

The Warehouse Residency Information Pack and FAQs

3500 words / Approx. 12 minute read

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

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Contact

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

Sarah Rowbottam

Arts House Creative Producer

sarah.rowbottam@melbourne.vic.gov.au

Mobile 0447 570 178 (text only) Phone 03 9322 3720 (voice only)

Arts Access Victoria is also offering application support.

Please contact: info@artsaccess.com.au

Phone 03 9699 8299 (voice only)

Info Sessions

Arts House's Call-Out Info Session on Zoom
Tuesday 21 September, 5.30pm 60mins [book here](#)

Arts House's Access Call-Out Info Session – hosted with Arts Access Victoria on Zoom
Wednesday 22 September, 2pm 60 mins [book here](#)

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

The Gathering hosted by Arts Access Victoria on Zoom
Tuesday 28 September, 2.30pm 90mins

RSVP by 12pm Tuesday 28 September to rsvp@artsaccess.com.au with your access requirements and to receive the Zoom link.

This session will be Auslan interpreted.

Overview

Arts House's new Disability-led residency and commissioning program focuses on experimental projects presented at North Melbourne Town Hall.

The Warehouse Residency centres and celebrates D/deaf, Disabled, neurodiverse and chronically ill artists, curators, collectives and their collaborating allies. Two opportunities are available each year for five years, so that creatives can grow their practices in self determined and sustainable ways.

The Warehouse Residency has been co-devised by six D/deaf, Disabled and neurodiverse artists – Luke King, Hannah Morphy-Walsh, Pauline Vetuna, Jonathan Craig, Kath Duncan and Eva Sifis, alongside Arts Access Victoria and Arts House. The group collectively decided on the following guiding principles:

- Respect the wisdom that lived experiences brings
- Be artist-led and self-determined
- Support multiple-marginalised disabled people
- Embrace flexibility and choice, and be responsive to the individual
- Create an environment of safety and care
- Support risk-taking and experimentation

We want to support the diversity of lived experiences in the disability community and particularly encourage multiple-marginalised disabled people to apply. Participants receive a dedicated studio space at North Melbourne Town Hall for 3-months, fees, equipment, production expertise, consultation and mentor support, with presentation as part of Arts House's program in 2022.

View these key documents for more information:

- [Download Easy English Program Guide](#)
- [Watch Auslan video about The Warehouse Residency](#)
- [Listen to audio about The Warehouse Residency](#)
- [Download PDF format of Arts House Building Pack with access info](#)
- [Download Word format of Arts House Building Pack with access info](#)
- [Download excel doc budget template](#)
- [Download google doc budget template](#)

Key Dates

EOIs close: Thursday 14 October, 5.00pm AEST

Arts House Call-Out Info Session: Tuesday 21 September, 5.30pm

Arts House Call-Out Access Info Session: Wednesday 22 September, 2.00pm

The Gathering Arts Access Victoria hosted Session: Tuesday 28 September, 2.30pm

Notification of short-listed artists: Thursday 25 November

Selection meetings with short-listed artists: Thursday 2 – Friday 10 December

Final Notifications: mid-December

2022 Residency Dates and Available Spaces

Option 1

Residency: March – May in the Warehouse

Presentation: August in a Studio or the Warehouse, with an option for other uses of the building

Option 2

Residency: June – August in Warehouse

Presentation: November in a Studio or the Warehouse, with an option for other uses of the building

These dates are indicative and can be negotiated.

Access and Inclusion

1. How is The Warehouse Residency EOI process accessible to me?

The Warehouse Residency EOIs are submitted through the SmartyGrants portal. Please [visit Arts House website](#) for more information about The Warehouse Residency 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.

2. Deadline and Softline

EOIs close **Thursday 14 October, 5.00pm AEST** for the 2022 program.

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 are committed to answering any questions you have about this EOI process, so please get in touch - see contact details below.

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

We encourage all applicants to let us know how we can best support their participation in The Warehouse Residency. You will be asked a question in the EOI where you can outline this.

If you are shortlisted, you can outline your specific access and participation requirements with Arts House in a meeting. Through this dialogue Arts House will respond to your requests, and maintain regular check-ins with you to confirm approaches are sufficient.

If a selected participant with access needs requires a support person to engage in the program, this can be discussed at the shortlist meeting. Arts House has financial resources available to ensure that this support person is paid to attend key meetings if required. This person can be identified by the participant, or sought and supplied through Arts House's networks. You can identify if you require this in the application 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.

As part of the access budget for The Warehouse Residency, we encourage artists to consider if they require an advocate/ support person to assist during the residency and presentation phase – this could involve assisting in meetings, being a representative for the artist or other duties as required.

