

Subsidy Fact Sheet

Community Facilities Subsidy – 2020

Wyndham City Council provides community subsidies to cover hire fees for eligible Wyndham based groups accessing Council owned community facilities.

Am I eligible to apply for Community Facilities Subsidy?

To be eligible recipients must be a not-for-profit Wyndham based community group providing regular activities specifically catering to seniors (55+) or people with a disability. The group must be open to welcoming new members from the community.

Eligible community groups with regular scheduled bookings are entitled to apply for a subsidy at one Council owned community facility within the municipality per calendar year. Scheduled bookings can either be weekly, fortnightly, monthly, bi-monthly or quarterly.

What does the Subsidy cover?

The subsidy covers the maximum scheduled booking time of 8 hours duration in total at one facility only.

What does the Subsidy NOT cover?

The subsidy does not cover additional costs such as public liability insurance, catering or hire of audio visual equipment. Applications will not be considered for applicants associated with a political party or receiving an income from gaming machines.

The applicant is financially responsible for all hire fees not covered by the approved subsidy. An invoice will be issued to the applicant where this is applicable.

What else do I need to submit?

Applicants must submit the Statement of Purpose for their group with the application form. The Statement of Purpose needs to show the activity is for seniors (55+) and/or members of the community with a disability.

How to apply for the Community Facilities Subsidy?

The approval for the Community Facilities Subsidy for your group needs to be obtained a minimum of two weeks prior to the commencement of hire. The subsidy will be effective from the hire dates on the subsidy application and will not be offered for any bookings held prior to the submission of the subsidy.

Complete **section A** of the Community Facilities Subsidy application form. Submit the application with your completed facility hire application form to the facility being hired.

Venue Name: _____

For those hiring Kelly Park Centre, Diggers Road Soldiers Memorial Hall, Old Shire Offices or Central Park Community Centre, submit your application to the Civic Centre, 45 Princes Hwy Werribee 3030. Reception is open Monday to Friday from 8am to 5pm (excluding public holidays).
Or email to halls@wyndham.vic.gov.au

How will I know if my application is successful?

All applicants will be advised in writing of the outcome of their application within 4 weeks of submission.

Do you need more information?

For more information please contact the Community Facilities Officer at Wyndham City Council on Tel: (03) 9742 8124 or (03) 9742 0867 or email: halls@wyndham.vic.gov.au



Community Facilities Subsidy 2020 Application Form

Section A – to be completed by Applicant:	
Venue Name:	
Group Name:	
Contact Person Name:	
Mailing Address:	
Contact Telephone Number:	Email:
Is your Organisation Not-For-Profit? <input type="checkbox"/> NO <input type="checkbox"/> YES (Please tick the appropriate box)	
<input type="checkbox"/> Incorporated Association (provide a Certificate of Incorporation)	
<input type="checkbox"/> Auspiced by another Organisation (provide a letter from supporting organisation on Letterhead)	
<input type="checkbox"/> Unincorporated Group	
Who is your Organisation specifically for? (Please tick the appropriate box)	
<input type="checkbox"/> Seniors (55+) <input type="checkbox"/> People with a disability	
Does your Organisation receive any other funding for this program (not including this subsidy)	
<input type="checkbox"/> NO <input type="checkbox"/> YES If yes, name of source _____	
Brief description of the Organisation – Statement of Purpose (Please complete)	
Program Name:	
Program Time & Location:	
Statement of Purpose:	
_____ _____ _____ _____ _____ _____ _____ _____ _____ _____	
Membership Details:	
_____ _____ _____ _____	
What percentage of the participants attending the booking are Wyndham residents? _____%	
Organisation Representative:	
NAME: _____ Signature: _____ Date: ____/____/____	

Venue Name: _____

Section B - to be completed by Community Centre Officer:

Scheduled Booking Information

Venue: _____ Room: _____

Hire Start Date: ____/____/____ Hire End Date: ____/____/____

Weekly Fortnightly Monthly Other _____

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Meet on School Holidays YES NO Meet on Public Holidays YES NO

Quoted Hire Charge (including GST) Including setup /pack away time cost **(does not including catering, equipment hire, storage space or other additional costs).**

Total Hours of Hire: _____ Start Time: _____:_____ AM/PM Finish Time _____:_____ AM/PM

(Subsidy only covers a maximum scheduled booking time of 8 hours duration at one facility)

Total hourly rate \$ _____ Total session/booking rate \$ _____

Total number of bookings in 2020 _____

Community Centre Officer Verified:

NAME: _____

Date: ____/____/____

Signature: _____

Section C

(complete if additional days hired)

Scheduled Booking Information

Venue: _____ Room: _____

Hire Start Date: ____/____/____ Hire End Date: ____/____/____

Weekly Fortnightly Monthly Other _____

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Meet on School Holidays YES NO Meet on Public Holidays YES NO

Quoted Hire Charge (including GST) Including setup /pack away time cost **(does not including catering, equipment hire, storage space or other additional costs).**

Total Hours of Hire: _____ Start Time: _____:_____ AM/PM Finish Time _____:_____ AM/PM

(Subsidy only covers a maximum scheduled booking time of 8 hours duration at one facility)

Total hourly rate \$ _____ Total session/booking rate \$ _____

Total number of bookings in 2020 _____

Community Centre Officer Verified:

NAME: _____

Date: ____/____/____

Signature: _____

Section D - Office Use Only:

Date Received ____/____/____

of hours allocated _____

Accessed by CFO (date & initial)
____/____/____

Number of hours subsidised _____

Subsidy amount \$ _____

Approved - YES NO

PO Number _____

Internal Transfer - YES NO

NAR Number _____

Document Number A _____

Confirmation Letter ____/____/____

Scanned Date: ____/____/____