

Venue Hire Grants 2023-2024 Application Form

Form Preview

Welcome to Georges River Council Venue Hire Grants

Thank you for applying for a Georges River Council Venue Hire Grant

Venue Hire Grant applications are now being accepted for bookings of Council facilities held within the 2023-2024 financial year (1 July 2023-30 June 2024).

NOTE: If you would like to apply for a grant for venue hire from 1 July 2024 onwards, you will need to wait until the Venue Hire Grants 2024-2025 round opens.

Venue Hire Grant applications for bookings of Council facilities held within the 2023-2024 year are accepted throughout the year. Applications will be assessed in rounds every 8 weeks. You must submit your application at least 8 weeks prior to the commencement of your booking.

To register a Community Grant with a Venue Hire Grant Component If you have been awarded a Community Grant with a Venue Hire Grant component, please register it here when you have made your venue bookings. You will be asked to attach your Letter of Agreement.

Before you start your application: 1. Before applying, please contact Council's Grants Officer to discuss your project:

- 02 9330 6050
- grants@georgesriver.nsw.gov.au

2. Read these documents:

- Council's [Grants and Donations Policy \(2023\)](#) - Venue Hire Grants information can be found on pp.22-24.
- Council's [Community Strategic Plan 2022-2032](#)
- the [Georges River demographic profile](#).

Depending on your project, you may also find these documents helpful:

- [Create Georges River Cultural Strategy](#)
- [Disability Inclusion Action Plan](#)
- [Social Justice Charter](#)
- [Libraries 2030 - Georges River Library Strategy](#)
- [Open Space, Recreation and Community Facilities Strategy](#)

3. You **must** have a tentative booking for the venue/facility already in place. You will be asked for your Booking number/Event Sheet number and to attach your booking confirmation/Event Sheet as part of your application.

- To book Council venues, please visit [Hurstville Entertainment Centre](#) to make your booking or contact Council on 9330 6400.
- To book Library rooms, please visit [Georges River Libraries](#), or contact Hurstville Library on 9330 6111.
- To book a Park, please visit [Council's website](#), or contact Council on 9330 6400 or email grcparks@georgesriver.nsw.gov.au.

Applications for Venue Hire Grants will only be accepted through this online application portal. Incomplete applications and applications submitted less than 8 weeks prior to the commencement of a booking will not be accepted.

Venue Hire Grants 2023-2024 Application Form

Form Preview

If you have any questions about your grant application please contact Council's Grants Officer on ebrady@georgesriver.nsw.gov.au or 02 9330 6050.

Eligibility

* indicates a required field

New Grants and Donations Policy

Georges River Council has adopted a new [Grants and Donations Policy](#). The Policy guides the application process, allocation and evaluation of funding to address community needs under Section 356 of the Local Government Act 1993.

From 6 November, all applications submitted to the Venue Hire Grants Program are assessed under the new Grants and Donations Policy. Please familiarise yourself with the new Policy before starting this application process.

I have read and understood the new Grants and Donations Policy. *

☐ Yes

Georges River Council Financial Reporting Requirements

Please note there are financial reporting requirements for recipients of Council funding.

From 1 January 2019, any organisation or entity receiving Council funding that totals more than \$15,000 per annum in any financial year must provide a set of Audited Financial Statements to Council. Some organisations may be exempt in alignment with the auditing requirements of the Australian Charities and Not-for-profits Commission. This applies to all organisations, individuals and entities that receive grant funding, including but not limited to Community Grants, Event Grants, Venue Hire Grants, Heritage Building Grants, Micro Grants, Councillor Ward Discretionary Funds, rental subsidies, sponsorship and/or donations in both cash and in-kind funding. Failure to do so will render new applications ineligible.

Read more about Council's Financial Reporting Requirements [here](#).

I have read and understood Council's Financial Reporting Requirements. If on 30 June 2024 the total amount of financial assistance received in the 2023-2024 financial year is more than \$15,000, my organisation will have our financial accounts audited, and the Audited Financial Statements will be forwarded to Council's Grants Officer. *

☐ Yes

Confirmation of eligibility

Grants are allocated on the assumption of honest and full disclosure of information contained in the application. Any breach will render the grant null and void and any funds paid must be returned to Council. Council must be notified of any change to the use of the proposed funding, or significant changes to the aims or management structure of the applicant organisation.

Venue Hire Grants 2023-2024 Application Form

Form Preview

Is your organisation: *

☐ a not-for-profit organisation?

If your organisation is not a non-profit organisation, you are not eligible to apply for a Venue Hire Grant.

