

## VANCOUVER ARTS CENTRE

# SUPPORTED WORKSHOP PROGRAM INFORMATION

Vancouver Arts Centre is a vibrant community arts centre, gallery, and home to many local artists and arts and craft groups. The centre is dedicated to the delivery of an inclusive and diverse arts program for all sectors of the community across all art forms and support the presentation of a range of arts and cultural events, workshops, exhibitions and performances.

Through its Supported Workshop Program the Vancouver Arts Centre offers assistance to community groups, professional community arts workers and professional artists (including but not limited to visual arts, dance, music, film, media arts, literature etc.) to facilitate sustainable and autonomous workshop program initiatives and support the continued growth and development of arts and culture within the Great Southern Region

### WHAT WE OFFER

- Discounted room hire rates (50% In-Kind rate)
- In-kind equipment hire
- In-kind marketing support (may include advertising on the Arts & Culture website, social media platforms and newsletter, assistance in creation and distribution of print marketing materials)

### TERMS AND CONDITIONS

The Arts & Culture Supported Workshop Program is available to individuals as well as not-for-profit community organisations. Applications can be submitted year round.

Applicants may apply several times for different events. An ongoing series of events (e.g. weekly workshops use over a set time period) will be considered as one application.

Approved Applicants must acknowledge the support of Vancouver Arts Centre on promotional materials. Approved Applicants must include Vancouver Arts Centre logo on print materials (staff will be able to provide guidance on proper logo use).

### ELIGIBILITY

To be eligible for the Supported Workshop Program applicants must:

- Be an entity that provides arts and cultural related activities for a public purpose.
- Be an individual or group carrying out a community focused arts and cultural related workshops or classes.
- Have public liability insurance

Vancouver Arts Centre will not consider applications from applicants that already receive discounted room hire rates or in-kind support for the same activity within the same financial year.

### PUBLIC LIABILITY INSURANCE

Public Liability Insurance is required for public events and activities, and a certificate of currency must be provided to the Vancouver Arts Centre. Purchasing of one off cover at community rates is available from multiple organisations please ask staff for a copy of our Public Liability Insurance Information for more information.

### ASSESSMENT

Applications will be assessed with consideration of the following Vancouver Arts Centre programming objectives:

- Foster and support the development of a sustainable local cultural and creative economy
- Investigate and reflect on our identity, cultural diversity and heritage.
- Promote inclusivity and contribute to social cohesion.
- Support and promote excellence and contemporary artistic practice
- Foster innovation, experimentation and imagination.
- Reflect and respond to national and global cultural and social issues

### APPROVAL PROCESS

1. Contact the Vancouver Arts Centre to discuss your project and check availability of the venue and equipment for the dates required on 6820 3740 or arts@albany.wa.gov.au
2. Complete the Supported Workshop Program Application form (on the following page) and submit via email to arts@albany.wa.gov.au or in person to the Vancouver Arts Centre.
3. The Arts & Culture Team will review your application and contact you within 10 days to notify you of the success of your application.
4. If successful approved applicants will be required to complete a room hire booking form and provide a copy of Public Liability Insurance Certificate of Currency.
5. Vancouver Arts Centre Staff will liaise with you to organise promotion of your workshops.

## VANCOUVER ARTS CENTRE SUPPORTED WORKSHOP APPLICATION

### APPLICANT DETAILS

Organisation Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Do you have Public Liability Insurance?  Yes  No\*

*\*If your application is successful you will be required to provide a copy of your Public Liability Insurance to staff prior to the commencement of your activity.*

Please provide a brief description of you/your organisation: \_\_\_\_\_

### PROJECT DETAILS

Please provide a description of your workshop (attach a separate sheet if required) and identify how it addresses the Vancouver Arts Centre Programming Objectives (see page one):

### SUPPORT REQUESTED

Please detail the type of support requested: \_\_\_\_\_

Dates of activity: \_\_\_\_\_ Time/s: \_\_\_\_\_

Number of people expected: \_\_\_\_\_

### STATEMENT OF ACCEPTANCE

By signing below, I acknowledge that I have read and understood the above Supported Workshop Information and have been given full opportunity to discuss this application.

Applicant Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please send this completed application with supporting documents to [arts@albany.wa.gov.au](mailto:arts@albany.wa.gov.au)  
If you do not receive an email confirmation within five working days please contact the Arts & Culture team on 6820 3740.

### REQUEST APPROVAL

Total value of in-kind support: Value \$ \_\_\_\_\_

Staff assessing: \_\_\_\_\_ Date: \_\_\_\_\_

Request Approved (VAC/Town Hall Coordinator): \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

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