

24/25 The Arts Exchange Office Space EOI Form Preview

Overview

Overview

Create NSW is calling for expressions of interest from eligible arts and cultural organisations to apply for three (3) office spaces at the Arts Exchange, 10 Hickson Road, The Rocks NSW 2000 with 5-year subleases commencing in November-December 2024.

Refer to the [Expressions of Interest 2023 Office Space The Arts Exchange 10 Hickson Road The Rocks NSW 2000 guidelines](#) for more information.

Eligibility

* indicates a required field

Under the [Infrastructure Support Policy](#) (ISP) eligible, arts and cultural organisations are those that are either a not-for-profit incorporated body or a co-operative or trust, and are legally constituted.

Before completing this form, please read the [Expressions of Interest 2023 Office Space The Arts Exchange 10 Hickson Road The Rocks NSW 2000 guidelines](#). to gain information about the premises, lease term and rent.

Are you a not-for-profit incorporated body or a co-operative or trust and based in NSW? *

Yes No

Unable to continue

Based on your response to the Eligibility question you are ineligible to apply. Refer to the [Guidelines](#) or contact the Property Manager:

Greg Eldridge, Project Manager (Property Management) Email:
greg.eldridge@create.nsw.gov.au

Eligibility Confirmation

Please declare that this application meets the eligibility criteria:

I confirm that I've read the guidelines and the information supporting our eligibility is accurate

Yes

Organisation Applicant Details

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* indicates a required field

Applicant Contact Details

Organisation name *

Organisation Name

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	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Was your total annual turnover less than \$50m in Financial Year 2022-2023/ Financial Year ending 31 December 2023? *

Yes No

If your turnover is more than \$50 million, you will not qualify for the subsidy.

Street Address *

Address

Suburb State Postcode

Postal Address *

Address

Suburb State Postcode

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Phone Number *

Email *

Website

Head of Organisation Details

Must be Chairperson / General Manager / Chief Executive / Executive Director or equivalent.

Name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position *

Phone Number *

Email *

Contact Person Details

Name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position *

Phone Number *

Email *

Nominate the space you are seeking

* indicates a required field

Floor Plan

EOI submissions for office space of less than the area of any of these spaces are acceptable. However, partitioning costs will be at the cost of successful applicant/s.

You can access the floor plan which is available n pages 17-19 [here](#).

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Second Floor

Suite Suite 0201 (37.05m2) *

Yes No

Total Area Requested (m2) *

Must be a number.

Third Floor

Suite 0305 (42.41m2) *

Yes No

Total Area Requested (m2) *

Must be a number.

Fourth Floor

Suite 0404 (53.15m2) *

Yes
 No

Total Area Requested (m2) *

Must be a number.

1. Organisational fit with the Arts Exchange

*** indicates a required field**

Alignment with the Create NSW's Infrastructure Support Policy's Vision for The Arts Exchange and the ability to support the objectives of the building.

The not-for profit organisation applicants need to demonstrate alignment with the building's vision.

Vision: "An operations hub for Sydney's major festivals and key organisations that supports sharing of resources and efficient delivery of services and events."

All applicants, as part of addressing this selection criteria, applicants need to:

- Outline the benefits to your organisation of being located at The Arts Exchange
- Outline the co-location benefits the organisation could bring to The Arts Exchange, and
- Detail the organisation's planned use of the premises and outline planned utilisation levels.

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Please outline the benefits to your organisation of being located at The Arts Exchange *

Word count:
Must be no more than 350 words.

Please outline the co-location benefits the organisation could bring to The Arts Exchange *

Word count:
Must be no more than 350 words.

2. Quality and Reach

* indicates a required field

Organisation's contribution to the arts and cultural sector

Describe how the organisation delivers on at least one of the following objectives to:

- deliver a dynamic and diverse range of arts and cultural experiences to communities across NSW
- contribute to the development of a vibrant and accessible arts and cultural sector, or
- support the employment and development of professional NSW-based artists and arts and cultural workers.

