

Creative Spaces | Shop 54 12-Month EOI Application Form

Form Preview

Expression of Interest

* indicates a required field

Before you begin:

This is an expression of interest for a 12-month [Creative Spaces](#) Licence at Shop 54, 54 Errol St, North Melbourne. Please ensure you fill out all fields for your application to be considered.

Each applicant must complete and submit all sections of the form.

You must visit the space before submitting an application.

Site visits to inspect the Premises are available on the following dates:

- Friday 8th November, 12pm
- Friday 15th November, 12pm

If you are unable to visit on the above listed dates, you are welcome to designate a proxy or contact [Creative Spaces](#).

Please ensure you have read and viewed the [Guidelines](#).

Successful applicants will enter into a licence agreement outlining obligations and terms and conditions.

Below is a brief outline of the attachments and uploads required to complete this form:

- **Individual applicants will provide a current CV related to your creative practice and up to 6 images of your work.**
- **Businesses and/or organisations will provide details about your business or program.**
- **Supporting material (such as articles, catalogues, audio or video files).**
- **A timeline including move-in date.**
- **Two reference letters.**

Creatives who have specific needs or require additional support to complete and submit an application (which could involve using an alternative format) can seek assistance in the following ways:

Deaf and Disabled artists

Applicants can contact Arts Access Victoria (AAV) for resources and support. Contact info@artsaccess.com.au or phone (03) 8640 6001.

If you are deaf, hearing-impaired, or speech-impaired, contact us via the National Relay Service 133 677 (ask for 03 9658 9658) or email creativespaces@melbourne.vic.gov.au

Artists from culturally diverse backgrounds

Applicants can contact Multicultural Arts Victoria (MAV) for resources and support. Contact office@multiculturalarts.com.au

Our multilingual information telephone service provides access to [translators](#) and information in different languages.

Technical assistance

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Refer to the SmartyGrants [Help Guide](#) for technical assistance. The [SmartyGrants](#) support desk is open 9am - 5pm Monday to Friday. Contact service@smartygrants.com.au or 03 9320 6888.

Please contact creativespaces@melbourne.vic.gov.au or on 03 9658 9893 with any concerns or queries you may have regarding the application process.

Shop 54

The shop you are applying for is **Shop 54**

Please refer to the refer to [Floor Plan](#) for more information on site specifications.

Shop 54:

- 47.3 square metres shopfront (approx.)
- \$1,600 per month + GST

I have read and acknowledge the Shop 54 Guidelines. *

☐ Yes

Applicant Details

* indicates a required field

Applicant *

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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This person will be listed as the primary licensee

If sharing, please indicate if you are the primary contact person

☐ I am the primary contact person for administrative purposes

Only one person entering a shared studio should tick this box

What is your art form? Please select all that apply. *

☐ Visual arts ☐ Multimedia ☐ Design ☐ Fashion ☐ Music ☐ Theatre/Live Art ☐ Dance ☐ Workshop ☐ Creative Retail ☐ Gallery/Exhibition ☐ Education/Workshops

Other

Creative Spaces supports expressions of interest from organisations, businesses and individuals working in partnership who may wish to share a space. In this instance, one application with all parties details is to be submitted.

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Are you applying as group?

- ☐ Yes
☐ No

Do you share the same art practice?

- ☐ Yes
☐ No

Please list all creative practitioners, businesses and organisations who will share the space.

Application trading name

Applicant Trading Name (if applicable)

Applicant ABN (if applicable)

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Applicant Postal Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Applicant Primary Phone Number *

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Must be an Australian phone number.

Applicant Primary Email *

Must be an email address.

I confirm that I am over the age of 18 years *

☐ Yes

Applicants must be over the age of 18 to qualify for a studio

Do you identify as Aboriginal and/or Torres Strait Islander?

☐ Yes

☐ No

Is your business/organisation Aboriginal and/or Torres Strait Islander owned or operated?

☐ Yes

☐ No

Creative Evaluation

* indicates a required field

Your Creative Practice: 40%

Would you describe yourself as *

☐ An emerging artist / creative practitioner / organisation

☐ A mid-career artist / creative practitioner / arts organisation

☐ An established artist / creative practitioner or an established arts organisation

☐ Other:

Provide a brief overview of your creative organisation or creative practice: 200 words max. *

Word count:

Must be no more than 200 words.

Please describe how your practice/organisation/business will use the space(s) and how you will enliven the shop front: 400 words max. *

Word count:

Must be no more than 400 words.

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Please provide an outline of the promotional activities you will be undertaking: 200 words max *

Word count:

Must be no more than 200 words.

What types of tools/equipment do you use in your practice?: 200 Words max *

Word count:

Must be no more than 200 words.

Does your work involve the use of dangerous goods or hazardous substances?

