

Manjaree Precinct Expression of Interest Mrs Trivetts Place

Form Preview

Manjaree Precinct Expression of Interest - Mrs Trivetts Place

* indicates a required field

Eligibility

Applicants: please note **Briefing Pack** Before completing this application form, you should have read the Briefing Pack: Invitation for Expressions of Interest to Lease Buildings – Stage 2 - Mrs Trivetts Place - [available online](#).

Incomplete or Late Applications Incomplete applications and/or applications received after the closing date will not be considered.

Check you are eligible This section of the application form is designed to help you, and us, understand if you are eligible for this EOI process.

It's crucial that you complete these questions before any others to ensure you do not waste your time applying.

Assistance, questions or clarifications If you need assistance please email ProcurementTeam@fremantle.wa.gov.au and we can help.

Confirmation of Eligibility

All applicants are required to fit into one of the assigned categories to be eligible. If you do not fit into these categories, you are not eligible and cannot continue with this expression of interest application.

As the applicant, I confirm that I fit into one of the below categories *

- ☐ Individual with an ABN
- ☐ Not-for-profit organisation including incorporated associations and public companies limited by guarantee
- ☐ For-profit organisation

Applicant Details

Please provide your contact details for this application. **Privacy Notice**

The City of Fremantle collects the personal information you provide to assess and process the application. Your information may be shared with authorised City officers or contractors where necessary but will not otherwise be disclosed unless required or authorised by law.

By submitting this application to the City you agree to the collection of this information in accordance with the Council Privacy Policy.

For more information, including the option to de-identify, please see our [Privacy Statement and Policy](#) or contact us at ProcurementTeam@fremantle.wa.gov.au.

Applicant *

- ☐ Individual ☐ Organisation
- Organisation Name

Manjaree Precinct Expression of Interest Mrs Trivetts Place

Form Preview

Title	First Name	Last Name

Applicant 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	

Must be an ABN.

Applicant Postal Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Applicant Primary Phone Number *

Applicant Backup Phone Number

Must be an Australian phone number.

Applicant Primary Email *

Must be an email address.

Applicant Backup Email

Must be an email address.

Applicant Primary Website

Manjaree Precinct Expression of Interest Mrs Trivetts Place

Form Preview

Must be a URL.

What is your preferred form of communication? *

- ☐ Mobile Phone
- ☐ Email
- ☐ Post
- ☐ Other:

Manjaree Precinct - Unit Preference

Please see the Briefing Pack: Invitation for Expressions of Interest to Lease Buildings – Stage 2 - Mrs Trivetts Place for further information on each unit listed.

Please identify which unit you are interested in applying for. You can click more than one unit. *

- ☐ Unit 13
- ☐ Unit 15

Applicant Information

* indicates a required field

Assessment Information

Initial assessment criteria and applicant questions are detailed below. It is a mandatory requirement to provide a response to all criteria to be considered.

Are you acting as trustee for a trust? *

- ☐ Yes
- ☐ No

If yes - please provide a copy of the trust deed

Attach a file:

If there is no trust deed, provide the names and addresses of beneficiaries below.

If there is no trust deed, provide the names and addresses of beneficiaries.

Are you a registered Aboriginal Business? *

- ☐ Yes
- ☐ No

A commercial enterprise that is at least 50% owned, managed, and controlled by Aboriginal or Torres Strait Islander peoples.

If yes - are you registered with Supply Nation Indigenous Business Directory or Aboriginal Business Directory

Manjaree Precinct Expression of Interest Mrs Trivetts Place

Form Preview

- ☐ Yes
- ☐ No

Are you a Registered Disability Enterprise? *

- ☐ Yes
- ☐ No

Do you have any actual, potential or perceived conflict of interest which currently exists with the City of Fremantle, its officers or Elected Members, or which may arise in relation to the ongoing management of this lease (if successful)? *

- ☐ Yes
- ☐ No

If yes - provide details

Do you currently hold Public Liability Insurance with a minimum insurance value of \$20 million? *

- ☐ Yes - copy provided below
- ☐ No - I agree to obtaining this insurance and provide the City with evidence of this prior to the lease commencement

If you currently hold Public Liability Insurance - please provide a copy of your certificate of currency

Attach a file:

Are you presently able to pay all your debts in full as and when they fall due? *

- ☐ Yes
- ☐ No

If no, please provide details

I confirm I have read, understood and agree to the terms in the sample lease provided with the Briefing Pack: Invitation for Expressions of Interest to Lease Buildings -Mrs Trivetts Place. *

- ☐ Yes
- ☐ No

If no, please detail your requested changes to the lease terms

I acknowledge and agree to provide two (2) references to the City upon request *

- ☐ Yes
- ☐ No

I confirm that I consent to the City completing a credit check should my application progress to the shortlist stage. *

Manjaree Precinct Expression of Interest Mrs Trivetts Place

Form Preview

- ☐ Yes
- ☐ No

Application Questions - Part A

* indicates a required field

CULTURAL USE

This means use that supports arts, creativity, heritage, or community participation, and activities that contribute to the cultural life of the community, rather than purely commercial, residential, or industrial purposes.

This section has a weighting of 50% overall.

Quality

The proposed cultural uses are authentic and relevant to Walyalup Fremantle's cultural ecology and the broader arts, culture, and creative industries.

Guidance

Tell us about your

- creative practice
- your experience
- what drives your work.

