

Emerging Curator Program 2024 Guidelines

Objectives

The key objectives of this development program are to:

1. Support emerging curators to enhance their skills and gain valuable hands-on experience in all aspects of curatorial practice including:
 - a. Concept development and research
 - b. Artist liaison and selection
 - c. Exhibition design
 - d. Exhibition writing
 - e. Development of other exhibition materials (i.e. wall labels, catalogues, room sheets)
 - f. Budget management
2. To support the growth of the local creative sector, and build networks and relationships between local practitioners and industry representatives
3. Build the identity of Curl Curl Creative Space as a place for the development of a diverse range of contemporary art practices, focussed on experimentation and high-quality outcomes.

Further, the program contributes to objectives identified in Council's Arts & Creativity Strategy, *Connected Through Creativity 2029*:

- Foster innovation and contribute to the growth of the local arts and creative sector through collaboration and partnerships
- Connect with and celebrate Aboriginal and Torres Strait Islander heritage and cultures
- Develop the skills of local creative professionals and arts workers across all arts disciplines
- Increase access and community
- Encourage participation in arts, culture, and creativity
- Tell diverse stories authentic to the Northern Beaches
- Explore opportunities to increase representation of community diversity in the public domain, including people with disabilities, culturally and linguistically diverse, and LGBTQIA+ communities.

Support for your application

For enquiries and application support please contact us.

Please refer to the FAQs below for answers to commonly asked questions.

Arts & Culture Team
1300 434 434 (9 am - 5 pm, weekdays)
creative@northernbeaches.nsw.gov.au

To speak to a Council officer with an interpreter, contact the Translating and Interpreting Service (TIS National) on 131 450 and ask to be connected to the Northern Beaches Council on 02 8495 7564.

Eligibility

Applicants must:

- Be a resident of Northern Beaches Council Local Government Area, or based in Sydney (artists from other locations are welcome to apply, however, no further costs will be covered, including accommodation and travel)
- Not be a previous recipient of the Emerging Curator Program
- Not be an employee of Northern Beaches Council
- Be aged over 18 years and be an Australian Citizen or Permanent Resident
- Have no outstanding acquittals or debts owed to Council
- Have a willingness to work to professional standards and checks (insurance, safety, etc)
- Commit to curating and managing an exhibition for presentation during the dates: Monday 16 – Sunday 29 September 2024.

Emerging Curator's Responsibilities

The Emerging Curator is expected to produce two key outcomes:

1. Exhibition - a public group exhibition at Curl Curl Creative Space during the dates Monday 16 – Sunday 29 September 2024.
2. Public program – at least one program open to the community and/or industry, related to the exhibition. For example, workshops, talks, performances, and/or tours.

The Emerging Curator must:

- Agree to and sign the Emerging Curator Program Agreement
- Agree to abide by the Curl Curl Creative Space Terms and Conditions ([LINK](#))
- Provide a Certificate of Currency for Public Liability Insurance to the value of \$20 million.

For a detailed outline of roles and responsibilities for both the Emerging Curator and Council's Arts & Culture team, please see the document:
(PDF DOWNLOAD) Emerging Curator Program: Outline of Roles and Responsibilities

The Emerging Curator is responsible for planning, coordinating, promoting, managing, and delivering the exhibition and public program, and any associated events. Before submitting your application, please consider your own capacity to deliver the outcomes you propose, including your personal time and resources.

During the program, the successful applicant will have the opportunity to refine their exhibition plan and public program with support and mentorship from the Arts & Culture team at Council.

While supported by Council through mentorship and funding (as detailed in the Funding section below), the exhibition and public program are not official Council events and are the responsibility of the Emerging Curator.

Assessment Criteria

Applications will be assessed against the project objectives and the following criteria:

1. Strength and viability of the curatorial proposal, including:
 - a. Exhibition plan
 - b. Selection of artists/creatives
 - c. Public programming and related activities.

2. Curatorial experience, including:
 - a. Suitability of practice to opportunity
 - b. Evidence of capacity to execute project outcome/s
 - c. Value of the program to the applicant's professional development.

Notes:

- The exhibition must be a group show, involving a minimum of 3 artists and a maximum of 10.
- Proposals that specifically respond to the site and context will be looked on favourably.
- The curatorial proposal and artists do not need to be confirmed as it is expected this will be refined through the program.

Timeline

- Monday 5 February 2024, 10 am: Applications Open
- Monday 4 March 2024, 3 pm: Applications Close
- April 2024: Applicants notified
- May – September 2024: Exhibition planning
- Monday 16 – Sunday 29 September 2024: Exhibition and Program/s
- October 2024: Evaluation and acquittal

Funding

The recipient receives:

Item	Amount
Curator fee	\$2,000
Artist fees	\$2,000
Exhibition materials	\$100
Exhibition catering	\$250
Total	\$4,350

Council provides:

Item	Cost
Promotion e.g. sponsored social post	\$200
Marketing support	In-kind
Venue	In-kind
Mentorship	In-kind
Total	\$200

All other costs are to be covered by the Emerging Curator.

