

Application Guide

Berwick Open Studios 2026

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Key Dates

Applications Open	Thursday 30 th April *
Flyers & Posters ready for collection & distribution	Towards the end of May
Application Deadline	Friday 12 th June *
Acceptance & Invoicing	By 24 th June at the latest
Participant Meeting 1 – ideas, help, suggestions, networking	Beginning of July (TBC) **
Guide Map Print Deadline	Monday 13 th July
Guide Map ready for collection & distribution	Towards the end of July/Start of Aug
Participant Meeting 2 – collection of guide maps, networking, & help	August (TBC) **
Participant Meeting 3 - participant packs ready for collection, getting ready for the event	First week of September (TBC)**

Berwick Open Studios – weekend 1	Saturday 26 th & Sunday 27 th September
Berwick Open Studios – weekend 2	Saturday 3 rd & Sunday 4 th October
Feedback – Stats & Stories Meeting	End October/Beginning of Nov (TBC)

** We will be reviewing and accepting applications throughout the application period (30th April to 10th June), so you do not need to wait until the deadline to apply.*

***You do not need to attend every participant meeting, but you must attend at least one of the three.*

How do I apply?

The Berwick Open Studios 2026 application form can be found online via [Curatorspace.com](https://curatorspace.com). You will need to create an account with curatorspace if you have never used the site before. If you have an issues with the workings of the form or application website please contact help@curatorspace.com, if your question is related to the content of the form or about the event itself then first check the opportunity FAQs on curatorspace.com, and if your still need help then email berwickopenstudios@gmail.com

We suggest you read through these guidelines thoroughly before beginning your application so that you can gather all the relevant information.

You must have a venue before you apply, unless you are applying directly for one of the Quayside Artisan Huts. Please email to discuss alternative venue options if you're unsure.

You will be asked to read and agree to the Terms and Conditions before submitting your application.

You will not be asked to make any payments at this stage. Once your application has been reviewed and accepted you will be sent an acceptance email and invoice relating to the category you're applying for.

We will be reviewing and accepting applications throughout the application period, so you do not need to wait until the deadline to apply.

Eligibility

Berwick Open Studios is open to all artists and makers aged 18+ working in any medium and living or working in Berwick-upon-Tweed, Tweedmouth, or Spittal.

Artists living outside of this area, but within a 10 miles radius, can apply for a pop-up space or exhibition. Berwick Open Studios is also open to any galleries, creative shops, community & educational groups, and cultural hubs within Berwick-upon-Tweed, Tweedmouth, or Spittal.

Artists and makers under 18 can exhibit within a group – see Exhibitions category.

You do not need to be a professional artist to apply. You must however show through your application that you are a committed artist, maker or creative business, making high quality artworks or craft items. We do not ask for your creative CV, or proof of creative education. We will look at the work you submit, your bio and statement, and web presence (if provided), to determine your suitability to take part.

There will be a light-touch selection process to help this event be the best it can be, whilst still be as inclusive as possible. This includes a small panel who will go through applications to make sure each participant is eligible. See categories for any further criteria to the above.

Days

Participants can choose whether to be open for both weekends, or just one. Opening hours should be between 10am-4pm each day, unless applying as a Cultural Hub.

Fee Categories

- Individuals £35
- Exhibitions (Groups/Galleries/Shops) £35
- Young Artists (18-25) £15
- Cultural Hubs £70
- Maltings Studio Bursary – Visiting Artists (jointly supported by Berwick Open Studios & The Maltings; please apply through The Maltings website) £0

Please be aware these prices reflect the fact that this is a PILOT event, funded by Create Berwick for 2026. In future years this cost will change, and may well increase, dependent on funding, sponsorship etc...

Your participation fee will help towards printing costs for promotional materials and advertising.

Individuals with their own studio located within Berwick upon Tweed, Tweedmouth & Spittal, either at home, in an alternative space, or part of a dedicated studio block. This also includes creative businesses or partnerships with more than one employee, such as a pottery business for example, where the work created falls under one business name. If accepted, you will receive one listing, one image, and one dot on the map.

