer and work station

## **GALLERY SHOP:**

- Natural light from windows and large skylight
- Display shelving
- Plinths
- Sales counter with iPad
- Point of sales system
- Bags and packaging supplies

## APPLICATION PACKAGE APPENDIX 3: FAQs

### How do you define “emerging craftsperson”?

- In this instance, Cape Breton Centre for Craft & Design defines an emerging craftsperson as someone at the beginning of their craft career. Applicants do not need to have formal training or post-secondary education but must show drive and innovation in their field and have both technical and design skills in their medium.

### How will I know if my application has been received?

- Your submission will be confirmed within five business days of receipt. If you do not hear back within five business days from sending your application, please contact us using the info provided on the first page of this application.

### How are selections made and when will I find out the results?

- Applications are reviewed by a jury of internal and external arts administrators, artists, educators, and by representatives of the partner organizations.
- This program offers a residency once a year
- Selections will be made four weeks from the application deadline.
- Only the successful applicant(s) will be contacted.

### For more information

- Port Hawkesbury <http://www.townofporthawkesbury.ca/>
- Cape Breton Centre for Craft & Design <https://capebretoncraft.com/>
- Destination Cape Breton <https://www.cbisland.com/>
- Customs House <https://capebretoncraft.com/learn/customs-house/>

## APPLICATION PACKAGE APPENDIX 4: STUDIO APPLICATION QUESTIONS

### The Customs House – Studio Application

Please answer the following questions as fully as possible. Please be clear and concise in your answers, keeping answers to 200 words or under per question.

1. Why do you wish to have a studio at Customs House? How do you see it benefiting your craft practice?

2. Describe the products you intend to make in the space.

3. Describe the processes that Customs House visitor will see in your studio.

4. What are your long-term goals for the development of your craft business?

5. How do you plan on developing and pushing your craft practice during your time as part of Customs House Craft Business Incubator? What future products do you see yourself developing?

6. Describe your craft training. Have you completed courses, workshops, or taken lessons? Are you self-taught? Did you learn your skills from a friend, neighbour, or family member? How did you learn how to make the works you create?

7. How long have you been creating the products you make?

8. Do you have experience selling your work in shops, exhibitions, markets or other public venues? Where and when?

9. What tools, equipment and materials do you use in the creation of your work? Please provide details of any chemicals or procedures that might be deemed hazardous.

10. Is there any equipment currently not available in the Customs House studios that you would require to create your work?

11. Describe any past entrepreneurial, marketing or work experience that will help you become a successful craft business owner. Have you attended any business or related courses?

12. Describe your experiences and abilities working in collaboration with other artists and in sharing a studio space.