



**GEORGES  
RIVER  
COUNCIL**

**COUNCIL OWNED AND  
OR MANAGED FACILITIES  
POLICY**

*March 2017*

## POLICY ADMINISTRATION

<b>Dates</b>	Policy approved 6 March 2017 This policy is effective upon its approval. Policy is due for review March 2021
<b>Approved by</b>	Council Meeting 6 March 2017 Council Resolution CCL031-17
<b>Exhibition Period</b>	14 December 2016 – 8 February 2017
<b>Policy Owner</b>	Manager Community and Cultural Development, Community and Culture
<b>Related Documents</b>	Community Grant Program
<b>References &amp; Legislation</b>	N/A
<b>Document Identifier</b>	Policy #: Pol-018.01 Doc #: D17/160922
<b>Breaches of Policy</b>	Breaches of any policy will be dealt with and responded to in accordance with adopted codes and/or relevant legislation.
<b>Record Keeping</b>	All documents and information obtained in relation to the implementation of this policy will be kept in accordance with the NSW State Records Act 1998, Georges River Council's Corporate Records Policy and adopted internal procedures.

## **PURPOSE**

Georges River Council provides a range of grant and sponsorship programs that support the community, culture and diversity of the Georges River Local Government Area (LGA).

The objective of the Venue Hire Grant Funding Program is to provide Council with a framework for equitable and transparent assessment and determination of applications under this program.

Through the Venue Hire Grant Funding Program, Georges River Council provides equitable access to Council facilities in order to enable community participation, city activation and a sense of belonging in the LGA. This program provides not-for-profit organisations with an opportunity to apply for a grant to subsidise venue hire fees for Council managed facilities. The program only covers the venue hire of Council's facilities that are able to be hired by the public, as outlined in Council's annual fees and charges.

This program is highly competitive and all applicants are strongly encouraged to:

- Read this Policy and the Application Form carefully before applying
- Give yourself ample time before the deadline to complete the Application Form
- Contact a Council Officer if you require advice on the application process
- Attend advertised grant information sessions run by Council prior to the deadline for the completion of applications
- When completing the Application Form, provide a complete response to each criteria
- Ensure all supporting documentation is attached to your application

## **SCOPE**

This policy applies to the venue hire of Council owned and managed facilities that are able to be hired by the public, as outlined in Council's annual fees and charges.

## **POLICY STATEMENT**

### **1. Eligibility**

- 1.1 Applicants must be not-for-profit organisations providing services, activities, events and/or programs that benefit the Georges River Council community.
- 1.2 Applicants must have made a tentative booking for Council's facilities.
- 1.3 Funds will be allocated across the following categories:
  - Community development

- Culture and arts development
  - Environment and conservation
  - Sport and recreation
- 1.4 Any ad hoc submissions must clearly demonstrate the urgency of the submission for applications to be considered outside the funding rounds. Applications that have missed the set funding rounds without reasonable grounds for urgency will not be considered. Reasonable grounds for urgency includes crisis management or crisis related events, or applications for organisations that did not exist as an entity during the normal funding round.
- 1.5 Applicants may be requested to submit a risk assessment for the event/activity they wish to hold in Council's venue/s. A risk assessment template will be provided upon request.

## **2. Ineligible Activities**

- 2.1 The following activities or uses are not eligible for funding:
- a) Exclusive use of a council facility
  - b) Events or activities by commercial organisations or businesses or for-profit organisations
  - c) Events or activities for political purposes, such as party meetings, party fundraising or lobbying
  - d) Events or activities that primarily benefit a single individual
  - e) Private or social functions
  - f) Events or activities that contravene the terms and conditions of use for Council venues
  - g) Seasonal park bookings for sporting associations or clubs
  - h) Retrospective funding of any event or activity
  - i) Late or incomplete Application Forms
  - j) Venue bonds, equipment hire, staffing, catering or technical costs
  - k) Applications from organisations that have outstanding accounts with any of Council's venues

## **3. Funding Program**

- 3.1 Venue Hire Grant Funding Program

- a) Grants of up to \$30,000 value per organisation per annum are available, where approved.
- b) Council will offer a single round of grant applications per year.
- c) A proportion of grant funds will be allocated for ad hoc urgent submissions which may be made outside of the ordinary funding round.