Individuals without their own dedicated studio located within Berwick upon Tweed, Tweedmouth & Spittal, living in or near to Berwick upon Tweed can apply for a pop-up space. We have access to Berwick Market's quayside huts, which we will allocate to those who are successful in their application. If you have already made arrangements with a shop/gallery space to share or use part or all of their space as a studio for the event please mention that in your application. This category also includes creative businesses or partnerships with more than one employee, such as a pottery business for example, where the work created falls under one business name. If accepted, you will receive one listing, one image, and one dot on the map.

Exhibitions include galleries, shops, popup spaces, educational groups, and community groups which are showing the work of one or more artists. Artists do not have to be present at these exhibitions, but it would be in the spirit of the open studios to have a presence. Where more than one artist is involved, please plan to have 'meet the maker' times when artists/makers are on-site doing a demo, or are simply there to chat to visitors during the Open Studios event. If you are taking this approach, please include this information in your listing text. Artists showing in the exhibition or gallery at the time of the event do not ALL have to be based locally, however the group must be Berwick/Tweedmouth/Spittal based.

Galleries & Shops who sell a significant amount of artwork, or handcrafted objects made by Northumbrian/Border artists and makers may apply to take part. In taking part you must commit to creating a dedicated

area or display of these artists and makers, including information about the artists themselves if they are unable to be there in person. You must apply in the exhibition category. If accepted, you will receive one listing, one image, and one dot on the map.

Educational/Community Groups include schools, children's groups, educational groups, college/university students, community groups including constituted community groups, church groups, charity groups and not-for-profit organisations. You must have spoken to your intended venue (eg. church hall, school hall, empty shop, gallery) to check their availability during the open studios dates, and their willingness towards your proposal, before you submit your application. If you're struggling to find a venue for your group please get in touch and we'll try to help where we can. You must choose one person to apply for your group as a whole. Not all artists have to be present at all times during your group show, but it would be in the spirit of the open studios, and worth exploring the possibility of having 'meet the maker' times when artists/makers are on-site doing a demo, or simply there to chat to visitors during the Open Studios event. If accepted, you will receive one listing, one image, and one dot on the map.

Young Artists (18-25)

Young Artists are individuals between the ages of 18-25. If accepted, you will receive one listing, one image, and one dot on the map.

Cultural Hubs

Cultural Hubs are places such as museums, galleries with a public programme, and other cultural destinations who wish to be listed and marked on the map as alternative places to visit. At least part of your venue must be free to visit. Listing entitles the venue to submit alternative opening hours to the set Open Studios hours, a short description of what will be available to see during the Open Studios weekends, plus up to three ticketed events running during the two weeks of the Open Studios or shortly after. For instance: a drawing workshop, performance, or cinema showing. If accepted, you will receive one listing, one image, and one dot on the map.

Please note: Where there is a venue with multiple individuals taking part, the map will show a different coloured dot with one location number. In the website listing, individuals will be listed with full information under one venue address.

Venues

Venues are locations; they can be an individual's house, a studio block, a quayside hut, a shop, or a gallery.

Alternative Venues: Quayside Artisan Huts – these are run by the town council, via Berwick Markets. They have kindly offered their use during both Open Studios weekends. If you would like to secure a hut as an alternative venue during the Open Studios please provide relevant information here. You will not need to pay for the hire of the hut in addition to your application fee; we are covering the hut hire fee for those artists who are successful.

There are some other venues who are willing to host artists, if you'd like to be put in touch with one, please email Abigail with information about your creative practice, a website link, or social media link, or some attached images. Also, please provide your location and the reason why you would like to find a venue. We will do our best to put you in touch with someone – if you both choose to go ahead, one of you will need to come back to the application form and complete it.

Public Liability

I confirm I, or the venue, has public liability insurance suitable for this event. You will be asked to provide a copy of your insurance certificate before the Open Studios event.

Artists must take out their own Public Liability insurance for the Open Studios. If you do not already have insurance, we recommend using a membership such as A-N membership that includes artist's public liability insurance.

Safety

We ask those artists exhibiting at home, or in a studio to consider their own care and safety, as well as those of visitors. We suggest completing a risk assessment of your venue prior to the opening of the event, being aware of possible dangers and taking steps to mitigate those. It is good studio/gallery practice, and we highly recommend it. However, we will not ask for a copy of your assessment; the health and safety aspects are your responsibility.

