Making Space — Infrastructure Funding Guidelines

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# What is Making Space?

**Making Space** is an open competitive grant program to create, enhance and improve the accessibility of Victorian creative spaces.

Making Space can fund:

* Physical or digital infrastructure.
* Improved access to/in existing creative spaces.
* New accessible creative spaces.

This is part of Creative Victoria’s ‘Creative Spaces and Places’ initiative.

Projects should be “shovel ready: - at the advanced stages of planning and ready to begin.

Making Space is open to organisations and collectives that are Deaf and Disability led or show a commitment to disability leadership. Deaf and Disability led applicants will be prioritised.

**Making Space** are grants of $50,000 - $100,000 for organisations and collectives.

Making Space aims to:

* Increase access to and participation in creative spaces/ activity for Deaf and Disabled creatives and audiences.
* Build on the capacity of organisations and collectives to deliver accessible services to Deaf and Disabled users.
* Develop and grow audiences for work created by Deaf and Disabled creatives.

# Application Forms and Documents

[Click here for the Making Space Web Page](https://www.artsaccess.com.au/making-space/)

[Click here to visit the Making Space Application: Online Form](https://www.artsaccess.com.au/making-space-application-form/)

[Click here to download the Making Space Application: Word Document [105 KB]](https://www.artsaccess.com.au/wp-content/uploads/2023/08/Making-Space_Application_2023.docx)

[Click here to download the support materials Excel [73 KB]](https://www.artsaccess.com.au/wp-content/uploads/2023/08/Making-Space-Support-Material.xlsx)

# Funding

You can apply for $50,000 - $100,000. The total amount of funding available is $500,000.

# Who Can Apply?

To apply you must:

* Be a creative organisation or collective that is legally constituted or auspiced
* Be based in Victoria
* Have an Australian Business Number (ABN) or be auspiced
* Be Deaf and /or Disability-led or show strong and ongoing commitment to disability leadership \*

\* This could include significant representation on your staff, board, subcommittees or advisory groups.

We will only accept one application per applicant (including as part of a collective).

## Definitions

**Collective**: Groups of individuals who join together.

**Deaf and/or Disability-led**: In an organisational context, this means the organisation is run by a majority of Deaf and Disabled people.

**Disability**: includes, but is not limited to; visible, invisible, sensory, physical, neurodiverse, cognitive, intellectual, developmental or mental health illness/ injury.

## Priority Applications

We will prioritise applications that:

* Are Deaf and Disabled led
* Are scoped and costed
* Increase benefits and engagement for Deaf and Disabled creatives and audiences
* Are delivered by small to medium organisations or collectives

## Auspicing

Making Space accepts auspiced applications. Any legally constituted body may act as an auspice. If successful, the auspice organisation will receive funds. The auspice organisation takes legal and financial responsibility for the grant. Projects can be auspiced by Arts Access Victoria (at no cost) or another suitable organisation. Grant assessors (apart from financial assessors) will not be aware of which organisation is auspicing your application. This is to avoid any perceived bias.

# Who Can’t Apply

We will not accept applications from:

* State-owned cultural agencies and organisations (except if acting as an auspice body).
* State government departments and agencies.
* Applicants that have an overdue Creative Victoria (or former Arts Victoria) acquittal.

Applicants who do not have a commitment to Deaf and/or Disabled leadership.

# Key Dates

**Applications open:** 25 August 2023.

**Applications close:** 17 October 2023 (8 weeks after opening date).

**Notification:** Approximately 6 weeks after the closing date.

**Project can start** after notification.

**Project must end** by 31 December 2024.

# Project Information

## What We Will Fund

All projects must create or improve access.

We will fund projects that:

* Create new accessible creative spaces
* Refurbish or improve access to/in existing spaces
* Improve or create digital access

Costs can include but are not limited to:

* Fees for personnel (project manager, builders, architect, consultant, developers, designers, user testers)
* Building materials
* Fit-out costs such as equipment, fittings, furniture
* Access refurbishment costs
* Digital equipment, software and hardware
* Project administration costs
* Permits
* Access costs for personnel can be applied for separately

## Access Costs

There is additional Access funding available to support the delivery of your project.

