



# Creative Spaces Guidelines

## Guild 2026

Guild, 152 Sturt Street Southbank, 3006

### EOI (Expression of Interest) Timeline

Applications open	Open now
Application close	Thursday 12 March 2026 at 4pm
Assessment period	Mid-March 2026
Notification of outcome	Late-March 2026
License term (5 months)	1 April 2026 – 31 August 2026

*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.

## **About Guild**

**Guild comprises of a diverse collection of arts spaces in the heart of Melbourne's arts precinct.**

Creative Spaces, in partnership with the State Government via Creative Victoria, transformed over 1000m<sup>2</sup> of vacant retail space into a diverse collection of arts spaces in the heart of Melbourne's arts precinct. Demonstrating how space can be repurposed to meet demand for smaller arts spaces in a neighbourhood defined by major arts venues, Guild offers smaller tenancies suited to arts organisations and creative practitioners.

## **Eligibility**

Creative Spaces welcomes applications from artists, creative practitioners, businesses, festival hubs or HQs, and organisations who are looking for an inner-city shopfront location and will be ready to activate the space from April 2026.

**This is a short-term opportunity (5 months).**

The permitted use of this space is for creative industries. This includes creative arts, arts incubation, office, retail, design, gallery space, public talks, performance, and other creative industry uses to be agreed upon by Creative Spaces. Please get in contact with us to discuss your ideas and suitability for this space.

Contact Creative Spaces to discuss your proposal if it includes excessively messy or loud work - or sound or light practices including the use of audio, amplified music or sound/light emitting practices such as projection art.

All applications will be assessed individually on their merits by an assessment panel.

**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.

## Licences

Licence term: 5-months (1 April 2026 – 31 August 2026).

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

### Key licence inclusions and licensee information:

- Applicants are required to attend a site visit prior to applying.
- Applicants must abide by the permitted use mentioned in the Suitability section of these guidelines.
- The licensed area is accessible 24 hours a day.
- All licensees must comply with EPA (Environment Protection Authority) and local laws.
- Licensees are required to have all electrical items tested and tagged.
- The licence fee is invoiced monthly.
- The licensee must promptly repair any damage to the licensed area, or any part of the building caused or contributed to by the licensee and alert Creative Spaces. Licensees are required to return the space back to their original condition at the end of the license term.
- An induction will be conducted by the Creative Spaces Building Manager prior to moving in.
- Licensees are required to obtain Public Liability Insurance for the sum of \$20 million.
- Licensees must upkeep any minor maintenance, such as replacing light globes.
- The licensee must keep the licensed area clean and in good repair and condition.
- Licensees will allow City of Melbourne to conduct inspections and walkthroughs as required.
- 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](#).
- Licensees must contact Creative Spaces for approval before publishing or distributing any material containing the City of Melbourne and Creative Spaces logos.
- Restrictions on associated events, including openings, apply. Please contact Creative Spaces with any queries.

## Costs

**Tenancy 6 has a rental rate of \$1998 per month\* + GST.**

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

Licensees are responsible for their own internet connection and fees, and 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
- Awning 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: Guild, 152 Sturt Street Southbank, 3006.
- Studio specifications: The fit out of Tenancy 6 is indicated in the floorplan below. It includes a meeting room and two private, lockable rooms. It is important to note, that besides the kitchenette the interior will be unfurnished.
- Common Areas include shared bathrooms, kitchen and a large boardroom which is available to book free of charge by all tenants of the Guild.
- Access: Artists will have 24/7 swipe card access to the studio and the building facilities.

Other spaces located at the Guild include an outdoor paved and concrete walkway between Sturt and Moore Streets. Outdoor areas have built in concrete benches and raised tree plantings, and five external exhibition vitrines known as Assembly Point, which are curated by Creative Spaces.

Current tenants at the Guild include University of Melbourne Faculty of Arts, NIDA, Print Council and Cafe Godot.

## **Floorplan**



Note: Loose furnishings are not included.

## Application questions and Assessment criteria

Applicants will be assessed against the following:

<b>1. Creative and contextual</b>
<ul style="list-style-type: none"><li>• Your creative practice</li><li>• Creative Sector and Precinct Engagement</li></ul>
<b>2. Viability</b>
<ul style="list-style-type: none"><li>• Business viability</li><li>• Achievable timeline</li><li>• Relevant and appropriate support material provided</li><li>• Financial capacity to commit to the licence fee</li></ul>

## 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 material are critical parts of an application and are 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, only including material that is relevant and strengthens the proposal.

## Examples of support material:

- Plan for use of the space.
- Key CV summaries, portfolios, reviews, website 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).

## Support material must be in a format compatible with the following software applications:

Microsoft Office 2010, Adobe Acrobat Reader version 17, Adobe Flashplayer version 32, Microsoft Internet Explorer version 11, Microsoft Windows Media Player version 12.

Recommended file types are **jpg** for images and **pdf, doc** or **docx** for documents.

## 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

- 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:

- **Friday 27 February 2026 at 11:30am**
- **Tuesday 3 March February at 3:00pm.**

- Read the guidelines and application criteria thoroughly and preview the application form.
- Contact the Creative Spaces team with any queries via [creativespaces@melbourne.vic.gov.au](mailto:creativespaces@melbourne.vic.gov.au). Allow ample time to plan, gather support material and to draft your application (save as you go).
- 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 Guild has public facing shop frontages, art works or products in the public realm 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.