

Horsham Regional Art Gallery Community Gallery Information Booklet

Step 1:
Information for Applicants



2026 Application Round open until:
Midnight, Sunday 4 January 2026

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1. About the HRAG Community Gallery



Image: Installation image, *Shirley Newton A Horsham Regional Art Gallery Community Gallery exhibition* (2 December 2023 – 4 February 2024)

The Community Gallery is located within the Horsham Town Hall, next to the Horsham Regional Art Gallery. It is an exhibition space that aims to provide opportunities for local artists, art groups and community organisations to display exhibitions of works of art. The Community Gallery offers a high-exposure venue and support from the Horsham Regional Art Gallery team. We hope that an exhibition in our Community Gallery space will be a safe learning environment to explore the practicalities of being an artist.

HRAG's Community Gallery is presented to support the development of local creatives, and so there is no exhibition fee to use the space.

The Gallery will provide:

- A fully staffed venue, open 10am to 4pm seven days a week.
- Administrative support and curatorial oversight.
- Artwork sales and exhibition installation support.
- Online promotional support – inclusion on Town Hall website, social media posts, as well as guidance for any additional collateral you might like to create.

2. How exhibitions are selected

Exhibition proposals are reviewed every six months by a committee. The application process helps pull together all the information we need to host your exhibition and is intended to be part of the learning experience for exhibiting artists and groups. Reading this information booklet is the first step of the application process and gives you all the information you need.

When deciding which exhibitions we will display, the committee will take into consideration the clarity of each application and the diversity of the overall exhibition schedule. We want to ensure that there is always something new and different being displayed in the Community Gallery.

We reserve the right to make final decisions determining the exhibition dates and installation of works, what events can be scheduled and the extent of any marketing support provided by the Gallery team.

Assistance putting together your Expression of Interest.

- Applications cannot be submitted in hardcopy; however, you can contact the Gallery to schedule a meeting with a Gallery staff member for assistance. If you require assistance to complete any part of your application, please contact the Gallery by email; hrag@hrcc.vic.gov.au or phone (03) 5382 9575.

3. Eligibility to apply

Applications are open to all Victorian residents, however, to exhibit in the Community Gallery, the applicant should meet at least one of the following criteria.

Solo Exhibition > you are:

- A resident of Horsham or surrounding Local Government Areas of West Wimmera, Hindmarsh, Yarriambiack, Northern Grampians, Southern Grampians or Glenelg.
- An applicant living outside of these areas who can demonstrate a strong connection to the region.

Group Exhibition > your group is:

- Based in the LGAs described above (can be formal or informal group).
- An arts organisation or not-for-profit.
- A school, university or TAFE group.
- An historical or cultural community group.