Venue

Curl Curl Creative Space

Curl Curl Creative Space is a contemporary art space. It provides a platform for artists, and a comprehensive program of exhibitions and public programs. It supports the development of creative and cultural programming on the Northern Beaches.

[Read more about the venue, including technical specifications.](#)

Marketing

The selected Emerging Curator is responsible for promoting their exhibition.

Council will support the curator with:

- Mentorship and advice on marketing
- A media release shared with Council's networks
- Social media posts, including sponsored posts up to a total value of \$200, with the number and type to be determined
- Promotion in Council's Arts & Culture email newsletter, Creative News, and MAG&M Instagram.

How to apply

Apply with the online form in SmartyGrants:

<https://northernbeaches.smartygrants.com.au>

If you don't already have one, you will need to set up a SmartyGrants account. This will let you save and return to your application.

Applicants are encouraged to discuss their proposal with an Arts & Cultural Development Officer before lodgement on 02 8495 7564 or creative@northernbeaches.nsw.gov.au.

Tips

- Read the guidelines thoroughly. Applications that align with the project objectives listed above typically rate higher.
- Visit the venue, multiple times, if possible before applying so you know the space and its potential. [See the program of events at Curl Curl Creative Space.](#)
- Start an application form and check what information you need to gather. You can save your progress and return to the form at any time.
- Allow time to submit the form before the cutoff (3 pm, Monday 4 March) in case you have internet connection issues or last-minute questions. If you have any problems with your submission, contact the Arts & Cultural Officer.
- Hardcopy applications will not be accepted. If you have access requirements, please contact us and we are happy to help.

Assistance

Support is available. If you need assistance, have access requirements or are seeking translator services, please contact the Arts & Culture team at:

Email: creative@northernbeaches.nsw.gov.au

Phone: 8495 7564 (9 am - 5 pm, weekdays)

Supporting Documentation

Support material is a critical part of your application.

You will be asked for:

- Curatorial/Creative CV.
- Examples of curatorial/creative work – up to 10 items. This may include images, video, or audio documentation from previous exhibitions, creative outputs, events, and/or activities. A single PDF with your portfolio is preferred, although you may upload photos as individual files. There is space to add links if sharing videos, audio files or websites.
- Your biography (100 – 300 words).
- Certificate of Currency for Public Liability Insurance to the value of \$20 million. If successful, you will need to provide this before payment is processed. You do not need to provide this at the time of application, although there is the opportunity to provide it if available.

Assessment and Notification

Applications will be assessed by a panel of arts and cultural representatives from the Northern Beaches Council.

All applications will be notified in writing of the outcome in April 2024.

The successful applicant will be posted on the Council website.

Unsuccessful applicants may request feedback on their application from the Arts & Cultural Development Officer.

If you are selected

Roles and Responsibilities

Please see the “Emerging Curator’s Responsibilities” section above.

For a detailed outline of roles and responsibilities for both the Emerging Curator and Council's Arts & Culture team, please see the document:
(PDF DOWNLOAD) Emerging Curator Program: Outline of Roles and Responsibilities

Program Agreement

Successful applicants must sign a Program Agreement with Council outlining terms and conditions before commencing the program.

Payment Schedule

Council will not provide funding until a signed copy of the Program Agreement and valid invoices are submitted.

Payments will be made in the following instalments:

Milestone	Payment
On signing the Program Agreement	\$1,000
Curatorial Plan Approved	\$3,350

See 'Funding' tab above for breakdown of funding.

Reporting and Acquittal

The Emerging Curator must provide an Acquittal Report no later than one month after the agreed completion date of the exhibition.

The information required in the Acquittal Report will be discussed with the Emerging Curator and a template will be provided.

The recipient will be required to provide evidence of expenditure in the acquittal form showing how project funds were spent. All receipts, including invoices for artist fees, should be retained.

It's recommended the Emerging Curator document their exhibition process and experience. This will assist with composing a thoughtful and practically useful report. Examples of documentation include personal journalling, promotional material, media releases, audio, photographic images, and/or video. This material may also be used for future promotion of Council programs where consent is given.

The acquittal and feedback assist Council in improving future iterations of the program and is a useful tool for the Emerging Curator in consolidating learnings from their experience.

Cultural Protocols

Aboriginal and Torres Strait Islander Protocols and Indigenous Cultural Intellectual Property (ICIP)

Council follows Aboriginal and Torres Strait Islander protocols and adheres to ICIP. We strongly encourage program participants to adhere to these in the delivery of their project.

