

# Woods Street Arts Space- Expressions of Interest- Aug to Dec 2024

## Form Preview

### Introduction

Hobsons Bay City Council is currently seeking Expressions of Interest for creative programs to be delivered at Woods Street Arts Space between August to December 2024.

Woods Street Arts Space provides a shopfront style facility for community groups to host art exhibitions, residencies and facilitate workshops. Woods Street Arts Space is located in the former post office within the Woods and Lohse Street creative precinct in Laverton. The arts space offers a mixture of community led and Council run programs throughout the year, including Mesh Mash, a print and design studio, creative drop ins and street art.

If you are interested in hosting a creative program at Woods Street Arts Space, please review the [Terms & Conditions](#) and if your idea fits the criteria, complete this form.

**Expressions of Interest close 3pm Monday 6 May 2024.**

For further information or to discuss an idea or opportunity, please visit the [Woods Street Arts Space](#) webpage or contact the Arts, Culture and Heritage team at [arts@hobsonsbay.vic.gov.au](mailto:arts@hobsonsbay.vic.gov.au)

**Sign up to the [Arts and Events eNews](#) to be kept up to date with everything at Woods Street Arts Space.**

**Follow us on Facebook for the most up to date information [@woodstreetarts](#).**

### Applicant Details

\* indicates a required field

#### Applicant Contact Information

##### **Applicant \***

☐ Individual ☐ Organisation

Organisation Name

Title

First Name

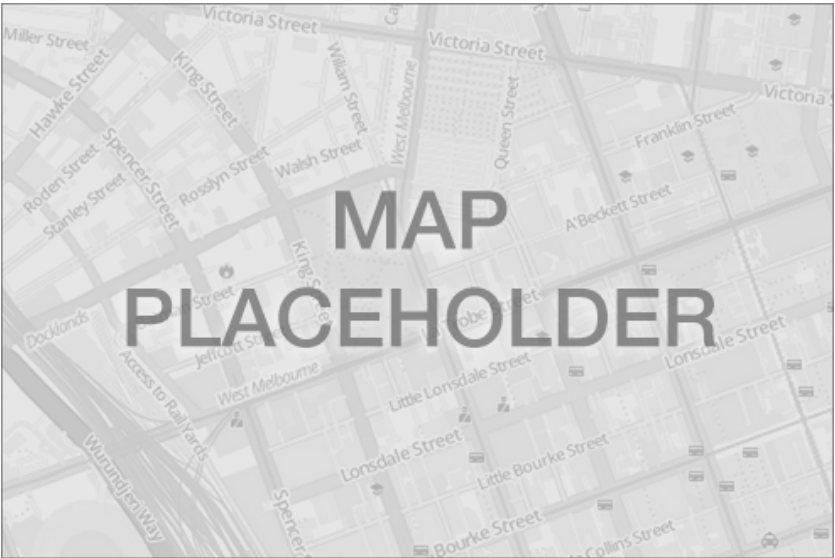
Last Name

##### **Applicant Address \***

Address

# Woods Street Arts Space- Expressions of Interest- Aug to Dec 2024

## Form Preview



Suburb/Town, State/Province, and Postcode are required.

**Applicant Email \***

Must be an email address.

**Applicant Mobile Phone Number \***

Must be an Australian phone number.

### Additional Information

**Applicant ABN (if applicable)**

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### Organisational contact

This is the person from your organisation that we will contact.

#### Organisational contact name \*

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

#### Contact Email \*

Must be an email address.

#### Contact Mobile Phone Number \*

Must be an Australian phone number.

### Secondary Contact (optional)

#### Name

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

#### Email

Must be an email address.

#### Phone Number

Must be an Australian phone number.

Mobile phone number can be used

### Reapplying applicants

#### Are you a reapplying applicant or user? \*

- ☐ Yes  
☐ No

#### If a reapplying user, please state the key number /s and alarm code provide for your last program or project

Key number is written on silver part of key. Not providing this information is in breach of Woods Street Arts Space's Terms & Conditions and will impact your application if you are a returning user.