About the EOI process

5. What does my EOI need to include?

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

The application form is in two parts:

- Part one involves five questions where you can outline your project, team, residency plan and access needs
- Part two involves providing a draft budget and support material to demonstrate your previous work

Application Questions:

- What is your project idea and how do you plan on developing it during your residency? (400 words/ 3 min video or audio/ 6 min Auslan)
- How do you imagine your project being presented to an audience in a studio space at North Melbourne Town Hall? (250 words/ 2 min video or audio/ 4 min Auslan)
- How will this opportunity grow your practice? (250 words/ 2 min video or audio/ 4 min Auslan)
- What are your ideas for embedding access and inclusion in this project? (250 words/ 2 min video or audio/ 4 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 complete the following information:

- Draft budget – [Download excel doc template](#) | [Download google doc template](#)
- Confirmed availability for the residency and presentation dates
- Your access needs - there will be space to describe this in your own words
- Question on demographics of applicant/s
- Provide biographies for five key creatives, no more than 100 words long and up to two pieces of support material - options below.

Support Material Options

- **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 short-listing and selection process?

Your EOI will be reviewed by four artist peers who were part of the The Warehouse Residency co-devising process and Arts House Creative team. The artist peer group includes: Luke King, Jonathan Craig, Kath Duncan and Pauline Ventua.

If your project is shortlisted, it means we really like your idea and would like to meet with you to discuss your residency and project in more detail. Arts House will make contact with you to set a meeting time.

7. What is the Selection Criteria for The Warehouse Residency

EOIs will be reviewed in response to the following criteria:

Disability-led

- Artistic process and creative decisions are led by D/deaf, Disabled, neurodiverse and/or chronically ill artists
- Access is considered as a creative part of how the work is made

Embrace risk-taking, experimentation and growth

- Concept or idea is innovative, meaningful and relevant
- Projects demonstrate new and experimental approaches within the artists' own practice, and/or it is a new approach to the artform
- The proposal shows that Arts House's support can make a difference to the artists' career trajectory
- Applicant demonstrates that they have a need for the residency and their time will be used well

Viability

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

8. Will I receive feedback from my EOI if I am not accepted?

Feedback is only available to artists who make the shortlist to meet with the Arts House creative team. General feedback on the call out will be provided to all applicants.

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 end of this document.

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

Arts Access Victoria is also offering application support.

Please contact: info@artsaccess.com.au or phone 03 9699 8299 (voice only).

About the Program

10. Who is The Warehouse Residency and commission for?

The Warehouse Residency supports applications from Victorian-based artists, curator's or collectives who self-identify with disability, D/deafness, neurodiverse or chronically ill. That is not to say that all members of the project team must identify this way, but the creative process must be Deaf or Disability-led.

We want to support the diversity of lived experiences in the disability community and particularly encourage multiple-marginalised disabled people, artists who identify as First Nations, people of colour, culturally diverse, LGBTQIA+ and living in regional Victoria. Non-disabled project team members or support people can also be noted as the Main Contact and submit an EOI on behalf of the lead artist.

11. How do I know my project is Deaf or Disability-led?

There are many ways of describing what Deaf or Disability-led work means. To be considered a Deaf or Disability-led work for The Warehouse Residency, a project should:

- Be initiated by creatives who self-identify with Disability, D/deafness, neurodiverse or chronically ill
- Have creatives with disability as key decision-makers (or making significant contribution to decision making) about the direction of the work, key creative roles, the style, promotion etc
- And include artists in key creative roles

The term 'Deaf and Disabled people' includes anyone with a lived experience of disability. This could be:

- visible or invisible
- sensory or physical
- neurodiverse
- cognitive
- intellectual or developmental
- mental health or illness

We use 'Deaf' to respect the right of the Deaf community to label their experience as one of cultural and linguistic difference.

12. What career stage do I need to be to apply?

The Warehouse Residency accepts EOIs from creatives at any career stage. We do not base experience on academic and professional history and encourage applicants to self-identify whether this program is the right fit for them.

13. Do I have to disclose my disability to apply?

No. We do not require applicants to disclose personal or medical information.

14. How many projects will be supported?

Two projects will be supported each year, until 2027. This call out is for projects taking place in 2022.

15. Can I apply multiple times?

There's no limit to how many 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 application eligibility in that regard.

16. 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.

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 Warehouse Residency 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. Where does The Warehouse Residency take place?

The residency takes place at Arts House, North Melbourne Town Hall. Artists are provided the Warehouse (ground level, detached building) as a dedicated studio space for the residency for three months. You can view information about the Warehouse and key access information about Arts House or [take a virtual tour of the space](#). Please note the virtual tour is visual only and does not include the bathrooms.

- [Download PDF format of Arts House Building Pack with access info](#)
- [Download Word format of Arts House Building Pack with access info](#)

19. Do I have to be at Arts House full-time during my residency?

No. The residency is your time and you can determine how to use it. Arts House supports residency hours which suits you and your project needs. If you are selected, we can help sketch out a residency plan and how you'd best like to spend the time.

20. Can I do my residency remotely?

The Warehouse Residency set-up to predominantly support in-venue based residencies and outcomes, 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.

