

# Application form - AGP - Suits 3.02 & 3.03 101-115 William St, Darlinghurst

## Form Preview

## Introduction and instructions

\* indicates a required field

### Introduction

Welcome to the Accommodation Grant Program application form for the William Street Creative Hub, Suites 3.02 & 3.03, Level 3, 101-111 William Street, Darlinghurst.

Before starting your application, please read the applicant information document, lease and the frequently asked questions available from the [William Street Expression of interest webpage](#).

You must have taken a site tour of the property before completing an application. Register through the below links:

- In person information sessions and site inspection 1: Tuesday 19 November - [Register here](#)
- In person information session and site inspection 2 for Aboriginal and Torres Strait Islander organisations: Thursday 21 November - [Register here](#)
- In person information session & site inspection 3: Tuesday 3 December - [Register here](#)

To be eligible an applicant must:

- operate within the City of Sydney's local government area or be able to demonstrate significant benefits for the area's residents, workers and/or visitors.
- demonstrate that payment of standard rates would cause financial hardship.
- be a:
  - Eligible Not For Profit Organisation
  - Incorporated Association
  - Corporation
  - Co-operative
  - Partnership
  - Sole Trader
  - Trustee of a Trust
  - Government departments and agencies

Please read the [Applicant information](#) document for detail information about the properties.

**I have read the Applicant information \***  
☐ Yes ☐ No

**I have view the tenancy site \***  
☐ Yes ☐ No

**I have read the frequently asked questions \***  
☐ Yes ☐ No

**I have read the lease \***  
☐ Yes ☐ No

### Need help?

It is a requirement of this grant application that you

- read the information for applicants guide
- visited the property

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- read the frequently asked questions
- read the lease

If you have questions please contact the grants team on 02 9265 9333 or [communitygrants@cityofsydney.nsw.gov.au](mailto:communitygrants@cityofsydney.nsw.gov.au).

If you need more help using this form, please read the [Help Guide for Applicants](#) and [Applicant Frequently Asked Questions \(FAQ's\)](#).

If you need extra assistance with the application form please also be in contact with the grants team on the above email or phone number.

**\* Please note late applications will not be accepted.**

**I confirm I understand this advice \***

☐ Yes

## Applicant details

\* indicates a required field

### Contact for application

This is the person we will primarily correspond with about this grant.

**Contact name \***

First Name

Last Name

**Contact position \***

**Contact phone number \***

Must be an Australian phone number

**Contact email address \***

Must be an email address

**Do you identify as a person with disability?**

NSW Disability Inclusion Act 2014 defines disability as "A long-term physical, mental, intellectual or sensory impairment, that in interaction with various barriers, may hinder [a] person's full and effective participation in society on an equal basis with others."

**Do you identify as a person from a culturally and linguistically diverse background?**

Diversity Council Australia defines cultural diversity as: "Having a mix of people from different cultural backgrounds – it can include differences in cultural/ethnic identity (how we identify ourselves and how others identify us), language, country of birth, religion,

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heritage/ancestry, national origin, and/or race, colour...CALD people see themselves (or their parents) or are seen by others as being from a non-English speaking background, and/or being from a non-Anglo-Celtic cultural background."

### Are you applying as an eligible organisation or with an auspice organisation? \*

- ☐ We are an eligible not-for-profit organisation
- ☐ We are an incorporated association
- ☐ We are a corporation
- ☐ We are a co-operative
- ☐ We are a partnership
- ☐ We are a trustee of a trust
- ☐ I am an eligible sole trader
- ☐ We are a eligible government department or agency

### Are you a for purpose business with accreditation or certification? \*

- ☐ Yes
- ☐ No

Are you a Social enterprise?

### Who do you have accreditation or certification with? \*

- ☐ B Corp
- ☐ Co-operative/Mutual
- ☐ Employee Ownership Trust
- ☐ Social Traders
- ☐ Not currently accredited or certified

## Applicant

**Please think carefully about what specific entity is applying. If your application is successful the grant and lease will be contracted to the Entity name in the ABN section below.**

If you are naming a Trustee, please provide the details of the Trustee (where the Trustee is a company).

### Applicant name \*

Organisation Name

For organisations, trading name or any other name you are known by publicly.