Describe how the organisation delivers on at least one of the following objectives *

Word count:
Must be no more than 350 words.

3. Governance and Finance

* indicates a required field

Be a well governed, financially sustainable not-for-profit arts organisation.

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As part of addressing this selection criteria organisations will need to provide:

- If applicable, evidence from the Australian Charities and Not-for-profits Commission that the organisation is registered as a charity and that its reporting is up to date.
- Organisational profile, brief history and outline objectives.
- Profiles of key management staff (name, position, primary objectives, experience).
- Overview of the organisation's financial profile over the last five (5) years, including the source and extent of Government funding (including from Create NSW), private sector support and self-generated funding.
- Business references from landlords, including contact details, over the past five (5) years.

Restrictions on attachments: Zip files cannot be accepted and files must not exceed 25MB.

Evidence from the Australian Charities and Not-for-profits Commission that the organisation is registered as a charity and that its reporting is up to date (if applicable)

Attach a file:

A maximum of 3 files may be attached.

Organisational profile, brief history and outline objectives *

Attach a file:

A maximum of 3 files may be attached.

Profiles of Key Management Staff (name, position, primary objectives, experience) *

Attach a file:

A maximum of 3 files may be attached.

Overview of the organisation's financial profile over the last five years, including the source and extent of Government funding (including from Create NSW), private sector support and self-generated funding *

Attach a file:

A maximum of 5 files may be attached.

Business references from landlords, including contact details, over the past five (5) years *

Attach a file:

A maximum of 3 files may be attached.

Provide the last five (5) years of either:

- Audited financial statements (if required by to audit) or

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- Balance sheets and profit and loss statement signed by the head of the organisation (if not required by law to audit)

Attach Statements here *

Attach a file:

A maximum of 5 files may be attached.

4. Subsidised rental spaces in Create NSW properties

* indicates a required field

Do you currently have other subsidised rental spaces in Create NSW properties? *

- Yes No

Indicate property name *

Must be no more than 20 words.

Specify what type of space *

Must be no more than 20 words.

For example: office/creative space or storage/workshop space.

Declaration and Authorisation

* indicates a required field

Create NSW updates

These updates will be about other grant opportunities, initiatives or events.

Do you wish to receive updates from Create NSW? *

- Yes No

First time applicant

Have you applied for a previous Create NSW Infrastructure EOI? *

- Yes No

Please provide any additional information

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Disclaimer

The applicant acknowledges and agrees that:

- Changes to the application and any additional materials cannot be submitted after the advertised closing date and time.
- Create NSW has the right to investigate any information provided in this application and/or to request for additional information.
- Create NSW may re-open an application after the closing date, provided it doesn't give the applicant an advantage over other applicants.

Privacy Notice

By submitting this application form, the applicant acknowledges and agrees that:

- the Department is required to comply with the Privacy and Personal Information Protection Act 1998 (NSW) (the Privacy Act) and that any personal information (as defined by the Privacy Act) collected by the Department in relation to the project will be handled in accordance with the Privacy Act and its privacy policy (available [here](#));
- the information it provides to the Department in connection with this application will be collected and stored on a database and will only be used for the purposes for which it was collected (including, where necessary, being disclosed to other Government agencies in connection with the assessment of the merits of an application) or as otherwise permitted by the Privacy Act;
- it has taken steps to ensure that any person whose personal information (as defined by the Privacy Act) is included in this application has consented to the fact that the Department and other Government agencies may be supplied with that personal information and has been made aware of the purposes for which it has been collected and may be used.

Declaration

Before you can complete and submit this application, you must accept the following conditions by declaring:

- I have the authority to complete and submit this application (this includes on behalf of an organisation).
- All information supplied as part of this application will be true and accurate to the best of my knowledge.
- I will provide additional information if requested by Create NSW.

Authorisation

I agree *

Yes

Name of authorised person *

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Position

Position held in applicant organisation (e.g. CEO, Treasurer)

Phone Number *

Must be an Australian phone number.
We may contact you to verify that this application is authorised by the applicant and/or organisation

Email *

Must be an email address.