Creative Spaces Guidelines

Studio 3 – Boyd Studios

Boyd Studios

Boyd Community Hub
Southbank

Application Timeline

Applications open	Tuesday 17 November 2026
Applications close	Monday 23 November at 3PM
Assessment period	End November
Notification of outcome	End November
Licence term (5 months)	1 December 2026 – 30 April 2027

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 3 at Boyd Studios for a 5-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 900m²-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

Applicants must meet the following eligibility:

- The studio is to be used for creative practice or development
- Undertake the licence between December 2026 – April 2027
- Submit only one application by the closing date
- Attend a site visit

Limitations

- The studio is not well suited to artforms and practices that require wash up facilities, generate loud noise or require the use of heavy machinery, extractor fans and open flames. 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 ceiling.

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.

Studio 3 at Boyd Studios

Studio 3 at Boyd School Studios is available for a five (5) month licence from 1st December 2026 – 30th April 2027*.

Site Visits

To apply for this studio, you are required to attend a walkthrough. There is one time available:

- Tuesday 17 November 2026 at 11am

Register your interest by emailing creativespaces@melbourne.vic.gov.au and be sure to include your mobile number and creative practice.

Applying as a group

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

About Boyd Community Hub

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Opportunity details

- Boyd Studios: Studio 3
- Duration: 5 months. Licensees are required to work from their studio a minimum of twice per week.
- Studio rent: $302.13 per month plus GST
- Dates: From 1 December 2026 to 30 April 2027

Site details

- Location: Boyd artist studios, 207 City Road, Southbank
- Studio specifications: Studio 3 is approx. 17sqm, secure and features several large windows with good natural light, wooden floors, high ceilings, heating and air conditioning and wireless internet connection.
- There is a 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.

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

Supporting 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.

Examples of support material could include:

- current, proposed or past works
- peer/industry support letter/s and reviews
- social media and/or website links
- plan for use of the space
- portfolios

How to apply

1. Read the guidelines thoroughly and preview the application form.
2. Call or email the Creative Spaces team with any queries or if you need help with any part of the application process.
3. Complete and submit only one online application by 4pm on the closing date.

We support diverse application methods and are happy to accept applications through a variety of formats (handwritten, recorded voice, video).

For any questions or to arrange a time to view the studio space, please contact Creative Spaces on (03) 9658 9893 or by emailing creativespaces@melbourne.vic.gov.au

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.

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.

Terms and conditions

- 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.
- City of Melbourne reserves the right to invite artists to apply.

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

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 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