Community Facility Subsidy Guidelines – 2024

Wyndham City Council provides the Community Facility Subsidy to support Wyndham-based not for profit senior and disability groups to access space at council-owned community facilities. The Community Facility Subsidy covers a portion of the regular hire fees for eligible groups.

Applications will be accepted until funding is exhausted.

**Community Facility Subsidy – Eligibility Criteria**

* Applicants must be Wyndham-based not-for-profit, incorporated, or volunteer-based groups or organisations
* The booking must be for a regular activity being provided to seniors (55+) and/or people with a disability
* Applicants must receive minimal or no funding to run the activity
* Minimum 75% of attendees must be Wyndham residents.
* The activity must be open to welcoming new members from the community.
* The activity must be covered by Public Liability Insurance

**Who cannot apply – Applications cannot be made by:**

* Agencies or departments of the state or federal government
* Educational, religious or medical organisations, where the application is for the organisation’s core business
* For profit businesses or organisations
* Political parties
* Organisations receiving income from gaming machines

**What does the Subsidy cover**

* The subsidy covers a portion of regular hire fees for a maximum 6 hours per week at one council-owned community facility only.
* It is council’s discretion as to the portion of the hire fees that are covered by the subsidy
* The subsidy applies to regular bookings (weekly, fortnightly, monthly, quarterly) for the calendar year

**The Subsidy does not cover**

* Once off, casual and ad hoc bookings.
* Bookings across multiple venues
* Additional costs such as public liability insurance, catering, storage space or hire of audio-visual equipment.
* The applicant is financially responsible for all hire fees and other charges not covered by the approved subsidy.

**How to apply for the Community Facility Subsidy**

Complete the Community Facility Subsidy 2024 Application Form

1. Applicant to complete **Section A** and sign, then submit to facility staff at relevant facility
2. Facility staff to complete **Section B** and sign
3. **Facility staff** to submit completed form to Wyndham City at [communityfacilitysubsidy@wyndham.vic.gov.au](mailto:communityfacilitysubsidy@wyndham.vic.gov.au)

**What else do I need to submit with the Application Form**

* Certificate of Currency with Public Liability Coverage of $20 million or greater
* Incorporated Associations will need to provide a Certificate of Incorporation.
* Groups Auspiced by another Organisation will need to provide a letter from the supporting organisation on Letterhead.
* Statement of Purpose, as per Application Form
* Evidence that the activity is for seniors (55+) and/or people with a disability – this may include promotional material, flyer, etc

**List of community facility contacts**

* Arndell Park Community Centre [arndellparkcc@wyndham.vic.gov.au](mailto:arndellparkcc@wyndham.vic.gov.au)
* Penrose Promenade Community Centre [PenrosePromenadeCC@wyndham.vic.gov.au](mailto:PenrosePromenadeCC@wyndham.vic.gov.au)
* Saltwater Community Centre [Saltwatercc@wyndham.vic.gov.au](mailto:Saltwatercc@wyndham.vic.gov.au)
* Featherbrook Community Centre [featherbrookcc@wyndham.vic.gov.au](mailto:featherbrookcc@wyndham.vic.gov.au)
* Dianella Community Centre [DianellaCC@wyndham.vic.gov.au](mailto:DianellaCC@wyndham.vic.gov.au)
* Point Cook Community Learning Centre [pointcookCLC@wyndham.vic.gov.au](mailto:pointcookCLC@wyndham.vic.gov.au)
* Tarneit Community Learning Centre [tarneitclc@wyndham.vic.gov.au](mailto:tarneitclc@wyndham.vic.gov.au)
* Manor Lakes Community Learning Centre [manorlakesclc@wyndham.vic.gov.au](mailto:manorlakesclc@wyndham.vic.gov.au)
* Wunggurrwil Dhurrung Centre [WunggurrwilDhurrung@wyndham.vic.gov.au](mailto:WunggurrwilDhurrung@wyndham.vic.gov.au)
* Iramoo Community Centre [admin@iramoocc.com.au](mailto:admin@iramoocc.com.au)
* Wyndham Park Community Centre [admin@wyndhamparkcc.com.au](mailto:admin@wyndhamparkcc.com.au)
* Jamieson Way Community Centre [admin@jamiesonwaycc.org.au](mailto:admin@jamiesonwaycc.org.au)
* Quantin Binnah Community Centre [qb@qbcc.org.au](mailto:qb@qbcc.org.au)
* The Grange Community Centre [enquiries@grangecommunity.org.au](mailto:enquiries@grangecommunity.org.au)
* Central Park Community Centre [roombookings@wyndhamcec.org.au](mailto:roombookings@wyndhamcec.org.au)
* Diggers Road Soldiers Memorial Hall [halls@wyndham.vic.gov.au](mailto:halls@wyndham.vic.gov.au)
* Old Shire Offices [halls@wyndham.vic.gov.au](mailto:halls@wyndham.vic.gov.au)

