

Information for applicants – Creative live/work spaces



Image: 2016 Waterloo Creative Live/Work Spaces tenants Matriark Theatre. Photo by Jessica Lindsay/City of Sydney.

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Introduction

The creative live/work spaces program aims to subsidise and support creative practice in the city. Under this grant program, The Council of the City of Sydney leases a residential property in Waterloo to artists and creative practitioners to live and work at below market rental.

This program is offered in response to the challenges artists and creative practitioners face in obtaining affordable inner-city housing and creative facilities. It provides a residential lease for up to 18 months at reduced rates more than 60% below market rents.

A three-bedroom apartment is available above the Waterloo Library to accommodate a small family or small group of creative practitioners.

The Council of the City of Sydney invites applications from a diverse cross-section across the creative community including visual arts, performing arts, craft, music, literature and design.

We encourage applications from Aboriginal and Torres Strait Islander artists and creative practitioners.

Key information

Opening date: Tuesday, 4 July 2023

Closing date/time: 5pm Tuesday, 1 August 2023

Asking questions/making enquiries

If you have any questions about making an application, email our creative spaces team at creativecity@cityofsydney.nsw.gov.au. Use the subject line: **Question – 2023 Waterloo CLWS**

Information sessions

All applicants are required to register to attend an online information session:

2pm Tuesday, 11 July 2023 or **10am Thursday, 13 July 2023**

If you cannot attend either session, contact creativecity@cityofsydney.nsw.gov.au to request access to a recorded session.

Documents

- Attachment A – Creative Live Work/Spaces Residential Tenancy Agreement and Annexure A – Additional Lease Terms
 - Tenant Information Statement
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Key conditions

- Lease term for a live/work space for up to 18 months
- Rental charges \$200 a week (tenants pay their own outgoings/utilities)
- Tenancy timeframe: (estimated October 2023 to April 2025)

Applicants are required to demonstrate a relevant creative practice to be pursued throughout their tenancy and how they would benefit creatively from this opportunity.

The successful applicant will work with The Council of the City of Sydney to plan their goals for the year and fulfil the obligations and expectations of the tenancy.

Key dates

Stage 1	Dates
Applications open	Tuesday, 4 July 2023
Online information sessions	2pm Tuesday, 11 July 2023 - <u>book</u> 10am Thursday, 13 July 2023 - <u>book</u>
Applications close	5pm Tuesday, 1 August 2023
All applicants formally notified	Early September 2023

Stage 2	Estimated Dates (subject to further change)
Recommended applicant undertakes tenancy application (incl. financial & referee check)	From 1 September 2023
Offer to successful applicant	From 8 September 2023
Successful applicants' rental agreements finalised	From 15 September 2023
Rental agreements begin	From mid-October 2023

Objectives

The creative live/work spaces program is a strategic initiative developed under the Creative City cultural policy and action plan, strategic priority 3, which aims to support a surviving and thriving cultural sector.

The program also supports the objectives of the community recovery plan, action area 4, which aims to protect and empower the cultural sector by prioritising the role of local creativity, creative spaces, talent and knowledge. The program provides:

- increased opportunity for creative practitioners to live and work in the city; and
- strengthened cultural sector connections and networks in the city.

Assessment criteria

In your application you will be asked to identify why your creative practice would benefit from this unique opportunity. Proposals are assessed against:

- a. Artistic merit, experience and qualifications, professional development aspirations;
 - b. Suitability of the creative practice for the creative live/work space;
 - c. Evidence of need for the opportunity and how this will assist the applicant's creative growth; and
 - d. How the proposal delivers against the funding priorities.
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Eligibility

This program is open to all individuals working in the creative industries. This includes the visual arts, product design, fashion design, visual communication graphic design, performing arts, photography, the music industry or creative writers.

Applicants must be 18 years or older and either be Australian citizens or have permanent residency status.

For creative couples or partnerships to apply, one artist should be the lead applicant, and for each response provide information about each artist in the partnership.

How to apply

Stage 1 – online application

All submissions must be made online at [Smarty Grants](#). Emailed or mailed applications, or applications received after the closing time and date will not be accepted.

You will need to log in or register with Smarty Grants before you begin your application. We recommend you do this well before the closing date so you can familiarise yourself with the online application process.

