

Creative Spaces program

2021 Guidelines

The Pavilion Fitzroy Gardens

Timeline

Applications open	Wednesday 18 November 2020
Applications close	2pm, Wednesday 9 December 2020
Assessment period	Early December 2020
Notification to applicants	Mid December 2020

Introduction

[Creative Spaces](#) is a program of the City of Melbourne's Creative City branch which provides space for artists and creative practitioners to develop, practice, present and exhibit their work, and responds to the City of Melbourne Council Plan 2017-21 goal of a [Creative City](#). Creative Spaces supports culturally diverse and/or emerging artists.

Creative Spaces manages The Pavilion exhibition space. The Pavilion is [centrally located](#) in the Fitzroy Gardens next to the Tutor Village and Fairies Tree.

Specifications

- Main internal area 175m², plus amenity areas (store rooms, toilets)
- Hours of use: 7am – 11pm
- Paved terrace
- 2.6m ceilings
- Ramp access (note: assisted disabled access, no accessible toilet)
- Load-in/out by negotiation only (to be kept at a minimum)
- Air-conditioning
- In-ceiling PA
- Alarm system

*Messy work or excessively loud practises are not permitted in The Pavilion. The space must not be damaged or altered.

Available dates (inclusive of bump in and bump out):

- 3 months, Friday 8 January- Sunday 4 April 2021
- 3 months, Monday 5 April- Wednesday 30 June 2021
- 6 months, Friday 8 January- Wednesday 30 June 2021

Dates may be amended at the discretion of Creative Spaces.

Applying as a group

Creative Spaces welcomes individual and group applications. Groups are required to submit a single application.

Support material

Artistic and other support material is a critical part of an application and reviewed as part of the assessment process. Applicants should consider quality of support material over quantity, only including material that is relevant and strengthens the proposal.

Examples of support material:

- Key artist CV summaries
- Images/video/audio files, web links 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.

How to apply

1. Read the guidelines and application criteria thoroughly and preview the application form.
2. Contact the Creative Spaces team with any queries on (03) 9658 9893 or creativespaces@melbourne.vic.gov.au.
3. Allow ample time to plan, gather support material and to draft your application (save as you go).
4. Complete and submit an online application through SmartyGrants (with required attachments) by the closing date. Late applications will not be accepted.

Assessment process

- Applications are assessed by a panel.
- Unsuccessful applicants are eligible to re-apply in future rounds.
- 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.

Terms and conditions

Applicants are required to comply with the following terms and conditions:

- Permitted use of The Pavilion is for creative industries only
- Conduct a site visit (externally accessible 24/7)
- Restrictions on the use of audio, amplified music or sound/light emitting practises such as projection art apply. Please contact Creative Spaces to discuss your project if sound or light practises will be proposed
- Attend a site induction prior to bump-in date
- Messy artistic practises including industrial or makers spaces are not permitted
- Cinema based entertainment is not permitted in the space

Costs

The Pavilion is free to use for successful applicants.

Exhibiting/performing artists are responsible for all costs and resources associated with creating, developing, installing and removing work/equipment in the space.

Creative Spaces provides the following at no cost:

- Two printed text decals for each door to the venue containing artist name/s and title of work.
- Installation and removal of decals.

Creative Spaces creates decals using the content supplied by artists. All decals remain property of Creative Spaces.

Interpreter and translation services

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

Accessibility for applicants with disability

Applicants with disability are encouraged to contact staff to discuss any specific needs or additional support that may be required to complete and submit an application.

If you are deaf, hearing-impaired or speech-impaired contact us via the National Relay Service on 133 677 (ask for 03 9658 9658).

Technical assistance

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

Assessment criteria

Applicants will be assessed against the following:

1. Creative and contextual
<ul style="list-style-type: none">• Boldness and experimentation• Strong ideas, narratives and stories• Considered responses that suit the space• Community engagement through public outcome/s
2. Viability
<ul style="list-style-type: none">• Achievable timeline• Proposed installation and/or presentation method• Relevant and appropriate support material provided• Achievable with COVIDSafe measures in place• If working in a collaboration, key artists are cited• Evidence of appropriate cultural permissions