

# Creative Spaces Guidelines

## Studio 2 – Boyd Studios

Boyd Studios

Boyd Community Hub  
Southbank

### EOI (Expression of Interest) Timeline

Applications open	Open now
Applications close	31 March 2026 at 4pm
Assessment period	April 2026
Notification of outcome	April 2026
Licence term	Commence April 2026 – 28 February 2027

*The City of Melbourne respectfully acknowledges the Traditional Owners of the land we govern, the Wurundjeri Woi-wurrung and Bunurong Boon Wurrung peoples of the Eastern Kulin and pays respect to their Elders past, present and emerging. We acknowledge and honour the unbroken spiritual, cultural and political connection the Wurundjeri, Bunurong, Dja Dja Wurrung, Taungurung and Wadawurrung peoples of the Eastern Kulin have to this unique place for more than 2000 generations. We are committed to our reconciliation journey, because at its heart, reconciliation is about strengthening relationships between Aboriginal and non-Aboriginal peoples, for the benefit of all Victorians.*

## Introduction

Operating since 2008, Creative Spaces is a City of Melbourne program providing affordable work and exhibition space and soft infrastructure via the Creative Spaces website. Currently supporting more than 150 artists and creative organisations, the program has a strong reputation and is seen as a leader in creative space provision. It partners with government and the private sector to identify, secure, develop and manage space across the municipality for creative use.

Creative Spaces is pleased to offer studio 2 at Boyd Studios for an 11-month licence term.

## About Boyd Community Hub

Boyd is the City of Melbourne's first integrated community service space, housing the Southbank Library, a cafe, family services, meeting rooms, artist studios, residency spaces and is surrounded by Boyd Park.

The Boyd Community Hub is undergoing a redevelopment to better serve the rapidly growing and diverse Southbank community. The project involves relocating and expanding the Southbank Library into a new 900m<sup>2</sup>-space within the adjacent Boyd Village building, and refurbishing and enhancing the existing Boyd Community Hub to provide expanded family and children's services, as well as introducing new spaces and programming for the community.

To stay up to date with these developments, please visit [Participate Melbourne](#) and sign up to the mailing list.

## Eligibility

Creative Spaces welcomes applications from community-engaged practices, organisations and artist collectives.

### The program does not support:

- Applications made by political organisations or activities that have a party-political purpose.
- Activities owned by the City of Melbourne and applications from Council employees including contractors.
- Applicants or activities that denigrate, exclude or offend parts of the community or that breach Commonwealth and State anti-vilification laws.

### Applicant eligibility:

- Community engagement and connection with the local community (highly desirable)
- Undertake the licence between April 2026 – February 2027
- Submit only one application by the closing date
- Attend a site visit

## Limitations

The studio is not well suited to excessively loud or odorous artforms. Practices that require the use of heavy machinery, extractor fans, and open flames are not suitable. There is no grease trap sink.

Due to the heritage nature of the building, the studio is not suitable for suspension of equipment or artworks from walls or ceilings.

Please get in contact with us to discuss your ideas and suitability for this space if they fall outside of the above-mentioned limitations.

## Licences

Studio 2 at Boyd School Studios is available for a licence from April 2026 - 28th February 2027\*.

Licensees may vacate the licensed area before the end of the licence term by giving one calendar months' notice in writing.

\*The schedule for redevelopment of the Boyd Hub and its surrounds may result in the licence end date changing.

### Key licence inclusions and licensee information:

- Applicants are required to attend a site visit prior to applying.
- The successful applicant is required to sign a licence agreement.
- Licensees are required to obtain Public Liability Insurance to the sum of \$20 million.
- All electrical items that enter the studio space must be tested and tagged.
- Licensees are required to work from their studios a minimum of twice per week.
- Any work created in the building and published in the public domain must contain the Creative Spaces logo and acknowledge the program.
- Licensees must contact Creative Spaces for approval before publishing or distributing any material containing the City of Melbourne and Creative Spaces logos.
- Intellectual property: Copyright of any works created during the licence term remains with the creator.
- Licensees will allow Creative Spaces or City of Melbourne's property team to conduct building inspections or maintenance as required.
- The licensee must keep the licensed area clean and in good repair and condition.
- The studio space must not be damaged or altered.
- The licensed area is accessible 24 hours a day.
- All licensees must comply with EPA (Environment Protection Authority) and local laws.
- The licence fee is invoiced monthly.
- Licensees must obtain written approval from the Creative Spaces Building Manager to make any modifications or alterations to the licensed area.
- As a licensee in a Creative Spaces managed space, we ask that you take every opportunity to advocate for the program. Please adhere to our logo guidelines.