Applicants must ensure they allow sufficient time to upload their applications to the website. Applicants will receive a timed and dated confirmation when they apply.

All applicants are required to attend an information session and virtual property inspection before lodging an application.

To complete your online application, you will need to provide:

1. contact details
2. artist bio or CV
3. examples of previous work (3 page PDF up to 3MB; this document can include a link to your online portfolio or links to other online examples of your work)
4. maximum 300 word personal statement describing your creative practice, current goals and intended focus of your creative practice over the 18 months of the tenancy
5. maximum 300 word personal statement about why the tenancy will benefit you at this point in the development of your creative work or practice
6. maximum 300 word personal statement about how the location of the tenancy will influence and benefit your creative work or practice
7. an indication of any potential impacts of the materials that you use in your practice and how you intend to manage work, health and safety issues during your tenancy
8. confirmation you have viewed a virtual tour and attended an online information session.

Stage 2 – Longlisted applicants complete a tenancy application

A shortlist of recommended applicants and a waitlist of longlisted applicants will be selected during the assessment process and recommended for progression to stage 2 of the application process. Shortlisted applicants may be asked to attend an interview as part of the assessment process.

The recommended applicant will be contacted and asked to complete a tenancy application as the final stage of the application process.

Similar to other residential tenancy checks, the recommended applicant is required to provide a previous landlord referee and evidence they are in a position to meet the financial obligations of the residential lease – that is, being able to meet the commitment to pay \$200 per a week rent as well as meet other living expenses. Financial evidence could include:

- previous year's tax return or financial statements
- payslips
- invoices indicating recent earnings
- proof of savings
- proof of future work/funding.

An offer will not be made to the recommended applicant until a tenancy application has been completed and approved. The recommended applicant is required to physically inspect the apartment they are being offered before accepting and signing a lease.

The creative spaces team at The Council of the City of Sydney will be available to answer questions and provide support throughout this process.

About the apartment

A three-bedroom apartment is available above the Waterloo Library to accommodate a **small family or small group of creative practitioners (no more than 3 adults)** under this creative tenancy program. For creative couples or partnerships to apply, one artist should be the lead applicant, and for each response provide information about each artist in the partnership.

This apartment is on an upper level and is accessed by two sets of stairs. Features of this apartment include:

- Split cycle air conditioner in kitchen/dining
- Laundry
- Outdoor terrace with artificial grass surface

Refurbishment works to the interior of the property are scheduled to occur around July/August 2023.

Due to the estimated timing of the proposed refurbishment works, we are unable to arrange public property inspections within the Stage One timeframe. However, we have a virtual tour and indicative images below to give you a sense of the property (in its current state). View the **[Virtual tour via this link.](#)**

Tenants are required to physically inspect the property before signing a lease, so arrangements will be made for the recommended applicant to visit the apartment in the Stage Two timeframe once the proposed refurbishment works have been completed.



Image: hallway of Waterloo Creative Live/Work Space

Image: stair access into Waterloo Creative Live/Work Space.

