

Subsidy Fact Sheet

Community Facilities Subsidy – 2021

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. The Subsidy covers bookings for regular hire only.

What does the Subsidy NOT cover?

The subsidy does not cover additional costs such as public liability insurance, catering. Storage space or hire of audio-visual equipment. **Subsidy does not cover bookings across multiple venues.** 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.

The Subsidy does not cover casual or adhoc bookings.

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. All applicants must provide a current Certificate of Currency with Public Liability Coverage of \$20 million or greater. Incorporated Associations will need to provide a Certificate of Incorporation.

Groups Auspiced by another Organisation will need to provide a letter from the supporting organisation on Letterhead.

How to apply for the Community Facilities 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**.

For your Community Facilities Subsidy application to be processed Council needs to receive your application a minimum of four weeks prior to the commencement of each school term. The subsidy will be effective from the hire dates on the subsidy application, subject to approval. Subsidy will not be offered for any bookings held prior to the approval date.

How do I submit my subsidy application?

- For those activities that operate through Iramoo CC, Jamieson Way CC, The Grange CC or Wyndham Park CC you can hand deliver your application to the venue being hired or email to one of the following;
admin@jamiesonwaycc.org.au
admin@wyndhamparkcc.com.au
admin@iramoooc.com.au
enquiries@grangecommunity.org.au
- For those activities that operate through Arndell Park CC, Featherbrook CC, Manor Lakes CLC, Penrose CC, Point Cook CLC, Saltwater CC, Tarneit CLC or Wunggurrwil Dhurrung Centre, you are able to hand deliver you application to the venue being hired or email neighbourhoodhubs@wyndham.vic.gov.au
- For those activities that operate through Kelly Park Centre, Diggers Road Soldiers Memorial Hall, Old Shire Offices or Central Park Community Centre, submit your application to the Cultural Centre, 177 Watton Street Werribee 3030, at the Box Office. Open hours are Monday to Friday from 9am to 4pm (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 Facility Liaison Officer at Wyndham City Council on Tel: (03) 9742 0867 or 0427 892 706 or email: halls@wyndham.vic.gov.au

Community Facilities Subsidy 2021 Application Form

Section A – to be completed by Applicant:	
Venue Name:	
Group Name:	
Contact Person Name:	
Mailing Address:	
Phone:	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 (<i>To be completed by Applicant</i>)	
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: ____/____/____

Section B - to be completed by Community Centre Officer:**Separate different days of hire in section B & C-Please Note: Subsidy does not cover casual or adhoc dates****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 up to 8 hours duration at **one facility only**)*

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

Total number of bookings in 2021 _____

Community Centre Officer Verified:

NAME: _____

Date: ____/____/____

Signature: _____

Section C-to be completed by Community Centre Officer: complete for different day to Section B**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 up to 8 hours duration at **one facility only**)*

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

Total number of bookings in 2021 _____

Community Centre Officer Verified:

NAME: _____

Date: ____/____/____

Signature: _____

Section D-Cultural Venues Use Only:

Number of hours subsidised _____

NAR Number _____

Date Received ____/____/____

Subsidy amount \$ _____

Document Number A _____

of hours allocated _____

Approved - YES NO

Confirmation Letter ____/____/____

Accessed by CFO (date & initial)

PO Number _____

Scanned Date: ____/____/____

____/____/____

Internal Transfer - YES NO