

# Expression of Interest (EOI) Lake Mac Libraries Fab Lab Programming

## Form Preview

### Key Information

#### Expression of Interest (EOI) Lake Mac Libraries Fab Lab Programming

The Lake Mac Libraries Fab Lab, located at Windale Hub, *bilyabayi*, is an innovative and inclusive space where creativity and technology converge. We are seeking passionate and skilled individuals or organisations to run programming at the Fab Lab that inspires our community, sparks creativity, and brings ideas to life.

**Programming Opportunities:** We are looking for programs to be delivered during the following times:

- **During the day on weekdays:** Ideal for adult workshops and home school workshops. These sessions can run anytime between 9am and 3pm on Wednesdays, Thursdays or Fridays.
- **After school:** Targeting school-aged children and teens, these sessions can run from 3:30pm on Wednesdays, Thursdays or Fridays.
- **Weekday evenings:** Perfect for adult workshops or formal meetups, offering flexibility for participants who may not be available during the day. These sessions can run from 6pm on Wednesdays, Thursdays or Fridays.
- **Sundays during the day:** Open for family-friendly workshops or community-based sessions, anytime between 9am and 5pm.
- **School Holidays:** Engaging holiday programs that captivate children and teens with hands-on activities.

**Why the Fab Lab?** Located in the vibrant community of Windale, the Fab Lab is a cutting-edge facility equipped with the latest technology and tools for digital fabrication, including 3D printers, laser cutters, and more. This is a unique opportunity to lead programs that utilise these resources, fostering creativity, innovation, and learning. Note that instructors for programs that will utilise the Fab Lab equipment will need to go through an induction process and need to prove proof of their prior experience.

Beyond the digital fabrication equipment, the Fab Lab is also the ideal space to run art and craft workshops.

**What We're Looking For:** We invite educators, makers, artists, technologists, and community leaders to submit an Expression of Interest. We are particularly interested in programs that:

- Encourage creativity and/or innovation.
- Promote STEAM (Science, Technology, Engineering, Arts, and Mathematics) education.
- Engage the local community and foster collaboration.

Topics may include, but are not limited to:

- Digital fabrication skills
- 3D modelling
- 2D design
- Coding
- Electronics (e.g. Raspberry Pi, Arduino, Microbit etc.)
- Robotics
- Internet of Things (IoT)
- Digital literacy

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- Art classes
- Craft classes (Including Cricut)
- Game design
- Meetups
- Hackathons
- Protothons

**Fees to use Fab Lab:** For programming that is free for attendees, the provider will not incur a fee by Lake Macquarie City Council for use of the Lake Mac Libraries Fab Lab space, unless the program has been enabled by a grant. In such cases the provider may incur a fee by Lake Macquarie City Council for use of the Lake Mac Libraries Fab Lab space, this will be negotiated on a case by case basis.

For programming that attendees pay for, the provider may incur a fee by Lake Macquarie City Council for use of the Lake Mac Libraries Fab Lab space, this will be negotiated on a case by case basis. For example, programming run at no profit by the provider might not be charged fees depending on the circumstances and use of Fab Lab equipment.

In cases where a fee is charged this may be:

- A flat fee
- A fee per attendee

**Location:** The Fab Lab is conveniently located in Windale, providing easy access to the broader Lake Macquarie/ Newcastle region. Our space is designed to be welcoming and accessible to all, with a strong emphasis on inclusivity and community engagement.

**How to Apply:** Interested individuals or organisations are invited to submit their EOI by filling out the following form.

For more information, or to discuss your ideas, please contact [fablab@lakemac.nsw.gov.au](mailto:fablab@lakemac.nsw.gov.au) or 02 4069 0322.

Please note that this is a rolling EOI, and applications are accepted on an ongoing basis. You are welcome to apply at any time. Applications will have their initial assessment undertaken within 10 working days of their submission. Requests for further information may be made to the applicant by Council during this time.

Each application will be assessed on:

- Alignment with what we are looking for (see section above)
- Availability of the Fab Lab space
- Past experience of the proposed provider
- Diversity of programming i.e. does the application contribute to different programs being able to be delivered at the Fab Lab

Applications for programs that run over time e.g. a year, multiple school terms or holidays. They will be reassessed as set out in the successful applicant's agreement with Lake Macquarie City Council.

## Application details

\* indicates a required field

## Applicant details

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### Applicant Name \*

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Organisation Name (if applicable)

### Applicant Email \*

Must be an email address.

### Applicant Phone Number \*

### Website

Must be a URL.

### Social Media

LinkedIn, Instagram etc.

### About You and/or Your Organisation \*

Word count:

Provide a summary about you and/or your organisation, include any past relevant experience

### Document Upload

Attach a file:

Optional: Provide any relevant documents, this could be a CV, examples of past work etc.

## Program Details

### Program Type \*

- Single Workshop
- Multi-Week Workshop
- School Holiday Camp
- Meetup
- Presentation/Demonstration
- Other:

You may select more than one type. Note for single workshops these can still run more than once, but are the same workshop.

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### Program(s) Title \*

### Program(s) description \*

Provide a description of your proposed program(s)

### Proposed Timing \*

- Weekday during the day
- After school
- Weekday evening
- Sunday
- School holidays

Note this will be subject to the Fab Lab's availability. You can select more than one.

### Provide additional details about timing \*

Duration, day of the week, time of year, school holiday, specific dates if you know them, number of weeks for multi-week etc.

### What would be the maximum number of attendees? \*

### What age group would the program be appropriate for? \*

- Primary school age
- Early high school Year 7/8
- Mid high school Year 9/10
- Late high school Year 11/12
- Adults
- Seniors
- All ages

You may select more than one.

### How much will the program cost attendees? \*

### Equipment

What equipment will be used for the programming?

### Additional Information

Provide any additional information or explanation here.

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### Additional Attachments

Attach a file:

Provide any additional attachments to support your application.

### Terms and Conditions

\* indicates a required field

I agree to the following Terms & Conditions:

- 1.Successful applicant's programs will be placed on the Lake Mac Libraries Fab Lab website and in the Lake Mac Libraries Fab Lab Newsletter. Information from the applicant will be provided in a timely manner for this purpose.
- 2.Lake Macquarie City Council cannot be held responsible for any loss or injury sustained at any of the programming
- 3.Successful applicants will need to undertake an induction process
- 4.Fees, if applicable, for use of the Fab Lab will be negotiated on a case by case basis with Lake Macquarie City Council
- 5.Pending the content proposed and negotiation with Lake Macquarie City Council, applicants may be requested to provide current Public Liability Insurance
- 6.An agreement will be required to be made with Lake Macquarie City Council prior to commencement of the program(s)

### Authority to Submit \*

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Date \*

Must be a date.