[Available on the NSW Aboriginal Affairs website.](#)

Protocols for using First Nations Cultural and Intellectual Property in the Arts

This protocol guide from Creative Australia encourages self-determination and helps build a strong and diverse Indigenous arts sector. It provides a pathway for collaborations and the creation of new Indigenous work.

[Available on the Creative Australia website.](#)

For further information, and to reach organisations associated with local Elders or seek initial advice on historical / local cultural aspects, these links may help:

- [Aboriginal Heritage Office](#)
- [NSW Aboriginal Education Consultative Group](#)
- [Create NSW: Aboriginal Arts and Culture Protocols](#)
- [Webinar from Creative Australia](#) – using First Nations Protocols for Cultural and Intellectual Property in the Arts

Accessibility

Applicants should endeavour to ensure that their project will be accessible to people of all abilities.

Resources:

[Accessible Arts NSW](#)

The peak arts and disability organisation in New South Wales. They advance the rights of and opportunities for, people with disability or who are d/Deaf to develop and sustain professional careers in the arts and have equitable access to arts and culture across NSW.

Sustainability

Applicants are encouraged to use resources wisely in the creation and delivery of their projects.

Resources:

[NAVA: Environmental Sustainability](#)

Resources from NAVA, the National Association for the Visual Arts.

[Theatre Green Book](#)

Practical tips and comprehensive sustainability plans.

[Sustainable Theatres Australia](#)

A collective of theatremakers and administrators who are passionately dedicated to the mission of creating a more sustainable Australian theatre industry.

[Julie's Bicycle](#)

A pioneering not-for-profit, mobilising the arts and culture to take action on the climate and ecological crisis.

[Council's policy on Single Use Plastics](#)

We ask that projects adhere to our Single Use Plastics Policy.

Working with Children

If working with children, individuals must provide a Working with Children Check (WWCC) number.

[Apply for a WWCC Number through Service NSW.](#)

Privacy

Privacy

Personal information collected by Council is held and used as permitted by the Privacy and Personal Information Protection Act 1998 (PPIPA).

When you lodge a grant application, Council will collect personal information from you within the meaning of PPIPA.

The Privacy Protection Notice below provides details regarding the collection, use, and your rights regarding access and correction of your personal information.

Privacy Protection Notice

Purpose of collection: For Council purposes including Council's grant program.

Intended recipients: Northern Beaches Council staff and data service providers engaged by Council.

Supply: The supply of this information is voluntary although it may result in Council not being able to process your application if not supplied.

Access/Correction: Contact Customer Service on 1300 434 434

Collected and held by: Northern Beaches Council

Frequently Asked Questions

- **Can I apply as a collective, or does it have to be an individual?**
You can apply as an individual or collective, however no further funding can be provided.

- **Can I include my own work in the exhibition?**
There is much discussion about this in the industry and it is recommended to discuss this through the mentorship program. If intending to include your own creative work in the exhibition, it's important to justify your participation in your application.

- **I live outside the Northern Beaches Local Government Area. Can I apply for this grant?**
Yes. Applicants from all areas are welcome, however no further funding can be provided for travel or accommodation.
- **Do I need an ABN (Australian Business Number)?**
It is recommended you have an ABN for invoicing Council if successful. If you don't have one when applying, you can provide it later.
- **Do I need Public Liability Insurance?**
If successful, you will need to provide a Certificate of Currency for Public Liability to the value of \$20 million. If you don't have one when applying, you can provide it later.

Application Assistance

- **If I am not able to submit my application by the closing deadline, can I get an extension?**
Late applications will not be accepted. You will need to make every effort to submit your application before this deadline, ensuring you leave enough time to allow for slow internet or an error that the system brings up regarding your application (i.e. an unanswered mandatory question).
- **Can I submit a paper application?**
No. Paper applications are not accepted. You must submit your application online through SmartyGrants at northernbeaches.smartygrants.com.au. If you have access requirements or issues with submitting online, please contact us for assistance.
- **What if I am having issues accessing or completing the online application?**
Please call 02 8495 7564 or email creative@northernbeaches.nsw.gov.au if you are having difficulty accessing or completing the form. Support can only be provided during office hours.
- **Do I have to complete my application in one sitting?**
No. SmartyGrants will allow you to come back and complete a partially completed application. You must register before you can make an online submission. Registration gives you secure access to your forms allowing you to work on them over time rather than having to complete them all at once. If you have previously registered a SmartyGrants account, you can use the same login.

Still have questions?

Please contact the Arts & Culture team at creative@northernbeaches.nsw.gov.au or 02 8495 7564 (9 am - 5 pm, weekdays) - we are here to help.