

## **Ipswich Art Workshop – Frequently Asked Questions**

### **Do I have to be a local Ipswich Resident to apply?**

No. However, weighting will be given to residents in the Ipswich LGA whose applications meet the criteria. As part of the criteria, you must explain your connection to Ipswich, and how your application will benefit the Ipswich community.

### **How are applications assessed?**

Once the applications are received, they will be collated and evaluated by Ipswich Art Gallery staff and advisors to ensure the proposals meet the assigned criteria. Weighting will also be given to new applicants.

### **What happens after I apply?**

Applicants will be notified of the outcome via email at the conclusion of the EOI period. All correspondence about your application will occur via email, so please ensure you use your current and active email address. Please do not email to enquire as to the status of your application before the announcement date.

### **My application was successful but I want to amend my timeslot, how can I change it?**

You may request a date change but this would be dependent on availability.

### **Will Ipswich City Council reimburse for materials or costs incurred?**

Ipswich City Council will not reimburse or provide funding for any on-site costs.

### **What fees or charges do I incur?**

The Ipswich Art Workshop has a hire fee for Community Workshops and Meetups.

Hire Rates:

Half Day (up to 4 hours): \$80 (incl. GST)

Full Day (up to 8 hours): \$150 (incl. GST)

The hire rates are inclusive of your pack-up and set-down period.

A 20% discount is available for community groups (located within the Ipswich LGA). You may be required to provide evidence of your community group status during the application process and assessment.

### **Do I have to have Public Liability Insurance?**

Yes. It is a mandatory requirement to have public liability insurance to utilise the facility.

### **Do I need to attend an in-person orientation to use the Ipswich Art Workshop?**

Yes. All new hirers must attend an orientation prior to using the Ipswich Art Workshop. Ipswich Art Workshop orientations are provided for your hire period by a member of the Ipswich Art Gallery staff prior to starting. Scheduled orientation dates will be provided to you on confirmation of your bookings. Note: If you've hired the Ipswich Art Workshop within the past 12 months, you are not required to attend another orientation.

### **Can I get feedback on my application?**

Yes. If your application was unsuccessful and you would like feedback, please email [info@ipswichartgallery.qld.gov.au](mailto:info@ipswichartgallery.qld.gov.au) to request.