Access costs can include but are not limited to:

* communication access (e.g. Auslan interpretation, captioning)
* transport
* support worker (e.g. orientation support, note-taking)
* other access costs not covered by your organisation or collective

### Funding Examples

Below are some examples of projects we can fund. If you have a project that is not listed below it doesn’t mean it isn’t eligible. If you are unsure if your project is eligible, [please contact us.](#_Contact)

Physical access:

* Accessible parking spaces
* Accessible pathway to venue
* Door access – step free, door width, automatic doors or doors that are easy to open
* Height of counters or display cases at reception/ box office
* Accessible toilet
* Height of bathroom fixtures and fittings e.g., taps, basins, hand dryers, mirror
* Wheelchair spaces in theatre/auditorium
* Power, heating and light switch heights
* Lift access

Sensory access:

* Provision of Quiet Spaces
* Signage – e.g., tactile signs, easy to read
* Lighting - e.g., low vision accessible, dimmable
* Hearing augmentation systems

Digital access:

* Accessible website
* Equipment for livestreaming
* Internet infrastructure or portable internet
* Software (e.g., automated captioning software)
* Hardware
* Chat systems

# Standards and Guidelines

### Physical Infrastructure

All projects must follow relevant building guidelines and regulations.

[Click here for Australian Government planning information](https://business.gov.au/planning/industry-information/construction-industry)

[Click here for Disability (Access to Premises – Buildings) Standards 2010](https://www.legislation.gov.au/Details/F2010L00668)

[Click here for Disability Discrimination Act 1992](https://www.legislation.gov.au/Details/C2018C00125).

The current Australian Standards for access are:

* Design for access and mobility General requirements for access - New building work (AS 1428.1:2021)
* Design for access and mobility Communication for people who are deaf or hearing impaired (AS 1428.5:2021)

Your building project manager should have access to these standards.

### Digital Infrastructure

The WC3 sets global standards for all websites including access guidelines. These are called Web Content Accessibility Guidelines 2 (WCAG) and are updated every 4 years. They have 3 levels of access Level A, Level AA and Level AAA. The Federal Government has The Digital Services Standards (DSS). These are the Australian guidelines for digital access which include the WCAG.

[Click here for the WCAG 2](https://www.w3.org/WAI/standards-guidelines/wcag/#versions)

[Click here for the DSS](https://www.dta.gov.au/help-and-advice/about-digital-service-standard)

# What We Won’t Fund

We will not fund the following projects and expenses:

* Retrospective expenses (costs already incurred by a project)
* Spaces or projects primarily for non-creative uses
* Business as usual services, activities and operations (e.g., rent, utilities)
* Routine repairs and maintenance

**Please note:**

* You must not enter a contract or begin any proposed works before being notified of the outcome your application.
* Make sure to create a plan for funding your project if unsuccessful.

# How to apply

You can apply via [our website.](https://www.artsaccess.com.au/making-space)

You can download the application as [a Word Document.](https://www.artsaccess.com.au/wp-content/uploads/2023/08/Making-Space_Application_2023.docx)

A budget template is available in [the support material excel](https://www.artsaccess.com.au/wp-content/uploads/2023/08/Making-Space-Support-Material.xlsx) or supply your own.

We accept applications in a range of formats. You can submit a written, video, audio or Auslan application. You can also schedule a phone or video chat with AAV.

You can fill in an application form online via our website.

You can email us your application via [grants@artsaccess.com.au](mailto:grants@artsaccess.com.au)

You can organise a phone or video chat with AAV to apply.

You must submit your completed application **by 5pm, 17 October 2023.**

You will receive an email receipt of the application. If you do not receive a receipt of your application 48 hours after applying, please [contact us](#_Contact).

We encourage you to get in touch with us about your application before submitting it.

If you are unsuccessful, we can give you feedback.

## To record your application via a Phone or Video Chat with AAV

In this chat, we will ask you the application questions, which we will record and give to the assessment panel. Access support workers to assist you are welcome. AAV can provide Auslan or other services for the application process too.

To book or request an application chat you can contact [AAV Reception via email](mailto:info@artsaccess.com.au?subject=Making%20Spaces%20Application) Or phone 03 9699 8299 (voice only), 0401 224 864 (text or voice).