You can include:

- what you make or do
- your background or experience
- who you work with or collaborate with
- any key projects or achievements

Tell us about you and your work - who are you (or your organisation), and what do you do? *

Word count:

Must be no more than 500 words.

Place

The proposed use of the building or public realm respects the site and surrounding area.

Guidance

- Refer to the Briefing Pack for the Vision, Purpose and Guiding Principles.

Manjaree Precinct Expression of Interest Mrs Trivetts Place

Form Preview

- Describe how your proposed use responds to the site's character, history and cultural significance, contributes positively to the surrounding area, and supports a vibrant, inclusive and creative precinct.
- We encourage simple, genuine responses that explain how your idea will strengthen Manjaree Precinct.

How will you use your space, and how does this use respond to the vision, purpose and guiding principles? *

Word count:

Must be no more than 500 words.

CULTURAL USE - Support Material Attachments

Support material may be used to demonstrate your application answers and claims. Please only select material that is relevant and useful to your application.

Limitations No more than 30 items can be uploaded across ALL categories; you may choose what and how many items per category. **PLEASE NOTE FOR SUPPORT MATERIAL** Items considered include

- A PDF of images
- A document eg. Word / Excel, PDF
- Audio or Video link [please upload a document with links and passcodes if required]

Support material formats

- Any images should be collated into categories and uploaded as a PDF; please limit 10 images per PDF.
- Documents should be no longer than 5 pages.
- No more than 12 minutes of video or audio will be viewed or listened to; please include timecodes or directions if required.

Support Material Upload

Attach a file:

Application Questions - Part B

OPERATIONAL CAPACITY

This means your practical ability to deliver, manage, and sustain your idea.

This section has a weighting of 25% overall.

Contribution and collaboration within the Manjaree Precinct

Manjaree Precinct Expression of Interest Mrs Trivetts Place

Form Preview

The proposed tenant will engage with the community and/or share the building with others.

How will you actively engage with others in the Manjaree Precinct?

Word count:

Must be no more than 500 words.

Reach

The proposed initiative will engage with a broad cross-section of the community.

Who will you connect with, and how?

Word count:

Must be no more than 500 words.

Tell us about your audiences and how you'll engage with the local community.

Experience

The experience of collaboration, cultural programming, and activation of spaces of the key personnel involved.

Guidance

This could include your own experience or that of collaborators.

- If you're emerging: tell us how you'll build your skills and capacity.
- If you're established: share examples of similar work you've delivered.

Who is involved, and what experience do you bring?

Word count:

Must be no more than 500 words.

Support Material - Attachments

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Manjaree Precinct Expression of Interest Mrs Trivetts Place

Form Preview

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Support Material Upload

Attach a file:

Applicant Questions - Part C

* indicates a required field

Financial Information

This means how you plan to fund your project and keep it going over time.

This section has a weighting of 25% overall.

Self-sufficient

The proposed tenant can meet all financial obligations.

Guidance

Examples of costs - rent, materials, staffing, operations.

Covering your costs: What are your main expenses ? How do you plan to cover these costs on an ongoing basis? *

Word count:

Must be no more than 500 words.

Leverage Investment

The proposed tenant can leverage investment from various sources.

Guidance

Examples of income - sales, ticketing, grants, partnerships, other revenue.

Manjaree Precinct Expression of Interest Mrs Trivetts Place

Form Preview

Income and support: What income streams or support will you rely on? How confident are you in securing these? *

Word count:

Must be no more than 500 words.

Proposed Rent

The proposed annual rent including any plans to fit out the building (if applicable). This section has a weighting of 25% overall.

Guidance:

- You may choose to supply a proof of account balance or an asset and liability statement or similar to address this criterion.

What annual rent are you proposing? *

Must be a number.

Must be a whole number. Rent costs are AUD \$ only.

What is your preferred length of lease? *

Are you planning any investment into fit-out or improvements to the space (if applicable)? *

Word count:

Must be no more than 500 words.

Support Material Attachments

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Manjaree Precinct Expression of Interest Mrs Trivetts Place

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Support Material

Attach a file:

Application Certification

* indicates a required field

Addendums to Expression of Interest Information

IMPORTANT NOTE: Addendums will be added throughout the Expression of Interest period. All additional information and links can be found here

[Expressions of Interest - City of Fremantle](#)

I confirm that I have read and taken into account all addendums issued for this request before submitting my response. *

☐ Yes

Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

I agree *

☐ Yes

Name of Authorised Person *

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

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If an organisation - must be a senior staff member, board member or appropriately authorised volunteer

Date Certified

Manjaree Precinct Expression of Interest Mrs Trivetts Place

Form Preview

Must be a date.

Applicant Feedback

Application Process

You are nearing the end of the application process.

Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Please indicate how you found the online application process:

- ☐ Very easy ☐ Easy ☐ Neutral ☐ Difficult ☐ Very difficult

How many minutes in total did it take you to complete this application?

Estimate in minutes i.e. 1 hour = 60

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.

Information Source

How did you hear about the expression of interest?

- ☐ City of Fremantle website
- ☐ Internet search
- ☐ City of Fremantle Funding Finder website
- ☐ Herald
- ☐ City of Fremantle social media
- ☐ Fremantle Arts Centre social media
- ☐ Past applicant
- ☐ Word of mouth
- ☐ City of Fremantle staff member
- ☐ Arts organisation
- ☐ Other:

You can select multiple - if you heard about it through multiple sources.