CultureLAB
Frequently Asked Questions

Approximately 8 minutes read

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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 several questions about your project

1. Brief project summary (50 words)
2. What is the concept of your project and the ideas you will be exploring
3. Explain your project plan, detailing the length of the development and how it might be structured
4. What stage of development is your project at?
5. What access support do you and your team need to develop your project?
6. 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 development budget, key collaborator details and biographies, and support material to demonstrate your previous work.

- Budget template: Download excel 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
- Two pieces of support material - options below.

2. Support Material

You can submit TWO (2) pieces of support materials either by URL web link or by uploading documents via SmartyGrants.

The support material you provide is an integral part of your submission. You might 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 are 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. You may submit a longer video and identify the five-minute section you'd like us to watch.

- **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.

3. Selection Criteria

EOIs will be reviewed in response to the following criteria:

Artistic concept

- A well-thought through and exciting idea in subject matter, form and approach

Embrace risk-taking and experimentation

- New and experimental approaches within the artists' own practice, the artform, and/or a new approach to making work
- Arts House's support will make a difference to the trajectory of the project, and the artists' career(s)

Viability

- The project reflects Arts House's vision

- Project plan and budget is realistic for money, resources and time available
- The project has undergone an initial stage of development where the concept can benefit from access to producing and technical expertise
- The support material demonstrates the artist or group's history of delivering creative projects.

4. Deadline Extension

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.

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

We encourage artists to share how Arts House can best support their participation in CultureLAB.

Access can be constantly evolving - you can outline your access and participation requirements in the EOI, and if selected, Arts House will maintain regular check-ins to respond to requests as required. We can delay and adjust expectations of your development for many reasons and remain adaptive to your needs.

Arts House has financial resources available to support access requests including interpreters, and support personnel to attend key meetings on request.

6. 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 is distinct and has different criteria, so please consider each program and your project's suitability.

7. Can I 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.

8. Is CultureLAB for development and presentation?

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

9. What stages of development does CultureLAB support?

Projects must have undergone an initial stage of writing, research or development prior to your CultureLAB. This is an opportunity to test, expand and refine your ideas, bring a team of collaborators into the space, and access the resources and expertise Arts House can offer.

10. If I get a CultureLAB, is presentation at Arts House guaranteed?

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. Sometimes it could be a great fit for the upcoming season, other times it could be a longer lead time to presentation and still other times we might suggest alternative contexts for presentation that do not involve Arts House.

11. How many projects will be supported?

Up to 6 projects will be supported for development taking place 1 July 2027 - 30 June 2028.

12. What outcomes does Arts House expect from CultureLAB?

You are encouraged to do a showing of your work or an artist talk during your development period. This is not a public presentation, but a sharing of ideas and explorations with early responders including members of the Arts House Creative Team.

13. Can CultureLAB EOI funds cover international projects?

EOI funds can support international artist fees and we encourage international collaborations, however the project needs to be initiated by an Australian-based artist, and Arts House cannot cover additional travel or accommodation costs for the development period.

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

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

Artists that work with Arts House retain all intellectual property of 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.

15. 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.

- View venue information and accessibility PDF | Word
- Take a virtual tour of the space.

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

16. What support will be provided?

Arts House Creative and Production team are available to provide advice and support throughout your CultureLAB 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.

CultureLAB predominantly offers support in venue-based developments.

CultureLAB offers a dedicated venue 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.

17. What financial resources am I offered?

Arts House will provide selected CultureLAB EOIs with up to $25,000 cash support towards their project budget.

Arts House recognises that budgets to develop new Australian work may be 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 breakdown 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 + 12% Superannuation and 3% WorkCover (Live Performance Australia / Fair Work pay rate guide and NAVA Schedule of Fees and Rates)

- Producing support
- Auspice fees and administrational support
- Access services, support and consultation
- Materials, hospitality, admin and other incidentals
- For regional and interstate artists: accommodation, per diems, travel costs

18. 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 must meet their obligations regarding Superannuation, Holiday Pay and WorkCover.

Your fee is inclusive of the auspice fee for the administrational 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.

19. 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 the contracting stage.

20. What support can the Arts House team provide?

Arts House's 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.

21. Got a Question?

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

Olivia Anderson
Program Manager
olivia.anderson@melbourne.vic.gov.au
0422 242 483 (text only) or 03 9322 3720 (voice only) during business hours Monday – Friday 9am – 5pm AEDT.

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