### Applicant Australian Business Number (ABN) \*

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN
Entity name
ABN status

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Entity type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main business location

Must be an ABN.  
(Australian Business Number)

**Applicant address \***

Address

  

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

**Applicant postal address  
(if different)**

Address

  

**Does your organisation  
identify as an Aboriginal  
and/or a Torres Strait  
Islander Enterprise? \***

☐ Yes

☐ No

The City and Supply Nation recognise that organisations with at least 50% ownership qualify as an Aboriginal and/or Torres Strait Islander entity

**Applicant website**

Must be a URL.

Can include your social media page if you do not have a website.

**How many years has  
your organisation or  
service been operating?  
\***

Must be a number.

**Which suburb is your  
organisation currently  
located? \***

## How you will use the spaces

\* indicates a required field

### Organisation Proposal

This Accommodation Grant Program is for Suite 3.02 (8m2) and Suite 3.03 (26.5m2) together at William Street Creative Hub.

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Complete details of your organisation and your plans for maximising use of the space for the benefit of the community, as well as your capacity to manage the space and the lease.

If your model involves providing shared space to artists, creatives and cultural workers and these users are not yet known or confirmed, outline your process for attracting and deciding users, including how the space is accessible to Aboriginal and/or Torres Strait Islander artists, artists with disability, and artists who are culturally and linguistically diverse.

(Attach letters of support in Supporting Documentation section of the application form – these support letters can be from participants, or if the artists are unknown/unconfirmed you can provide evidence of involvement of the advisers and sector representatives from the communities that you will be working with to establish or run your space).

### **Tell us about you / your organisation and what you currently do \***

Word count:

Must be no more than 300 words.

### **What is your idea for the space? Tell us what will you use the space for, how often will you use it, who is involved, any partners etc \***

Word count:

Must be no more than 300 words.

### **Why is this space suitable for you, how will this opportunity support you, why do you need this opportunity now? \***

Word count:

Must be no more than 300 words.

### **What do you aim to deliver and achieve through access to the space? \***

Word count:

Must be no more than 300 words.

These deliverables should align with our funding priorities.

## Budget

Please provide a draft annual budget reflecting how you plan to manage the space.

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Include estimated operational expenses such as rent, bond, electricity, internet, cleaning, waste removal, furniture, consumables, insurances, etc and estimated income which demonstrates your capacity to pay the required subsidised rent and other operational costs

### **Budget \***

Attach a file:

## Capacity of applicant

\* indicates a required field

### Tenant responsibilities

Describe how you will meet the lease obligations and manage the property including managing noise levels, building security and emergencies, cleaning and maintenance and working co-operatively with other tenants in the building.

### **How will you meet the lease obligations for this property? \***

Word count:

Must be no more than 300 words.

## Letters of support from the community or other stakeholders

Please attach letters of support from your partners and stakeholders listed in your Proposal.

Attach a file:

## Experience

Supply additional details of your experience relevant to this application including your CV, experience managing or operating creative or community spaces/programs and details of your current activities.

### **Attach details of your experience.**

Attach a file:

## Insurances

Supply certificates of currency for insurance cover currently held by your organisation:

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- \$20m Public Liability
- Workers compensation

If you do not currently have these insurances please upload a statement that you are willing to supply these if successful.

### **Attach insurance certificates or statement \***

Attach a file:

### **Additional supporting documentation**

Any other relevant documents to support your application such as photos, minutes of planning meetings, development approvals, etc.

Attach a file:

## Connection with the City of Sydney Local Government Area

\* indicates a required field

### **City of Sydney community members**

**Which City of Sydney community members will benefit and / or contribute to the proposed use of the space ?**

**Primary beneficiaries / contributors \***

**Secondary beneficiaries / contributors, if relevant**

### **Diversity, inclusion and equity**

#### **Accessibility**

The City of Sydney has developed an [Action Plan](#) that outlines key access and inclusion considerations to be referred to when planning and delivering events within the local area.

#### **Collaboration with Aboriginal and Torres Strait Islander communities**

We are committed to exploring ways in which we can enhance the economic prosperity of Aboriginal and Torres Strait Islander peoples and organisations through our grants program. You are encouraged to consider engaging Aboriginal and Torres Strait Islander businesses into all aspects of your supply chain in the planning, delivery and implementation of your project. You can explore opportunities to engage Aboriginal and Torres Strait Islander businesses by visiting [Supply Nation](#).

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**Please provide an outline of how you or your organisation has/will have direct engagement with our diverse communities including Aboriginal and Torres Strait Islander people, culturally and linguistically diverse communities, people with disability, people experiencing or at risk of homelessness, young people, older people, international students, women, people of diverse sexualities and genders and intersex people, and low income earners. \***

Word count:

Must be no more than 200 words.