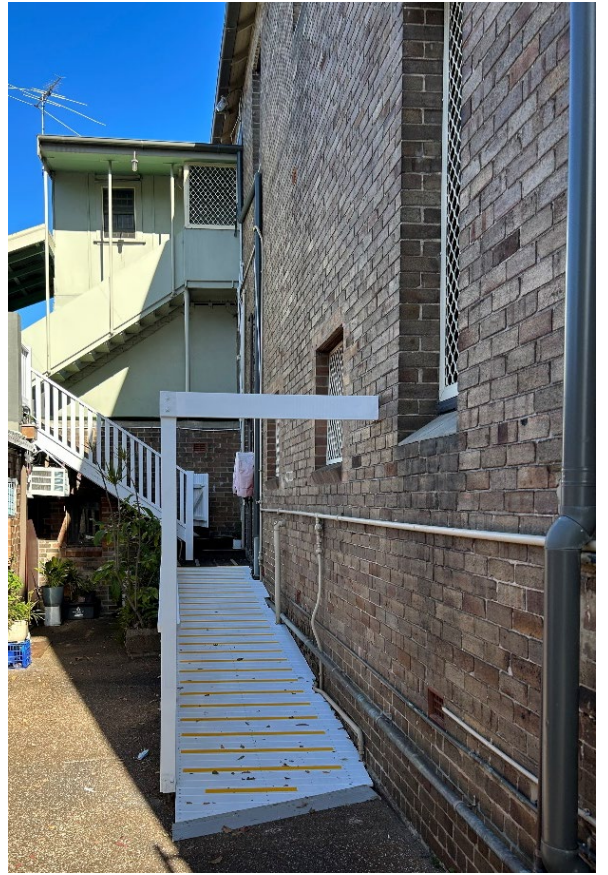
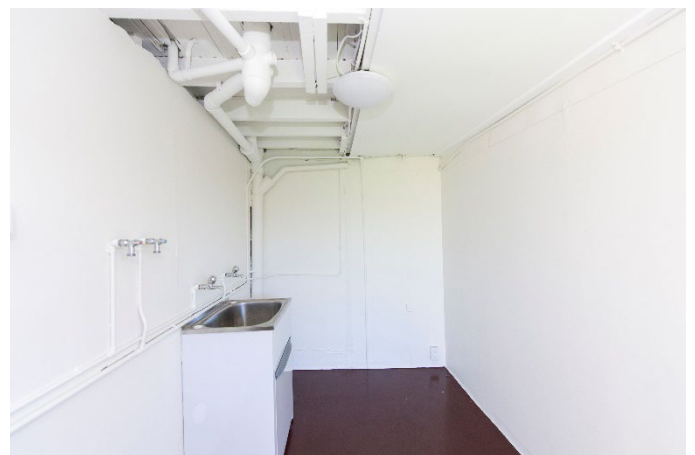


Image: 2018-19 Waterloo Creative Live/Work Space tenant Sarah Fenn in kitchen of apartment. Photo by Katherine Griffiths/City of Sydney

Image: view across terrace to laundry of Waterloo Creative Live/Work Space.



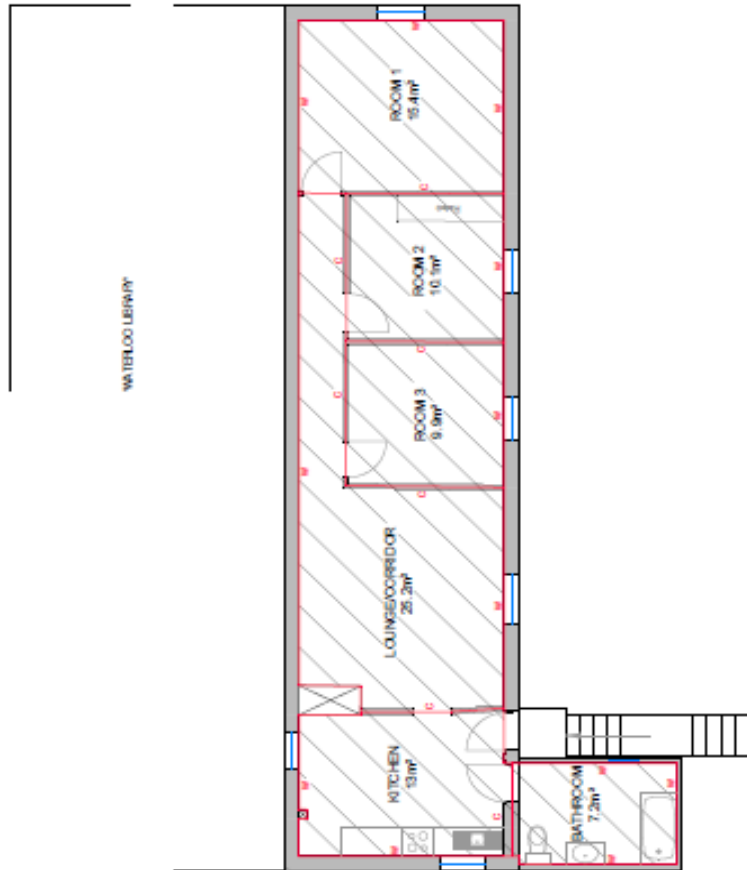
Image: laundry of Waterloo Creative Live/Work Space.



