

# Western Sydney Making Spaces Initiative

# Guidelines

CLOSING DATE:  
AT 5PM  
MONDAY  
6 MARCH 2017



Arts  
NSW

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Guidelines

## OVERVIEW

The Western Sydney Making Spaces Initiative will provide funding to enable professional artists and arts organisations to create their work in new studios, artists' residencies and rehearsal spaces in Western Sydney.

A recent survey commissioned by Arts NSW of the arts and cultural sector in the region found that the highest need identified by the arts practitioners is for spaces **to create or make art works**. The Western Sydney Making Spaces Initiative seeks to open up new and innovative arts sites across Western Sydney and to increase the footprint of arts making and arts participation across the region. It is designed to encourage property owners or managers to offer new or unused spaces for making and programming art works in 2017/18 and 2018/19.

The Making Spaces Initiative is open to

- professional artists and arts organisations with a site
- property owners and managers with a site.

Applicants can include individuals, creative partnerships or groups, businesses, community organisations and non-government organisations, government property managers/owners and Aboriginal Land Councils.

Applications to the Western Sydney Making Spaces Initiative should nominate an identified site that is not already funded for arts activities. Identified sites should be fit for project purpose.

The requested funding should be primarily directed to support professional artists to make work at the site. Creative developments can be undertaken in any art form, including dance, design, digital arts, history, Aboriginal arts and culture, literature, music, theatre, screen, community arts, curatorial practice and the visual arts.

Western Sydney is defined as the following local government areas: Blacktown, Blue Mountains, Camden, Campbelltown, Canterbury-Bankstown, Cumberland, Fairfield, Hawkesbury, The Hills District, Liverpool, City of Parramatta, Penrith and Wollondilly.

## OBJECTIVES

The Western Sydney Making Spaces objectives are to:

- Develop new spaces or venues in Western Sydney outside the spaces currently funded for arts activities
- Support new creative hubs to build capacity and sustainability of arts practice in Western Sydney
- Increase visibility of arts and cultural practice across Western Sydney particularly in new areas in the region

# FUNDING

## FUNDING RANGE

- \$10,000 - \$60,000 per application

## CLOSING DATE

**Monday, 6 March 2017 at 5pm**

## WHO CAN APPLY?

- Professional artists, creative partnerships, cultural groups and arts organisations based in NSW
- Community groups, unincorporated entities and non-government organisations based in NSW
- Government property owners/managers based in NSW.

## APPLICATION LIMIT

Applicants are limited to submitting one application per nominated site.

## TERM

Projects must commence on or after 1 July 2017 but can run until 30 June 2019.

## HOW TO APPLY

To apply for funding you need to complete and submit the Western Sydney Making Spaces Initiative application form available through the [Apply Now](#) page of the Arts NSW website. The online application system is a secure website and you will be required to create an account before you are able to proceed with an application for funding.

**If you are unable to make your application online please contact Arts NSW on telephone: 02 9995 0966**

# ELIGIBILITY

## Professional Artists (Individuals)

To be eligible to make an application, individuals must be:

- An Australian citizen or Australian permanent resident; and
- A NSW resident; and
- A professional artist or arts/cultural worker

## Organisations

To be eligible to make an application, generally an organisation must be a legally constituted Australian based entity and be one of the following:

- A not-for-profit incorporated body, or
- A non-trading (non-distributing) co-operative/trust, or
- A registered business, or
- A local government authority or government agency.

If individual business units and entities of local government authorities (such as art galleries, museums or performing arts centres) do not have their own ABN, an application must be submitted by the local government authority on behalf of the business unit.

For-profit organisations may be eligible to apply for project funding provided the activities being applied for are delivered on a break-even (non-profit) basis. If funded, for-profit organisations may be required to provide an audit of the project as part of acquittal reporting on the grant.

## WHO IS INELIGIBLE

Applications will not be accepted from:

- applicants who have been advised by Arts NSW that they are not eligible for funding as a result of failing to meet previous contract conditions
- applicants who have not satisfactorily acquitted any prior Arts NSW funding, unless written approval to apply has been received from Arts NSW. Approval will only be provided on the condition that all outstanding acquittals are submitted to Arts NSW prior to the relevant assessment meeting date.

