

Application Form - Venue Hire Grants 2024-2025

Form Preview

Venue Hire Grants 2024-2025 - Application Form

* indicates a required field

Venue Hire Grants provide full or partial subsidy of Georges River Council venue hire for community organisations. Grants are provided as in-kind support for the cost of venue hire.

Venue Hire Grants 2024-2025 are accepting applications for bookings of Council venues/facilities from 1 July 2024 to 20 June 2025. Applications take 8 weeks to process and you must submit your application at least 8 weeks prior to the commencement of your booking.

Starting your application

Before you start your application, please read these documents:

- [Venue Hire Grants 2024-2025 Grant Guidelines](#)
- [Grants and Donations Policy](#)
- [Community Strategic Plan \(Easy Read version\)](#)
- [Georges River demographic profile](#)

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

- [Create Georges River Cultural Strategy](#)
- [Disability Inclusion Action Plan](#)
- [Libraries 2030 - Georges River Library Strategy](#)
- [Social Justice Charter](#)

Other Council [plans and strategies](#).

Make a tentative booking

You MUST have a tentative booking to apply for a Venue Hire Grant.

Make a tentative booking for the venue/facility with the relevant Council team and attach your booking confirmation to the application form.

- 1.To book a Council Venue, visit [Hurstville Entertainment Centre](#) or [Council's website](#). Contact the Programming and Operations team on entertainment@georgesriver.nsw.gov.au or 02 9330 6400.
- 2.To book Library room, you will need to be a member. If you are not a member, please visit our library website to join [online](#) or attend one of our library locations for staff assistance. Make a tentative room booking for the venue/facility by emailing library@georgesriver.nsw.gov.au
- 3.To book a Park, visit [Council's website](#) or contact the Programming and Operations team on grcparks@georgesriver.nsw.gov.au or 02 9330 6400.

Support from Council

Application Form - Venue Hire Grants 2024-2025

Form Preview

- Speak with Grants Officer
- Attend [Grant Round Information Session](#)
- Visit the [Grants Help Hub](#)

To apply for a grant, you need to speak with Council about your project. This can assist you navigate the process to apply for a grant and ensure you meet the eligibility criteria for the grant you are applying for.

If you have not spoken with Council yet, please email: grants@georgesriver.nsw.gov.au.

Have you spoken with the Grants Officer about your application? *

- ☐ Yes
☐ No

Privacy

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](#).

Eligibility

* indicates a required field

Applying Organisation

To be eligible for Venue Hire Grants your organisation must be a registered not-for-profit or unincorporated community group.

Is your organisation: *

- ☐ a registered not-for-profit organisation?
☐ an unincorporated community group?

Organisation name *

Organisation Name

Organisation primary address *

Address

Applicant primary phone number *

Must be an Australian phone number.

Application Form - Venue Hire Grants 2024-2025

Form Preview

Registered Not-for-profit

Provide proof of not-for-profit status *

Attach a file:

Does your organisation have an ABN? *

- ☐ Yes
☐ No

Unincorporated Community Group

An unincorporated community group is required to register as a charity with the Australian Charities and Not-for-profits Commission (ACNC). More information available on the [ACNC website](#).

Provide proof of charity registration with ACNC *

Attach a file:

Does your organisation have an ABN? *

- ☐ Yes
☐ No

ABN Lookup

ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Financial Reporting Requirements

Application Form - Venue Hire Grants 2024-2025

Form Preview

If your organisation receives more than \$15,000 from Council in a financial year, Audited Financial Statements must be provided to Council. Failure to do so will render new applications ineligible.

If your organisation is not in a position to conduct an audit at the end of the financial year, ensure your organisation does not apply for more than \$15,000 in total funding and in-kind support from any of Council's financial assistance programs in any financial year.

Some organisations may be exempt in alignment with the auditing requirements of the Australian Charities and Not-for-profits Commission. See the Australian Charities and Not-for-profits Commission [website](#) for more information.

I have read and understood Council's Financial Reporting Requirements. *

- ☐ Yes

Previous Grants from Georges River Council

You must have submitted required acquittals from previously awarded grants to be eligible to submit another grant application.

Have you submitted required acquittals from previously awarded grants from Georges River Council? *

- ☐ Yes
☐ Not relevant (never received a grant from Georges River Council)

Project Ineligibility

If your project includes any of the following, it is not eligible for a Venue Hire Grant.

