

The new way to apply for the Community Facility Subsidy (CFS) 2026



Step 1 is the same as before

1. Speak with the staff at the community centre where you want to hire the room



Step 2. Read the guidelines

- This helps you understand if your group is eligible for the subsidy
- Ask the community centre staff questions to help you



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)

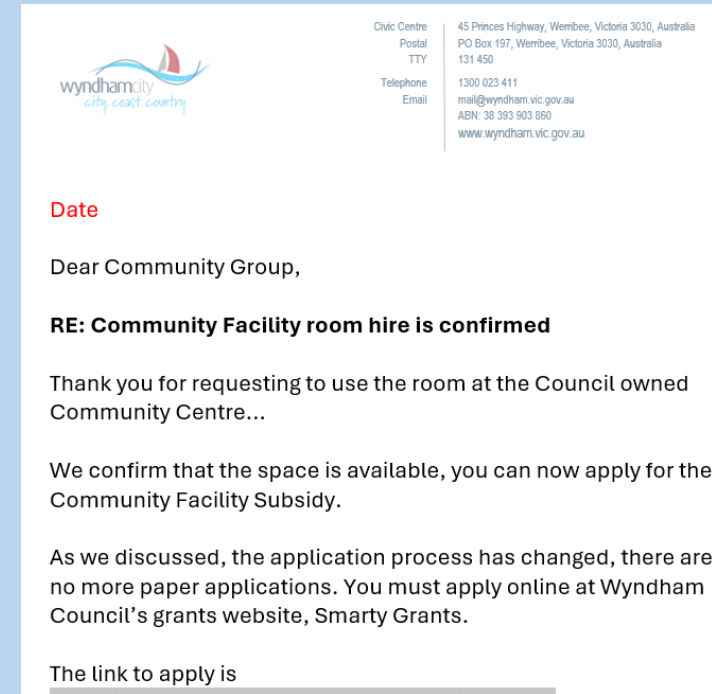
The Subsidy does not cover

- 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

Step 3.

The centre confirms your booking request

- The booking confirmation letter has a website link to apply online



Step 4 . You apply online

*Ask a friend for help, or

*Go to a library to use a computer, this is free

*type in

<https://wyndham.smartygrants.com.au/CFS25260>



How to Use Smarty Grants to Apply for a Grant at Wyndham City



This guide explains how to complete your grant application form online in Smarty Grants.

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Step 1 – Type www.wyndham.smartygrants.com.au/CFS25260

- (make it a favourite or bookmark)

Step 2A – Register

- If it is your first time using Smarty Grants – you need to create an account (it is free)

- Click on Register

- Add your name and group details and create a password

Step 2B Activate your account

- An activation email will be sent to registered email address, it could take up to 15 mins
- Check your spam / junk file (Email is from 'service@smartygrants.com.au')
- Click on link to activate your account

Step 3 – Log in to Smarty Grants and read/agree to the guidelines

1. Fill in your login details (above)
2. Read the guidelines / eligibility to see if you are eligible
3. There are conditions
 - a. **You must agree to these, or you cannot progress your application**

Completing this form

- For help navigating this form and the SmartyGrants system, please refer to the [Applicant Help Guide](#)
- Read the [Community Facility Subsidy Guidelines](#)
- Please ensure you save this application regularly to avoid losing data.
- If you are not able to upload documents, please contact staff at the Centre where you are applying
- If you are unsure about the questions in this form, please contact by phone 1300 023 411 or email communityfacilitysubsidy@wyndham.vic.gov.au

By completing this form you agree that you have: *

- ☐ Read the Community Facility Subsidy Guidelines
 - ☐ Are applying for a subsidy to support an activity for seniors and/or people living with disability
 - ☐ Spoken to a Community Centre team member about this booking and application
 - ☐ Received a Tentative booking letter/email from the Community Centre
- At least 3 choices must be selected.

Response required.
You've selected 0 options, you need to provide at least 3 options
[Go to page](#)

4. You have to tick all boxes

Step 4A Click “Fill Out Now”



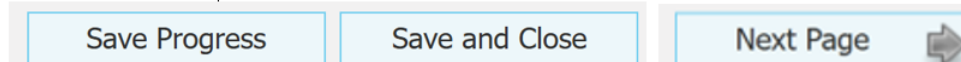
Preview
the form



Download
preview form

Note: You can't fill out the form in preview mode.

