

How to apply for the Community Facility Subsidy 2027 Guide

This guide provides a step-by-step guide on how to apply for the Community Facility (CFS) and how to apply for the subsidy using the online application through SmartyGrants.

How to access Community Facility Subsidy:

Step 1

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

Step 2

Read the 'Community Facility Subsidy Guidelines – 2027'

This helps you understand if your group is eligible for the subsidy

Ask the community centre staff questions to help you.

Step 3

The community centre confirms your booking request.

The booking confirmation letter has a website link to apply online

Step 4

You apply online

Ask a friend or family member for help, or go to a library to use a computer, this is free.

Type in <https://wyndham.smartygrants.com.au/CFS26270>

How to Use SmartyGrants

This section of the guide explains how to complete your CFS application form online in SmartyGrants.

Step 1

Access to SmartyGrants website

Click on the link or type

<https://wyndham.smartygrants.com.au/CFS26270>

Suggestion - make it a favourite or bookmark

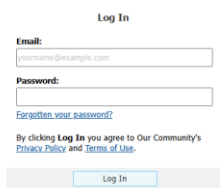


Step 2

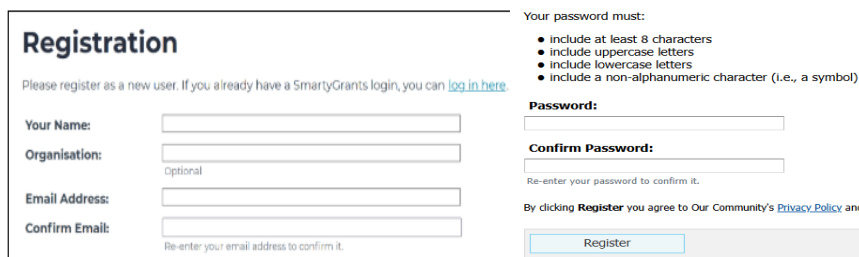
A) Register

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

- You need to add your name and group details and create a password



Click on Register



B) 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 for email 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 – **You must agree to these, or you cannot progress your application**
4. You must tick all boxes

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](#)

Step 4

A) Click on “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

Save Progress

Save and Close

Next Page



2. Save your work regularly when filling out an application

Previous Page

Save Progress

Save and Close

Next Page



B) 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)



Step 6

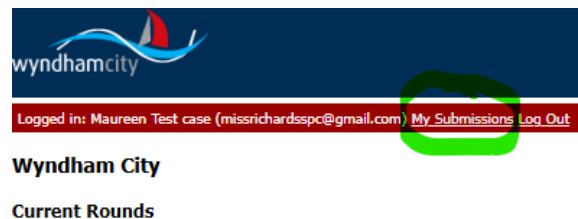
Save and Close

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, you can click on "My Submissions" - you will find 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.

More

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.

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

If you can't log in after resetting your password, or don't get an activation link

- If you get an error message a few times after you have changed your password and can't log in
- Smarty grants sometimes remembers your failed password attempts. So, it won't let you log on to the website. If this happens, open a private window/ incognito browser on the internet and apply through there
- If this doesn't work, call Smarty Grants and they will help you 9320 6888

If you can't log in after resetting your password, or 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

If you need support filling out this form, ask 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.

Wyndham's libraries have free computers for all members. It is free to join the library.

To Update your name or change your password, head to the My Submissions page and click on Update My Details