The application is NOT for any of the following: *

- ☐ Projects that duplicate existing services.
- ☐ Fundraising, sponsorship or projects seeking prize money or gifts for attendees.
- ☐ Unlawful, unethical or profit-making purposes, or towards any political purposes.
- ☐ Activities for religious purposes unless the applicant can demonstrate broader community benefit.
- ☐ Entities or individuals contributing to the infringement of human rights, including not complying with Modern Slavery Legislation.
- ☐ Projects or events that primarily benefits a single individual or private function.
- ☐ Submissions from schools or Government agencies.
- ☐ Grants are for venue hire only and will not cover additional costs.
- ☐ Exclusive use of a Council facility.
- ☐ Seasonal park bookings for sporting associations or clubs.
- ☐ Venue bonds, equipment hire, staffing, catering or technical costs.
- ☐ Hire of premium facilities.

At least 12 choices must be selected.

Contact Details

* indicates a required field

This is the person we will contact about this grant.

Application Form - Venue Hire Grants 2024-2025

Form Preview

Organisation project contact *

Title First Name Last Name

Organisation project contact position *

Organisation project contact primary phone Number *

Must be an Australian phone number.

Organisation project contact primary email *

Must be an email address.

Project Overview

* indicates a required field

Project Details

The following sections of the grant application are your opportunity to tell us the details of your proposed project including use of Georges River Council venue(s).

Project title *

Word count:

Must be no more than 10 words.

The project title will be used to present your application to Council and within public forums and announcements.

Short project description *

Word count:

Must be no more than 100 words.

Why is this project needed in the community? *

Word count:

Must be no more than 100 words.

Describe the specific issue or need you want to address

Start date *

Application Form - Venue Hire Grants 2024-2025

Form Preview

Must be a date and between 1/7/2024 and 30/6/2025.

End date *

Must be a date and between 1/7/2024 and 30/6/2025.

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

No more than 5 choices may be selected.

Please choose only the group/s that are at the very core of this project/program

How do you plan to evaluate the project/program? *

Word count:

Must be no more than 150 words.

Use of Council Venue

* indicates a required field

Tentative Booking

You MUST have a tentative booking to apply for a Venue Hire Grant.

Make a tentative booking for the venue/facility with the relevant Council team and attach your booking confirmation to the application form.

- 1.To book a Council Venue, visit [Hurstville Entertainment Centre](#) or [Council's website](#). Contact the Programming and Operations team on entertainment@georgesriver.nsw.gov.au or 02 9330 6400.
- 2.To book Library room, you will need to be a member. If you are not a member, please visit our library website to join [online](#) or attend one of our library locations for staff assistance. Make a tentative room booking for the venue/facility by emailing library@georgesriver.nsw.gov.au
- 3.To book a Park, visit [Council's website](#) or contact the Programming and Operations team on grcparks@georgesriver.nsw.gov.au or 02 9330 6400.
- 4.

Provide booking confirmation or event sheet here. *

Attach a file:

Must have been provided by Council including name of venue, dates of use and total cost.

Venue Use

Council would like to understand the specific activities that you are planning to do in the venue you are seeking a grant for.

The activities identified below need to align with project information provided in previous questions.

Application Form - Venue Hire Grants 2024-2025

Form Preview

What activities will take place in the Council venue(s)? *

Must be no more than 100 words.

Briefly list (bullet points) the specific activities that will take place and where they will take place.

How will your project benefit from the use of Council venue(s)? *

Word count:

Must be no more than 80 words.

How will you promote these activities to the community? *

Word count:

Must be no more than 50 words.

E.g. partner networks, newsletters, social media etc.

Additional Documentation

Please upload any additional documentation to support your application here.

Note, this is not required.

Supporting documentation

Attach a file:

Alignment with Georges River Council

* indicates a required field

Community Strategic Plan

Your project needs to align with Georges River Council's [Community Strategic Plan](#).

Which Pillar/s from the Community Strategic Plan does your project align with? *

- ☐ 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)

How does your project align with the Pillar/s you have selected? *

Application Form - Venue Hire Grants 2024-2025

Form Preview

Word count:

Must be no more than 100 words.

Access and Inclusion

Grant funded projects delivered in Georges River area need to be accessible and inclusive of our diverse community .

