2027 Art Spaces Application Form
Form Preview

Application Guidelines

* indicates a required field

Privacy Statement and Collection Notice

City of Casey (Council) is collecting your personal information through this Application Form to assess your application for the Art Spaces Exhibition Program. Personal information will only be collected if you give your consent at the time we collect the information from you unless an exception in the Privacy Act applies or is required by law. The personal information requested on this form is being collected by Council for the purposes of confirming applicant eligibility, for assessment panels and for engaging successful applicants. The application including personal information collected may be disclosed to other Council departments for the purposes of assessment of this and other applications or requests for support to Council from this applicant as part of the applicant's record. General information (excluding personal information) may be used for publication such as the applicant's name and project details on the City of Casey website and in Council reports such as evaluation reports and social and economic impact assessments to inform program improvements and policy decisions. If you wish to gain access to the information provided or amend any of the personal information you have supplied to Council, please contact Council via telephone on 9705 5200. Council will not be liable for the copy or misuse of the information contained in this feedback form.

I have read and understood the information regarding the collection and use of my personal data and provide my consent. *

○ Yes
○ No

Information and Conditions for Applicants

The Art Spaces program plays a significant part in the vibrant cultural life of the City of Casey. The program promotes and supports traditional and contemporary visual arts practice and artists by providing access to community exhibition spaces and is a way for artists to reach new audiences.

Applications are accepted from individual artists or groups residing in Melbourne's South East suburbs with priority given to City of Casey located artists. The spaces are suitable for exhibiting painting, photography, printmaking, ceramics, craft, drawing, textiles and mixed media.

The three community exhibition spaces are located in;

- Bunjil Place Library, Level 2, 1a/2 Patrick NE Dr, Narre Warren
- Cranbourne Library, Casey Complex, Berwick – Cranbourne Road, Cranbourne
- Hayshed Studio, Old Cheese Factory, 34 Homestead Road, Narre Warren

The program provides an opportunity for professional development by giving artists an opportunity to curate, install and de-install and collate promotional materials such as artist statement, artist biography and images. Artists can manage sales of their work and there is no commission required.

Application Opening Dates

Art Spaces Applications open on Friday 6 November 2026 at 12:00pm and close Monday 7 December at 12:00am.

We encourage applicants to allow plenty of time to prepare and submit their application before the closing date. Unfortunately, late applications cannot be accepted unless exceptional circumstances apply and prior written approval has been obtained from a Casey Arts Officer.

Application Process

Applications open on the Casey Arts web page from November to December for artists to submit exhibition ideas for the program commencing from February the following year. These applications will be assessed by an independent panel, and you will be advised on the outcome in late December.

Requirements for the application form include:

- Indicating if you are proposing a solo or group exhibition
- Including a current artist's curriculum vitae or short biography of the exhibiting artist/s
- Good quality photographs of the artwork (these can be examples of the artwork for exhibition or indicative of the artist's style and not the actual works for exhibition)
- Statement about the proposed exhibition

Please note, submitting an application does not guarantee the applicant will receive an exhibition in the Casey Arts Spaces Program. Preference will be given to artists living or working in the City of Casey. Artists residing in Casey's bordering councils are also eligible to apply. Preference will also be given to artists new to exhibiting in the Art Spaces Program.

Making an application:

- Read the Art Spaces Program Guidelines before applying
- Before beginning your application, we encourage you to have as much information as possible ready, as well as 4 quality images ready for upload
- You will need to provide necessary information on each page of the form to move to the next page of the form
- If you would like to save a draft of your application, select the Summary Tab at the top of the screen, scroll to the bottom of the page and select the Save as Draft button (you will need to complete the compulsory fields on the Summary page before saving)
- If you need to restart your application, you can click on the "Application Pending" button in the top right-hand corner of the screen and select "Add Application" from the dropdown menu
- We advise you to check that you have answered all application questions before submitting your form
- Once an application is submitted, it is unable to be re-opened and edited without permission from a City of Casey Arts Officer
- Applications must be submitted by the due date and time

For more information or questions regarding the application process and the guidelines:

Web: www.casey.vic.gov.au/casey-arts

Email: arts@casey.vic.gov.au

Phone: 03 9705 5200

Selection criteria

A selection panel will assess applications according to the following criteria:

- Technical competence
- Professional presentation
- Visual cohesion of the exhibition proposal
- For group exhibitions, the theme or ideas linking the proposed artworks must be clearly identified

Art Spaces Exhibition Curation

Council reserves curatorial rights over the Art Spaces exhibition program. Artists can indicate on their application if they would like to share an Art Spaces exhibition space with another artist selected by the City of Casey.

