**WEST CORK CRAFTS**

**MEMBERSHIP APPLICATION**

**WHAT IS WEST CORK CRAFTS?**

West Cork Crafts is a non-profit shop based in the heart of Skibbereen, which is run on a co-operative basis by the artists and crafters themselves.

'The Core Group members', alongside a small group of ‘Shop Sitting members’ are the people who take care of the day to day running of the shop, including sales, promotion, website, accounting, admin and facilities etc.

The other members (you), pay a membership fee to essentially rent a display space within the shop; with a small commission fee taken from your sales.

**WHAT ARE THE COSTS OF BEING A MEMBER?**

Our current membership fee is €50 per month, per member; taken at the end of each month directly from the previous months takings.

Our current commission is 20% on all sales, and may it be suggested that 20% is added to current retail prices to allow for this.

The commission, alongside the membership fee, is deducted at source by West Cork Crafts; with the remainder of the monthly sales takings being paid by direct transfer to your bank account at the end of each month.

**We would like to make clear that all fees and commission collected go straight to the running of West Cork Crafts, by way of rent, shop rates, heating, website charges, advertising, shop improvements, packaging and general day to day costs. The membership fee and commission remain at the same rate throughout the year, even in the quiet months (as do our overheads), so consider this before applying.**

**WHAT ARE OUR AIMS, OBJECTIVES & BENEFITS?**

* To provide local artists and craftspeople a place where they can display and sell their work at very affordable prices. The relatively low cost per member relies on having sufficient members, with each paying their share and doing their bit to help the project.
* To provide access to the webshop (www.westcorkcrafts.com); created to showcase as much members work as possible. We provide a free online members directory, which includes a photographic slideshow of each member's work, a brief biography, a link to corresponding websites or social media, and the possibility to sell some of your items in our online shop.
* To curate and display all members work as equally as is possible; freshening up and moving displays when needed.
* To provide advertising and publicity for our members and the shop. We run adverts in the local newspapers (even featuring in the Irish Independent previously), and have a Facebook and Instagram page. We also have leaflets and business cards dotted around the county, letting people know about us and our whereabouts.
* To provide a detailed record of all sales made through the shop; by both processing it through the till and noting it in the relevant days diary. Each member is allocated a till number, which we ask is present alongside the price on each of your products, so we can always keep a detailed record of what has been sold for daily, monthly or yearly reports. This is by no means a stocktaking system, and we insist that members take responsibility for that side of things.
* To transfer your shop takings by direct transfer into your bank account each month.
* To provide public liability insurance cover.

**WHAT’S INVOLVED IN BEING A MEMBER?**

When joining West Cork Crafts we ask that you join for six months initially. Obviously there are busy months (summer season and Christmas), and not so busy months, and six months will allow you to see the ups and downs, and give you an indication of whether this is the best selling platform for you.

Although you’re not contractually bound, we ask that you give us one months notice of any intention to leave; just out of courtesy, and so we have time to go through applications and our waiting list to find a suitable replacement. Keeping the shop at its full capacity is one of our main priorities and paramount to keeping the shop open.

On occasion (once/twice per year) we offer a 10% discount to our customers. These discounts will be part of an event organised and advertised by us. We also offer our members a 10% discount on other members products all year round.

**WHAT DO YOU GET FOR YOUR MEMBERSHIP FEES?**

* Permanent showcase for your work in a fully maintained high street shop in Skibbereen
* No shop sitting or sales experience required
* Access to a hassle free webshop presence
* Advertising and promotion through social media (Facebook, Instagram) included
* Use of credit card facilities
* Monthly payments for your sales; straight into your bank account
* Full insurance on your stock whilst it’s in the shop

**WHAT ARE THE TERMS AND CONDITIONS OF MEMBERSHIP?**

* Minimum membership of six months.
* All products must be the members own work (nothing imported or not of their own making).
* All products to be made within Cork County.
* Members must provide us with a good quantity of stock at regular intervals, and be able to restock within 7 days of asking.
* The curating and display of all products in the shop is the sole responsibility of the Core Group, and we reserve the right to remove items from display at any time.
* All work must be of a similar standard to the work initially approved.
* Major changes to work (such as selling knitwear when the original approval was for 2D art) must be approved by the Core Group in advance of display.
* Members are to ensure that all items are clearly labelled with their membership till code and retail price on preferably printed, white stickers.
* Members will agree to a 10% discount of their work when purchased by other members, and to taking part in any 10% off discount events hosted by West Cork Crafts.
* Members must operate their own stocktaking system.
* Members will provide photographs of their work (licencing West Cork Crafts to use these photos freely), and a short biography, which can be used on our website and in the shop to promote products.
* Members will be responsible for their own tax/social welfare obligations.

**On submission of your application, we’d appreciate a selection of good quality images of your work. We may at a later date, also ask for samples.**

**Filling out the application form is by no means a guarantee to being offered a place in the co-operative. Looking for new members always attracts a great deal of interest and our decision on who we accept will come down to a number of factors, and not just first come first served. This will include taking into account our current members (and whether there will be conflictions of interest), how much space we actually have available to offer you in relation to your product, diversity of product and whether it fits well with the look and feel of the shop.**

**Return** **this** **application form** **by** **either** **e-mailing** **it** **to** **westcorkcrafts@yahoo.com** **or by popping into the shop at 4 Bridge Street, Skibbereen**

**MEMBERSHIP APPLICATION FORM**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Link to Facebook Page: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Link to Instagram Page: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Description of your Art or Craft: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Price of products: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Particular needs for display of work (e.g. wall space, lighting):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Other current stockists: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**I would like to apply to become a member of West Cork Crafts, and I agree to the terms and conditions outline above.**

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dated:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Feel free to contact us with any questions or queries, preferably by e-mail only**

**Email: westcorkcrafts@yahoo.com**