

# The Warehouse Residency Frequently Asked Questions

Supported by Arts House and Arts Centre Melbourne, Alter State

## Contents

1.	What does my EOI need to include? .....	2
2.	Selection Criteria .....	3
3.	Deadline and Softline .....	4
4.	How will my access needs be supported? .....	4
5.	What is considered a Deaf or Disability led project? .....	4
6.	Do I have to disclose my Disability to apply? .....	5
7.	What career stage do I need to be to apply? .....	5
8.	Am I able to apply for more than one Arts House program? .....	5
9.	Will I own my IP, and what about Indigenous Cultural Intellectual Property? .....	5
10.	Where does the residency take place? .....	6
11.	Do I have to be at Arts House full-time during my residency? .....	6
12.	What are the outcomes of my residency? .....	6
13.	What financial resources am I offered if successful? .....	7
14.	Do I need an auspice body? .....	7
15.	Will these finances affect my Pension payments? .....	8
16.	What is the role of artistic peer support? .....	8
17.	What support can the Arts House team provide? .....	8
18.	Got a Question? .....	8

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

EOIs are made through SmartyGrants: [APPLY HERE](#)

The EOI form is in two parts. You will be asked to answer these questions:

**Part 1** Involves responding to four questions about your project and one optional question.

Questions:

1. What is your project idea?
2. How will you develop your project in the residency? Please provide an overview of your project plan including duration and summary of weekly activity.
3. How will this opportunity support and grow your practice?
4. What are your ideas for integrating access in your project?
5. Is there anything else you'd like us to know about your project? (optional)

We recommend your responses are approximately 400 words or less, or up to 5 minutes video/ audio /Auslan.

**Part 2** Involves providing a draft budget, indication of availability, access notes and support material that shows your previous work and artistic practice.

- Draft budget – [Download excel doc template](#)
- Indication of availability for residency times, showing & talks
- Access requests and support for team
- Question on demographics of applicant/s
- Biographies for five key creatives, no more than 100 words long
- Two pieces of support material - options below.

## Support Material

You can submit TWO pieces of support materials either by URL web link or by uploading documents in SmartyGrants.

Support material can demonstrate previous artistic work or some of your collaborators previous work and practices. You do not need to submit support material about the project concept you are submitting.

Make sure that the documentation information is correct and easily accessible and that you detail what it is showing us.

- **Video** Please submit as a URL (weblink) approximately five minutes long. 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 detailing essential visual information about the image for our peer-assessors.
- **Audio** Please submit as a URL (weblink) no more than five minutes long. Provide the password if your link is password protected.
- **Text** Examples of writing approximately two pages long and submit as a .doc or .pdf file or weblink to an article or website.

## 2. Selection Criteria

EOIs will be reviewed in response to the following criteria:

### **Artistic concept**

- The project idea is brave, relevant and connected with its context.

### **Deaf or Disability led**

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

### **Embrace experimentation and growth**

- Projects demonstrate new and experimental approaches within the artists' own practice, form, and/or it is a new approach to making work.
- Applicant demonstrates that they have a need for residency and their time will be used well.
- The proposal demonstrates that Arts House and Arts Centre Melbourne's support can make a difference to the artists' career.

## **Viability**

- Project plan and budget is realistic for money, resources and time available
- The support material demonstrates the applicant's work and showcases the artist or group's history of creative projects.

### **3. Deadline and Softline**

If you are unwell or experience an unexpected interruption that means you will not be able to meet the closing deadline, please get in touch to discuss an extension.

You do not need to disclose the reason for the extension.

### **4. How will my access needs be supported?**

We encourage applicants to share how Arts House and Arts Centre Melbourne can best support their participation in The Warehouse Residency.

Access can be constantly evolving - you can outline your access and participation requests in the EOI and if selected, Arts House will maintain regular check-ins to respond to requests as required.

We provide artists with a dedicated access budget which can be used for support people, community advocates, access services and other requests. This is separate to the access budget required for showing/ talk to an audience.

### **5. What is considered a Deaf or Disability led project?**

The Warehouse Residency supports EOIs from Victorian-based artists, curators or collectives who self-identify with having a disability, being D/deaf, neurodivergent and/ 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.

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 as having a disability, being D/deaf, neurodivergent or chronically ill.