21. Where does the presentation and outcome take place?

The presentation takes place at Arts House inside the Warehouse or a Studio space which is located on Level 1 (lift and stair access) with the option to expand into other areas of the building. You can view information about the Warehouse, Studio spaces and key access information about Arts House or [take a virtual tour of the space](#). Please note the virtual tour is visual only and does not include the bathrooms.

- [Download PDF format of Arts House Building Pack with access info](#)
- [Download Word format of Arts House Building Pack with access info](#)

22. What can I present?

We are interested in projects that are experimental, demonstrate an inclusive approach to audiences and embed access as a creative approach in making the work. Presentation outcomes can include a wide range of public activities such as one-off or a series of events, workshops, exhibition, live performance or interdisciplinary works, The presentation outcomes can be determined in the residency with the Arts House team.

23. Can my project be digital?

Projects can have digital outcomes, but this commission isn't about producing art for online.

24. When will my presentation happen?

Artists are provided a dedicated presentation Studio space for four weeks to deliver their work including install and deinstall. We have allocated a month to include flexibility of when outcomes might happen during this time.

We will work with selected artists during the residency to determine the presentation outcomes and schedule. We can delay and adjust these expectations at any time for many reasons and remain adaptive to your needs.

25. How was The Warehouse Residency co-designed?

Alongside co-facilitation with Arts Access Victoria, Arts House appointed six D/deaf, Disabled and/or neurodiverse artists to help shape The Warehouse Residency program – its core principles, processes and support mechanisms.

These consultants included: Luke King, Eva Sifis, Hannah Morphy-Walsh, Pauline Vetuna, Jonathan Craig, Kath Duncan, and Janice Florence from Arts Access Victoria.

The consultants provided advice on artist support during residency and presentation – access, services, producing, admin, consultations; offered suggestions and ideas for how the residency can be unique within the arts landscape and fulfil what might be lacking. Provide advice and review of application process and selection criteria for annual call out.

Fees and Finances

26. What financial resources am I offered if successful?

Arts House will provide successful applicants with \$25,000 cash support towards artist fees, materials and a budget of \$4,000 for access services, support and consultation. Projects need to sit within these costs and not rely on additional resources.

We ask for a simple draft budget break-down as part of the application to get an indication of how you will spend these funds.

This money can be spent on:

- 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](#))
- Access services, support and consultation
- Materials, hospitality and other incidentals
- For regional artists: accommodation, per diems, travel costs

In addition to this, Arts House will support projects with:

- Additional in-kind budget towards production costs, hires and front of house
- Contribution to auspice fee to the total of 5% (\$1450)
- Provision of Auslan interpreters for meetings
- Experienced technical and production advice at all stages of residency to presentation, including technical staff to install, operate and collaborate
- A Creative Producer who provides support at all stages of residency to presentation, assisting in budget, project management, creative discussions and other requests as determined by the artist
- Opportunity to connect and network with other artists and staff at Arts House and the growing cohort of artists in The Warehouse Residency
- Marketing and publicity campaign as part of Arts House program
- Front of House staff as part of the presentation
- Photo documentation of presentation outcome

27. 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 will cover up to 5% auspice fee (\$1450) for the administrative costs incurred.

28. Is there a separate budget for access?

Yes! We have included a \$4,000 budget for access per project. Depending on you, your team and the project needs, we can work together to lay out the best plan for these expenses. This might include: support person/ advocate for meetings, cultural liaison, service provision for presentation (e.g. Auslan, Audio Description, captioning) and

access consultants. Access budgets are flexible and if you don't spend it all, it can go towards your artist fees.

29. Will these finances affect my Pension payments?

If you are receiving pension support and would like to arrange a payment schedule to minimise the impact of the commission we recommend discussing this with your auspice body at contracting stage.

Arts House Producing & Additional Support

30. What support will an Arts House Creative Producer provide?

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

For The Warehouse Residency we are embracing a flexible producing approach, and will work with selected artists to determine what the producer/artist relationship might look like and the support you need.

Producing support could include, but is not limited to:

- Provide budget management in consultation with the artist
- Support contract writing for artists or contractors working on the project
- Be a main point of contact at Arts House and each department
- Help coordinate project & schedule management
- Liaison with production, front of house and other contractors throughout the development and presentation stages
- Provide critical 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

31. What is the role of a consultant/mentor?

Arts House can provide 15 hours for a consultant/mentor to work with you across several points in the project development and presentation. The role is paid and contracted by Arts House in addition to your fee.

Successful applicants can self-nominate who they would like to work with or Arts House can help match a consultant with the project and your needs. The role of a consultant can span, but is not limited to – advice, check-ins, skills-based development, specialist knowledge, or provocateur.

32. 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.

This session will involve discussing your project with two access consultants during the early stages of the residency 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:

Sarah Rowbottam, Creative Producer
sarah.rowbottam@melbourne.vic.gov.au
Mobile 0447 570 178 (text only)
Phone 03 9322 3720 (voice only)

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) – then type in – 03 9322 3720