

Community Facility Subsidy Guidelines - 2027

Wyndham City Council provides the **Community Facility Subsidy (CFS)** to support Wyndham-based senior and disability groups to access space at council-owned community facilities.

All applications will be assessed by the criteria below and applicants will be notified of the outcome.

The Smartygrants CFS application process will remain open throughout the year until funding is exhausted.

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 \$4000 per group for a 12-month period, until funding is exhausted
- A regular booking that is scheduled weekly, fortnightly or monthly, with the minimum duration being a full School Term

Eligibility Criteria

- Must be Wyndham-based, unincorporated group or association, incorporated association or registered charity.
- Must be a **regular** activity with minimum 80% attendance of (55+) and/or people with a disability
- Activity Description Statement of Purpose, must refer to seniors and/or people with a disability
- Applicants must receive minimal or no funding or low income to run the activity
- Applicants must attach a promotion flyer stating the activity is 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 has an auspice, for example, 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, organisations or for-profit Social Enterprise
- Activities provided by the organisation managing the community centre
- Applicants with outstanding debts or overdue reports i.e. outstanding Grant acquittal with Council
- Applicants who receive funding for venue hire from other funding sources
- 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. Including additional hours after the application has been approved.
- Any hire dates not used or cancelled during the year
- Bookings across multiple venues run by the same activity provider and/or group already receiving the CFS
- Extra costs such as public liability insurance, catering, storage or hire of audio-visual equipment
- Applicants are financially responsible for all hire fees / charges not covered by the approved subsidy

What else do I need to submit with the Application Form

- Certificate of Currency with Public Liability Coverage of \$20 million or greater
- A letter from the Community Centre indicating the room booking is available and a tentative place held pending outcome of the subsidy application
- Promotion flyer stating activity for seniors (55+) and/or people with a disability
- Incorporated Associations will need to provide a Certificate of Incorporation
- If the applicant has an auspice, for example, has a group that 'sponsors' them for insurance, applicants must provide a support letter on letterhead from the auspice group

Application Terms

- The subsidy cannot be used for hire dates that occur prior to the submission of the application form.
- The subsidy does not cover any additional hours/days requested after CFS application is approved
- 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
- As there is a limited pool of funds for CFS, meeting eligibility criteria does not guarantee funding. Council's outcome decisions are final
- Unused CFS funds already allocated to a group cannot be transferred to another group

Is the group limited to hiring only the hours covered by the subsidy?

Should groups wish to hire additional hours that are not covered by the subsidy, the community centre's usual room hire fees would apply.

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

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 enquiries@jamwaycc.org.au
- Quantin Binnah Community Centre qb@qbcc.org.au
- The Grange Community Centre grangecommunitycentre@onetree.org.au
- Central Park Community Centre roombookings@wyndhamcec.org.au
- Koomail Tardy Community Centre koomailtardycc@ecms.org.au
- Bembit Bag-rook Community Centre bembitbagrookcc@bestchance.org.au
- Diggers Road Soldiers Memorial Hall admin@wyndhamparkcc.com.au
- Old Shire Offices - **Closed for Renovations**
- Lollypop Creek Community Centre lollypopreception@onetree.org.au