FLOOR PLAN - LEVEL 1, 770 ELIZABETH STREET, WATERLOO



ELIZABETH STREET



KELICK STREET

SCHEDULE OF AREAS

ROOM 1	15.4m ²
ROOM 2	10.1m ²
ROOM 3	9.9m ²
LOUNGE/CORRIDOR	28.2m ²
KITCHEN	13.0m ²
BATHROOM	7.2m ²
TOTAL AREA	90.8m²

KEY

- C. Denotes tenancy/boundary in contradiction of wall
- W. Denotes tenancy/boundary by line of wall

NOTES

Areas have been determined in accordance with, and under interpretation of the Property Council of Australia's Method of Measurement, Revised Edition March 1997 (Reprinted March 2000), Part 3, Net Lettable Area (N.L.A.)

Approved use

The apartment must be lawfully used and operating within the terms of the development consent, under which 'home occupations' are defined as 'an occupation that is carried on in a dwelling, or in a building ancillary to a dwelling, by one or more permanent residents of the dwelling and that **does not involve**:

- (a) the employment of persons other than those residents, or
- (b) interference with the amenity of the neighbourhood by reason of the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil, traffic generation or otherwise, or
- (c) the display of goods, whether in a window or otherwise, or
- (d) the exhibition of any signage (other than a business identification sign), or
- (e) the sale of items (whether goods or materials), or the exposure or offer for sale of items, by retail.'

Conditions

The property will be offered unfurnished. The successful applicant will take the property 'as is' and a condition report will be provided with the lease. Council approval for any modifications/works to the property must be sought before commencement. The property is required to be returned unfurnished and in its original condition at the end of the lease term. While fair wear and tear exclusions will apply, adequate measures must be taken by tenants to ensure flooring in work areas are protected.

The agreement

The successful applicant will enter into a residential tenancy agreement with The Council of the City of Sydney. A copy of the template agreement and additional lease terms is supplied as an annexure to this Information for applicants document. The lease will be completed upon selection of the successful applicant.

An 18-month residential lease will be entered into by the successful applicant and The Council of the City of Sydney. The apartment is offered by The Council of the City of Sydney as the owner of the property and not as a statutory authority.

The lease will start from **October 2023** (estimated) and will be for a term of up to **18 months, expiring in April 2025** (estimated).

It is a condition of this program that the tenant must live in and work on their creative practice from the property for the duration of the program.

The successful applicant will also work with The Council of the City of Sydney to agree to performance criteria for the grant which will relate to their development goals for the duration.

As part of their obligations to The Council of the City of Sydney, the successful applicant may be required to participate in media or similar appearances associated with their participation in the creative live/work spaces program.



Image: 2019 Creative Live/Work Spaces participant Adam Rothwell. Photo by Katherine Griffiths/City of Sydney

Tenant responsibilities

- The successful applicant is expected to fund their own work and other costs arising from participating in the tenancy.
- A four-week rental bond is required under the terms of the residential lease.
- Non-negotiable rent of \$200 a week is to be paid fortnightly in advance by direct debit or EFT.
- The tenant is responsible for the costs associated with cleaning their own property, electricity, phone, internet and any other services or utilities connected to or used within the tenancy.
- The tenant will participate in progress reviews, lease reviews and property inspections as required.
- The tenant will maximise creative use of the property, ensuring it is utilised actively and efficiently.
- The tenant should be willing to participate in an open studio, workshop and/or talk during their tenancy.
- The tenant will actively participate and collaborate on The Council of the City of Sydney initiatives that promote common goals of Sustainable Sydney 2030–2050 Continuing the Vision and its Creative City cultural policy.
- The tenant will contribute to and/or participate in relevant research, provide data and feedback for the purposes of evaluation prescribed by The Council of the City of Sydney.

Preparation for tenancy

- The successful applicant is responsible for any preparation required to commence their tenancy. Ability to occupy the property by the specified date will be considered during the application process.
- Once notified of a successful outcome, the applicant is advised to inform their current landlord (or equivalent) as soon as possible to provide sufficient notice in order to move in by lease commencement.
- It is the responsibility of the successful tenant to make their own relocation/moving arrangements (including specialist moving services) and to secure their own travel, medical and property contents insurance.