

# CultureLAB

## Information Pack and FAQs

3000 words / 9-10 minutes read

Please note, all Arts House activities operate under a COVID Safe plan and within current government restrictions.

### Contents

<b>Contact</b> .....	2
<b>Info Sessions</b> .....	3
<b>Overview</b> .....	3
<b>Key Dates</b> .....	3
<b>Access and Inclusion</b> .....	4
1. How is the CultureLAB EOI process accessible to me? .....	4
2. Closing date .....	5
3. How will Arts House support my access or inclusion needs, if I am selected?...	5
4. Does Arts House have a dedicated access officer who can support me? .....	5
<b>About the EOI process</b> .....	6
5. What does my EOI need to include? .....	6
6. What is the selection process? .....	7
7. What are the selection criteria for CultureLAB? .....	8
8. Will I receive feedback if my EOI is not selected? .....	8
9. Can I discuss my EOI with someone before submitting? .....	8
10. Am I able to apply for more than one Arts House program? .....	9
<b>About the program</b> .....	9
11. Who is CultureLAB for? .....	9
12. Is the CultureLAB EOI for both development and presentation? .....	10
13. If I get a CultureLAB, does it mean there is a guaranteed presentation outcome at Arts House? .....	10
14. How many projects will be supported?.....	10

15. If I get a CultureLAB are there any desired outcomes? What does Arts House expect from the project? .....	10
16. Can CultureLAB EOI funds cover international projects?.....	10
17. Will I own my IP, and what about Indigenous Cultural Intellectual Property? ...	10
18. I am collaborating with someone on another project, can we apply to CultureLAB multiple times? .....	11
19. Where does CultureLAB take place? .....	11
20. Do I have to be at Arts House full-time during my development? .....	11
21. Can I do CultureLAB remotely?.....	11
22. Can my project be digital? .....	11
23. When will my CultureLAB happen?.....	12
<b>Fees and Finances</b> .....	12
24. What financial resources am I offered if successful?.....	12
25. Do I need an auspice body?.....	12
<b>Arts House Producing &amp; Additional Support</b> .....	12
26. What support will an Arts House Producer provide? .....	12
27. What does the access consultation session involve?.....	13
<b>Got a Question?</b> .....	13

## Contact

If you have read this document and attended the Info Session but still have questions, please contact:

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 Arts House Program Manager  
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 0447 570 178 (text only)  
 (03) 9322 3720

## Info Sessions

We are hosting two information sessions which will cover all of Arts House Expression of interest Call-Outs: Makeshift Publics, CultureLAB, Science Gallery Residency and The Warehouse Residency.

### **Come along to Arts House's Call-Out Info Sessions on Zoom**

#### **Arts House's Call-Out Info Session on Zoom**

Tuesday 21 September, 5.30pm [book here](#)

#### **Arts House's Access Call-Out Info session on Zoom**

Wednesday 22 September, 2.00pm [book here](#)

These sessions will be Auslan interpreted and recorded with closed captions.

## Overview

CultureLAB is an arts development program that supports independent artists and small-medium companies, with a focus on the potential of performance and artists with an experimental practice. This program is the primary way Arts House supports the presentation of new Australian art.

The next CultureLAB EOI is for creative developments taking place from July 2022 – June 2023. We are looking for projects at any stage of development.

Arts House has a variety of spaces, suitable for a variety of purposes: research, rehearsal, technical experimentation and more.

Artists are supported with fees, space, equipment, expertise and an access consultation.

Read more about the artists and projects we have worked with across our [Program](#) and CultureLAB from 2017/2018 [here](#), 2018/2019 [here](#) and 2019/2020 [here](#).

EOIs for the 2022 program close Thursday 14 October 2021, 5pm AEST.

[Apply here for CultureLAB](#)

Read the following for more details:

- Read the Info Pack and Frequently Asked Questions [this document]
- [Listen to the audio about CultureLAB](#)
- [Download excel doc budget template](#)

- [Download google doc budget template](#)

#### Venue information:

- [View Arts House Building Pack with access info in PDF](#)
- [View Arts House Building Pack with access info in Word](#)

## Key Dates

Arts House Call-out Info session: **Tuesday 21 September 2021, 5.30pm**

Arts House Call-Out Access Info session: **Wednesday 22 September 2021, 2pm**

EOIs close: Thursday 14 October 2021, 5.00pm

**Notifications: mid-December 2021**

## Access and Inclusion

### 1. How is the CultureLAB EOI process accessible to me?

CultureLAB EOIs are submitted through the SmartyGrants portal. Please see this link for more information about CultureLAB and Arts House.