1. To go through the application form, click on buttons at the top of the form



2. Save your work regularly when filling out an application



Step 4B Answer the questions

- Type in the boxes after the questions
- If some parts don't let enter words, check the hint near the question, this may be a box where only **numbers are accepted**.
- If something is wrong, it will be highlighted when you review the form

Applicant Admin Contact Primary Email
daisyexample.com
Must be an email address.

This response is not a valid email address.
[Go to page](#)

Step 5 Attaching files

- If attaching files, allow time for files to upload
- **Do not leave page** until the file has been attached, otherwise it will be cancelled
- Try to keep files under 5 megabytes
- The file will begin to upload, when it is complete, a link will be shown, (with an option to remove the file)

Filename [2022-2023 Financial Statement.docx](#)
File size 11.6 kB

[Remove](#)

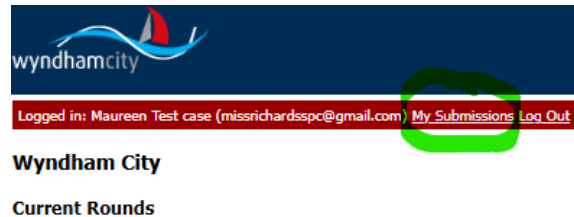
Step 6 Save and Close

- To save your application and close it, you can click **Save and Close**.



- You can go back to your application any time before the closing date, just log back into your account per Step 3.

Once you log in, click "My Submissions" you will see your application.



Step 7 - Review and Submit

- When you have finished the last page of the application form, Click **Review and Submit** to see the full application before submitting.
- Your form has not been submitted yet.
- If a question needs to be fixed or it was missed, it will be highlighted in red, and you can go to the page and edit it.
- Click the Submit button when you're ready to submit the form**



Note: Once the form is submitted, you CANNOT make any changes. Contact Wyndham City Grants directly and ask for your form to be re-opened.

Step 8 - Confirmation

After you Submit, you will receive a confirmation of submission email with a copy of your application (PDF) attached. This will appear under the **My Submissions** tab.

Thank you, your submission has been received.

Submission Number: SG0001

A copy of your submission has been sent to your email address. You can also return and log in to [this site](#) at any time to view or download your submission. If you have any questions please contact us directly.

Trouble shooting

1. Read questions carefully when filling in the form

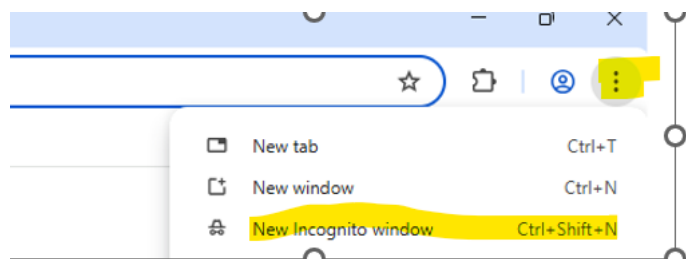
If some parts of the form don't let you type in words, check the hint near the question, it could be a question that only accepts numbers.

2. If you forget your password?

- Click on the 'Forgotten your password?' link.
- Add your username (email address) and an email with a reset password link will be sent to your email (just like when you registered)
- Click on the link and you can set a new password

3. If you can't log in after resetting your password

- If you get a few error messages after you have changed your password and can't log into Smarty grants
 - open a private window/ incognito browser on the internet and apply through there (click the 3 dots top right of screen)
 - then 3rd option New incognito window



- If this doesn't work, call Smarty Grants and they will help you 9320 6888
- 4. If you don't get an activation link**
- Check your spam / junk box if you don't get an activation email,
 - Check that you typed your email correctly, or
 - Call Smarty Grants and they will fix it for you 9320 6888
- 5.** If you need support filling out this form, try asking friends or family members, it should only take 15 minutes. You can go back to the community centre as well. You can use anyone's email from your group, we will only use the email to tell you the outcome of the application.
- a. Wyndham follows strict privacy rules with your information
- 6.** Wyndham's libraries have free computers for all members. It is free to join the library
- 7.** To Update your name or change your password, head to the My Submissions page and click on Update My Details