What will you do to make your project accessible and inclusive of our diverse community? *

Word count:

Must be no more than 100 words.

Child Safety

Council commits to putting children first and championing child safety within our community. You can read more about Georges River Council's commitment [on our website](#).

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

- ☐ Yes
☐ No

Child Protection Policy

Where an application involves the delivery of programs and services involving [working with children](#) you must attach a copy of your organisation's child protection policy to the application.

If you do not have a formal child protection policy, you must outline how you intend to comply with legislation relating to the safety, welfare and well-being of children.

Does your organisation have a Child Protection Policy?

- ☐ Yes
☐ No

Child Protection Policy

Attach a file:

Outline how you intend to comply with legislation relating to the safety, welfare and well-being of children *

Word count:

Must be no more than 100 words.

Application Form - Venue Hire Grants 2024-2025

Form Preview

Project Budget

* indicates a required field

Budget Instructions

Clear budget information is required with all applications to communicate how the project is funded to ensure suitable use of Council venues.

This **budget information is for your project as a whole**, including the Venue Hire Grant application for subsidised use of venue.

- All figures should be GST inclusive. An organisation registered to pay GST on goods and/or services needs to include GST in the budget and grant amount requested. It is the responsibility of the applicant to pay GST.
- Volunteer in-kind contribution should be \$25/hour in both income and expenditure.
- The amount listed under **INCOME** for 'Georges River Council Venue Hire Grant' needs to match **EXPENDITURE** for 'Georges River Council Venue'. This amount should also match the booking confirmation provided previously.
- You **CANNOT** apply for funding in addition to the cost of the venue.

Total Project Cost (including cost of Georges River Council venue) *

\$

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

Income and Expenditure

Income

Sources of income could include: ticket sales, membership fees, other grants.

It is recommended that you have multiple sources of income for the project to ensure successful and sustainable implementation.

Expenditure

List all expenditure associated with project. Expenditure could include: catering, facilitators, performers.

NOTE: ONLY VENUE HIRE WILL BE CONSIDERED FOR A GRANT.

Income	\$	Expenditure	\$
	Must be a dollar amount.		Must be a dollar amount.
Georges River Council Venue Hire Grant	\$	Georges River Council Venue	\$
	\$		\$
	\$		\$
	\$		\$

Budget Totals

Your budget **MUST** balance (TOTAL INCOME AMOUNT = TOTAL EXPENDITURE AMOUNT).

Application Form - Venue Hire Grants 2024-2025

Form Preview

Total Income Amount *

\$

This number/amount is calculated.

Total Expenditure Amount *

\$

This number/amount is calculated.

Income - Expenditure *

\$

This number/amount is calculated.

To balance the budget this amount should be \$0. If it is not \$0, your budget has not balanced and you will need to check your Income and Expenditure tables.

Financial Sustainability

This grant program is designed to provide one-off grant funding for a project that demonstrates community benefit. Council wants to understand how this grant will result in increased financial sustainability for your organisation.

How will receiving this grant help your organisation to be less reliant on Council funding in future? *

Word count:

Must be no more than 80 words.

Feedback and Authorisation

* indicates a required field

Feedback

Council is interested in your feedback for the continuous improvement of grant programs.

We would appreciate your completion of the below questions to inform the implementation of future initiatives and programs.

How many grants has your organisation received from Georges River Council? *

- ☐ None
- ☐ 1-3
- ☐ 4-10
- ☐ More than 10

On a scale from 0-10, how likely are you to recommend Georges River Council grants to a friend or colleague? 0 = Not at all likely, 10 = Extremely likely. *

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

What training would you like to see Council delivering to support applying for grants? *

- ☐ Grant writing training
- ☐ Crafting outcomes for your project
- ☐ Project development and planning
- ☐ Preparing for acquittals
- ☐ Using SmartyGrants and SmartyFile
- ☐ Other:

Application Form - Venue Hire Grants 2024-2025

Form Preview

Please provide us with your suggestions for any improvements to Council's grant programs and the application process, and any feedback you would like us to consider. Thank you.

Authorisation

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

Name *

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)

Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.

Date authorised *

Must be a date.

Subscribe to Grants Newsletter

[Subscribe](#) to be kept informed of grant initiatives by Georges River Council.