

APPLICATION GUIDELINES & FAQs (frequently asked questions)

GENERAL

Who is Unlocked (resident art show) open to?

- Notting Hill Genesis residents
- Creative partners (working with Notting Hill Genesis residents)

What is the outcome?

- A group exhibition in a central London gallery for all successful applicants.

What are the key dates I need to be aware of?

- 31 August 2022- on-line submission deadline.
- 9 September 2022- selected artists notified by email
- 16 September 2022- selected artists to deliver original work
- **Unlocked** www.unlocked22.com Exhibition runs from Thursday 3 November 2022 to Wednesday 9 November 2022

SUBMISSION & SELECTION

What kind of work should I submit?

- There is no set theme, but all work should be representative of your practice or process
- All work submitted must be an original and not copies of the original. Photographs or prints will be accepted but must be part of a numbered limited edition.
- Media can include painting, drawing, printmaking, or photography
- The format of the work can be landscape or portrait
- All artwork will need to be signed by the artist
- Highly political or offensive work may be deemed inappropriate and not accepted

How should I submit my work?

- All work should be submitted digitally to unlocked@nhg.org.uk and include the following contact details: name, address, telephone number, email address and your affiliation to Notting Hill Genesis.
- The selection panel will consider a *max of 5 digital images per artist*
- When uploading your image to unlocked@nhg.org.uk please note that the maximum file size for each image is **4mb in Jpeg or Png**.
- If your submission/s are successful, we will contact you by email on or before 9 September 2022 detailing how to send in your physical work.
- **Please do not send your physical artwork to us at the submission stage.**
The deadline for selected artworks to be delivered is 16 September 2022

Do I have to write a statement or send my CV?

- No, we do not require a CV or statement. You only have to submit your digital image/s and include the required contact details

What if I need help uploading my work?

- Someone else can help you with the submission process. For instance, a friend, relative or support worker can upload the work to Unlocked@nhg.org.uk on your behalf.

Who are the selection panel?

- The selection panel is a diverse group made up of staff at Notting Hill Genesis, our residents, partners and professional artists.

How is work selected?

- We operate a fair and democratic selection process.
- The first stage of the selection process is completed online with the assistance of our selection panel.
- Original work will be required from shortlisted artists by no later than Friday 16 September 2022
- Due to the high volume of submissions, we will only be able to contact the selected entries, if you haven't been notified by Friday 9 September 2022, unfortunately your entry has been unsuccessful.
- If your work has been selected, you will be informed by no later than Friday 9 September 2022 and invited to participate in a group exhibition in central London running from Thursday 3 November through to Wednesday 9 November 2022
- The selection panel's decisions are final

How will you keep me notified and what feedback can I expect?

- Please remember to check your spam/junk email folder. You may want to put unlocked@nhg.org.uk into your approved contacts list
- The Unlocked administrators are regrettably unable to offer specific feedback on your submission or enter into discussions about the selection panel's decisions, due to the number of applications received and the collective nature of the decision-making process

PAYMENT

How much is it to enter?

- It is free to enter

FINALISTS

What happens if I'm shortlisted?

- Shortlisted artists will be contacted by email on or before Friday 9 September 2022
- Successful candidates will need to post or hand deliver their original artwork to one of Notting Hill Genesis's London offices by no later than Friday 16 September 2022

- We advise that all work should be sent in a padded envelope and that you obtain proof of posting
- Notting Hill Genesis takes no responsibility for any art works lost or damaged in transit. If you are worried about posting your work, we advise that you hand deliver to one of our London offices
- You will be invited to participate in a group exhibition at The Koppel X Gallery, 48 Piccadilly Circus, Regent Street, London, W1B 5RA
- Participating artists will be invited to attend the opening event on the evening of Thursday 3 November 2022
- The exhibition will take part on Thursday 3 November 2022 and run through to Wednesday 9 November 2022
- Your work will be uploaded and showcased on the Unlocked website which will go live in October/ November 2022. www.unlocked22.com
- We will credit all artists on the homepage of the website and in the exhibition space

EXPENSES / SALES / LEGAL

What expenses are covered, or fees offered to applicants and shortlisted artists?

- No expenses or compensations are covered for costs incurred by artists at any stage of the application process
- No fees are offered for time spent on applications at any stage of the process including production
- No travel expenses are available at any stage of the application process
- Notting Hill Genesis is responsible for all costs associated with the installation and presentation of the work at the exhibition

What about Sales?

- All artwork selected for The Unlocked exhibition will be available for sale. 40% of proceeds from sales will go to Notting Hill Genesis's Hardship Fund which aims to help some of our most vulnerable residents. The artist will take 60% of proceeds from their sale price.

When can I collect work I've purchased?

- If you have purchased artwork from Unlocked exhibition, you can collect your purchase/s directly from the gallery between 12pm-5pm on Wednesday 9 November 2022 or alternatively from our head office in Kings Cross from Thursday 10 November onwards.

What about copyright & ownership?

- The artist will have copyright for their artworks, even once it has sold.
- All art works sold will be owned by the artwork buyer.
- Any unsold artwork will need to be collected in person by artists from our head office in Kings cross from Thursday 10 November onwards.

What happens to my work if it isn't sold during The A5 Exhibition?

- Any unsold artwork will need to be collected in person from Notting Hill Genesis head office in Kings Cross from the artist
- Any artwork not collected by the end of 2022 (without prior arrangement) may be selected by Notting Hill Genesis to be raffled at corporate events. And any funds raised from these sales will be donated to our Hardship Fund.
- All selected submissions will be uploaded to www.unlocked22.com our bespoke website and shared on our Instagram/ Facebook accounts. By submitting your work you agree to have your artwork shown on Instagram, Facebook and our bespoke website

Who is the organiser and where is the exhibition based?

- *Unlocked* is organised by Notting Hill Genesis, one of London's leading housing associations. The Notting Hill Genesis Biennale event seeks to showcase our resident artist's and their creative work
- This year the exhibition will take place at the Koppel X Gallery, 48 Piccadilly Circus, Regent Street, London W1B 5RA

OTHER

I have questions or problems that aren't answered on this page, how do I contact you?

- If you have any further questions relating to Unlocked please email [Unlocked @nhg.org.uk](mailto:Unlocked@nhg.org.uk)