Artists are encouraged to consider an exhibition plan in the lead up to the installation of their exhibition utilising Art Spaces specifications below.

Exhibition Spaces - facilities and requirements

Bunjil Place, Cranbourne Library and the Hayshed Studio Art Spaces feature a hanging track system enabling the display of both two and three-dimensional works only. Free-standing display cases can be used at the Bunjil Place Library space upon request

Art Space Specifications

Each Art Space is different in size and suitability for types of artwork which can be displayed. Artists should view the spaces before submitting their application to nominate their preferred option in their application.

Hanging capacities

Bunjil Place Library: 6 lineal metres (approximate)

Take a virtual tour to Level 2 to view the Art Space here

Cranbourne: 9 lineal metres (approximate)

Hayshed Studio: 16 lineal metres (approximate) plus two moveable walls which can be used to reconfigure the space.

Display Cabinets

- Some cabinets are available upon request at Bunjil Place Library only.
- Dimensions: 115 cm / 75 cm length x 37 cm width x 44 cm height.

Important things you should know about the Hayshed Studio

- It is a hireable space for workshops and meetings from external groups, during these bookings chairs and tables will be moved in and out of the space.
- There are two mobile walls which can be utilised in the space (they will need to be moved during hired hours for workshops, private bookings etc.)
- Hayshed is best suited for hung artworks (due to the nature of flexibility required in the space)
- A complete list of works as well as images of each work to be hung is required no later than six weeks prior to exhibition date
- Hayshed is an unstaffed exhibition space. The area is monitored by CCTV during Old Cheese Factory opening hours; however, staff cannot guarantee the security or safety of artworks while on display. Exhibitors are responsible for ensuring their works are appropriately insured and displayed at their own risk.

- Hayshed receives a high volume of exhibition applications each year. While we aim to accommodate as many artists and groups as possible, preferred exhibition dates cannot be guaranteed. Applicants are encouraged to be flexible with their date preferences, as they may not receive their first-choice exhibition period.
- Exhibitors may be eligible to access the adjoining Springfield Room as an in-kind venue hire for an exhibition opening event, subject to existing bookings and venue availability. This opportunity can be discussed further if your application is successful.

Restrictions for the Art Spaces Program

- Two-dimensional works may be up to 1m x 1m (including frame if applicable)
- Three-dimensional works must not be larger than 30cm high x 30cm wide x 30cm deep
- All artworks for exhibition must not exceed 20kgs
- Artist must provide display-ready artwork. Two-dimensional works must be suitably framed with hanging wires securely attached. Artists must ensure frames are fitted with suitable hanging provision.

Terms and Conditions

City of Casey reserves the right to:

- Accept or decline an application for the Art Spaces Program
- Install the exhibition and make final curatorial decisions over the Art Space exhibitions.

- Decline to display artworks that they deem to be offensive, that do not reflect the high standards associated with the Art Space, that are a health and safety risk or that do not comply with the above-mentioned size restrictions and Terms and Conditions.
- Decline an exhibition that represents a creative professional practice that is first and foremost a commercial business rather than an emerging or semi-professional artist.
- Photograph the exhibition and artworks. Reproduce and publish these images, and artwork images supplied by the artist, in Council promotions, publications and social media. A detail part of an artwork image may be used and will be attributed appropriately.

Exhibiting artists must fulfill the following obligations:

- Supply all catalogue information no later than six (6) weeks prior to their exhibition installation date. This consists of a list of all works, titles, mediums, dimensions, and artwork prices; an artist's statement, a quality image (minimum 1000 KB or 300 dpi) of a key artwork and contacts for purchases if applicable
- Deliver and collect their artwork at the allotted times
- Be in attendance or send a representative to be in attendance, to install their artwork with the Curator
- Observe size restrictions for artworks
- Plan their exhibition according to their application submitted and the Art Space allocated to them
- Provide display-ready artwork. Two-dimensional works must be suitably framed with hanging wires securely attached. Artists must ensure frames are fitted with suitable hanging provision. Uniformity of frames is strongly advised. A stretched canvas over a timber mount is considered framed but must be fitted with a suitable hanging wire securely attached. Artworks may have other professional forms of presentation; however, artworks delivered without suitable or professional hanging provisions will not be exhibited. If an artist has several pieces to be exhibited, please inform the Curator prior to the exhibition to ensure adequate hanging supports are available

- Administer the sale of their artworks, if applicable, by providing contacts for purchasers on their catalogue information. Artwork purchased is to remain on display for the exhibition duration.
- Arrange and pay for exhibition insurance cover, if so desired. The City of Casey will exercise all reasonable care but will not be held responsible for any loss or damage to artworks whatsoever.
- Ensure that the work is original and does not infringe the copyright, moral rights or other rights of any third party.