Provide proof of not-for-profit status. *

Attach a file:

(eg Certificate of Incorporation, ACNC certification)

I confirm that the application is NOT for the following ineligible activities or uses:

*

- ☐ Exclusive use of a Council facility
- ☐ Events or activities by commercial organisations, businesses, schools, government agencies or for-profit organisations
- ☐ Events or activities for political purposes, including party meetings, party fundraising or lobbying, or religious purposes
- ☐ Events or activities that primarily benefit a single individual
- ☐ Private or social functions
- ☐ Seasonal park bookings for sporting associations or clubs
- ☐ Retrospective funding of any event or activity
- ☐ Venue bonds, equipment hire, staffing, catering or technical costs

You must tick all eight options to proceed.

You must comply with the following to be eligible: *

- ☐ I have read and understood the Grants and Donations Policy.
- ☐ I am authorised to make this application on behalf of the organisation I represent.
- ☐ My organisation provides services that can benefit the Georges River community.
- ☐ My organisation has completed and submitted all acquittals for previous Georges River Council funding or grants.
- ☐ My organisation does not have outstanding accounts with any of Council's venues.
- ☐ My application includes a clear budget for this Venue Hire activity.

You must tick all six options to proceed.

Your booking

You can't proceed with a Venue Hire Grant application without a valid booking.

- To book Council venues, please visit [Hurstville Entertainment Centre](#) to make your booking or contact Council on 9330 6400.
- To book Library rooms, please visit [Georges River Libraries](#), or contact Hurstville Library on 9330 6111.
- To book a Park, please visit [Council's website](#), or contact Council on 9330 6400 or email grcparks@georgesriver.nsw.gov.au.

What is your Event Booking Number? *

The Event Booking Number is found at the top of your Event Sheet or Booking Form.

Attach Booking Confirmation or Event Sheet here. *

Attach a file:

Venue Hire Grants 2023-2024 Application Form

Form Preview

Please provide evidence from Council booking system or Council officer including name of venue, dates of use and total cost.

About your organisation

* indicates a required field

Privacy notice

We respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*. To view Georges River Council's privacy statement, please see [Georges River Council's Privacy Policy](#).

About your organisation

Applicant organisation name *

Organisation Name

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

Briefly describe what your organisation does. *

Word count:

Must be no more than 50 words.

Applicant Primary Address *

Address

Start typing your address and select it from the options given.

Applicant Postal Address

Address

Use 'Same as above' or start typing your address and select it from the options given.

Applicant website

Optional. Must be a URL

Primary contact person *

Title First Name Last Name

Venue Hire Grants 2023-2024 Application Form

Form Preview

This is the person we will correspond with about this grant

Position held in organisation *

e.g. Manager, Board Member, Fundraising Coordinator

Primary phone number *

Must be an Australian phone number.

Back-up phone number

Must be an Australian phone number.

Primary contact person's email address *

This is the address we will use to correspond with you about this grant. Please consider using a generic email address eg. community@organisation.org.au rather than a personal email address.

About your activity

* indicates a required field

Have you already been awarded a Community Grant with a Venue Hire Grant component? *

☐ Yes

☐ No

Community Grant with a Venue Hire Grant component

If your organisation has been awarded a Community Grant with a Venue Hire Grant component, you can register the details of your Venue Hire Grant here when you have made your bookings.

Please attach your Community Grant Letter of Notification here. *

Attach a file:

Name of activity *

Must be no more than 10 words.

Briefly describe your activity. *

Venue Hire Grants 2023-2024 Application Form

Form Preview

Word count:

Must be no more than 50 words.

Summary of Venue Hire Booking

This is a summary of your Venue Hire Bookings for quick reference.

Full details are on the Booking Confirmation or Event Sheet provided when you made your booking.

PLEASE NOTE: Council's fees and charges are subject to change based on the approved Fees and Charges as adopted by Council. This means that the Venue Hire you are quoted prior to the beginning of the 2023-2024 financial year may increase if new Fees and Charges are adopted by Council.

Venue tentatively booked	Frequency	Start date of booking	End date of booking	Total Venue Hire quoted
				\$
If more than one venue has been booked please list all venues here.	Indicate here if the event is one-off, weekly, monthly etc	Must be a date and between 1/7/2023 and 30/6/2024.	Must be a date and between 1/7/2023 and 30/6/2024.	Exclude bond, AV, staffing and other costs. Must be a dollar amount.

Activity details

Q1. IDENTIFIED NEED - Why is this project needed? How do you know? How will your project address this need? *

Word count:

Must be no more than 150 words.

What is the problem? What is your solution?

Upload any supporting or documented evidence of the need for this project.

Attach a file:

eg statistics, surveys, plans, research papers, evidence of implementation elsewhere

Q2. STRATEGIC ALIGNMENT - How does your project align with Georges River Council's Community Strategic Plan? *

- ☐ Pillar 1: Our Community pp.14-15
- ☐ Pillar 2: Our Green Environment pp.16-17
- ☐ Pillar 3: Our Economy pp.18-19
- ☐ Pillar 4: Our Built Environment pp.20-21
- ☐ Pillar 5: Our Place in Sydney pp.22-23
- ☐ Pillar 6: Our Governance pp.24-25

Select as many as apply. Refer to the [Community Strategic Plan 2022-2032](#) to answer this question.