**Application and Notification Terms**

* The Application Form must be submitted a minimum of four weeks prior to the commencement of the school term
* The subsidy will be effective from the hire dates on the subsidy application, subject to approval. Subsidy will not be offered for any bookings held prior to the approval date.
* **It is council’s discretion as to the portion of the hire fees that are covered by the subsidy**
* **All applicants will be advised in writing of the outcome of their application within 4 weeks of submission.**
* The approved subsidy amount will be transferred to the facility to reimburse the hire fees
* Applications will be accepted until funding is exhausted.

For more information, please contact the Wyndham Council on (03) 9742 0867 or [communityfacilitysubsidy@wyndham.vic.gov.au](mailto:halls@wyndham.vic.gov.au)

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| **Section A – to be completed by Applicant** | | | | | | | | | |
| Venue Name: Click or tap here to enter text. | | | | | | | | | |
| Group Name: Click or tap here to enter text. | | | | | | | | | |
| Group Contact Person Name: Click or tap here to enter text. | | | | | | | | | |
| Group Mailing Address: Click or tap here to enter text. | | | | | | | | | |
| Group Phone: Click or tap here to enter text. | | | | Group Email: Click or tap here to enter text. | | | | | |
| **Eligibility Criteria – Applicants must meet all criteria to be eligible** | | | | | | | | | |
| *Please tick as applicable* | | | | | | | | | |
| Wyndham-based not-for-profit Incorporated group or organisation; **or**  Wyndham-based not-for-profit volunteer-based group or organisation  The activity is for seniors (55+); **or**  The activity is for people with a disability | | | | | | The booking is for a regular activity (weekly, fortnightly, monthly, quarterly)  Applicants must receive minimal or no funding to run the activity  Minimum 75% of attendees are Wyndham residents.  The activity is open to new members from the community (seniors 55+ and/or people with a disability). | | | |
| Does your group/organisation receive any other funding, grant or subsidy.  If so, please specify: Click or tap here to enter text.  Does your group/organisation charge membership fee or attendance fee for this activity?  If so, specify cost: Click or tap here to enter text. | | | | | | | | | |
| **Supporting Document Checklist** | | | | | | | | | |
| *Please tick that you have attached the following documents with your application*  Certificate of Currency with Public Liability Coverage of $20 million or greater  Incorporated Associations will need to provide a Certificate of Incorporation. (if applicable)  Groups Auspiced by another Organisation will need to provide a letter from the supporting organisation on Letterhead. (if applicable)  Evidence that the activity is for seniors (55+) and/or people with a disability – this may include promotional material, flyer, etc  This evidence will be provided at a later date. Date: Click or tap here to enter text. | | | | | | | | | |
| **Activity Description – all sections must be completed *(Section A continued)*** | | | | | | | | | |
| Program Name: Click or tap here to enter text. | | | | | | | | | |
| Venue: Click or tap here to enter text. | | | | | | | | | |
| Program Day/Time: Click or tap here to enter text. | | | | | | | | | |
| Frequency (Weekly, Monthly etc): Click or tap here to enter text. | | | | | | | | | |
| Number of attendees: Click or tap here to enter text. | | | | | | | | | |
| Percentage of Wyndham residents: Click or tap here to enter text. | | | | | | | | | |
| Activity Statement of Purpose **(must include reference to seniors and/or people with a disability):**  Click or tap here to enter text. | | | | | | | | | |
| Community Group Representative  Name: Click or tap here to enter text. | | | | | | | | | |
| Signature:Click or tap here to enter text. | | | | | | Date: Click or tap here to enter text. | | | |
| **Section B - to be completed by Community Centre Admin Officer** | | | | | | | | | |
| **Day 1** | | | | | | | | | |
| **Scheduled Booking Information Group Name:** Click or tap here to enter text.  **NAR Number:** Click or tap here to enter text.  Venue: Click or tap here to enter text.  Room: Click or tap here to enter text.  Hire Start Date: Click or tap here to enter text. Hire End Date: Click or tap here to enter text. | | | | | | | | | |
| Weekly | Fortnightly | Monthly | Other: Click or tap here to enter text. | | | | | | |
| Monday | Tuesday | Wednesday | Thursday | | | | Friday | Saturday | Sunday |