## Costs

**Boyd Studios - Studio 2 rental rate \$1887.97\* per month\* + GST.**

\*Licensees are required to pay a security deposit equivalent to one months' licence fee, inclusive of GST.

Licensees are responsible for the general cleaning costs of their space throughout the licence term.

### Creative Spaces/City of Melbourne provides the following at no cost:

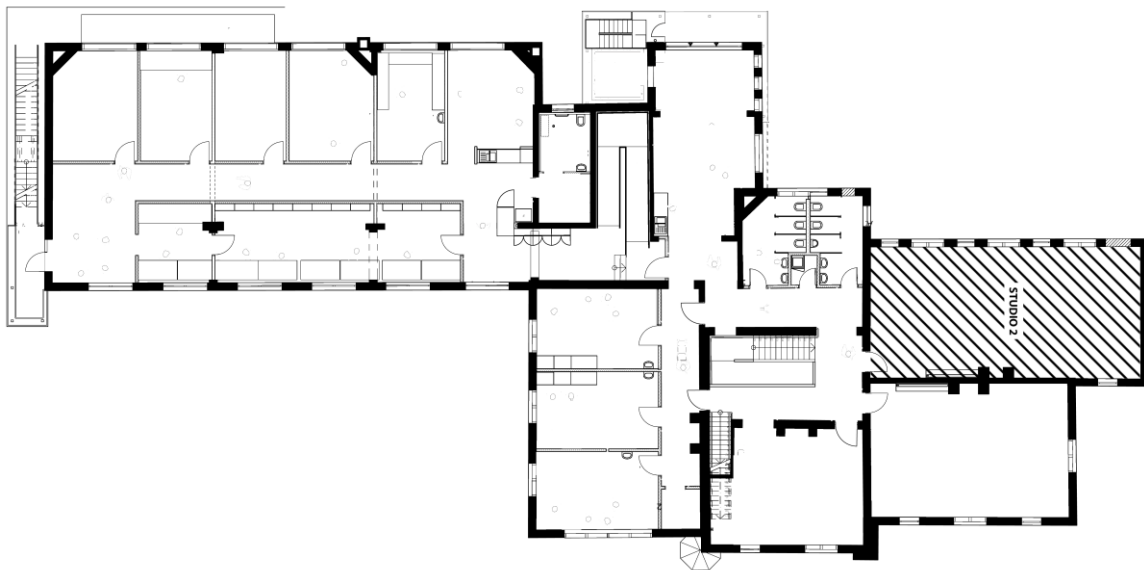
- \*First month's rent (is free of charge)
- Building maintenance
- Waste disposal
- Door plaque signage\*\*
- Cross promotion of your activity on Creative Spaces social platforms

\*\*Please note Creative Spaces creates signage using content supplied by the licensee, a template will be provided. All signage remains the property of Creative Spaces.

## Site details

- Location: Boyd artist studios, 207 City Road, Southbank
- Studio specifications: Studio 2 is approx. 74sqm, secure and features several large windows with good natural light, wooden floors, high ceilings, heating and air conditioning.
- There is a shared kitchen, bathroom, end of trip facilities and dining area close by.
- Access: Artists will have 24/7 swipe card access to the studio and the Boyd building facilities.

## Floorplan



## Application questions and Assessment criteria

Applicants are required to answer questions under the following subheadings:

- Your creative practice 40%
- Community and sector engagement 40%
- Financial capacity 20%

Applicants will be assessed against the following:

- Creative excellence, boldness and experimentation
- Demonstration of community outcomes and engagement and/or interest in exploring potential outcomes in Southbank
- How the studio space will benefit and advance their creative practice, organisation or collective
- Viability of the proposed creative medium and suitability to the space
- Financial capacity

## Assessment process

- Applications are assessed by a panel.
- Applications are kept confidential, and the contents will not be disclosed to any person outside the application and assessment process.
- The City of Melbourne does not seek to correct errors in applications or supporting material. Applications are assessed as they have been submitted.
- The City of Melbourne reserves the right to request further information in considering any application, as well as the right to reject any application that is ineligible or does not meet the assessment criteria.
- All applicants will be notified of the result of their application via email.