- ☐ Yes
☐ No

Please attach your procedure for the management of dangerous goods.

Attach a file:

Will you be using Aboriginal or Torres Strait Islander stories or cultural material that is not your own?

- ☐ Yes
☐ No

Please provide evidence of community consultation and cultural permissions.

Creative Sector Engagement: 40%

If applying as a group, please provide examples from all parties.

How does your practice engage with the wider creative sector? *

Word count:

Must be no more than 200 words.

Who uses and/or benefits from your business and/or art practice? *

Word count:

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Must be no more than 300 words.

Why is your practice / service / business a great addition to the City of Melbourne's creative industry? *

Word count:

Must be no more than 300 words.

Financial Capacity: 20%

How much rent do you currently pay per annum? *

Must be a number.

Please provide details of your financial capacity to commit to the licence. *

Revenue streams, income against costs, grants and funding etc

History

Have you managed a shop front or a public facing space previously? *

- ☐ Yes
☐ No

If applying as a group, please provide examples from all parties.

Where was your previous space and what was your reason for leaving?

How often do you intend to use the space at Shop 54? *

Licensees are expected to open the shop 5 days per week.

How many people/bodies will be occupying the shop at the same time? *

Access requirements

If applying as a group, please provide details from all parties.

Do you have any access requirements we should know about? *

- ☐ Yes
☐ No

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Please tell us your access requirements below:

Supporting material

If applying as a group, please provide examples from all parties.

Please provide material to support your application. We require up to six examples (this can be of previous work or the actual work you are proposing for the space) and accept other supporting material including portfolios, CVs, peer/industry support letters, reviews, websites and social media.

Please attach your proposed timeline - including move-in date *

Attach a file:

Attach up to six files of your work, upload file(s) *

Attach a file:

Tip: You can select multiple files from the same folder on your computer to upload them at the same time.

Upload file(s) *

Attach a file:

Upload file(s) *

Attach a file:

Upload files(s) *

Attach a file:

Upload file(s)

Attach a file:

Upload file(s)

Attach a file:

References, CV's or business / organisation detail

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Businesses / Organisations please consider attaching documents such as your annual report, business strategy or business plan.

First reference letter *

Attach a file:

Second reference letter *

Attach a file:

Individual applicants please attach a current CV that outlines any relevant qualifications and/or work experience.

Attach a file:

Businesses applicants please attach any reports, business plans, and other relevant documents that supports the application.

Attach a file:

Website (optional)

Social media handles, audio/video web links

Advocating for the Creative Spaces Program

How will you advocate for the Creative Spaces program? (select all options that apply)

- ☐ Tag Creative Spaces in social media posts
- ☐ Mention Creative Spaces or my shop in my social media bios
- ☐ Acknowledge Creative Spaces or my shop on my website
- ☐ Mention my shop or Creative Spaces as part of a media article/interview
- ☐ Include the Creative Spaces program acknowledgement and/or logo on either event materials, an artwork description or elsewhere
- ☐ Other:

Data Collection & Submission

* indicates a required field

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What age group do you fit in? *

- ☐ 18-24
- ☐ 25-34
- ☐ 35-44
- ☐ 45-54
- ☐ 55-64
- ☐ 65+

How do you identify? *

- ☐ Female
- ☐ Male
- ☐ Non-binary
- ☐ Prefer not to say

Please indicate if you identify with one or more of the following groups:

- ☐ Aboriginal or Torres Strait Islander
- ☐ Culturally and Linguistically Diverse
- ☐ Living with a disability
- ☐ From regional or remote communities
- ☐ LGBTQI+
- ☐ Prefer not to say

Why are you interested in a Creative Spaces site? (tick all that apply)

- ☐ Access to the city
- ☐ Location
- ☐ Affordability
- ☐ Connection to other artists
- ☐ Security
- ☐ Council-run facility
- ☐ Reputation of good management
- ☐ Other:

How did you find out about Shop 54? *

- ☐ creativespaces.net.au
- ☐ Word of mouth
- ☐ Social media
- ☐ Newsletter
- ☐ Other:

Submit your application

By ticking this box, I abide by the terms above and confirm that all my information is true and correct *

- ☐ I agree

I confirm that I have completed a site visit (or designated a proxy). *

- ☐ Yes

I confirm that I will *

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- ☐ Provide proof of Public Liability Insurance coverage of \$20 million for the duration of occupation (upon commencement).
- ☐ Have any electrical appliances brought into the space test and tagged for electrical safety before use.
- ☐ Notify Creative Spaces of any material forming part of the project that is or may be controversial, prior to making the work public.
- ☐ Fill out a short six monthly project report throughout the duration at Shop 54.

I confirm that the above is my own work, or I have permission from all participants to include their work in this proposal. *

- ☐ Yes