| Meet on School Holidays | | Yes  No | | | | | | | |
| Meet on Public Holidays | | Yes  No | | | | | | | |
| Quoted Hire Charge (including GST) Including setup /pack away time cost **(does not including catering, equipment hire, storage space or other additional costs).** | | | | | | | | | |
| Start Time: ­Click or tap here to enter text. | | | | | Finish Time: Click or tap here to enter text. | | | | |
| Total Hours of Hire: Click or tap here to enter text. | | | | | Hourly rate $Click or tap here to enter text. | | | | |
| Cost per booking: $Click or tap here to enter text. | | | | | | | | | |
| Total number of bookings in 2024: Click or tap here to enter text. | | | | | | | | | |
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| **Day 2 (if applicable. Complete if different day required)** | | | | | | | | | |
| **Scheduled Booking Information Group Name:** Click or tap here to enter text.  **NAR Number:** Click or tap here to enter text.  Venue: Click or tap here to enter text.  Room: Click or tap here to enter text.  Hire Start Date: Click or tap here to enter text. Hire End Date: Click or tap here to enter text. | | | | | | | | | |
| Weekly | Fortnightly | Monthly | Other: Click or tap here to enter text. | | | | | | |
| Monday | Tuesday | Wednesday | Thursday | | | | Friday | Saturday | Sunday |
| Meet on School Holidays | | Yes  No | | | | | | | |
| Meet on Public Holidays | | Yes  No | | | | | | | |
| Quoted Hire Charge (including GST) Including setup /pack away time cost **(does not including catering, equipment hire, storage space or other additional costs).** | | | | | | | | | |
| Start Time: ­Click or tap here to enter text. | | | | | Finish Time: Click or tap here to enter text. | | | | |
| Total Hours of Hire: Click or tap here to enter text. | | | | | Hourly rate $Click or tap here to enter text. | | | | |
| Cost per booking: $Click or tap here to enter text. | | | | | | | | | |
| Total number of bookings in 2024: Click or tap here to enter text. | | | | | | | | | |
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| **Day 3 (if applicable. Complete if different day required)** | | | | | | | | | |
| **Scheduled Booking Information Group Name:** Click or tap here to enter text.  **NAR Number:** Click or tap here to enter text.  Venue: Click or tap here to enter text.  Room: Click or tap here to enter text.  Hire Start Date: Click or tap here to enter text. Hire End Date: Click or tap here to enter text. | | | | | | | | | |
| Weekly | Fortnightly | Monthly | Other: Click or tap here to enter text. | | | | | | |
| Monday | Tuesday | Wednesday | Thursday | | | | Friday | Saturday | Sunday |
| Meet on School Holidays | | Yes  No | | | | | | | |
| Meet on Public Holidays | | Yes  No | | | | | | | |
| Quoted Hire Charge (including GST) Including setup /pack away time cost **(does not including catering, equipment hire, storage space or other additional costs).** | | | | | | | | | |
| Start Time: ­Click or tap here to enter text. | | | | | Finish Time: Click or tap here to enter text. | | | | |
| Total Hours of Hire: Click or tap here to enter text. | | | | | Hourly rate $Click or tap here to enter text. | | | | |
| Cost per booking: $Click or tap here to enter text. | | | | | | | | | |
| Total number of bookings in 2024: Click or tap here to enter text. | | | | | | | | | |
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| **Community Centre Officer Verification** | | | |
| Name: Click or tap here to enter text. | | | |
| Signature: Click or tap here to enter text. | | Date: Click or tap here to enter text. | |
| **Please submit this completed form to** [communityfacilitysubsidy@wyndham.vic.gov.au](mailto:halls@wyndham.vic.gov.au) | | | |
| **Section C – Council Officer Use Only** | | | |
| Date Received Click or tap here to enter text. | Approved  Yes  No | | NAR Number Click or tap here to enter text. |
| Total hours requestedClick or tap here to enter text. | Total # of hours approved Click or tap here to enter text. | | Document Number A Click or tap here to enter text. |
| Total subsidy requested $Click or tap here to enter text. | Total subsidy approved Click or tap here to enter text. | | Confirmed Amount Click or tap here to enter text. |
| Assessed by Council Officer (date & initial) Click or tap here to enter text. | PO Number Click or tap here to enter text. | | Confirmation LetterClick or tap here to enter text. |
|  | Internal Transfer  Yes  No | | Scanned Date Click or tap here to enter text. |
| Officer Notes: Click or tap here to enter text. | | | |