## INELIGIBLE APPLICATIONS

**The following are ineligible and will not be accepted:**

- applications that do not involve professional artists and/or arts and cultural workers as key creative personnel
- applications for spaces and creative hubs that are not located in Western Sydney local government areas
- applications that do not include proof of access to the nominated “Making Spaces” site, such as a letter of support from owner or a lease agreement for the term of the project
- applications requesting 100 per cent funding from Arts NSW (all applications must include income from other sources, cash or in-kind)
- applications for activities completed or due to be completed before the funding period commences

**Funds are not available for:**

- arts and cultural activities in sites already funded as arts and cultural spaces such as arts centres
- accredited study, education, training or university courses
- fundraising, awards or prize money
- competitions or eisteddfods
- costs of operating a radio station
- the purchase of musical instruments
- the purchase of artworks, land or buildings
- the delivery of new devolved funding programs, unless previously authorised by Arts NSW
- repayment of loans

## ADMINISTERING GRANTS

Arts NSW no longer requires applications from individuals or groups to be auspiced; however an applicant may nominate a third party (e.g. manager, agent or producing organisation) to administer the funds on their behalf and undertake the financial and reporting requirements. This information must be provided at the time of application.

## AUSTRALIAN BUSINESS NUMBER

All applicants must be registered with an Australian Business Number (ABN) to receive funding. Applying for an ABN is free and can be done through the Australian Business Register (ABR) website. <https://abr.gov.au/>

# ASSESSMENT CRITERIA

Applications will be assessed against the Assessment Criteria outlined below which address the objectives of Western Sydney Making Spaces Initiative in alignment with the Arts NSW's Arts and Cultural Policy Framework "Create in NSW" and the ACDP objectives of Quality, Reach and Health.

Each application is assessed as a whole and rated against the criteria. The criteria are given equal weighting.

## ARTISTIC AND CULTURAL MERIT (QUALITY)

- Clear artistic or cultural vision;
- High quality artistic and/or cultural outcomes;
- Implementation of appropriate strategies for evaluating and measuring artistic/cultural merit and refining projects/programs;
- Contribution and relevance to art form, cultural practice or Western Sydney;
- Artistic and/or cultural experience and expertise;
- Involves professional arts and/or cultural practitioners.

## ENGAGEMENT AND PARTICIPATION (REACH)

- Meets the Objectives of the Western Sydney Making Spaces Initiative;
- Benefits Western Sydney artists and the arts and cultural sector in Western Sydney;
- Contributes to diversity, excellence and innovation in the arts in Western Sydney;
- Demonstrates relevance to geographic area or community;
- Support and commitment of partners and/or communities.

## VIABILITY (HEALTH)

- Sound planning and effective use of resources;
- Achievable and realistic timelines and outcomes;
- Administration, management and governance experience and expertise;
- Record of financial stability and capacity (if applicable)
- Appropriate project outcomes, measurement and evaluation;

- Track record of delivery, on and acquittal of, Arts NSW funding (if applicable).

### **BUDGET (HEALTH)**

- Detailed, comprehensive and accurate;
- Value for money - realistic for scale and impact of program or project;
- Appropriate use of the public funds requested;
- Income (cash and in-kind) from sources other than Arts NSW;
- Provision for insurance and other liabilities.

## **SUPPORT MATERIAL**

### **WHAT DO I NEED TO SUBMIT WITH MY APPLICATION?**

Support material plays a vital role in assessing and understanding your application. The support material you provide should be concise, current and of direct relevance to your application.

#### **Support material must include:**

- confirmation letters/letters of support directly related to the Making Space site such as:
  - confirmation of access to the venue/space for example a letter of support, lease agreement or proof of ownership
- confirmation of key personnel and professional artists
- confirmation of any significant partnerships, including contributions from partner organisations (cash and/or in-kind)
- confirmation of significant cash and in-kind financial support
- for proposals involving the Aboriginal arts and cultural sector, and/or involving Aboriginal people, organisations and cultural material, letters of support and confirmation of involvement from the relevant communities and/or organisations must be included (see Arts NSW Aboriginal Arts and Cultural Protocols)

#### **Other support material may include:**

- a short video (up to five minutes) outlining your project/activities
- work samples (images, video, recordings, written material) - to demonstrate the quality of work and the artists proposed as resident artists - samples should be recent and relevant to the program/project you are applying for

- CVs for key personnel and artists (maximum one A4 page per person)

If you choose to submit support material above the recommended limits, be aware that this material may not be considered by the panel in the assessment of your application.

