



## **Frequently Asked Questions: Hothouse 2020 Applications**



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## **Hothouse Programme: Frequently Asked Questions**

**These FAQs are to give more information on completing the application form and taking part in Hothouse. If you can't find your answer here contact the Talent Development Team:**

[makerdev@craftscouncil.org.uk](mailto:makerdev@craftscouncil.org.uk), 0207 806 2500.

### **Application process**

#### **I'm not ready to apply this year - will Hothouse happen again?**

We hope so, but can't confirm at this stage. Please sign up to the Crafts Council newsletter; [sign up click here](#) and tick content for makers. If you already subscribe [change your preferences here](#).

#### **I've applied before and wasn't successful – can I apply again?**

Yes, as long as you still meet eligibility criteria. However, it is advised that previously unsuccessful applicants submit a new selection of images.

#### **Why is there an application fee?**

Like similar opportunities an application fee goes towards the administrative costs of the recruitment process. This is non-refundable even if your application is thought to be ineligible or incomplete.

#### **Why is there a participation fee?**

The participation fee shows selected participants are committed to taking part. The value of the programme per participant is over £5000; your contribution goes towards this. Participants can pay in monthly instalments of £40 (Jan – June 2020) or in one off payment (January 2020) after signing their agreement to participate.

#### **Why is there an interview?**

It is important for us to meet applicants and talk openly about their work, their plans and why they want to take part in Hothouse.

#### **How many people get an interview and what is the interview structure?**

- We interview 40 - 50 applicants.
- We ask you to bring in examples of your work for the interview panel to view before your interview.
- The panel will be 4 people. This is your chance to chat about your work and we encourage the conversation to be open and informal.
- The panel will be knowledgeable of materials and the craft sector.
- The panel will be Crafts Council Talent Development Managers; an external expert (who will also be an advocate from underrepresented groups) and a past Hothouse participant.

- You will be asked up to 10 questions about your work; your business and your ambitions for your craft practice.
- You will have the chance to ask us questions.
- If selected for interview you will meet some of the other applicants and see their work, which many applicants find a helpful shared experience.

**I don't have anything to write on my application form or C.V as I've only just started up.**

It may mean it's too early for you to apply. You will need to use your current work and practice as the basis for your learning on the programme. If you haven't done much yet think carefully to remember any exhibiting opportunities you might have had during training, prizes you might have won, local press etc.

**What sort of thing are you looking for on my curriculum vitae?**

Please try to give us a 'creative C.V.' which should include things like:

- Shows you have participated in.
- Roles that relate to your creative practice.
- Courses completed and dates.
- Awards.
- Residencies.
- Commissions etc.

Please include past employment that is relevant to your creative practice. You can include any career breaks or previous careers if craft is a change in direction for you or you are a second careerist.

**I want to do a video application – what should I include?**

We accept video applications for the 'supporting information' section. Make sure you cover all the questions. There are lots of different video platforms you can use. One of the simplest is Vimeo (<https://vimeo.com>) where you create a free account and password protect the films you upload – just remember to include the password in your application form!

**I'm waiting to hear if I've been successful on an application for another opportunity, should I put it down?**

Yes, just write 'applied for and pending' along with the planned date/s.

**I don't have four or more different pieces of work to show in my six application images, is this problem?**

It may mean it's too early for you to apply. Participants are expected to have a range of finished work to help you make the most of your learning on the programme. You may benefit from focussing on developing your body of work or range and consider applying in the future.

Furniture makers may not have as many pieces to show as the design and development process tends to be longer, and we will take this into consideration.

**I don't have access to the internet to complete my online application form.**

Please contact the Talent Development Team.

**I don't know how to size my images correctly.**

We cannot provide IT support but to get help resizing your images we recommend using the following guides:

For windows 7 users see the online guide for using the Paint tool: <http://goo.gl/etFmfO>

For all windows users: <http://goo.gl/P9v9eJ>

For Mac users: <http://support.apple.com/kb/PH5936>

Or an online tool:

Photoshop express online: <http://www.photoshop.com/tools>

Pic Resize: <http://www.picresize.com>

**Who should I put as a referee?**

This should be someone who knows your work for example a tutor, related employer, someone you have done work experience for. We would prefer that you include only one referee from your most recent programme of study. And don't forget to ask them first! Your referee cannot be a member of your family.

**Eligibility**

**I am self-taught, am I eligible?**

Yes. Please give details of how you have developed your knowledge and skills and of any short courses you have completed.

**Is there an age limit?**

No. So far on Hothouse our participants have ranged from 20-65!

**I live in the UK but not in England, can I apply?**

Yes. However you will need to self-fund as the Hothouse programme is partly funded by Arts Council England and so funded places are for residents of England only. If you live outside of England and wish to apply for a self-funded place, please contact us for more details.

**What do you mean by 'emerging'?**

We mean within 4 years of setting up or graduating a creative practice.

**How do I know when I started my practice?**

This might be:

- The date you completed your training, if you did not go into full time or equivalent employment following this.
- The date you registered at the Tax Office, if you have done so.

- The date when you first exhibited your work publicly (since completing study), if you have continued to exhibit since then.
- A date when other support has been received towards starting the business, such as Princes Trust or Business link support.