## Applying as a group

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

## Support material

Artistic and other support materials can strengthen and inform your application and will be reviewed as part of the assessment process. We encourage applicants to include support material related to their artistic or creative practice and/or proposal for the studio space. Applicants should consider quality of support material over quantity, including material that is relevant and strengthens the proposal.

Examples of support material could include:

- Plan for use of the space.
- Key CV summaries, portfolios, reviews, websites, and social media links.
- At least three images and descriptions of current, proposed, or past works.
- Peer/industry support letters (up to three consolidated into the one attachment).

## Sustainable practice

Applicants are encouraged to use resources wisely in the creation and delivery of their work. Successful applicants are expected to have a demonstrable commitment to sustainable practices.

## How to apply

1. Attend a walkthrough to view the space. To RSVP for the walkthrough viewing, please email [creativespaces@melbourne.vic.gov.au](mailto:creativespaces@melbourne.vic.gov.au) with a short description of your business/art practice and preferred walkthrough date from the options provided.

### Walkthroughs are scheduled for:

- **Tuesday 17 March at 2pm**
  - **Tuesday 24 March at 10am**
2. Read the guidelines thoroughly and preview the application form.
  3. Email the Creative Spaces team with any queries or if you need help with any part of the application process.
  4. Allow ample time to plan, gather support material and to draft your application (save as you go).
  5. Complete and submit an online application\* through SmartyGrants by the closing date. Late applications will not be accepted.

\*An application form will be sent to you following the attendance at a walkthrough.

## Assessment process

All applications are assessed by a panel of City of Melbourne staff.

Applications are kept confidential and the contents will not be disclosed to any person outside the application and assessment process. A summary description may be used in reports to Council.

The City of Melbourne reserves the right to request further information in considering any application, as well as the right to reject any application that is ineligible or does not meet the criteria.

The City of Melbourne does not seek to correct errors in applications or supporting material. Applications are assessed as they have been submitted.

Unsuccessful applicants are eligible to re-apply in future rounds in accordance with Creative Spaces guidelines.

The successful applicant will be published via City of Melbourne and Creative Spaces channels including social media, website/s etc.

All applicants will be notified of the result of their application via email.

## **Help available**

### **Application support**

Artists who have specific needs or require help to view, complete and submit an application (which could involve submitting an application using an alternative format) are encouraged to contact the Creative Spaces team via email at [creativespaces@melbourne.vic.gov.au](mailto:creativespaces@melbourne.vic.gov.au)

Applicants can also seek assistance in the following ways:

#### **d/Deaf and Disabled artists**

Applicants can contact Arts Access Victoria (AAV) for application support. Contact [info@artsaccess.com.au](mailto:info@artsaccess.com.au) or phone (03) 9699 8299.

If you are deaf, hearing-impaired, or speech-impaired, contact us via the National Relay Service 133 677.

#### **Technical assistance**

Refer to the SmartyGrants [Help Guide](#) or contact the support desk 9am - 5pm Monday to Friday on (03) 9320 6888 or email [service@smartygrants.com.au](mailto:service@smartygrants.com.au)

## **Disclaimer**

Please note that we reserve the right to update and modify the content within this guideline at any time without prior notice. While we strive to provide accurate and up-to-date information, it is advised to regularly check for any updates or revisions to ensure you have the most current version.

## **Controversial content**

As Boyd Community Hub is part of the public realm, any art works or products must take into consideration the experience of a wide range of people, including adults and children, who may encounter the work without warning. While patrons may choose to view explicit or controversial art works in theatres, galleries and other indoor spaces, creative practitioners must be sensitive to the experience of people who encounter the work unexpectedly in the public realm.

Successful applicants are required to notify Creative Spaces of any material forming part of their project that is or may be controversial, prior to making the work public, throughout the term of the license. The City of Melbourne reserves the right to request the applicant to remove content or to place the work in a controlled environment with a visible notice where the work is displayed. The wording and form of such notice must be agreed upon prior to its placement.