We want you to apply in the format that is easiest for you. You can submit these formats through the SmartyGrants system:

- Written
- Video
- Auslan video (we can arrange interpretation of your video if needed)
- Audio

If you need to submit your EOI outside of the SmartyGrants system or have access requirements that mean an EOI via a recorded Zoom conversation, Auslan, word document or another method would work best, please get in touch with us prior to the closing time to discuss – contact details above.

- [Watch the Auslan video about CultureLAB](#)
- [Listen to the audio about CultureLAB](#)
- Read the plain text Frequently Asked Questions [this document]

## **2. Closing date**

CultureLAB EOIs close **Thursday 14 October, 5.00pm AEST.**

If you are unexpectedly unwell or experience some other kind of last minute interruption that means you will not be able to meet this deadline, and require a few additional days, please get in touch with us prior to the closing time to discuss.

Arts House is committed to answering any questions you have about this EOI process, so please get in touch - see contact details above.

## **3. How will Arts House support my access or inclusion needs, if I am selected?**

We encourage all artists to let us know how we can best support their participation in the CultureLAB program. You will be asked a question in the EOI where you can outline this, if you wish.

If you are offered a CultureLAB development, Arts House will initiate an access check-in with you prior to commencement of your development in which you can choose to outline your specific requirements.

Arts House has financial resources available to ensure that key meetings with the Arts House team can be attended by support people for key collaborators where needed. The support person can be identified by the artist/collaborator, or sought and supplied through Arts House's networks. You can identify if you require this in the EOI process.

## **4. Does Arts House have a dedicated access officer who can support me?**

Currently Arts House does not have a designated access officer. We have an internal working group with representatives from each department who manage and report on the [Disability Inclusion Action Plan](#) and can provide additional support and assistance when required.

# About the EOI process

## 5. What does my EOI need to include?

EOIs are made through the SmartyGrants portal. [APPLY HERE](#)

The EOI form is in two parts:

- Part one involves questions where you can outline your project, development project plan, how you plan to embed ideas of access and inclusion, your access requirements for participation in CultureLAB, why your project should be developed at Arts House, your team plus key collaborators biographies
- Part two involves providing a development budget and support material to demonstrate your previous work

EOI Questions:

- Brief project summary (50 words/ 1 min video or audio/ 2 min Auslan)
- Project description explaining what the work will be, as well as the idea and intent behind it (400 words/ 3 min video or audio/ 6 min Auslan)
- Describe your ideas for embedding access and inclusion into your project (250 words/ 2 min video or audio/ 4 min Auslan)
- Explain your project plan, detailing the length of time of the development and how it will be structured. (500 words/ 4 min video or audio/ 8 min Auslan)
- What access requirements and support do you and your team require to develop your project? (250 words/ 2 min video or audio/ 4 min Auslan)

Plus the following information either as uploads, attachments or additional answers:

- Budget template [Download excel template](#) | [Download google doc template](#)
- All collaborators and their roles and whether they are confirmed, and up to five (5) key collaborators biographies (200 words each)
- Question on demographics of applicant/s
- Support material - up to three (3) web links and additional attachments - options below

## **Support Material Options**

Support material is required through web links. If you have a website, or an article written about your work, or examples of your work online, please include a link. There is space for three links in the submission process.

## **What support material should I submit?**

The support material you provide is an integral part of your submission. You may not have video documentation for the work that you are submitting; therefore we suggest that you submit video documentation of previous work or some of your collaborators' previous work.

Make sure that the documentation information is correct and easily accessible and that you detail what the video is showing us. Video documentation that shows the work unedited is preferred. Highly edited documentation with music/text overlays (like a trailer) is not advised.

You can also submit other types of documentation if needed. The EOI form allows for up to three additional pieces of documentation which is not a video link.