This could include organisational partners, collaborators, artists, staff hired, board members appointed, audiences

## Risks

**\* indicates a required field**

### Risk management plan

If there are specific risks that could impact your outcome or success, it's a good idea to identify your risks and any plans you have to reduce each risk.

**The successful applicant will be required to produce a risk management plan within the first 3 months of the tenancy (or lease).**

[NSW Volunteering's Risk Management Toolkit](#) can assist organisations to develop a risk management framework and policy. It includes a step-by-step approach to working through issues and developing appropriate responses to risks. It includes a examples and templates that can be adapted to suit the specific needs of your organisation.

**Does your organisation work with, involve, or provide services for or about children or young people? (up to 18 years of age) \***

☐ Yes

☐ No

### Child protection

In our society children are valued and their health, safety and wellbeing are important.

[Protecting our children and young people from harm is everyone's job.](#)

You must ensure the safety and welfare of children and young people (up to 18 years of age) that you have contact with, by managing risks to child safety, in particular risk of harm.

Here is a [Child Protection Policy template](#) and a [Child Safety Code of Conduct template](#).

**Do you have a Child Protection Policy? \***

☐ Yes

☐ No

**How will you ensure the safety of children and young people that your activities have contact with in the venue/s? \***



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Word count:  
Must be no more than 100 words.

### **If available, please upload your Child Protection Policy**

Attach a file:

## Environmental sustainability

The tenant is required to co-operate with the City to ensure the ongoing use and operation of the Premises minimises environmental impacts and the Premises are managed in a way which is as sustainable and efficient.

Tenants should ensure that any activities funded through a City grant are delivered in an environmentally sustainable way. Please access the [City's Sustainable event guidelines](#) and [guidelines for single use items](#) for information on how to reduce waste from events and services.

Tenants are also encouraged to reduce the carbon impact and at a minimum purchase an appropriate amount of [GreenPower](#) to offset electricity consumed by their project.

### **Describe the specific actions you will take to reduce the environmental impact, eliminate single use items and to offset through GreenPower \***

Word count:  
Must be no more than 100 words.  
E.g. Impacts could relate to carbon emissions, waste production, water use or pollution. These could be minimised by purchasing GreenPower to offset, monitoring and managing energy consumption, implementing best practice recycling, implementing a sustainable event management plan or encouraging cycling.

## Work, Health and Safety

The tenant obligations for Work, Health and Safety (WHS) are outlined in the lease at clause 11.

### **Describe how you will undertake your WHS responsibilities? \***

Word count:  
Must be no more than 100 words.

### **Upload examples of WHS policies and procedures for your organisation**

Attach a file:

## Rent subsidy proposal

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\* indicates a required field

Under the Accommodation Grant program, you can apply for rental subsidy of up to 100 per cent of the market rate. We base the size of the subsidy awarded on the type of organisation, the focus of its services and its capacity to pay rent.

You will be asked to **nominate your proposed rent payable for each year of the five year term** as part of your application, based on your business model and operating plan. Please consider the following when making your rent proposal:

- your operating plan for the property
- your organisation's goals and outcomes
- your proposed budget and financial structure
- ability to pay rent.

Keep in mind that the purpose of this program and offer of space is to support artists and cultural and creative organisations. Your rent proposal should be manageable and sustainable for your organisation and support you to achieve your goals for the space, while also offering affordable rates to the community.

Please note that rents are paid monthly in advance and are subject to **a three per cent annual increase**, which you should reflect in your proposed level of subsidy.

**How much rent do you currently pay per annum? \***

\$

Must be a dollar amount.

## Suite 3.02 (244.8m<sup>2</sup>) and Suite 3.03 (26.5m<sup>2</sup>)

Following are the market rent values for each year.

- Year 1 - \$114,577
- Year 2 - \$118,014
- Year 3 - \$121,554
- Year 4 - \$125,201
- Year 5 - \$128,597

All amounts exclude GST

Lease year	Market rent value	How much rent can you afford each year?	Subsidy requested	Subsidy % requested
	Must be a dollar amount.	Must be a dollar amount.	This number/amount is calculated.	This number/amount is calculated.
Year 1	\$114,577	\$	\$	
Year 2	\$118,014	\$	\$	
Year 3	\$121,554	\$	\$	
Year 4	\$125,201	\$	\$	
Year 5	\$128,597	\$	\$	

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Your rent subsidy proposal should be manageable and sustainable for your organisation and support you to achieve your goals for the space, while also offering affordable rates to the community.

