

# 2021/22 EOI - The Arts Exchange Office Space

## Form Preview

### Overview

#### Overview

Create NSW is calling for expressions of interest from eligible arts and cultural organisations to apply for office spaces within the Arts Exchange building at The Rocks.

Refer to [Expressions of Interest 2021 Office Space The Arts Exchange 10 Hickson Road The Rocks NSW 2000](#) for more information.

#### Further Details:

Greg Eldridge, Project Manager (Property Management) Telephone: (02) 8289 6475 Email: [greg.eldridge@create.nsw.gov.au](mailto:greg.eldridge@create.nsw.gov.au)

[www.create.nsw.gov.au](http://www.create.nsw.gov.au)

### Eligibility

\* indicates a required field

Under the [Infrastructure Support Policy](#) (ISP) to be 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 and based in NSW.

Before completing this form, please read [Expressions of Interest 2021 Office Space The Arts Exchange 10 Hickson Road The Rocks NSW 2000](#). 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 *Applicant Type* you are ineligible to apply. Refer to [Expressions of Interest 2021 Office Space The Arts Exchange 10 Hickson Road The Rocks NSW 2000](#) for more details or contact the Property Manager:

Greg Eldridge, Project Manager (Property Management) Telephone: (02) 8289 6475 Email: [greg.eldridge@create.nsw.gov.au](mailto:greg.eldridge@create.nsw.gov.au)

### Organisation Applicant Details

\* indicates a required field

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**Organisation name \***

Organisation Name

**Trading Name (if applicable)**

**What is your organisation's legal status \***

- Not for profit incorporated body  
 Co-operative or trust  
 None of the above

Select only one (1)

**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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

**Street Address \***

Address

  

Suburb State Postcode

  
  

**Postal Address \***

Address

  

Suburb State Postcode

  
  

**Phone Number \***

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**Fax Number**

**Email \***

**Website**

Head of Organisation

Must be **Chairperson / General Manager / Chief Executive / Executive Director** (for Arts Organisations).

**Name \***

Title

First Name

Last Name

**Position \***

**Phone Number \***

**Email \***

Contact Person

**Name \***

Title

First Name

Last Name

**Position \***

**Phone Number \***

**Email \***

## Nominate the space you are seeking

\* indicates a required field

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.

Please indicate in the sections below if you are interested in the whole, part areas or are not interested in the suite.

You can access the floor plan [here](#).

# 2021/22 EOI - The Arts Exchange Office Space

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### First Floor

**Suite 0101 (124.68m2) \***

Yes

No

**Suite 0101 - Total Area Requested (m2) \***

**Suite 0102 (86.658m2) \***

Yes

No

**Suite 0102 - Total Area Requested (m2) \***

### Second Floor

**Suite 0201 (37.05 m2) \***

Yes

No

**Suite 0201 - Total Area Requested \***

**Suite 0202 (173.52 m2) \***

Yes

No

**Suite 0202 - Total Area Requested \***

### Third Floor

**Suite 0302 (90.80 m2) \***

Yes

No

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**Suite 0302 - Total Area Requested \***

**Suite 0303 (141.91 m2) \***

Yes  No

**Suite 0303 - Total Area Requested \***

**Suite 0304 (55.69 m2) \***

Yes  No

**Suite 0304 - Total Area Requested \***

**Suite 0305 (42.41 m2) \***

Yes  No

**Suite 0305 - Total Area Requested \***

Fourth Floor

**Suite 0401 (112.43 m2) \***

Yes  No

**Suite 0401 - Total Area Requested \***

**Suite 0402 (196.34 m2) \***

Yes  No

**Suite 0402 - Total Area Requested \***

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### Suite 0404 (53.15 m2) \*

Yes  No

### Suite 0404 - Total Area Requested \*

### Suite 0405 (26.23 m2) \*

Yes  No

### Suite 0405 - Total Area Requested \*

Fifth Floor

### Suite 0505 (596.66 m2) \*

Yes  No

### Suite 0505 - Total Area Requested \*

## 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.

**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.

**Detail the organisation's planned use of the premises and outline planned utilisation levels \***

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 Arts and Cultural Funding Program 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 Arts and Cultural Funding Program objectives \***

Word count:

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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.

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

- 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.
- The last five (5) years of either:
  - Audited financial statements (if required to audit) or
  - Balance sheets and profit and loss statement signed by the head of the organization (if not required by law to audit).
- Business references from landlords 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 \***

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:

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A maximum of 5 files may be attached.

### Provide the last five (5) years of either:

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

### Business references from landlords over the past five (5) years \*

Attach a file:

A maximum of 3 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.

## 5. Annual Turnover

\* indicates a required field

### Was your total annual turnover less than \$50m in Financial Year 2018-2019/ Financial Year ending 31 December 2019? \*

Yes

No

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### Declaration

\* indicates a required field

I declare that to the best of my knowledge:

- the information provided on this form and its attachments is correct
- this application has been approved by the Governing body or equivalent
- I have the delegated authority to sign this application

I acknowledge that Create NSW has the right to withdraw my application if it is discovered that any statement made by me in this application is incorrect, incomplete or misleading, in a way that may have affected the decision to provide me with funding.

Please type your name and details below to certify the information. Typing your name will be taken to be as binding as a signature.

**I declare the above to be true \***  Yes

**Your Full Name \***

**Your Position \***

**Date \***