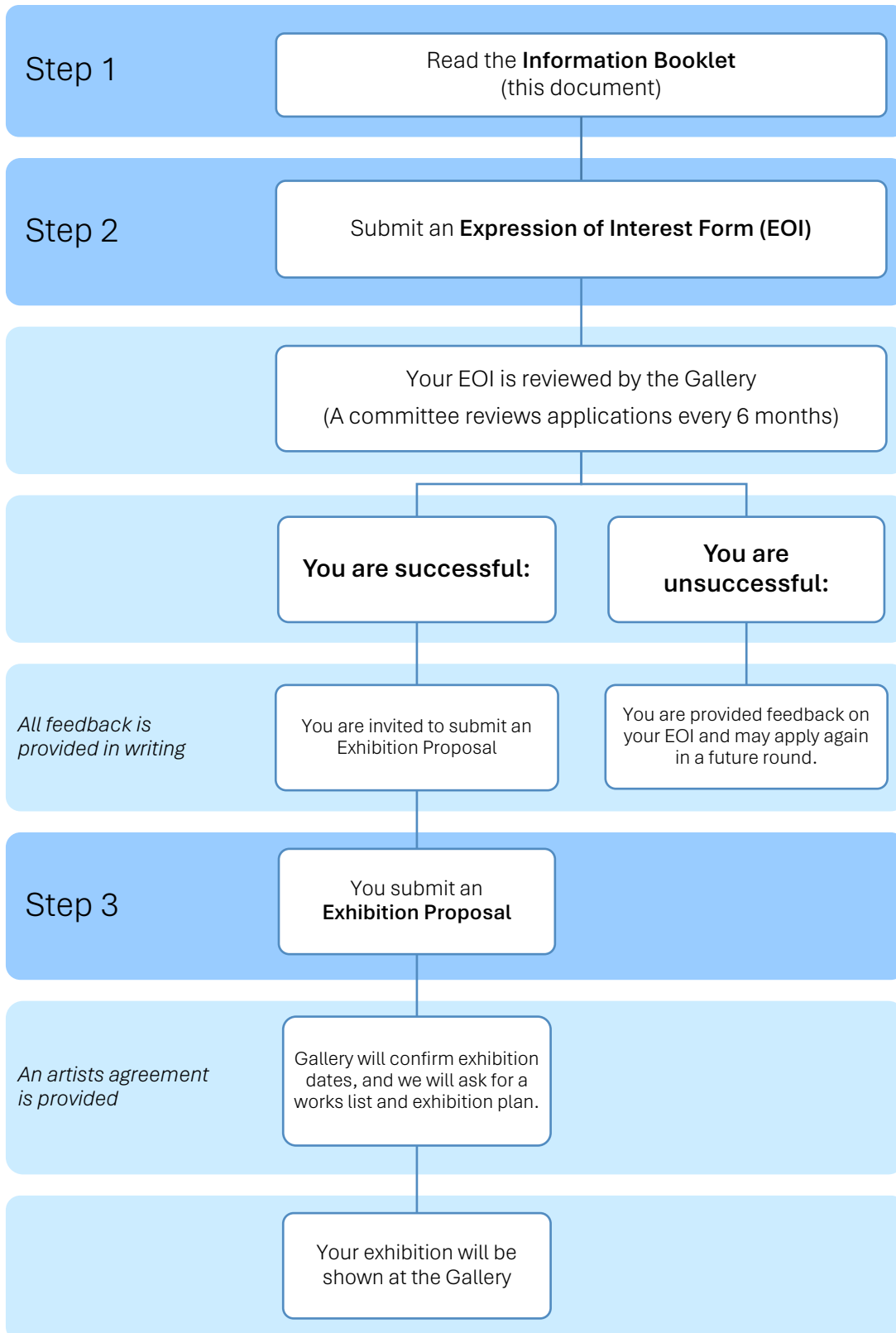
4. Priority areas



Image: Horsham Regional Art Gallery. Photo: Jesse Marlow © 2015

- We prioritise applicants who live in Horsham and surrounding Local Government Area.
- Applicants from outside these areas who can demonstrate a strong connection to the region may also be prioritised. A strong connection can be defined as: born in the region; currently working or studying in the region; previously lived in the region.
- Your application might be unsuccessful, and, in this case, feedback will be provided to you. This feedback might include recommendations about other potential avenues to explore, or advice so you can resubmit in a future round.
- Requests for support provided by the Gallery to submit your application must be coordinated through the Gallery Curator or Director and will be in the form of a scheduled meeting with a Gallery staff person. We can't write your application or polish your idea for you, and it is not our remit to coordinate the development of works of art.
- Artists/groups are welcome to exhibit every three years, therefore those who have recently exhibited in the Community Gallery must allow this time to elapse before applying again.

5. The application process



6. Gallery specifications

- **Running metres (wall width):** 11 metres.
- **Wall height:** 3 metres.
- **Floor metres:** 11 m (long) x 1 m (deep).
- **Climate control:** No humidity or temp. control (air conditioning only).
- **Hanging system:** Works can be affixed directly to wall (all walls are plasterboard with plywood backing).
- **Floor fixtures?** No, we cannot screw works into the floor.
- **Ceiling fixtures?** Yes, we may be able to hang objects from the ceiling.
- **Exhibition furniture:** Yes, some plinths, vitrines and other exhibition furniture may be available.
- **Lighting:** Standard track lighting, some natural indirect light.
- **Technical/AV:** Yes, we have televisions and headphones.
No we cannot accommodate projections.