# Support Material

## Compulsory Support Material

* Budget (use our template or provide your own)
* Quotes for budget items over $10,000
* Deliverables and Milestones timeline (use our template or provide your own)
* Evidence of support or approval from Council, building owner, landowner if required
* Organisational or Collective biography/CV. Max 1 page.
* Biographies/CVs of key personnel or partners. Max 1 page each.

## Compulsory Financial Support Material

Incorporated organisations must also provide:

* A Profit and Loss statement for the period 1 July 2022 to 30 June 2023
* A balance sheet as of 30 June 2023

These can be management accounts (i.e., generated from your accounting software), and should be signed as correct by your treasurer or accountant.

Unincorporated groups should provide the financial reports listed above if possible. If not, please provide a statement detailing your group’s total revenue for the period 1 July 2022 to 30 June 2023, and its net financial assets as of 30 June 2023. This statement must be signed as correct by your treasurer or accountant.

## Optional Support Material

* Confirmation from project manager or partners
* Plans or Architect Drawings for physical infrastructure projects
* Risk register or risk management plan (a risk register template is inside [Making Space Support material excel](https://www.artsaccess.com.au/wp-content/uploads/2023/08/Making-Space-Support-Material.xlsx) or supply your own). Please note you will have to provide one if your application is successful.
* Access Audit report
* Building Reports, Soil Hygiene assessment report or Asbestos assessment report if applicable
* Images – up to 10 images (jpg, tiff, png and pdf accepted). Size limit 10 mb per file.
* Evidence of consultation with community

Support material can be uploaded to our website or attached in an email.

If you are supplying your support material as URLS remember we can only accept URLs that are: From public websites or non-editable cloud storage (this means that they are unique links to the exact file). Please make sure you won’t need to enter personal identification or a password to gain access to support materials.

Please [contact](#_Contact) us if you need assistance to provide support material.

# Application Assessment

Once applications close, Arts Access Victoria will:

* check to confirm that applications meet the eligibility requirements [(Who Can Apply?)](#_Who_Can_Apply?)
* ensure that all required documentation has been provided (application, budget, required support material)
* assess all eligible applications against the assessment criteria

Applications will be panel assessed. Panel members will represent a range of artform and infrastructure knowledge and include Deaf and/or Disabled people. The panel will include external Peer Assessors, Creative Victoria personnel and Arts Access Victoria staff. Applications will also be assessed by an independent financial assessor.

## Assessment Criteria

### Impact and Benefit

Show how the proposed works increase access to and participation in creative spaces/ activity for Deaf and Disabled creatives and audiences.

### Quality

* Projects show accessible design. They may be designed in consultation with the Deaf and Disabled community.
* The organisation or collective delivering the project demonstrates strong Deaf or Disabled leadership
* Projects meet the current Australian standards for access, or the Digital Services Standards.

### Viability and Sustainability

* Project readiness and planning. This includes a realistic timeline that accounts for potential delays or contingency.
* The capacity and experience of the organisation/collective and partners to deliver the project
* Budget is viable and realistic. This includes contingency and appropriate costings (i.e., quotes for infrastructure components).
* Project and environmental sustainability are considered

Applicants will be notified of the outcome of their application approximately 6 weeks after the deadline. We can provide feedback on unsuccessful applications.

# Successful Applicants

If you are successful, you will need to:

* Enter into a grant agreement with Arts Access Victoria
* Notify Arts Access Victoria of any proposed changes to your project
* Publicly acknowledge the support of Arts Access Victoria and the Victorian Government. We will supply specific logos and text
* Report progress at negotiated intervals
* Acquit your grant by sending a written report on the outcomes of your project. This occurs within 30 days of project completion

## Funding

We will organise a payment schedule with you or your auspice body to release funding in line with your project’s milestones.

**Please note**: The grant agreement will detail the conditions of funding.

# Contact

Need help or would like to talk with someone?

Email [grants@artsaccess.com.au](mailto:grants@artsaccess.com.au)

Phone 03 9699 8299 (voice only) / 0401 224 864 (text or voice)

[Our privacy policy is available on the AAV website](https://www.artsaccess.com.au/privacy-policy/).

This document is available in html and word document format. Contact us for alternative formats.

Making Space is part of Creative Victoria’s ‘Creative Spaces and Places’ initiative.