- **Video** Please submit as a URL (weblink) no more than five minutes long. Please provide the password if your link is password protected.
- **Images** Please collate these into one document of no more than six images and submit as a .doc or .pdf file and include image descriptions which includes essential visual information about the image for our peer-assessors.
- **Audio** Please submit as a URL (weblink) no more than five minutes long. Please provide the password if your link is password protected.
- **Text** Please ensure examples of writing are no more than two pages long and submit as a .doc or .pdf file.

## **6. What is the selection process?**

Your CultureLAB EOI will be reviewed by six artist peer advisors and the Arts House Creative team.

Notifications will be made in mid December to all projects.

## **7. What are the selection criteria for CultureLAB?**

EOIs will be reviewed in response to the following criteria:

### **Concept**

- The projects concept or idea is innovative, meaningful and relevant

### **Artistic Team**

- Artists must be mid-career or established in their practice
- Projects include artists with a demonstrated track record of successful work
- Projects include artists who may not have worked with Arts House previously

### **Embrace risk-taking and experimentation**

- Projects demonstrate new and experimental approaches within the artists' own practice, and/or a new approach to the artform
- The proposal demonstrates that Arts House's support can make a difference to the artists' career trajectory
- Access is considered as a creative part of the how the work is conceived and made

### **Viability**

- Project plan is realistic in scale given the money, resources and time available
- Budget is realistic for the money available for the creative development or identifies viable alternative sources
- The support material clearly explains the applicant's work and showcases the artist/ group's history of delivering creative projects.

## **8. Will I receive feedback if my EOI is not selected?**

Whilst we are unable to provide feedback on individual submissions, general feedback on the call-out will be provided to all unsuccessful EOIs.

## **9. Can I discuss my EOI with someone before submitting?**

Yes! Arts House Producers are available to answer any needs or questions you have about this EOI process, so please get in touch - see contact details at the top of this document.

We can discuss if the CultureLAB program is right for you and any questions about the EOI submission process. Please note, Arts House cannot provide feedback or help with your concept and project idea.

We are also hosting two information sessions, which will cover all the Arts House EOI call-outs:

**Arts House’s Call-Out Info Session on Zoom**

Tuesday 21 September, 5.30pm [book here](#)

**Arts House’s Access Call-Out Info session on Zoom**

Wednesday 22 September, 2.00pm [book here](#)

These sessions will be Auslan interpreted and recorded with closed captions.

**10. Am I able to apply for more than one Arts House program?**

Yes. You can apply for CultureLAB, Makeshift Publics and The Warehouse Residency. However, please note that each of these opportunities are very distinct and have different criteria, so please consider each program and your suitability.

## **About the program**

**11. Who is CultureLAB for?**

CultureLAB is for Australian based independent artists, curators or collectives, and small to medium companies. CultureLAB is primarily for artists that are mid-career or established in their practice.

We encourage EOI submissions from those with an experimental arts practice.

We encourage EOIs from artists who self-identify as First Nations, people of colour, culturally diverse, LGBTQIA+ as well as artists who identify with Disability, D/deafness, neurodiversity or chronic illness. We want to support the diversity of lived experiences in the artistic community and particularly encourage multiple- marginalised artists to submit EOIs.

**12. Is the CultureLAB EOI for both development and presentation?**

No. The EOI is for the development of new work only.

**13. If I get a CultureLAB, does it mean there is a guaranteed presentation outcome at Arts House?**

No. Arts House has first right of refusal to present the premiere of the work. On completion of your CultureLAB, Arts House will meet with you and talk about the next steps for your project.

**14. How many projects will be supported?**

Up to 10 projects will be supported for development taking place 1 July 2022 - 30 June 2023.

**15. If I get a CultureLAB are there any desired outcomes? What does Arts House expect from the project?**

You are encouraged to do a showing of your work during your development period. This is not a public presentation, rather an informal sharing of ideas and explorations to Arts House Creative Team and invited peers.

**16. Can CultureLAB EOI funds cover international projects?**

EOI funds can support international artist fees, however the project needs to be initiated by an Australian artist, and Arts House cannot cover travel or accommodation costs.

\*\*Please contact the Arts House artistic team if you are an international artist wanting to present work at Arts House.

