

Registration Form



Register of Craft Enterprise

For Active Craft Businesses

To qualify for inclusion on the Crafts Council of Ireland (CCol) Register of Craft Enterprise you must complete ALL sections of FORM A and:

- Be a craftsperson as defined in no. 1 below **or**
Be a product designer as defined in no. 1 below
- Be an Irish or non Irish national who is permanently resident in the Island of Ireland **or**
Be an Irish national who is permanently resident outside the island of Ireland
- Be practising one of our listed craft disciplines (see Appendix A)

Registration Benefits

- Registration is currently free
- Receive notification on participation on CCol projects and programmes, eg. Enterprise Development & Training, Retail, Collector and Gallery Programmes
- Have a personal page on the CCol website
- Receive discounts and special rates for events, publications etc.
- Receive the CCol Newsletter and e-bulletins.
- Participate in CCol insurance schemes: VHI Health Insurance, Personal Accident and Public Liability Insurance

1. Who can register?

To qualify for inclusion on the Crafts Council of Ireland Register of Craft Enterprise you must fulfill one or more of the following criteria:

- Be a **craftsperson**, which the Crafts Council of Ireland defines as one who:
Has mastered the necessary skills to exercise direct control over the shaping and fashioning of materials in order to produce objects based either on traditional patterns or on innovative and original designs, offering the resulting object for sale.
- Be a **product designer**, which for the purposes of inclusion in the CCol Register is one who either:
(a) ... creates original product designs and controls the manufacture of objects (as defined by CCol) based on those designs via secondary manufacturers within Ireland or the EU, offering the resulting objects for sale under the product designer's own trading name **or**
(b) ... creates original product designs and who sells or leases the intellectual copyright of the designs to craftspeople who create objects (as defined by CCol) based on the designs, which are then offered for sale under the craftsperson's own trading names.

2. What to do/checklist

- Complete Form A in full
- Attach a minimum of 2 images that best represent the work you do.
Applications received without images will not be processed
- Soapmakers must include a copy of a chemist's Toxicological Assessment for their products
- Complete Form B if choosing to have a personal page on the CCol Website with a maximum of 6 product images

Associate Registration

For the Wider Craft Community

To qualify for associate registration you must complete sections 1, 2, 4 and 8 of Form A and fulfill one of the following criteria:

- Be an employee of a registered craftsperson
- Temporarily inactive/retired craftsperson
- Hobbyist who does not sell work
- Be an art / craft / design student at a recognised 3rd level college
- Trainee of CCol course
- Graduate of CCol course
- Be a 3rd level craft lecturer

Associate Registration Benefits

- Registration is currently free
- Receive notification on participation on CCol projects and programmes, eg. Enterprise Development & Training, Retail, Collector and Gallery Programmes
- Receive discounts and special rates for events, publications etc.
- Receive the CCol Newsletter and e-bulletins

What to do/checklist

- Complete sections 1, 2, 4 and 8 of Form A in full
- Submitting an image of work is optional

Image Criteria

Images may be supplied in hard copy format or digital format and must fulfill the following criteria:

- The image must be of good quality, with the object clearly visible in the foreground of the image
- Digital images must be supplied at 600 pixels at 72 dpi

Return completed application form and images to:

Registration
Crafts Council of Ireland
Castle Yard
Kilkenny

T: 00 353 (0)56 7761804

F: 00 353 (0)56 7763754

E: registration@ccoii.ie

W: www.ccoii.ie

*** INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE SENDER**

Form A

★ 1. Contact Details

(please tick box to indicate if you do not want any particular information on your web page)

- | | | | |
|--|--------------------------|----------------------------|--------------------------|
| 1) Craft Enterprise Name: | <input type="checkbox"/> | 6) County: | <input type="checkbox"/> |
| 2) Craftperson's Name: | <input type="checkbox"/> | 7) Postcode: | <input type="checkbox"/> |
| | | 8) Country: | <input type="checkbox"/> |
| 3) Craftperson's Surname: | <input type="checkbox"/> | 9) Telephone: | <input type="checkbox"/> |
| | | 10) Mobile: | <input type="checkbox"/> |
| 4) Business Address: | <input type="checkbox"/> | 11) Fax: | <input type="checkbox"/> |
| | | 12) E-mail: | <input type="checkbox"/> |
| 5) Town: | <input type="checkbox"/> | 13) Website: | <input type="checkbox"/> |

Please note sections and/or questions marked with an asterix* indicate this information may be published on the CCOI website, following your consent.

