

William Street creative work space expression of interest - Questions and Answers

Addendum1 to Information for Applicants – Creative Space, William Street Accommodation Grants program

22 November 2024

Strategic Priorities

1. Does the new Cultural Strategy have an influence on this opportunity

Council has just [adopted a Cultural Strategy for 2025-2035](#) which has new priority areas. The strategy includes a strong focus on creative work space for artists with actions to be implemented over the coming years. In this context of a transition to a new strategy, in our assessment of this grant we will be considering best use for existing infrastructure in responding to current arts sector needs.

2. Could you explain what you classify as the arts?

By **creative** or **arts** we mean the creation or performance of works of interpretative expression through any medium such as literature; music in all forms; theatre, musical theatre and opera; dance in all forms; other performing arts such as circus, comedy and puppetry; arts festivals; visual arts and crafts; arts education and training; Aboriginal and Torres Strait Islander arts; community arts and cultural development; film, tv, video and other media; emerging and experimental arts.

3. How do you define cultural sector in relation to Aboriginal and Torres Strait Islander culture or culture broadly?

At the City of Sydney, when we say **culture** we mean:

- the arts cultural and creative industries
- the heritage, knowledge and cultural practices of Aboriginal and Torres Strait Islander peoples
- the expressions of identity and shared experience and aspirations of our diverse and multicultural communities

4. Does providing service to community mean the community of the City of Sydney? Or can it be broader than the City of Sydney local government area?

We recognise that artists and organisations work beyond our borders, but you still have to demonstrate a strong connection and benefit to the City of Sydney local government area. See map for City of Sydney council

boundaries: <https://www.cityofsydney.nsw.gov.au/areas-of-service>

About the premises

5. Is this furniture remaining?

There are some tables, chairs and shelving in the tenancy. If you want to use it you can, if you don't, we will remove it. We won't replace or repair any of it if it breaks.

6. What is the key/security access to the building?

Swipe access in lifts, key access to suites.

7. Do the windows open?

Yes. Noting that there is no air conditioning, previous tenants have used floor fans and space heaters.

Permitted use of the space

8. What is the zoning of this address?

It is zoned MU1 Mixed Use zone.

9. Is it strictly office space – can we do rehearsals?

The planning approval (or “Permitted use”) is as an office space. There is quite a range of activity that can take place under the category of office space. If you would like to confirm what you can and can’t do, you need to speak to a City of Sydney Duty Planner to check if your activity falls within the current development approval or if you would need to apply for new development approval. Showing that you have made enquiries and include the advice that you get in your application will help us in the assessment of your application.

10. Getting Planning advice from a Duty Planner regarding permitted use and development approval

See the Permitted Use section (page 4-5) of the information for applicants document then make an appointment to **speak to a duty planner**. There is a booking portal to make a time to speak to a duty planner via the City of Sydney website

<https://www.cityofsydney.nsw.gov.au/development-applications/get-advice-city-development-application>

Lease terms

11. Is the lease a fixed term of 5 years or up to 5 years?

Accommodation Grants program can offer a lease of **up to 5 years** duration. Depending on your needs, you may like to stipulate a lease term of shorter duration. If you would like to define the lease term that suits you please do so within your application.

12. Regarding the make good clause – can we make changes to the space?

If you propose to make additions or alterations to the premises you will need to seek planning advice as to whether development approval is needed for those changes. See item above with details on how to speak to a Duty Planner to get planning advice. Once you are a tenant you would need approval from the City as the landlord about works that you want to do and negotiation would take place about what make good would be needed.

Making an application

13. For people doing joint applications is there a special process? How does that work?

Multiple entities can occupy the space but one organisation needs to be the lead applicant and the lessee. We can only enter into a lease with one entity. In your application you can refer to the other organisation/s or entities you will be working to explain the relationship. The lead applicant will need to demonstrate the ability to manage insurance, utilities and other costs.

14. Can you do an oral application or video application? How does that work? Through the Grants team we can provide support to applicants to apply for an accommodation grant, including oral applications on a justifiable needs basis. Enquiries: communitygrants@cityofsydney.nsw.gov.au

15. Is there such a thing as too many support letters?

You can provide any number of support letters or materials. Good applications ensure that letters of support are relevant genuine, individual letters of support from different people/organisations demonstrating their connection to your work and/or the significance of your work to the sector/community.

16. Can Smarty Grants accept videos?

There is a file size limit for support materials. For video and other support materials it is acceptable to provide url links for the assessors to view.

Assessment criteria and decision making

17. You say you have priorities for Aboriginal and Torres Strait Islander run organisations, how do you score that?

One of the assessment criteria is diversity, equity and inclusion which enables us to rate how the proposal benefits artists with disability, culturally and linguistically diverse artists and Aboriginal and/or Torres Strait Islander artists or organisations.

18. Are there any Aboriginal and/or Torres Strait Islander assessors?

Yes, at least one person from the City of Sydney First Nations leadership team will be on the assessment panel.

19. Is there any way you can find out if you've been successful or unsuccessful earlier than February?

As the decision needs to be made by Council at the February 2025 Council meeting, all applicants will be notified after Council approval, not earlier unfortunately.