### Describe why you are seeking the level of subsidy requested \*

Word count:

Must be no more than 100 words.

### Security (Performance Bond) proposal

Tenants are required to pay a performance bond under the City of Sydney's performance bonds policy. The City of Sydney has set an amount of \$500 performance bond for the accommodation grant program.

The bond will be held by the City of Sydney and the preferred method of payment is by direct bank transfer to a City of Sydney account.

### Are you able to pay the \$500 performance bond? \*

☐ Yes

☐ No

## Declarations

\* indicates a required field

### Privacy protection notice

**Purpose of collection:** This information is being collected to assess grant applications. A summary of all grant applications will be reported to Council by way of a Council report available on the City's website. The information reported to Council includes the ABN name or the name of an individual when applying under an auspice. Non-identifiable data about grant applications may also be used in public reports and in research to improve the grants program.

**Intended recipients:** City of Sydney employees

**Supply:** The supply of this information is voluntary however if you are unwilling to provide this information, the City of Sydney may be unable to provide access to City of Sydney services.

**Access/Correction:** Please contact Community Grants on 02 9265 9333 or at [communitygrants@cityofsydney.nsw.gov.au](mailto:communitygrants@cityofsydney.nsw.gov.au) to access or correct your personal information.

**Storage:** The Grants and Sponsorship Team at the City of Sydney, located at 456 Kent Street, Sydney NSW 2000, is collecting this information and the City of Sydney will store it securely.

**Other uses:** The City of Sydney will use your personal information for the purpose for which it was collected and may use it as is necessary for the exercise of other functions. Other uses may include statutory annual reporting requirements and contacting successful applicants to participate in case studies.

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For further details on how the City of Sydney manages personal information, please refer to our [Privacy Management Plan](#).

**I understand that the information in this application will be used as described \***

☐ Yes

## Ethics framework

The City of Sydney does not support any activities or entities that unnecessarily:

- pollute land, air or water
- destroy or waste non-renewable resources
- market, promote or advertise products or services in a misleading or deceitful manner
- produce, promote or distribute products or services likely to be harmful to the community
- acquire land or commodities primarily for speculative gain
- create, encourage, or perpetuate militarism or engage in the manufacture of armaments
- entice people into financial over-commitment
- exploit people through the payment of below-award wages or poor working conditions
- unlawfully discriminate, or encourage unlawful discriminatory behaviour, including discrimination based on ability, culture, religion, age, gender and sexual orientation in employment, marketing and / or advertising practices
- sell or promote any prohibited items or services on Council land, such as fur and exotic animal skin products and feathers, other than where is permitted under traditional first nation cultural practices
- contribute to the inhibition of human rights generally.

**I confirm that my organisation and project aligns with the above ethics framework \***

☐ Yes

**I understand that my organisation must comply with all applicable laws, including laws relating to corruption and anti-bribery \***

☐ Yes

## Future required documents

If you are successful, you will need to provide as part of your lease requirement:

- A Work, Health and Safety plan
- A Risk Management plan - within the first 3 months of the tenancy (or lease)
- Supply certificates of currency for insurance cover currently held by your organisation:
  - \$20m Public Liability
  - Workers compensation

**I understand that if my application is successful, I must provide these above documents as part of my lease requirement \***

☐ Yes

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### Declaration

I have read the accompanying Information for applicants document provided with this application form.

I certify that all details supplied in this application and in any attached documents are true and correct, and that the application has been submitted with the authority of my organisation/group. I agree that I will contact City of Sydney immediately if any information provided in this application changes or is incorrect.

**I am authorised to complete this application and have read and understood this declaration. \***

☐ Yes

**Authorised person's name \***

First Name

Last Name

**Position held \***

**Date of declaration \***

Must be a date

### Submitting your application

You will find a '**Review and Submit**' button at the bottom of the 'Navigation Panel' on the left hand side of each page. You need to review your application before you can submit it.

Once you have reviewed your application you can submit it by clicking on 'Submit' at the top of the screen or on the navigation panel.

When you submit your application, you will receive an automated confirmation email with a copy of your submitted application attached. This will be sent to the email you used to register.

*If you do not receive a confirmation of submission email then you should presume that your submission has NOT been submitted.*