7. Making sure your works of art are ‘exhibition ready’



Image: A work of art displayed safely on a plinth, under a vitrine.

Works of art need to be completed and ready for install - in other words - ‘exhibition ready’. We reserve the right to omit works deemed unsafe to display, or unfinished. To ensure your works are exhibition ready, check the following things:

Electronic works - have your works been tested and tagged?

We cannot display any electronic works that have not been tested and tagged. We can suggest some local electricians, or we can organise this for you in-house (for a fee).

Delicate or valuable displays.

Objects can be securely displayed on a plinth under a clear acrylic box (vitrine). You can speak to the Gallery about the specific sizes of our plinths and vitrines if you are invited to submit an exhibition proposal.

Three-dimensional works must be stable and secure.

Ensure that any works proposed for display sit securely and won’t wobble etc.

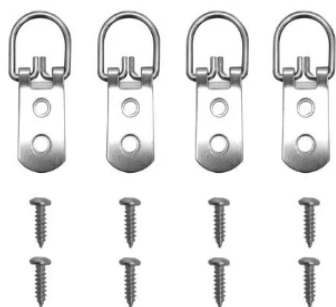
How much floor space will your works require?

Plinths and 3D works must fit within the floor metres of the space, that is, be no wider than 11 metres and no deeper than 1 metre. We cannot allow the exhibition space to overflow into the walkway.

Two-dimensional works to be fixed to the wall:

- **Are D-rings attached to the back of the work?**

On the back of the work (the verso), D-rings must be fixed to BOTH the left and right side. They should be placed about one-third from the top of the work. D-rings come in many shapes and sizes, pick the right ones for your work based on how heavy it is.



Heavier d-rings suitable for >10 kilo works

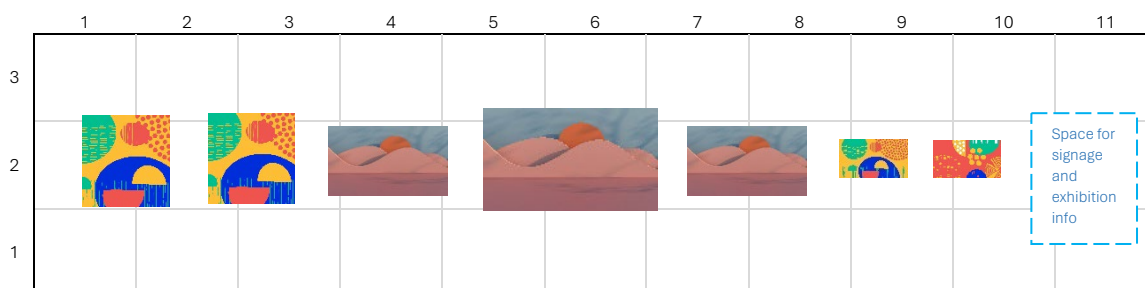


Lighter d-rings suitable for <10 kilo works

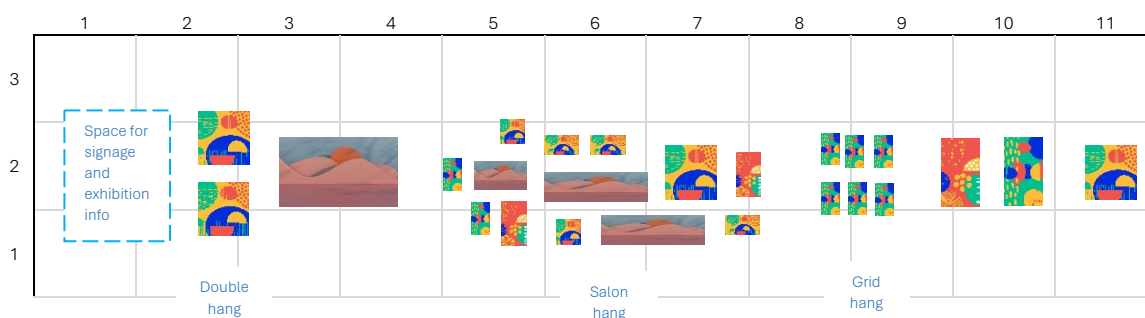
- **Have you got enough work (not too little, not too many) for the space?**