Have creatives with disability as key decision-makers and making a significant contribution to decision making about the direction of the work, key creative roles, the style, promotion etc and selecting artists in key creative roles.

Arts House and Arts Centre Melbourne acknowledge people use different language to identify themselves and their communities in different contexts, and we will always respect self-identification.

We recognise a broad definition of disability, including physical disability, intellectual disability, neurodivergence, mental illness, chronic illness, cognitive disability, and sensory disability.

Arts House and Arts Centre Melbourne respects the varying ways D/deaf, D/deafblind and hard of hearing people may wish to self-identity. We use 'Deaf' to respect the rights of the Deaf community that identify as part of a cultural and linguistic minority connected through their shared language, Auslan.

## **6. Do I have to disclose my Disability to apply?**

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

## **7. What career stage do I need to be to apply?**

The Warehouse Residency is for people who already work as artists. 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.

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

Yes. You can apply for both CultureLAB 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.

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

Artists that work with Arts House and our partner Arts Centre Melbourne 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.

## **10. Where does the 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 a duration up to 8 weeks.

A schedule will be negotiated with the artist in consultation with Arts House and our partner Arts Centre Melbourne.

More information about the **Warehouse** at Arts House with access information can be found here:

- Creative Venue Information Pack [download in Word](#) | [download in PDF](#)
- [Take a virtual tour of the space.](#)

Please note: the virtual tour is visual only and does not include the bathrooms.

## **11. 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 suit 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.

The Warehouse Residency is 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.

## **12. What are the outcomes of my residency?**

The first residency will include a work in progress showing during Alter State the week of Mon 7 - Sun 13 October 2024.

The second residency will include a work in progress showing the week of Mon 14 - Sun 20 April 2025 outside of Alter State dates.

Both artists will have the opportunity to participate in public artist talks during Alter State 2 - 13 October 2024.

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

Arts House through our partnership with Arts Centre Melbourne will provide successful applicants with up to:

- \$30,000 residency fee
- \$10,000 producer fee
- \$5,000 access budget
- \$2,000 artistic peer support

Depending on you, your team and the project needs, we can work together to lay out the best plan for these expenses alongside your producer.

In the EOI we ask for a simple draft budget breakdown to get an indication of how you will spend these funds. Budgets need to cover the entire residency timeline including showing and Alter State public talks, and pay all artists and collaborators, as well as initial scoping for presentation after the residency is completed.

This money can be spent on items such as:

- Artist, creative and producer fees - as a guide, a minimum weekly award rate of between \$1100-\$1500 for artists fees + 11% Superannuation and 3% Work Cover ([Live Performance Australia / Fair Work pay rate guide](#) and [NAVA Schedule of Fees and Rates](#))
- A minimum casual rate for rehearsals \$46 per hour and \$226 per performance Mon - Sat. These rates should double for Sundays.
- Auspice fee and administrative support
- Access services, support and consultation
- Artistic peer support, critical friends, mentors
- Materials, hospitality and other incidentals
- For regional artists: accommodation, per diems, travel costs

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

If successful, you will be required to seek an Auspice 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.

Your fee is inclusive of the auspice fee for the administrative costs incurred.

You do not need a confirmed Auspice body when applying.

If successful, we recommend working with auspice body Auspicious Arts and can provide an introduction.

### **15. 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.

### **16. What is the role of artistic peer support?**

Arts House and Arts Centre Melbourne provides resources for you to engage peers in your community to provide support throughout your residency. This could be one or more people. Their contribution can span, but is not limited to – advice, check-ins, skills-based development, specialist knowledge, advocacy, communication support, or provocateur.

### **17. What support can the Arts House team provide?**

Arts House Creative and Production team are available to provide advice and support throughout your residency. We do not produce and manage individual projects in-house and you will be required to come with a team that can fully support your project.

### **18. Got a Question?**

If you have read the FAQ's and attended the Info Session but still have questions, please contact:

Sarah Rowbottam, Arts House Creative Producer

[sarah.rowbottam@melbourne.vic.gov.au](mailto:sarah.rowbottam@melbourne.vic.gov.au)

0447 570 178 (text only) 03 9322 3720 (voice only) during business hours Monday – Friday 9am – 5pm AEST.

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