

Information for applicants – Creative live/work spaces



Image: 2023 Creative Live/Work Spaces participant Billy Bain. Photo by Rob Hookey/City of Sydney.

Guidelines/Information for applicants
July 2024

The City of Sydney acknowledges the Gadigal of the Eora Nation as the Traditional Custodians of our local area.

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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 City of Sydney leases a small number of residential properties in Darlinghurst 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.

We invite 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

Dates subject to change.

Stage 1	Dates
Applications open	Tuesday 20 August
In person information session	Wednesday 28 August 11am – register here
In person information session for Aboriginal and Torres Strait Islander applicants	Thursday 29 August 2pm – register here
Applications close	Tuesday 17 September
All applicants formally notified	Late October

Stage 2	Dates
Longlisted tenants undertake tenancy application including financial and referee check	From late October
Offer to successful applicants	From early November
Successful applicants' rental agreements finalised	From early November
Rental agreements begin	By early December

Contact us

If you have any questions about your application, please email our grants and sponsorship team: communitygrants@cityofsydney.nsw.gov.au. Use the subject line: **Question – 2024 CLWS**

Aboriginal and Torres Strait Islander applicants

We encourage applications from Aboriginal and Torres and Strait Islander artists and creative practitioners and will hold an information session for applicants from these communities. Our Indigenous Leadership and Engagement team will be present to meet Aboriginal and Torres Strait Islander applicants. The City of Sydney through the Grants team can further support applicants to apply for a creative live/work space grant. Enquiries: communitygrants@cityofsydney.nsw.gov.au

Information sessions

All applicants are recommended to register for and attend an information session:

Wednesday 28 August 11am-12pm Australian Design Centre 101-111 William Street, Darlinghurst

Thursday 29 August 2pm – 3pm information session for Aboriginal and Torres Strait Islander applicants 119 Redfern Street, Redfern

Key conditions

- Location: 113-115 William Street Darlinghurst
- Lease term for a live/work space for up to 18 months (subject to change – we may seek an extension of the lease term for up to 24 months).
- Rental charges \$200 per week (bond 4 weeks rent)
- Tenancy timeframe: November 2024 – May 2026
- Successful applicants fund their own:
 - relocation/moving costs arrangements
 - outgoings/utilities
 - travel, medical, property contents insurance
 - costs relating to work

Objectives

This program is offered in response to the challenges artists and creative practitioners face in obtaining affordable inner-city housing and creative facilities.

The program provides:

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

Please read the grants and sponsorship policy and guidelines before starting your application:

cityofsydney.nsw.gov.au/grants-sponsorships

Eligibility

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

You must be 18 years or older and be a citizen or permanent resident.

Only individuals can apply.

Assessment criteria

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

- artistic merit, experience and qualifications, professional development aspirations
 - suitability of the creative practice for the creative live/work space and experience of collaborative working
 - evidence of need for the opportunity and how this will assist your creative growth
 - ability to occupy the property by the specified date
 - how the project aligns with the funding priorities.
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About the apartments

Six one-bedroom creative live/work apartments are available on William Street in Darlinghurst, providing working studios and residential accommodation for individual artists and their relationship partners if applicable.

The typical apartment size is 45m² and all share common rooftop and laundry facilities. All apartments, rooftop and laundry facilities are accessed only by stairs.

As refurbishment works to the apartments are scheduled for August-October 2024, virtual tours can give you a sense of the apartment layout and current condition.

Virtual tours

Level 1

Unit 1 (small 1 bedroom, street facing) – [Virtual tour](#)

Unit 2 (small 1 bedroom, light well) – [Virtual tour](#)

Unit 3 (large 1 bedroom, corner) Video unavailable. See floor plan below. The most similar is unit 5, view video below.

Level 2

Unit 4 (small 1 bedroom, light well) – [Virtual tour](#)

Unit 5 (large 1 bedroom, corner) – [Virtual tour](#)

Unit 6 (small 1 bedroom, street facing) – [Virtual tour](#)

You'll need inspect the property in person before signing a lease, so arrangements will be made for recommended applicants to visit the apartments in Stage Two once the refurbishment works are completed.



Unit 1, Level 1, 113 - 115 William Street
35sqm subject to final survey



Unit 2, Level 1, 113 - 115 William Street
53sqm subject to final survey



Unit 3, Level 1, 113 - 115 William Street
49sqm subject to final survey



Unit 4, Level 2, 113 - 115 William Street
53sqm subject to final survey



Unit 5, Level 2, 113 - 115 William Street
49sqm subject to final survey



Unit 6, Level 2, 113 - 115 William Street
35sqm subject to final survey

Approved use

The apartments 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

Each property will be offered unfurnished. Successful applicants will take the property 'as is' and a condition report will be provided with each lease. City of Sydney approval for any modifications/works to the property must be sought before commencement. It is expected that the property will be returned unfurnished and in its original condition at the end of the lease term.

Making your application

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.

Please ensure you allow sufficient time to upload your application to the website. You will receive a timed and dated confirmation when you apply.

All applicants are recommended to attend an information session and virtual property inspection before lodging an application. See key information above for booking links for the information session.

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 200 word personal statement describing your creative practice, current goals and intended focus of your creative practice over the timeframe of the tenancy
5. maximum 200 word personal statement about why the tenancy will benefit you at this point in the development of your creative work or practice

6. maximum 200 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. an indication of which unit numbers you are interested in applying for (Apartments will be allocated as part of the assessment process according to the need and proposed use of final selected tenants. Applicants may not be recommended for their first selection but will be given the opportunity to physically inspect the apartment they are recommended for before accepting an offer.)
9. indication if you have attended an information session.

Stage 2 – Longlisted applicants complete a tenancy application

A longlist of recommended tenants and a waitlist of longlisted applicants will be created during the assessment process and recommended for progression to stage 2 of the application process.

Recommended applicants will be contacted and asked to complete a tenancy application as the final stage of the application process.

Similar to other residential tenancy checks, recommended applicants are 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 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 recommended tenants until a tenancy application has been completed and approved, and recommended tenants are required to physically inspect the apartment they are being offered before accepting and signing a lease.

We can answer questions and provide support throughout this process.

The agreement

Successful applicants will enter into a residential tenancy agreement with the City of Sydney. A copy of the draft agreement and annexure A additional lease terms is supplied at the end of this document (leases will be completed upon selection of the successful applicants).

A residential lease will be held between the successful applicant and the City of Sydney. The apartments are offered by the City of Sydney as the owner of the property and not as a statutory authority.

The lease will start from **November 2024** and will be for a term of up to **18 months**, **expiring in April 2026**. We may seek an extension of the lease term for up to 24 months.

It is a condition of this program that tenants must live in and work on their creative practice from the property for the duration of the program. Successful applicants will identify their creative goals for the tenancy period. See clause 7 in annexure A for the terms of the creative agreement you enter into with the City as a participant in this program



Image: 2022 creative live/work spaces participant Vidya Makan. Photo by Katherine Griffiths/City of Sydney

We expect that program participants will work to build positive and productive working relationships with other program participants and contribute to the positive culture of the apartment complex.

Documents

Attachment A – Creative live work spaces residential tenancy agreement and annexure A additional lease terms