Folkestone digital:glassworks Application Form

Creative Folkestone is taking applications for our office space at our landmark building complex The digital:glassworks. We can accommodate digital and tech companies seeking to relocate to Folkestone as well as local businesses looking to expand.

Creative Folkestone believes in the power of creativity to transform people, places and communities. We are passionate about this and believe it will inspire others to be curious and imagine a changed future. For this reason, we want all of our tenants to bring something to the creative environment in one way or another.

Before we can negotiate a lease with you, your application must be approved by our committee. Committee meetings take place approximately every 6 weeks. Subject to approval, you will then be contacted to view any suitable space that is available. Should you wish to take a space we will ask for sight of financials and references from any previous landlords.

Please be aware that incomplete applications will be rejected before committee.

Please provide a maximum of 5 recent images and/or links to your work to support your application

If you have any questions about how to fill in this form please contact [Jim Lockey](mailto:jimlockey@creativefolkestone.org.uk?subject=application%20form%20enquiry), Creative Workspaces Manager (Community)

**SECTION 1: Contact Details and Basic Information**

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| --- | --- | --- |
| **Name** | | **Date** |
| **Address** | | |
| **Phone** | **Email** | |
| **Website** | | |
| Please give office requirements, size etc. | | |
| How many staff do you employ?  □ 20+ □ 15-20 □ 10-15 □ 5-10 □ 1-5 □ Self employed | | |
| How frequently would you use the space? | | |

**SECTION 2: About Your Business**

You have 250 words to complete this section, or you can make a video submission for this section of no more than 2-minutes in length.

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| Tell us about your creative business. We want to hear about your level of creative output, how audiences/ customers engage with your work and about what you’d contribute to the Creative Quarter. Please ensure that your response to this section answers the three questions below and include anything else you would like the committee to know.  ***How is your business defined as Digital/tech creative? Why would you like to be a part of digital:glassworks? What would you bring to the community?*** |
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**Section 3: Creative Output and Input**

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| --- | --- | --- | --- | --- |
| *Think about your creative* ***output*** *in terms of turnover, sales, salary, royalties, published, aired, exhibited, commissioned, web visits, footfall, column inches or other metrics appropriate to your practice.*  *Think about your creative* ***input*** *in terms of jobs created, attracting footfall, Creative Folkestone events, tenant support, community involvement, reputation, peer visits* | | | | |
| How would you rate your creative output?  (Please tick as appropriate) | | | How would you rate your Creative Input?  (Please tick as appropriate) | |
|  | | 1 (local and occasional) |  | 1 (I would not participate in the community around me) |
|  | | 2 |  | 2 |
|  | | 3 |  | 3 |
|  | | 4 |  | 4 |
|  | | 5 (prolific and international) |  | 5 (Fully integrated into the community creating meaningful opportunities) |
| Please briefly describe your reasoning below | | | | |
|  | | | | |
|  | Committee score (internal use only) | | | |

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| We require 1 month’s deposit and rent to be paid in advance by standing order. Please give us an indication of your monthly rental budget.  □ £250-£450 □ £800 □ £1000 □ £1500 □ £2000 +  Do you have any special requirements?  We encourage tenants to participate in networking events throughout the year. Connecting Creatives is part of our Open Quarter event, it offers the opportunity for our community to showcase their work.  Please indicate that you would like to participate in Connecting Creatives □  Would you like to join Creative Quarter mailing list? □ |
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Equal Opportunities Monitoring Form

This information is for internal monitoring only. We appreciate your cooperation

GENDER Male Female Non-Binary Prefer Not to Say

Prefer Self Identity (Please fill in the free text space)

Not Known

Age

18-25 26-35 36-49 50-64 65+ Prefer not to say

How would you describe your ethnic origin?

Arab

Asian or British Asian – Indian

Asian or British Asian – Pakistani

Asian or British Asian – Bangladeshi

Asian or British Asian – Chinese

Asian or British Asian - Other Asian background

Black or Black British – African

Black or Black British – Caribbean

Black or Black British - Other Black/African/Caribbean background

Latin

Mixed - Asian and White

Mixed - Black African and White

Mixed - Black Caribbean and White

Mixed - Other mixed/multiple ethnic background

White – British

White – Irish

White - Gypsy or Irish Traveller

White - Other White background

Any other ethnic background

Not known

Prefer to self-identify (please fill in the free text space below)

Prefer not to say

Do you consider yourself to be disabled?

No

Yes

Yes

No

Do you have a long-term health condition?

How did you hear about Creative Folkestone?

Other

Word of Mouth

Social Media

Website