**17. Will I own my IP, and what about Indigenous Cultural Intellectual Property?**

Artists that work with Arts House retain all intellectual property on their work. Indigenous Cultural Intellectual Property is owned by the artist for any words, works or research

developed as part of the CultureLAB and these remain at all times solely owned by the artist (or any 3rd party who holds rights) and are not assigned to Arts House in any way.

**18. I am collaborating with someone on another project, can we apply to CultureLAB multiple times?**

There's no limit to how many CultureLAB EOIs you can be attached to. We know that creatives may want to work in different ways and teams to deliver different concepts, and don't want to restrict collaborative possibilities or eligibility in that regard.

**19. Where does CultureLAB take place?**

CultureLAB is a venue based program, at North Melbourne Town Hall. We have multiple spaces in the venue to be used for development.

You can view the Arts House spaces [[HERE](#)]

**20. Do I have to be at Arts House full-time during my development?**

CultureLAB offers a dedicated venue and expert tech support for the duration of your development. In consultation with Arts House Producers we will work with you to find a schedule that works for you and your collaborators. This may be full-time, split into blocks, or over a few months.

**21. Can I do CultureLAB remotely?**

CultureLAB predominantly offers support in venue-based developments, however we understand that this might not suit everyone in your creative team. If you have collaborators who need to work remotely we can help find solutions to support this.

**22. Can my project be digital?**

Yes. CultureLAB is about exploring all the possibilities of art.

## **23. When will my CultureLAB happen?**

This call-out is for CultureLAB projects to happen 1 July 2022 - 30 June 2023.

## **Fees and Finances**

### **24. What financial resources am I offered if successful?**

Arts House will provide selected CultureLAB EOIs with \$10,000 cash support towards their project budget.

Arts House recognises that budgets to develop new Australian work are usually higher than the funds we are able to support with, and that additional resources may be required to realise the project development.

We ask for a budget break-down as part of the EOI.

Things to consider as part of your budget:

- Artist fees – as a guide a minimum weekly award rate of between \$1100-\$1200 for artists fees + 10% Superannuation and 3% WorkCover ([Live Performance Australia / Fair Work pay rate guide](#) and [NAVA Schedule of Fees and Rates](#))
- Materials, hospitality, admin and other incidentals
- For regional and interstate artists: accommodation, per diems, travel costs

### **25. Do I need an auspice body?**

If successful, you will be required to seek an Auspicing agency unless you can supply evidence of an ABN (Australian Business Number) and meet the Australian Taxation Office requirements, along with evidence of existing Public Liability Insurance of \$20 million. Successful artists or their Auspicing agency are also obliged to meet their obligations regarding Superannuation, Holiday Pay and WorkCover.

## **Arts House Producing & Additional Support**

### **26. What support will an Arts House Producer provide?**

Arts House supports artists to work in a self-determined approach and our producing support can vary.

For CultureLAB you will be assigned an Arts House Producer as your contact and will work with selected artists to determine what the producer/ artist relationship might look like and the support that is needed.

Producing support could include, but is not limited to:

- Support with budget oversight
- Support with further funding applications
- Be a main point of contact at Arts House and each department
- Provide support and creative conversations about your project in development
- Coordinate access services and consultants as required
- Assist with networking opportunities and connection to other artists and staff
- Other support as required

## **27. What does the access consultation session involve?**

Arts House is committed to providing artists with opportunity to develop meaningful approaches to embedding access into artistic work.

We will provide a one off dedicated access consultation. This session will involve discussing your project with two access consultants during the early stages of the development to identify creative approaches to access and service provisions.

## **Got a Question?**

If you have read our documents and attended the Info Session but still have questions, please contact:

Olivia Anderson  
Arts House Program Manager  
[olivia.anderson@melbourne.vic.gov.au](mailto:olivia.anderson@melbourne.vic.gov.au)  
0447 570 178 (text only)  
(03) 9322 3720

National Relay Service (NRS)

TTY users: phone 13 36 77 – then ask for – 03 9322 3720

Speak and Listen users: phone 1300 555 727 – then ask for – 03 9322 3720

Internet relay users: connect to the NRS ([internet-relay.nrscall.gov.au](http://internet-relay.nrscall.gov.au)) – then type in –  
03 9322 3720