### 3.2 Program Ordinary Funding Round timing

<b>Applications open for submission to Venue Hire Grant Funding Program</b>	January - February
<b>Assessment of applications by Panel</b>	March
<b>Director Community and Culture review of recommendations</b>	March
<b>Notification to all applicants</b>	April
<b>Submission of final report to Council</b>	Within a month of completion of the funded program or event

- 3.3 Georges River Council offers a range of other funding options including Community Grants and Sponsorship. Information on alternative funding options offered by Georges River Council can be found on the Council's website: [www.georgesriver.nsw.gov.au](http://www.georgesriver.nsw.gov.au).

## 4. Funding Assessment Criteria

- 4.1 To ensure that funding is allocated in the most equitable and effective way possible organisations and groups are only able to submit one (1) application per activity or event for the Venue Hire Grants Funding Program. If an event or activity is part of an ongoing program or occurs over multiple dates and/or venues the submission should be made on one (1) application form only.
- 4.2 Applicants must be not-for-profit organisations. In determining if applicants are not-for-profit, Council is guided by the definitions provided by the Australian Taxation Office and the Australian Charities and Not for Profits Commission. Applicants with a registered Australian Business Number (ABN) are required to provide a copy of their ABN with each application.
- 4.3 Applicants must demonstrate that they provide, or have the capacity to provide, services, activities, events and/or programs that can benefit the Georges River Council community.

- 4.4 Funding priority will be given to applicants who can demonstrate best fit to the criteria as detailed in Section 7.
- 4.5 The allocation of grants to organisations will take into account other Council subsidies given to that organisation in the current financial year. Grants are for venue hire use only and will not cover other costs incurred from use of Council venues such as equipment hire or staffing.
- 4.6 All grant allocations made by Council are made on the assumption of honest and full disclosure of information contained in the application. Evidence of any breach will render the grant null and void in which case any funds paid under the scheme must be returned to Council. Grant funds will not be provided towards any unlawful, unethical or profit-making purposes, or towards any political purposes.
- 4.7 Grant applications must provide full and appropriate costing of all aspects of the proposed event or activity, and strategies for the successful occurrence of the event or activity. Applicants must demonstrate that grant funds can be expended within the project timeframe as nominated in the grant application.
- 4.8 Applicants must address the Selection Criteria of the grant program for which they are applying, complete all required sections of the application form, and submit the application by the advertised deadline. Late applications will not be considered unless applying for special consideration under the ad hoc request process.
- 4.9 Applicants must immediately advise Council of any proposed changes to the purpose or proposed use of grant funds from those detailed in the application, and of any significant changes in the aims and objectives or management structure of the applicant group or organisation. The decision to withdraw funding following notification of proposed changes shall be made at Council's discretion.
- 4.10 Applicants who have received prior funding from Georges River Council under any Council Grants Program must have submitted their acquittal or progress report prior to submitting a new application for the Venue Hire Grant Funding Program. Failure to do so will render new applications ineligible.
- 4.11 Applicants cannot be granted an additional community rate for venue hire if they receive funding under the Venue Hire Grant Funding Program.

## **5. Procedure**

- 5.1 To be considered for funding applicants must comply with the following procedures:
  - a) Make a tentative booking at the Council facility you wish to use.
  - b) Complete a Venue Hire Grant Funding Program Application Form in full.
  - c) Ensure your activity/event meets the identified Selection Criteria.
  - d) Submit additional documentation (please refer to 5.2).

- 5.2 Additional documentation should be provided, including a copy of:
- 5.2.1 Public Liability Insurance Certificate of Currency (COC) minimum twenty million (\$20,000,000) coverage, listing Council as an interested party, current for the term of the hires. A current COC must be provided with the application. If the COC expires during the period of venue hire a new COC must be provided. Small community groups who do not possess Public Liability Insurance may be eligible to apply to Council for event-specific cover: additional fees may apply
  - 5.2.2 Proof of not-for-profit status comprising of one of the following:
    - i. Constitution stating a Dissolution and Not for Profit Clause, or;
    - ii. Endorsement as an income tax exempt charitable entity document, or;
    - iii. Certificate of Incorporation / Articles of Association
  - 5.2.3 Evidence of the sustainability of the event or activity. This may include a budget, marketing material, event plan, or membership documents.
  - 5.2.4 An acquittal or progress report on other Council grants received by the organisation (where applicable).
- 5.3 Advice on completing your Grant Application can be arranged by contacting Council staff on 9330 6400.

