

# Exhibition Proposal Guidelines

## Exhibition Criteria

We are an NPO funded service and therefore proposals must endeavour to fulfil our [NPO Creative Case for Diversity objectives](#) relating to audiences, with the need for voices to be heard. See an explanation of the Creative Case for Diversity on the [Arts Council website](#) and the [ACE Let's Create Strategy](#).

We assess proposals based on a list of criteria below, but **you may still submit your proposal if you do not meet all of them:**

- Must have opportunities for community engagement, for example an artist talk, creative activity, or community workshops.
- Envision the principles of the [Let's Create Strategy](#) such as being inclusive to all audiences, and relevant to topics that will provide high quality cultural experiences.
- Attract a wide range of people from the city and the region including tourists.
- A unique idea or one which adds a new twist to an original idea which has not been addressed in our exhibition programme over the last 10 years.
- Possible blockbuster of high profile, high-quality crowd pleaser which entertains and is fashionable or playful.
- Relevant to Leicester or the communities in Leicestershire, informative and where possible topical.
- Must have the ability to take risks, be pioneering, and innovative.
- Where possible must consider creating social spaces for people to come together, to share learning and break down barriers.
- Ideally have commercial opportunities, offering sales and merchandise such as original work, or income generated through an events programme of talks and workshops.
- Where possible reflect upon or enhance our permanent collections – or create interventions into our permanent displays.

## Overview of Temporary Galleries:

Leicester Museums is managed by Leicester City Council and operates 6 museums, two of which host our temporary exhibitions programme across 3-4 galleries.

### Leicester Museum & Art Gallery

**Gallery 11** is our main temporary gallery on the first floor of our flagship museum. There are few museums in the East Midlands region that offer such a large space for

hosting temporary programmes. We work with local, national, and international organisations to programme this space.

- The galleries are normally booked at least 2-3 years in advance and are not available for private hire.
- The exhibition slots are up to 2-3 months in length.
- Approx size of space is 291sqm or 57.5 linear metres of wall space and comes with a range of display cases and plinths.

**Gallery 12** is a mid-size temporary gallery on the first floor of our flagship museum. This is an ideal space for collaborative and touring exhibitions. The galleries are normally booked at least 2 years in advance and are not available for private hires.

- The exhibition slots are up to 5-6 months in length.
- Approx size of space is 170sqm, or 41.5 linear meter of space and comes with a range of display cases and plinths.

**Gallery 8** is a smaller temporary gallery on the ground floor of our flagship museum. It allows an in-focus spotlight on responses to our collections through artistic and curatorial interventions.

- The galleries are normally booked at least 1-2 years in advance and are not available for private hires.
- The exhibition slots are up to 5-6 months in length.
- Approx size of space is 109 sqm, or 29.77 linear meter of wall space and comes with a range of display cases and plinths.

## **Newarke Houses**

**The Garden Galleries** comprise of two interconnected galleries and are the ideal gallery spaces for community exhibitions. They support the work of artists, curators, and community groups from the city and the region.

- The galleries are normally booked at least one year in advance and can be available for private hires.
- The exhibition slots are generally 3 to 4 months in length.
- Approx size of space is 81.02 sqm, or 36.9 linear metres of wall space, plus a small selection of cases or plinths if required and available. The galleries are normally booked at least one year in advance and can be available for private hires.

## **FAQs**

### **What resources are available to help me with my proposal?**

Proposals must be self-sufficient; Unfortunately, we cannot provide you with financial support, but we can support the design and production of exhibitions as part of the temporary programme. For artists or organisations wishing to apply for funding (either through the Arts Council England or other organisations), we are happy to provide a letter of support. We would like you to consider how you would proceed with the curation of your exhibition should funding fail to be granted.

### **How far in advance should I propose an exhibition?**

We programme 3 temporary exhibition spaces and have one hire space available. Each space has a different schedule, please review the relevant gallery overview for this information.

### **What if I have queries about my proposal?**

Due to the volume of proposals received we cannot respond to all exhibition proposals. If we are interested in your proposal and require clarification, we will contact you.

### **When will my proposal be reviewed?**

Proposals of interest are discussed at our quarterly meetings, if your proposal is successful or if we require further information, we will contact you in advance of these meetings. Please note it may take up to three months for a decision.

## **Disclaimer**

Please note the below is an example of the online form, to aid you in your preparation. All final proposals must be submitted via the [online Exhibition Proposal form](#). Unfortunately, we cannot accept proposals in an alternative format.

## **Form Questions:**

First name:

Last name:

Phone:

Email:

Your address:

Enter the postcode or street name.

Please select the address.

## Status:

- Artist
- Curator
- Organisation
- Student
- Other

1. Why do you want to exhibit with the Leicester Museums service and why do you think your proposal should be shortlist? (800-character limit)
2. Does your exhibition have a Leicester, East Midlands, or Midland's connection?
3. Exhibition title:
4. Proposed start date:
5. Proposed end date:
6. Any key anniversaries or dates associated with your exhibition?
7. Preferred exhibition venue and gallery:
8. Summary description of exhibit (3000-character limit). We want as much detail from you so that your vision is shared accurately:  
Consider specifications of the work.  
Purpose of your exhibition:
  - What are the aims/objectives and expected outcomes?
  - What will participants or visitors experience from the exhibition and associated event?
  - What will you achieve (Such as one exhibition/one talk/ two workshops)?
  - Key dates and times if applicable:
  - Who will you be working with (such as partnerships with other groups/communities)?

9. How does your exhibition involve inclusivity with the audience and how is it relevant to cultural topics?
10. Does your exhibition proposal want to use the museum collections? If yes which collection?
11. Is the exhibition ready to display (e.g. Are they framed? Are the text panels that accompany the exhibition ready to share? Do you have a specific method of handling your work that you will need to provide us with)?
12. Has the work been exhibited before? Please provide details, visitor attendance figures, audience feedback (please provide a link to your online portfolio/ artist website).
13. Is there any merchandise you plan to sell alongside the exhibition?
14. How is your exhibition funded? Please provide details (You can apply for funding through Arts Council England as well as their [Access Support](#)):  
  
If you are applying for funding and it is not successful, how do you plan to fund your exhibition? What will the funding support? (e.g. framing, marketing, art materials, transport)?
15. Which parts of the project might you or your group need extra help with (e.g. curation/installation/transport)?
16. Supporting documents, you need to submit the following:
  - Share files in support of your proposal and examples of work that will be displayed (imagery, audio, videos, website, floor plans/diagrams of intended presentation – minimum 3 supporting files).
  - Submit a sample of your written work. Your sample can be an essay for an exhibition catalogue or art publication, an extended artwork description, exhibition guide, and/or exhibition review. Word length 500-1,500 words (approx.)