2. Personal Information

- 1) **Date of Birth:**
- 2) **Nationality:**
- 3) **Occasionally members of the media wish to contact Irish speakers.** Do you have conversational Irish? Yes No

★ 3. Product Information

- 1) **Craft Discipline(s):** Select a maximum of 3 from Appendix A stating your main discipline first
-
- 2) **List materials commonly used (keywords only) ie. plastic, wool, steel:**
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-
- 3) **List objects made (cups, lamps etc.):**
-
-
- 3) **Price Range of goods produced:** Under €25 €26 – €50 €51 – €100 €101 – €250 Over €250
- 4) **Please pick the PRIMARY Market Category your product ranges fit into** (indicate with a P).
If appropriate, please also select a SECONDARY Market Category your product ranges fit into (indicate with an S).
- Giftware Homeware Fashion Jewellery Accessories Furniture

4. Education/Training

- 1) **Where did you acquire the skills required for your craft or design related business?**
- Self taught Apprenticeship Education or training institution
- 2) **If you attended an educational or training institute, please give details:**
- Institution attended:
- Year commenced:
- Year completed:
- Qualification obtained:
- *3) **Do you run craft courses/workshops?** Yes No

Form A (continued)

Please note sections and/or questions marked with an asterix* indicate this information may be published on the CCoI website, following your consent.

5. Business information

- 1) **What year did your business commence?**
- 2) **Status of the business:** Sole Trader Limited Company Member of a Co-op Partnership
- 3) **Do you export?** Yes No **If yes, where?** America Europe Other
- 4) **How many owner/managers are there?**
- 5) **How many employees do you have (excluding yourself(ves) as owners)?** Full Time Part Time Seasonal
- 6) **Location of the business:** Urban Semi Urban Rural
- 7) **Have you been a client of any other agencies?** (eg Enterprise Board, LEADER group, Enterprise Ireland)
Name:
- 8) **Do you?** Wholesale Direct retail Sell on commission
- 9) **Indicate your main market:** Mainstream (ie. Craft Retail Outlets) Collector (ie. Commissioning Market)
- 10) **What percentage of your time is spent working in your craft business?** 0-25% 26-50% 51-75% 76-100%
- 11) **What percentage of your annual income comes from your craft/ product design business?** 0-25% 26-50% 51-75% 76-100%
- 12) **Do you want to be involved in the CCoI's insurance schemes?** Yes No
- 13) **Are you a member of any guild, association or network?** If so, which one(s)

6. Work /Product Description

- 1) **Give a brief statement outlining the processes involved in producing your work (for assessment purposes only):**
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-
-
-
-
-
-
-
-

7. Image Submission

- 1) **Two images of my work are attached as per image criteria**

8. Consent

- 1) **Do you consent to your details being disclosed to third parties?** For the promotion of Irish craft and for research purposes only: Yes No

I confirm that the details provided by me on this registration form are true and accurate and I agree to the terms and conditions of Appendix B.

Signed:

.....

Appendix A – Discipline List

Basketry including:

Rushworking

Bookbinding

Bookmaking

Candlemaking

Ceramics including:

Carved
Casting
Hand Built
Jiggered and Jolleyed
Thrown

Tilemaking

Mosaic

Fly Tying

Fresco Painting

Furniture Making including:

Furniture Making – Metal
Furniture Making – Wooden

Glass Making including:

Blowing
Casting
Engraving
Etching
Fusing
Mosaic
Painting/Enamelling
Stained

Horology

Jewellery Making

Non-Precious

Jewellery Making/

Goldsmithing Precious

including:

Chasing
Enamelling
Engraving
Lapidary
Repoussé

Leather Working

Lettering including:

Calligraphy
Letter Carving
Letter Cutting

Metal Working/Large Scale,

Non-Precious including:

Casting
Enamelling
Forging
Welding
Wire Working

Mixed Media Constructing

Musical Instrument Making

Paper Working including:

Card Making
Découpage
Papier Maché

Papermaking

Printmaking including:

Etching
Lithography
Screen Printing

Silversmithing/Holloware

Soapmaking

Spinning

Stone Working including:

Carving
Wall Building

Textile Making including:

Felting
Knitted/Crocheted
Macramé

Textile Making – Lace Making including:

Lace Making – Bobbin
Lace Making – Carrickmacross
Lace Making – Limerick

Textile Making – Millinery

Textile Making – Surface

Patterned including:

Painting
Batiq
Printing
Devore

Textile Making – Stitching including:

Applique
Embroidery
Needlepoint
Patchworking
Quilting

Textile Making – Tufting

Textile Making – Weaving

Loom
Tapestry

Thatching

Toymaking including:

Automata Making

Woodworking including:

Boatbuilding
Carving
Joinery
Marquetry
Turning

Appendix B – Terms & Conditions

I understand that the provision of inaccurate information on this form by me will lead to automatic removal from the Crafts Council of Ireland (CCol) Register of Craft Enterprise and subsequent exclusion from all CCol schemes, projects and services. I note that the Crafts Council of Ireland reserve the right to refuse any application to the Register of Craft Enterprise where the applicant is not eligible under any of the required registration criteria as outlined in this form.

The CCol reserves the right to alter, change or amend these criteria for application at any time and without prior notice and I hereby accept that as a result of a change in such criteria, I and/or my business may no longer be eligible for entry on the Register of Craft Enterprise without loss, cost or compensation.

Crafts Council of Ireland
Castle Yard
Kilkenny

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