### Project Details

\* indicates a required field

# Woods Street Arts Space- Expressions of Interest- Aug to Dec 2024

## Form Preview

### Project Title \*

### Project Description \*

Word count:

Provide a short description (100 words recommended) of your project or activity - what do you plan to deliver?

### Outline of activity. \*

If proposing a series of different workshops or events, please provide a short overview of each one.

### Please list your preferred days, dates and times for your activity. \*

Please provide your second and third preferences for dates/times as we may not always be able to accommodate your first choice. \*

### Please specify whether your activity is one-off or ongoing \*

### What is the charge for your activity? \*

If workshop costs vary, please state cost per workshop and participant and what costs cover

### Are bookings required and if so how do people book? \*

Please note, if successful you will have to coordinate all event bookings and consent forms/information

### Is your activity suitable for all ages and abilities or targeted at a certain audience? \*

### Anticipated numbers per event or workshop? \*

## Working with Children

\* indicates a required field

### Child Safe Organisation

*Woods Street Arts Space* is committed to 'Be a Child Safe organisation'. Event organisers must comply with the new Child Safe Standards the Victorian Government announced on 1 July 2022, replacing the section 17(1) of the Child Wellbeing and Safety Act 2005 (Vic). A child safe organisation is one that meets the new child safe standards by proactively taking measures to protect children from abuse.

Visit [CCYP | New Child Safe Standards start in Victoria on 1 July 2022 to better protect children](#) for more information.

### Department of Human Services Child Safe Standard

Must be a URL.

Does your activity involve working with children or young people under the age of 18?

**Please select \***

- ☐ Yes  
☐ No

Do you currently hold a valid 'Working with Children' check (WWC) ?

**Please select \***

- ☐ Yes  
☐ No (you will be required to obtain a current Working with Children Check)  
For groups working with people under the age of 18 years. To obtain a WWC please visit <https://www.workingwithchildren.vic.gov.au/>

**Please upload a picture of your current 'Working with Children' card**

Attach a file:

## Project Promotion

\* indicates a required field

**Please provide a short promotional statement (maximum 50 words) that we can use to help promote your activity. \***

# Woods Street Arts Space- Expressions of Interest- Aug to Dec 2024

## Form Preview

Word count:

Must be no more than 50 words.

Please include dates , times, cost contact details and booking information

**Upload two high resolution, landscape images for promotional purposes \***

Attach a file:

No text. Minimum size 2MB. Maximum file size 25MG

**If successful, how do you intend to market your workshop/event? \***

Word count:

Must be between 50 and 200 words.

Whilst Council can provide some marketing support, you will be responsible for your own marketing campaign.

**Please provide your Website details**

**Please provide your Facebook details**

**Please provide your Instagram handle**

## Public Liability and Insurance

*\* indicates a required field*

**Do you currently hold public liability insurance to cover your activity? \***

- ☐ Yes  
☐ No

**Please upload your current Certificate of Insurance**

Attach a file:

Maximum file size 25MG

## Capacity Insurance Scheme

*\*If you do not currently have public liability insurance, Council can provide cover through our Capacity scheme. Please review Terms and Conditions below.*

# Woods Street Arts Space- Expressions of Interest- Aug to Dec 2024

## Form Preview

**CAPACITY** is a scheme offered to artists and small art groups in the western region of Melbourne. **CAPACITY** provides benefits to artists through mentoring and professional development opportunities and the sharing of ideas and resources. **CAPACITY** supports western region and beyond artists to produce artistic outcomes within the municipal boundary of Hobsons Bay. It is an initiative of Council, in partnership with of Woods Street Arts Space.