I have read and understood these application guidelines for the 2027 Art Spaces Exhibition Application *

○ Yes
○ No

Artist's details

* indicates a required field

Welcome to the 2027 Art Spaces application process. Please view the application guidelines in the previous page before proceeding.

*
Title First Name Last Name

*
Address

Suburb State Postcode

Telephone

Must be an Australian phone number.
Must be an Australian phone number

Mobile *

Must be an Australian phone number.
Must be an Australian mobile phone number

Email *

Must be an email address

Please provide a brief artist biography *

Word count:

Have you exhibited in the City of Casey Art Spaces program before? *
- ○ Yes
- ○ No

If yes, please specify year(s)

Art Space

* indicates a required field

Art Space/s applying for:

Space *	☐ Bunjil Place Library	☐ Cranbourne Library	☐ Hayshed Gallery at Old Cheese Factory	☐ Community Art Wall (Bunjil Place Customer Service Space)
Display requirements *	☐ Wall and cabinets	☐ Wall only	☐ Cabinets only	

Note: Cranbourne Library and Community Art Wall are wall only spaces

I would consider sharing a space with another artist selected by the City of Casey? *
- ☐ Yes
- ☐ No

Preferred half of the year for exhibition (note that schedule preferences cannot be guarenteed) *
- ☐ January - June
- ☐ July- December
- ☐ Flexible

Are there any dates that you cannot do?

Important things you should know about exhibiting in Hayshed Gallery

Hayshed is a hireable space for workshops and meetings from external groups, during these bookings chairs and tables will be moved in and out of the space.

There are two mobile walls which can be utilised in the space (they will need to be moved during hired hours for workshops, private bookings etc.)

Hayshed is best suited for hung artworks (due to the nature of flexibility required in the space)

A complete list of works as well as images of each work to be hung is required no later than six weeks prior to exhibition date

Hayshed is an unstaffed exhibition space. The area is monitored by CCTV during Old Cheese Factory opening hours; however, staff cannot guarantee the security or safety of artworks while on display. Exhibitors are responsible for ensuring their works are appropriately insured and displayed at their own risk.

Hayshed receives a high volume of exhibition applications each year. While we aim to accommodate as many artists and groups as possible, preferred exhibition dates cannot be guaranteed. Applicants are encouraged to be flexible with their date preferences, as they may not receive their first-choice exhibition period.

Exhibitors may be eligible to access the adjoining Springfield Room as an in-kind venue hire for an exhibition opening event, subject to existing bookings and venue availability. This opportunity can be discussed further if your application is successful.

I have read and understand the special conditions about exhibiting in Hayshed *
○ Yes
○ No
Note: we are unable to consider your exhibition for Hayshed Gallery

Residency Opportunity at the Hayshed Strudio

In addition to exhibition opportunities at Hayshed, Casey also offers a small studio space that may be available as part of a residency program. The residency may run alongside your exhibition, subject to availability and program scheduling.

Are you interested in receiving information about applying for this residency opportunity?
☐ Yes
☐ No

Your proposed exhibition:

Exhibition title *

Medium *

Proposed number of works (please note preferred Art Space dimensions) *

Please describe your artwork including any themes or concepts, and why you would like to exhibit this artwork. *

Group Exhibition *
☐ Yes
☐ No, please skip to section 3

If yes, how many artists will be exhibiting?

For group exhibitions, please identify the theme or ideas linking the proposed artworks and how the works will be presesnted cohesively (for example, framing or sizes of artwork):

Artwork images: Please provide a minimum of 4 (maximum 6) artworks

Artwork No. 1
Title *

Medium *

Dimensions (cms) *

Year completed *

Price

Upload image *
Attach a file:

Artwork No. 2
Title *

Medium *

Dimensions (cms) *

Year completed *

Price

Upload image *
Attach a file:

Artwork No. 3
Title *

Medium *

Artwork No. 4
Title *

Medium *

Dimensions (cms) *

Year completed *

Price

Upload image *
Attach a file:

Dimesions (cms) *

Year completed *

Price

Upload image *
Attach a file:

Artwork No. 5

Title

Medium

Dimensions (cms)

Year completed

Price

Upload image
Attach a file:

Artwork No. 6

Title

Medium

Dimensions (cms)

Year completed

Price

Upload image
Attach a file:

*

○ The above images are of artworks intended to be exhibited (please note terms and conditions of exhibiting and dimensions of Art Spaces)
○ The above images are examples of previous works only. New work will be made for exhibition