You must attach all required support material to your application at the time it is submitted. Support material received separately will not be considered in the assessment of your application.

## THE ASSESSMENT PROCESS

### ELIGIBILITY CHECK

You will receive an automated response when Arts NSW receives your application. The application is then checked by Arts NSW staff to ensure eligibility before being referred to the panel for assessment.

Applicants will be advised in writing if their application is deemed ineligible.

### WHO ASSESSES APPLICATIONS?

Assessment panels are independently chaired and consist of qualified and experienced peer representatives from across the sector. Panels include Arts NSW staff, and may also include representatives of State Cultural Institutions or other Government agencies. Peer representatives are individuals who are professionally involved with the arts and have the relevant knowledge and/or experience to make a fair and informed assessment of a funding application.

Peers are chosen from the Arts NSW Peer Register. Negotiated funding applications are assessed by NSW Government representatives with access to independent peers as required. Assessment panel members are required to comply with Arts NSW's code of conduct, conflict of interest, confidentiality and other probity requirements. To register your interest in being considered for an assessment panel, complete the Peer Registration Form on the Arts NSW website.

### HOW ARE APPLICATIONS ASSESSED

Applications are assessed against the published assessment criteria based on the information provided in your application, including any support material. An application that fails to meet one or more of the criteria will not be eligible for funding. Due to the competitive nature of the Western

Sydney Making Spaces Initiative not all applications that meet the assessment criteria can be funded.

Arts NSW conducts an initial review of all applications to confirm eligibility and to prepare advice for the assessment panel. The panel assesses and ranks all applications against the published assessment criteria. If required, the assessment panel may request further information from applicants during the assessment process. Applicants will be contacted by Arts NSW staff if this is necessary. The assessment panel may also seek specialist advice on applications.

Final recommendations are submitted for consideration by Arts NSW to the Minister for the Arts (or authorised delegate).

## FUNDING NOTIFICATIONS

All applicants are notified in writing of the outcome of their application.

## WHAT IF I NEED TO WITHDRAW AN APPLICATION

You are able to withdraw your application at any time. To withdraw an application, please contact Arts NSW with the details of your application.

## FURTHER INFORMATION

Arts NSW is required to comply with the Privacy and Personal Information Protection Act 1998. For successful applications, some information about the funded activity is published on the [Arts NSW website](#)

The Government Information (Public Access) Act 2009 applies to all documents in the possession of Arts NSW.

Further information on Arts NSW's Privacy Policy and Government Information (Public Access) can be found in the Arts NSW Arts and Cultural Development Program Guidelines available on the [Arts NSW website](#)

## COMPLAINTS

Funding decisions are final and can only be appealed on the basis of probity.

## RESOURCES AND KEY DOCUMENTS

The following information and resources are available on the [Arts NSW website](#) to assist you with your application:

- [Frequently Asked Questions \(FAQs\)](#)
- [Arts NSW's Protocols for Aboriginal Arts and Culture](#)

## ADVICE TO POTENTIAL APPLICANTS

Please allow plenty of time to check and review your application before submission.

Once you have submitted your application you will not be able to make changes. Support material sent separately to your application will NOT be accepted.

Art NSW application rounds close at 5pm (AEST) on the specified closing date. Arts NSW staff can be contacted from 10am to 5pm (Sydney time) Monday to Friday.

For information about your project and/or the objectives of the Western Sydney Making Spaces Initiative please email: [augusta.supple@arts.nsw.gov.au](mailto:augusta.supple@arts.nsw.gov.au) or Phone: 02 9995 0966

To make a National Relay Service (NRS) call:

TTY users phone 133 677 then ask for 02 9995 0533

Speak and Listen users phone 1300 555 727 then ask for 02 9995 0533

Internet relay users connect to the NRS then ask for 02 9995 0533