**I haven't graduated yet, am I eligible?**

No. Unless you will have completed your training by the time the programme starts. Remember you don't need to have gone to university to apply for Hothouse.

**I have only just graduated, am I eligible?**

Yes. We will want to see evidence of a range or body of work, and that you have plans and opportunities in place to develop your practice. You may prefer to wait until the year following graduation to see how both these areas develop.

**I'm doing a part-time MA over a number of years, am I eligible?**

No. You must have completed your studies by the time the programme starts.

**I can't decide between Hothouse and further study i.e. A masters (MA).**

We recommend completing study before taking part. An MA often changes a maker's work and practice radically. If you complete the Hothouse programme before the MA you could find information gained on Hothouse may not be right for the type of work you complete your MA with.

**I graduated more than 4 years ago but haven't set up yet am I eligible?**

Yes. If you can prove you have had a break or not run your creative practice as a business longer than 4 years.

**I have had a previous career before starting my craft practice, am I still eligible?**

Yes. Please give details in your C.V. Try not to leave any major gaps in your recent career history.

**I am registered at the tax office but for a different business to the one I am intending to run now, does this count as a start date?**

No. It will not count as a start date if you are registered for a business which is unrelated to the one with which you are applying to Hothouse.

**I trained/started a creative business a long time ago but haven't been practicing am I eligible?**

Yes. If you can show this new start or change in direction from what you were previously doing. Please include any 'career break' periods in your C.V.

**I set up more than 4 years ago and have been exhibiting regularly but I haven't really sold much work, am I eligible?**

No. As you have been exhibiting regularly with the intention to trade. Our other Talent Development support may be of use. Visit the website for more information <http://www.craftscouncil.org.uk/what-we-do/overview-talent-development-support>.

**I'm not sure my work is suitable; can I see examples of other makers who have taken part in Hothouse before?**

Yes. Please go to [www.craftscouncil.org.uk/hothouse](http://www.craftscouncil.org.uk/hothouse) and scroll to the bottom of the page to see examples of previous Hothouse participants and their work.

**I'm not sure my practice is a business, can I apply and can the programme help me?**

Yes. If your craft-focused practice will be your main source of income or you are working towards this, Hothouse will help you to understand the business models that are suitable for you.

**Why do I have to have 'unlimited leave to remain' in the UK?**

The Crafts Council's role is to support makers based in the UK as we are funded by public money from Arts Council England. We invest in participants' practices through training and support to the value of more than £5000 per person. The aim is that this investment stays within the UK. We need to be sure applicants plan to continue their businesses here.

**Taking part in Hothouse:**

**Is there any funding?**

We can offer a maximum of £300 per participant to support travel and accommodation costs.

**How often will I need to attend Hothouse? Is it full time?**

It isn't full time. There will be 2-3 days per month between February and July and some work to do in between sessions. We will share the full programme dates and venues well in advance. You will have a mentor from July - December.

**How many and how long are the training days?**

There are 11 full training days at different locations across England. These are usually from 10am-5pm and may require early starts. We recommend you book well in advance to secure cheaper travel and accommodation.

**I have a full time/part time job, can I take part?**

Yes. A part time job should not be a problem and many participants run portfolio careers (e.g. several roles at the same time). You need to commit to attending all the training days. If needed, we recommend you talk to your employer in advance.

**I have business commitments, i.e. trade fairs, during the 6 months the programme runs. Will this be a problem?**

No however, we provide all dates of the training days in advance and expect you to make Hothouse a priority. We do understand you are trying to run a business and will try and be accommodating where possible.

**I have personal commitments during the 6 months the programme runs. Will this be a problem?**

We understand that makers have personal and part time job commitments. In order to help you plan, we give advance notice of all training days and you are expected to put Hothouse first where possible.

**The guidelines mention there may be consecutive days training. Will I have to stay overnight?**

Yes, these occasions can be invaluable for getting to know your peer-group and any contributors to Hothouse informally and they are a useful part of the programme. We will provide information about these sessions in advance so that where needed accommodation can be booked ahead.

**Does the Hothouse programme involve weekday or weekend commitments?**

Currently all programme dates are on week days. This could be subject to change and we give notice of the key Hothouse dates well in advance. We recommend checking out the case studies which can be found on the website [www.craftscouncil.org.uk/hothouse](http://www.craftscouncil.org.uk/hothouse), as this gives an idea of the commitment level from participants' perspectives.

**What is a mentor?**

A mentor is a person that provides guidance and is there to talk about your ideas after the Hothouse training days are finished. For Hothouse we choose mentors that will be either established practicing makers, specialists or industry experts.

**Can I choose who I get as my mentor?**

We choose a suitable mentor for you after talking to you halfway through the Hothouse programme about what you need support with. We ask participants to be open to this process. You will have until the end of the calendar year to complete your mentoring hours.

**I feel like I just need a mentor, can I apply for that?**

Crafts Council offers one-to-one advice sessions with our Talent Development Managers, visit our [Crafts Council website](http://www.craftscouncil.org.uk) for more information. We do not currently offer a mentoring only scheme.

**If any of your questions are not covered here, or you need further clarification on anything please contact the Talent Development Team before submitting your application at: [makerdev@craftscouncil.org.uk](mailto:makerdev@craftscouncil.org.uk)**