Making Space — Application

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.

You must submit your completed application by **5pm, 17 October 2023** online or by emailing us.

[Click here to visit our website to apply online, download additional documents.](https://www.artsaccess.com.au/making-space/)

If you would like to support with completing this application form, please contact us.

**Email**: grants@artsaccess.com.au

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

# 1. Organisation/ Collective Details

Q 1.1. Organisation/collective name:

Q 1.2. Australian Business Number (ABN):

Q 1.3. Website or URL:

Q 1.4. Street address:

Q 1.5. Postal address (if different from above):

## Key Contact person

Q 1.6. Contact name:

Q 1.7. Pronouns:

Q 1.8. Email:

Q 1.9. Phone Number:

Q 1.10. Access Requirements:

## Status

Q 1.11. Tick or circle all that apply:

Deaf or Disability-led

Incorporated Association

Collective (or Unincorporated Association)

Not for Profit

Social Enterprise

Other:

Q 1.12. Organisation/ Collective Major Artform/s

# 2. Auspice

**Please note:** Collectives (or Unincorporated Association) need to be auspiced.

Q 2.1. Do you require an auspice organisation? (Y/N):

Q 2.2. If yes, please provide auspice details. If no [go to section 3.](#_3._Your_Project)

Q 2.3. Organisation name:

Q 2.4. ABN:

Q 2.5. Street address:

Q 2.6. Postal address (if different from above):

## Key Contact person

Q 2.7. Contact name:

Q 2.8. Pronouns:

Q 2.9. Email:

Q 2.10. Phone Number:

Q 2.11. Access Requirements:

# 3. Your Project

## Project Summary

Q 3.1. Project title:

Q 3.2. Project Location

Q 3.3. Is your venue close to wheelchair accessible public transport? (Y/N/NA)

Q 3.4. Project description (50 words).

**Answer**:

Q 3.5. Grant request: $

Q 3.6. Total project cost: $

Q 3.7. Project start date (must be after November 2023):

Q 3.8. Project end date (Must be before the end of 2024):

## Project Readiness

If this is a physical infrastructure project, please answer all the following questions. If you are applying for digital infrastructure, go to section 3.17

Q 3.9. Do you have project Plans or Drawings? (Yes/ No/ NA):

Q 3.10. Have you made contact with Council about your project? (Yes/ No/ NA):

Q 3.11. Do you have a planning permit? (Yes/ No/ N./A):

Q 3.12. Do you have building owner permission/approval? (Yes/ No/ NA):

Q 3.13. Do you have landowner permission? \* (Yes/ No/ NA):

\*We acknowledge that this land is Aboriginal land. This question does not refer to the traditional owners.

Q 3.14. Does your project have a confirmed (building) project manager? (Yes/ No/ NA):

Q 3.15. Do you have a Soil Hygiene assessment report? (Yes/ No/ NA):

Q 3.16. Do you have an Asbestos report? (Yes/ No/ NA):

Please Note: If you have answered no to any of these questions, your project may not be eligible. Projects must be “shovel-ready” or ready to begin. Please contact us for more information.

Q 3.17. Tell us about how your project is “shovel-ready” or ready to begin. What preparation and groundwork have you already done? (**Up to 300 words**)

**Answer**:

Q 3.18. How will you ensure that your project meets the current Australian Standards for access, or the Digital Services Standards? See the grant guidelines for details on Standards and Guidelines. (**Up to 300 words**).

**Answer**:

Q 3.19. Does your project consider environmental sustainability? (Y/N):   
If Yes, please describe how (**up to 100 words**):

**Answer**:

## Project Detail

Q 3.20. What are you planning to do? (**up to 300 words**).

**Answer**:

Q 3.21. Who is involved? Include details of any partnerships. (**up to 200 words**)

**Answer**:

Q 3.22. How are you going to do it? What are the next actions? (**up to 300 words**)

**Answer**:

Q 3.23. How will your project be sustained beyond the funding period? (**up to 200 words**)

**Answer**:

Q 3.24. Tell us about your organisation/ collective’s capacity to deliver the project (**up to 300 words**). Consider past projects, experience and expertise / the scale and complexity of the project. note: Make sure to include any capital projects you’ve successfully undertaken in the past and their budgets.

**Answer**:

Q 3.25. Tell us about Deaf/ Disability Leadership in your organisation/ collective (**up to 300 words**). This could include representation on your staff, board, subcommittees or advisory groups.

**Answer**:

Q 3.26. How will your project increase access to and participation in creative spaces/ activity for Deaf and Disabled creatives and audiences (**up to 300 words**). If you have consulted with Deaf and Disabled people, please include.

**Answer**:

## Project budget

Support material note: a detailed budget must be included with your application.

## Access Costs

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

Q 3.27. Do you require access funding? (Y/N):

Q 3.28. Estimated cost: $

Q 3.29. Details:

# 4. Support material

Make sure you supply all **Compulsory support material**

Q 4.1. Budget (use our template or provide your own). File name:

Q 4.2. Quotes for budget items over $10,000. File Name:

Q 4.3. Deliverables and Milestones timeline (use our template or provide your own). File Name:

Q 4.4. Evidence of support or approval from Council, building owner, land owner if required. File Name:

Q 4.5. Organisational or Collective biography/CV. Max 1 page. File Name:

Q 4.6. Biographies/CVs of key personnel or partners. Max 1 page each. File Name:

Make sure you supply all **Compulsory financial support material Incorporated organisations** must also provide:

Q 4.7. A Profit and Loss statement for the period 1 July 2022 to 30 June 2023. File Name:

Q 4.8. A balance sheet as at 30 June 2023. File Name:

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

**Unincorporated Organisations and Collectives** 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 at 30 June 2023. This statement must be signed as correct by your treasurer or accountant.

Q 4.9. Unincorporated financial statement total revenue for the period 1 July 2022 to 30 June 2023 net financial assets as at 30 June 2023. File Name:

Make sure you supply all **Optional support material.**

Q 4.10. Confirmation from project manager or partners. File Name:

Q 4.11. Plans or Architect Drawings for physical infrastructure projects. File Name:

Q 4.12. Risk register or risk management plan (a risk register template is provided or provide your own). Please note you will be required to provide one if your application is successful.

Q 4.13. Access Audit report. File Name:

Q 4.14. Building Reports, Soil Hygiene assessment report or Asbestos assessment report if applicable. File Name:

Q 4.15. Images – up to 10 images (jpg, tiff, png and pdf accepted). Size limit 10 mb per file. File Name:

Q 4.16. Evidence of consultation with community. File Name:

Thank You for applying for Making Space Infrastructure Grants. Please make sure to submit your application and all support documents **by 5pm, 17 October 2023**. We will send you an email to confirm we have received your application. If you do not receive an email from us by 18 October 2023, please contact us.

[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.

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