The exhibition wall is 11m long. Have a think about the size of your works, and don't forget to include space for signage, plus a paragraph or so explaining your exhibition. Ideally, a 40 to 50cm gap needs to be in between works.

Here's an example with larger works:



Here's another example, which includes smaller works in a 'salon hang' and 'double hang' arrangement:



- **Do you have the information needed to create wall labels?**

We ensure that all works of art are properly attributed, using the following information.

Artwork Caption Element:	Required, Recommended or Optional?	Notes / Examples
Title of work	Required	<i>Example:</i> <i>'A Wimmera Landscape'</i>
Year of creation	Required	<i>Examples:</i> • 2024 • 2021-2025 (if the work was created over multiple years) • c.2024 (meaning circa, if the exact date cannot be recalled)
Medium	Required	<i>Examples – there are several and you can create your own, here are just a few.</i> • Oil on canvas • Linocut on paper • Ceramic
Creator's Name	Required	<i>Example:</i> • Pablo Picasso
Creator's country of origin	Recommended	<i>Examples:</i> • Australia • Spain / Australia
Creator's year of birth and year of death (if applicable)	Recommended	<i>Examples:</i> • 1984 • 1984-2025
Creator's origin or language group	Optional	<i>Example:</i> <i>Wotjobaluk</i>
Collection attribution (if applicable)	Optional	<i>Examples:</i> • Artist's collection • Private collection (when anonymity preferred) • [name of owner] collection
Copyright acknowledgement	Optional	<i>Examples:</i> • © the artist • © [name of artist] Trust/Estate (if deceased)

This information is used to acknowledge your work of art when exhibited, or when used in promotional material. For promotional material, we will not:

- Use your image for any purpose not aligned with an exhibition (without your consent)
- Crop, alter, distort, touch-up, or edit your work in any way (without your consent).

8. Sale of works

- If you would like, your works of art can be made available for sale through the Horsham Regional Art Gallery Shop during your exhibition. This is not compulsory.
- If a work of art is sold, we place a red dot on the wall label, and the work of art remains on display in the Community Gallery for the duration of the exhibition. The buyer can then come to pick it up.
- If this is your first sale – we have templates and other information prepared to assist you learn the process of invoicing for sales. Our intention is that this element of the project is also a part of the learning process for artists, and so we have template artist invoices to share with you and can give you practical advice on how sales often work in commercial galleries.
- To sell works of art through the Gallery Shop, you will be established as a consignment stockist. The Gallery Shop will retain a 20% percentage of all sales.
- Once the exhibition has concluded, any unsold works must be collected by you.

9. Copyright

- Copyright is important to artists, so we wanted to be sure you understand your rights. The copyright of your work of art always remains your property, and the Gallery will not use any image or reproduction for commercial purposes.
- Images of the artworks within the exhibition/project may be used to promote the exhibition/project and the activities of the Gallery. Exhibitors will need to provide permission to the Gallery to use images of works from the exhibition/project for marketing and promotional purposes online via the Gallery's website, social media pages and other hardcopy publications.

Good luck!

Next steps:

Thank you for your interest in the HRAG Community Gallery.

Next, you will need to submit an Expression of Interest. This EOI cannot be submitted in hardcopy; however, you can contact the Gallery to schedule a meeting with a Gallery staff member for assistance to complete this application.

If you require assistance to complete any part of your application, please contact the Gallery by email; hrag@hrcc.vic.gov.au or phone (03) 5382 9575.