

FACILITY HIRE GRANTS GUIDELINES

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**GLEN EIRA
CITY COUNCIL**



WHAT IS FACILITY HIRE GRANTS?

Facility Hire Grants are available to assist community organisations/groups and schools to undertake projects and activities that contribute to the liveability, accessibility, health and safety of Glen Eira.

A total of \$7,500 can be applied for across facility hire grants in any one year.

Facility Hire grants are in-kind grants where Council covers the cost of facility hire.

Aims

The aim of Council's *Community Grants Program* which incorporates Facility Hire Grants, is to:

- > strengthen community connections and collaborations;
- > develop an accessible and inclusive community;
- > encourage community initiatives that promote self-sufficiency, innovation and respond to community needs;
- > help strengthen community capacity to plan and implement services;
- > support celebration and participation in community life; and
- > Fund projects that deliver meaningful social impact.

Purpose

The purpose of a Facility Hire Grant is to assist community organisations/groups and schools to access Council facilities where they demonstrate benefit to the Glen Eira community.

Types of facilities for hire

Facilities for hire include Town Hall rooms, Carnegie Library and Community Centre rooms, public halls, social rooms, recreational facilities and parks.

ELIGIBILITY

Who can apply?

Community organisations/groups that:

- > service the Glen Eira community;
- > have acquitted all previous Glen Eira City Council grants;
- > are not-for-profit;
- > are incorporated;
- > have an ABN; and
- > hold public liability insurance in a minimum sum of \$20 million.

Schools that:

- > are located within or who predominately service Glen Eira residents;
- > are a registered primary or secondary Victorian school; and
- > hold public liability insurance in a minimum sum of \$20 million.

What will not be funded?

- > activities that have already taken place at the time of application;
- > religious events;
- > activities that are aligned to a political cause;
- > activities directly associated with the delivery of school curriculum; and
- > bond and other ancillary costs for hire of facilities.

HOW DO I APPLY?

Community organisations/groups and schools must contact the relevant Council facilities officer to book the facility on the preferred date and obtain the cost of hire.

Grant applications are made online by completing a Facility Hire Grant Application Form through the SmartyGrants portal.

To complete your application you will need access to the internet and an email address.

All sections of the application must be completed for your application to be accepted.

STEP 1: Go online to SmartyGrants

Open the online application form link at <https://gleneira.smartygrants.com.au/>

STEP 2: Select the application form

Select Facility Hire Grants Application Form

STEP 3: Preview the form (optional)

Choose 'Preview the form' to view the Application Form.

STEP 4: Start an application

Choose 'Start a submission' then 'Login' to SmartyGrants using an existing account or 'Register' a new account.

A new account set-up requires you to use your organisation's email address as a username and create a password.

Please ensure you remember your login details. Once registered, you can then 'Login' and start an application.

SmartyGrants allows you to save your progress and return to your application at a later date and to also upload supporting documents.

KEY DATES

APPLICATIONS OPEN

Year-round

APPLICATIONS ASSESSED

As received

Please allow at least four weeks

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What do I need for my application?

- > Details of your organisation, including incorporation, ABN, Certificate of Currency for your public liability insurance.
- > A description of your activity.
- > The name of the facility and a date for your activity.
- > What you intend to use the facility for.
- > How your activity will benefit the Glen Eira community.
- > Confirmation that you have made a booking with the necessary Council facility booking officer.
- > The cost for using the facility.

How will applications be assessed?

All applications will be assessed using the following criteria.

- > the extent to which the activity meets the aims of the *Community Grants Program* and reflects Council's priorities; and
- > the number of Glen Eira residents that will benefit.



General Conditions

- > Applicants must submit a completed application form and all documents requested in order for their application to be assessed.
- > Applicants must have met the terms and conditions of previous Council grants.
- > Council may require the applicant to provide additional information.
- > The amount of any grant awarded is at the discretion of Council.
- > In-kind facility hire provided in one year does not guarantee that the same project will receive in-kind facility hire in subsequent years. Community organisations/groups and schools should consider alternate ways to cover ongoing costs of facility hire as these in-kind grants are not recurrent.
- > A grant should only be used for the specified purpose awarded.
- > All promotional material for the activity must recognise the assistance of Glen Eira City Council (ie. Proudly supported by Glen Eira City Council).
- > The activity must offer free access to carers of people with disabilities who require essential support in accordance with the *Disability Discrimination Act 1992*.

For further information, contact one of Council's community grants officers on 9524 3333 or visit Council's website at www.gleneira.vic.gov.au

Corner Glen Eira and Hawthorn Roads
Caulfield
Mail address: PO Box 42
Caulfield South, 3162
Phone: 9524 3333
Fax: 9523 0339
communitygrants@gleneira.vic.gov.au
www.gleneira.vic.gov.au

If you are deaf, hearing or speech-impaired, we ask that you call us via the National Relay Service and then ask for 9524 3333.

Online: <https://internet-relay.nrscall.gov.au>
Teletypewriter (TTY): 13 36 77
Speak and Listen: 1300 555 727

The *Community Grants Program* is guided by a Community Grants Advisory Committee that ensures the program adheres to the *Victorian Charter of Human Rights and Responsibilities*.