Terms and conditions under this cover: 1. This policy does not cover professional indemnity insurance or contents insurance. If these are required, then artists and/or creative groups must seek their own appropriate insurance cover. 2. This policy can only provide cover for low-risk activities. 3. Artists and/or creative groups must notify Council if their activity changes from what is stipulated in this agreement in order to retain cover. 4. Artists and/or creative groups must adhere to guidelines as outlined in the conditions of the insurance policy held by Hobsons Bay City Council (supplied upon request). 5. Artists and/or creative groups are only eligible for activity that is affiliated to Hobsons Bay City Council, i.e., a workshop or event at a Council venue or as part of a Council program. 6. Artists and/or creative groups are only eligible for activity within Hobsons Bay for low impact works. 7. Approved application cover commences on 1 July each year. Payment of fees (if applicable) and receipt of this application must be made before cover commences. 8. Artists and/or creative groups agree to pay any excess if a claim is made.

**Please tick to confirm that you have read and accept the Capacity Insurance Scheme Terms and Conditions \***

☐ Yes

**What potential risks are associated with your activity and how do you propose to manage them? \***

For example, if your activity utilises any harmful chemicals or paints, sharp or hot objects, please explain how you will manage risk.

## Terms and Conditions

**\* indicates a required field**

### COVID-19 Compliance statement

#### COVID - 19 Safety Planning

All users must agree to operate in accordance with COVID - 19 safety requirements applicable at the time. The purpose of the directions is to enable *Woods Street Arts Space* to operate safely and ensure compliance by all users and visitors accessing the building.

### Woods Street Arts Space Terms and Conditions

Please read the Woods Street Arts Space Terms and Conditions on Council's website - refer to link below

# Woods Street Arts Space- Expressions of Interest- Aug to Dec 2024

## Form Preview

### Website

Must be a URL.

**Please tick to confirm you have read and accept the Woods Street Arts Space Terms and Conditions \***

☐ Yes

## Privacy Collection Statement

**\* indicates a required field**

Hobsons Bay City Council is committed to protecting your privacy. The personal and financial information collected by Council about you and your organisation/group will be used when assessing your application for use of the Woods Street Arts Space.

If your application is successful, Council may use your information in our publications in accordance with the details in the publications and marketing section below.

Your personal information will not be disclosed to any external party without your consent, unless required or authorised by law. You have a right to access your personal information and make corrections. If you have any queries or wish to gain access to amend your information please contact Council's Arts, Culture and Heritage team via email [arts@hobsonsbay.vic.gov.au](mailto:arts@hobsonsbay.vic.gov.au) or by phone 1300 179 944.

### **Publications and marketing**

Council may use specific information from the application in its reports and publications: individual/group's name, the project/activity title, the project/activity description and participant numbers (expected or actual).

These reports and publications include but are not limited to:

- 1.**Program outcomes:** Council's website and in Council's Annual Report
- 2.**Media and social media** to advertise and promote the programs

### **Declaration Statement**

I certify that all details supplied in this application and in any attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the management of my organisation/group.

I have read the accompanying guidelines for applicants provided with this application form.

I agree that I will contact the Hobsons Bay City Council immediately if any information provided in this application changes or is incorrect.

I understand that the information above will be used in accordance with relevant legislation and declare that this information is correct to the best of my knowledge.

**Would you like to sign up for the Arts & Events eNewsletter? \***

- ☐ Yes  
☐ No

## Feedback



# Woods Street Arts Space- Expressions of Interest- Aug to Dec 2024

## Form Preview

Before you REVIEW and SUBMIT, please take a few moments to provide us with some feedback.

How easy was it to fill out this application form?

### New Question

- ☐ Very easy
- ☐ Easy
- ☐ Okay
- ☐ Difficult
- ☐ Very difficult

**Any comments or feedback about the form or the process before you submit.**

Word count:

Must be no more than 100 words.

How did you hear about the Expression of Interest?

### New Question

- ☐ Hobsons Bay City Council website
- ☐ Hobsons Bay City Council Facebook
- ☐ Creative City Hobsons Bay Facebook
- ☐ Woods Street Arts Space Facebook
- ☐ Arts & Events eNewsletter
- ☐ Creative City Hobsons Bay Instagram
- ☐ Word of mouth
- ☐ Other: