

Community Facility Subsidy Guidelines – 2026

Wyndham City Council provides the **Community Facility Subsidy (CFS)** to support Wyndham-based not for profit senior and disability groups to access space at council-owned community facilities.

What does the Subsidy cover?

- Contributes to hire fees at **one** council-owned community centre or hall, as listed in the guidelines
- For activities up to 6 hours per week, maximum \$4,000 per group, until funding is exhausted

Eligibility Criteria

- Must be Wyndham-based not-for-profit, incorporated, or volunteer-based groups or organisations
- Must be a **regular** activity with minimum 80% attendance of (55+) and/or people with a disability
- Applicants must receive minimal or no funding to run the activity
- Applicants must attach a promotion flyer stating it's for seniors and/or people with a disability
- Minimum 80% of attendees must be Wyndham residents
- The activity must welcome new members
- The activity must be covered by Public Liability Insurance
- If the applicant is auspiced, for instance, has a group that 'sponsors' them for insurance, applicants must provide a support letter on letterhead from the auspice group

Who cannot apply – Applications cannot be made by:

- For profit businesses or organisations
- Activities provided by the organisation managing the community centre
- Educational, religious or medical organisations, where the activity is the organisation's core business
- Organisations receiving income from gaming machines
- Agencies or departments of the state or federal government, or political parties
- Activities that receive state or federal government funding, including but not limited to: activities funded using My Aged Care, Commonwealth Home Support Programme (CHSP), or National Disability Insurance Scheme (NDIS)

The Subsidy does not cover

- Activities that are open to or promoted to all ages
- Once off, casual and ad hoc bookings
- Additional hours beyond the approved regular booking schedule
- Any hire dates not used or cancelled during the year
- Bookings across multiple venues
- Extra costs such as public liability insurance, catering, storage or hire of audio-visual equipment
- Applicant are financially responsible for all hire fees / charges not covered by the approved subsidy

How to apply for the Community Facility Subsidy

1. Applicants speak with community centre staff about booking needs and go through the guidelines to ensure the group is eligible
2. Community centre staff will advise groups if your booking time is available, and provide a link to the Smarty Grants application form
3. Applicants register on SmartyGrants (A How to guide is available), ask at community centre
4. Applicants fill out the application by answering questions online, (same as previous paper application) and upload the required documents; flyer and public liability insurance (PLI) certificate

List of community centre contacts

- Arndell Park Community Centre arndellparkcc@wyndham.vic.gov.au
- Penrose Promenade Community Centre PenrosePromenadeCC@wyndham.vic.gov.au
- Saltwater Community Centre Saltwatercc@wyndham.vic.gov.au
- Featherbrook Community Centre featherbrookcc@wyndham.vic.gov.au
- Dianella Community Centre DianellaCC@wyndham.vic.gov.au
- Point Cook Community Learning Centre pointcookCLC@wyndham.vic.gov.au
- Tarneit Community Learning Centre tarneitclc@wyndham.vic.gov.au
- Manor Lakes Community Learning Centre manorlakesclc@wyndham.vic.gov.au
- Truganina Community Centre truganinacc@wyndham.vic.gov.au
- Wunggurrwil Dhurrung Centre wunggurrwildhurrung@kolingwadangal.com.au
- Iramoo Community Centre admin@iramoocc.com.au
- Wyndham Park Community Centre admin@wyndhamparkcc.com.au
- Jamieson Way Community Centre jamiesonwaycc@wyndham.vic.gov.au
- Quantin Binnah Community Centre qb@qbcc.org.au
- The Grange Community Centre enquiries@grangecommunity.org.au
- Central Park Community Centre roombookings@wyndhamcec.org.au
- Koomail Tardy Community Centre koomailtardyc@ecms.org.au
- Bembit Bag-rook Community Centre bembitbagrookcc@bestchance.org.au
- Diggers Road Soldiers Memorial Hall admin@wyndhamparkcc.com.au
- Old Shire Offices oldshireoffices@wyndham.vic.gov.au
- Lollypop Creek Community Centre lollypopreception@onetree.org.au

What else do I need to submit with the Application Form

- Certificate of Currency with Public Liability Coverage of \$20 million or greater
- Promotion flyer stating activity for seniors (55+) and/or people with a disability
- Incorporated Associations will need to provide a Certificate of Incorporation
- Groups Auspiced by a different group will need to provide a letter from that group on Letterhead

Application Terms

- The subsidy is only approved for hire dates after CFS application is approved (no backdating)
- The subsidy does not cover any dates cancelled during the year
- Applicants will be advised of the outcome within 6-8 weeks of submission
- The approved subsidy amount will be transferred to the facility to reimburse the hire fees
- Applications will be accepted throughout the year, until funding is exhausted

For more information, please contact the Wyndham Council Community Grants Team email communityfacilitysubsidy@wyndham.vic.gov.au