When considering your own safety and security, think about these options and steps you could take if relevant:

- Tidy away (out of sight) personal possessions and keep valuables safe.
- Always have someone with you in the building during your opening hours.
- If your studio is at home, tell your neighbours ahead of time, and perhaps invite them to come along?
- Keep your cash & card machine on your person.
- Lock or bolt access to private areas, or rope areas off.
- Inform your house insurer in good time.

Listings

Listings (whether digital or printed) are what visitors to the Berwick Open Studios will use to decide whether to visit your venue. This is where you can tell them about you and your venue, and what they should expect when they visit. They might also use this information after their visit, to get in touch with you again. Consider it an extension of your business card!

Please remember that this is a pilot project. We do not know exactly how many people will apply this year, and therefore we cannot say for sure how much information we can fit into the **printed** guide map. The minimum will be your contact details (artist/business name), email address & phone (if you want to include it), a weblink, your art forms (chosen from a list), and your venue access details. Hopefully we'll also be able to fit in the short-listing text also, but it is not guaranteed. All details will be included on the website listing.

Contact details - These are the contact details that will be included in your listing on the printed map and online. Skip details if you do not wish them to be made public.

Consider what email address you make public. You might prefer to use an email hosted through your website as this looks more professional than a personal email.

Social Media links & website - Please note that only the website link will be printed in the guide map, but all will be listed and linked on the Open Studios website listing.

If you do not have a website, consider using a profile page from a membership website, or your most-used social media page. Eg. If you only use social media and do not have a suitable website link, please put the social media link in the website section as well as in the relevant social media section. You can also leave all sections blank if you do not wish to have any links at all.

Artform – choose from the list provided in the application form, you can choose all that apply or add your own. We might need to cap the number of artforms to one or two only in the printed guide map for space reasons, if we need to do that and you have chosen more than 2 from this list we will contact you.

If you are applying as a gallery, exhibition or group with a multitude of art forms, please choose all that apply and in the printed guide map it will read 'various' unless only one is chosen.

Venue details – Venue address in full, including postcode.

Please use <https://what3words.com/> to provide visitors with an accurate location of the entrance to your venue. If you're in a block of several studios, please include both the main entrance location AND the entrance to your own studio also.

What is what3words? They divided the world into 3 metre squares and gave each square a unique combination of three words. It is the easiest way to find and share exact locations. You should not need to sign up to anything to use this website.

Extra Venue Info – please do not feel like you need to provide any of these options, it just helps visitors plan their day if they can see what is available at a glance.

Venue access details – we would like this new event to be as accessible as possible for visitors, and whilst we completely understand that not every house, studio, garden, venue, shop etc.. will be fully accessible, especially in this wonderfully historic, and quirky town, we would like to provide as much information to visitors as possible so they can decide for themselves if they are able to access your venue when they plan their visit. Please choose from one of the following options.

When choosing the options, please think about your whole venue, and be aware that accessibility is not simply about wheelchair access.

- **Limited Access** = more than 3 steps up or down, or fewer than three steps but no handrail, tight turns, narrow doorways, unlevel ground/flooring, or low lighting
- **Partially Accessible** = fewer than three steps with handrail, narrow doorways to parts or all the venue, temporary ramps or lifts that require help to use, low lighting in some areas
- **Fully Accessible** = wide doorways, level access at point of entry, or access via permanent ramps, reliable wheelchair accessible lifts, good lighting, seating available.

Please be aware, Berwick Open Studios might forward on a query about your venue should any visitor ask for more specific access details.

If you're not sure which option to choose, or would like to talk through your venue access before applying please email Abigail to arrange a phone call: berwickopenstudios@gmail.com

Listing text

Less than 75 words; we recommend this is written in third person. Listings generally should include a short bio/statement, either about an individual and their work, or if describing an exhibition or group, a list of artists names and a sentence about the exhibition theme or the gallery/group itself.

Remember this is where you can tell visitors about you and your venue, and what they should expect when they visit.

Exhibitions – also use this text to include any 'meet the maker' days/times when artists/makers are on-site doing a demo, or simply there to chat to visitors.