Venue Hire Grants 2023-2024 Application Form

Form Preview

Tell us how your project aligns with the pillar/s you have selected. *

Word count:

Must be no more than 150 words.

Refer to the [Community Strategic Plan 2022-2032](#) to answer this question.

Does your project align with any other Georges River Council plan or strategy?

- ☐ Disability Inclusion Action Plan
- ☐ Social Justice Charter
- ☐ Create Georges River Cultural Strategy
- ☐ Libraries 2030 - Georges River Library Strategy
- ☐ Open Space, Recreation and Community Facilities Strategy
- ☐ Other:

Tell us how your project aligns with the other plans or strategies you have selected.

Word count:

Must be no more than 150 words.

Refer to the Council Plans and Strategies webpage to answer this question.

Q3. COMMUNITY BENEFIT - How does the activity benefit the participants and the rest of the community? *

Word count:

Must be no more than 150 words.

Q4. EQUITY AND INCLUSION - Is your activity accessible to a diverse range of people or is it targeted to a specific group? How will participants find out about the activity? *

Word count:

Must be no more than 150 words.

What are the primary areas of focus for this project/program?

You may select up to five items. You can select items from any area of the list – all have equal value. Only select sub-categories if you want to be more specific. In this question we want to know about the field of work (e.g. arts, sport, health), rather than the types of people it will affect (e.g. young people, refugees).

Who are the expected primary beneficiaries of this project/program?

Venue Hire Grants 2023-2024 Application Form

Form Preview

Please choose only the group/s that are at the very core of this project/program. If your initiative is open to everyone, choose the first item, 'Universal – no particularly targeted beneficiaries'

Budget

Please provide an itemised budget for the activity which shows:

- income (including this grant, earned income from the activity or other sources, grants and donations from other funding sources)
- expenditure (including the cost of the venue hire and other expenses related to delivering the activity)

Income	\$	Expenditure	\$
Georges River Council Venue Hire Grant	\$	Venue Hire	\$
	\$		\$
Where will the income come from? eg Georges River Council Venue Hire Grant, entry fee, donations		Description of expenditure. eg venue hire cost, catering costs, equipment hire, facilitator costs	

Budget totals

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

\$

This number/amount is calculated.

Sustainability

Council's Venue Hire Grants program is designed to help organisations become financially sustainable and not wholly dependent on funding.

Tell us how this funding will help your organisation become more financially sustainable. *

Word count:

Must be no more than 150 words.

Ability to deliver this activity

* indicates a required field

Child safety

Georges River Council is a Child Safe Organisation. We are committed to putting children first and championing child safety within our community. We actively advocate for the rights of children and/or young people (aged 0 – 17), upholding our commitment as a child safe organisation. You can read more about Georges River Council's commitment [on our website](#).

Venue Hire Grants 2023-2024 Application Form

Form Preview

If your project or program involves children and youth, you will need to demonstrate your commitment to being a child safe organisation.

Will your project or program involve children and/or youth? *

- ☐ Yes
☐ No

Tell us how your organisation will apply child safe principles to this activity. *

Word count:

Must be no more than 150 words.

If your organisation has a child safe policy, please upload it here.

Attach a file:

Other supporting documents

Please provide any supporting material that demonstrates your organisation has the ability to deliver this project successfully.

This may include:

- Letters of support from partnership organisations or community partners
- Financial Report
- Annual Report
- Profit and Loss Statement
- Publications / Media
- Website

Upload files

Attach a file:

Provide web link

Must be a URL.

Certification and feedback

*** indicates a required field**

Certification

Venue Hire Grants 2023-2024 Application Form

Form Preview

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

I certify that, to the best of my knowledge, the statements made within this application are true and correct. I understand that if the applicant organisation is successful in gaining funding for this grant, we will be required to accept the terms and conditions of the grant as outlined through Council correspondence.

I agree *

☐ Yes

☐ No

Name of authorised person *

Title

First Name

Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number *

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the applicant organisation

Contact Email *

Must be an email address.

Date *

Must be a date

Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Please indicate how you found the online application process: *

☐ Very easy

☐ Easy

☐ Neutral

☐ Difficult

☐ Very difficult

How many minutes in total did it take you to complete this application? *

Estimate in minutes i.e. 1 hour = 60 minutes

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.

Venue Hire Grants 2023-2024 Application Form

Form Preview

Thank you

Your application will be assessed in line with your Community Grant. The Grants Officer will contact you in 8 weeks with the outcome of your application.