

Creative Spaces Program

Guidelines

Assembly Point
152 Sturt Street, Southbank

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's Council Plan 2017-21 goal of a [Creative City](#). Creative Spaces supports culturally diverse and/or emerging artists.

Creative Spaces manages the Assembly Point exhibition space. Assembly Point consists of five glass vitrines along the walkway separating Sturt St and Moore St.

Specifications

- Each vitrine is fitted with small exhibition lighting with an on/off switch
- Vitrines share a single-circuit power supply of 15 amps maximum
- Vitrines are subject to full sun

Vitrine dimensions:

Vitrine	Length	Depth	Height
1 (Sturt St end)	2200mm	1000mm	1800mm
2	7200mm	1000mm	1800mm
3	4200mm	1000mm	1800mm
4	2200mm	1000mm	1800mm
5 (Moore St end)	7200mm	1000mm	1800mm

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 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:

- Conduct a site visit (accessible 24/7)
- Utilise all five vitrines for the term of the exhibition
- Restrictions on the use of audio apply. Please contact Creative Spaces to discuss your project if audio will be proposed
- Attend a site induction
- Supply an exhibition bio/artist statement for the creation of decals
- The City of Melbourne reserves the right to invite artists to apply

Costs

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

Creative Spaces provides the following at no cost:

- Two printed decal blurbs/artist statements (maximum 180 words) installed on the end panes of the two vitrines closest to either street.
- White text decals for each window 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
2. Viability
<ul style="list-style-type: none">• Achievable timeline• Proposed installation and presentation method• Relevant and appropriate support material provided• If working in a collaboration, key artists are cited• Evidence of appropriate cultural permissions