Cultural Hubs - this listing entitles the venue to submit alternative opening hours to the set Open Studios hours of 10am to 4pm. You should provide a short description about what will be available to see during the Open Studios weekends, plus information on up to three ticketed events running between 26th September and 10th October 2026. For instance, a drawing workshop, performance, talk, or cinema showing. Please submit in this format:

1. Title:

Short Description (one sentence):

Date & Time:

Price:

Link or booking info:

2. Title:

Short Description (one sentence):

Date & Time:

Price:

Link or booking info:

3. Title:

Short Description (one sentence):

Date & Time:

Price:

Link or booking info:

Images

Up to 6 images.

Jpeg or PNG file formats only.

High quality images, at least 1MB, and 300dpi.

Please include the artist's name and/or venue name in the filename. If your images have a photographer's credit that also needs to be used in print or other media, please include this too.

Eg. Abi_Thomas_Untitled1_BerwickGallery_Photocredit_J.Summers.jpeg

1. Studio Space or Venue Image
2. Supporting Image
3. Supporting Image
4. Supporting Image
5. Supporting Image

Printed and digital listings will only include one image; please choose that image carefully and indicate which image you would prefer us to use for your listing by adding the word LISTING into the filename. We reserve the right to use another image you have uploaded if we think the one chosen will not be suitable or will not show up well in publication. We also suggest uploading at least one image of your studio space or venue if appropriate.

The rest of the images you upload will not only help Berwick Open Studios review your application but will also be used for promotion of you, your venue and the event.

An edited grid or compilation images will not be accepted. Avoid using screenshots, and please do not crop or otherwise edit your images. If we need to crop them for the guide/map we will do that.

All images could be used for promotional purposes. If your images are used in print or other media, all efforts will be made to acknowledge and caption with your name, so make sure your images are clearly named!

Publicity Information

Please use this section to tell us more about you and your practice, tell us stories, recent creative achievements, tell us what awards you have won, special projects, etc... anything that we might use in our PR to help promote you as an artist/maker/creative business, as well as the Open Studios as a whole.

Also let us know if you are willing to be interviewed/photographed in your studio space for PR purposes.

Volunteering

Are you or anyone in your family or friends able to give some time to help make this first event run smoothly? Suggested list below is not exhaustive. If you tick yes, we will send a separate email to get volunteers to sign up to particular tasks.

- Helping distribute flyers & guide maps to some key locations (whilst all participants are expected to help distribute and promote, we will need a few volunteers to take some a bit further afield, to tourist locations, galleries etc..)

- Collecting data & feedback from visitors (during the event)
- Stewarding during the event at Open Studios Hub (location tbc)
- Delivering Participants Packs to participants unable to collect themselves (Mid -September)
- Gathering up any signage at the end of the event that could be reused in future years.

Payment

You will not be asked to make any payments at this stage. Once your application has been reviewed and accepted you will be sent an acceptance email and invoice relating to the category you are applying for.

Checklist & Acknowledgements

Have you:

- Chosen which weekend, if not both, you'll be open?
- Decided which category you're apply for?
- Checked your venue's WhatThreeWords location?
- Uploaded images correctly? Named them with artists name eg. *Abigail_Thomas_Untitled1*
- Secured Public Liability Insurance?
- Read and understood the Terms and Conditions?

By submitting this form, you are acknowledging that you have read and understood the Berwick Open Studios Terms and Conditions.

What next?

Curatorspace does not automatically send you a confirmation email once your application is complete, however, we will send you a PDF copy of your application for your records as soon as we can, along with a link to an anonymous monitoring form to complete. If you do not receive this within 5 days of you submitting, or 1 day before the deadline, you can review your submissions at any point either on the opportunity page on curatorspace.com or in your account area, where you can see all submissions, you have made and their current status. If in doubt, email us:

berwickopenstudios@gmail.com

We will be reviewing and accepting applications throughout the application period, so you might hear from us before the deadline.

You will hear if you have been accepted to take part in Berwick Open Studios 2026 by 24th June at the latest.

Berwick Open Studios 2026 is funded by Create Berwick – a designated Culture and Creative Zone (CCZ), funded by the North East Combined Authority and Northumberland County Council.

Contact: berwickopenstudios@gmail.com

Website: <https://createberwick.co.uk/berwickopenstudios/>

Socials: Instagram: @berwickopenstudios & Facebook: [facebook.com/BerwickOpenStudios](https://www.facebook.com/BerwickOpenStudios)

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