## **6. Application Assessment Process**

- 6.1 All applications will be considered on their individual merits. All information pertaining to the assessment, prioritisation and decisions about grant applications will remain confidential.
- 6.2 A panel comprising Council Officers will use the defined Selection Criteria for each category to assess and recommend applications for funding.
- 6.3 The Georges River Council Venue Hire Grant Funding Program Assessment Panel will include:
- Manager of Community and Cultural Development or their delegate (chair)
  - A probity advisor external to the Community and Culture Directorate
  - One other Georges River Council staff member as nominated by the Director Community and Culture.
- 6.4 Following the assessment by the Panel, a report with specific recommendations will be submitted to the Director Community and Culture for determination.

6.5 Following the determination by the Director Community and Culture, all Applicants will be notified of the outcome.

6.6 Any feedback or complaints regarding the assessment process may be made as per Council's Complaints Management Policy.

## 7. Criteria for Determining Recommendation for any Venue Hire Grant Funding

Criteria	4 points	3 points	2 points	1 point
<b>1. Social or community benefit*</b>	Delivers a range of social and/or community benefits that <i>fully meet</i> community needs as identified in Community Strategic Plan/Operational Plan.	Delivers social and/or community benefits that <i>significantly meet</i> community needs as identified in Community Strategic Plan/Operational Plan.	Delivers a significant benefit/s relating to 1-2 specific sections of the local community.	Benefits relate to only a small number of the local community.
<b>2. Service impact</b>	Without this service provision council would be required to provide additional service.	Lack of service would have some impact on council's provision.	Service is not the core responsibility of local government but could be provided.	Service is not the responsibility of local government.
<b>3. Extent of accessibility to community</b>	Event/activity is open to anyone within its target demographic and widely promoted to.	Event/activity is open to anyone within its target demographic and promoted locally.	Event/activity is open and promoted to select audiences only.	Event is open by invitation only.
<b>4. Extent of service provided by event/activity</b>	Broad community is a beneficiary of service provided.	Service is significantly used by a number of specific sections of local community.	While the organisation/ individual provides a direct service to only a small number in the local community, it forms part of a larger service provision.	Service is only used by a small number in the local community.

<b>5. Event or service offers value for money to participants and/or the community</b>	Free or low cost or nominal fees and charges apply to cover basic needs.	Subsidised fees may apply and help to cover ongoing events.	Fees apply to attend or participate and help to keep the group self-sustainable.	Fees apply and the surplus goes back into profit and loss of group.
<b>6. Number/type of service providers</b>	A unique service, only one of a kind.	One of only a few providers of the service for the local community.	One of a number of providers of this service for the local community.	One of many service providers for the local community.
<b>7. Ratio of other funding sources vs subsidy request</b>	Funding matches or exceeds subsidy request.	Funding within 51 – 75% of subsidy.	Funding of 26 – 50%.	External funding of 1 - 25%.
<b>8. Ability to partner with other community groups</b>	Partner/s match effort by applicant.	Partner/s provide moderate support for organisation/ event.	Partner/s provide minimal support eg promotes via networks, assists at event.	Silent and supportive partner/s only eg letter of support.
<b>9. Service provision for priority groups including CALD, people with a disability, frail-aged, Aboriginal &amp; Torres Strait Islanders and low socio-economic communities</b>	Service <i>predominantly</i> meets identified needs of one or more priority groups.	Service <i>significantly</i> meets identified needs of one or more priority groups.	Service <i>partially</i> meets identified needs of one of more priority groups.	Service <i>marginally</i> meets identified needs of one of more priority groups.
<b>10. Ability to service an emerging or</b>	The need has been identified in the Community	The need has been identified by a local/regional	The need has been identified by state providers	The applicant themselves identifies a

<b>established need</b>	Strategic Plan or other current Council reports/ documents and will be addressed by the applicant.	provider and will be addressed by the applicant.	and will be addressed by the applicant.	need and will be addressed by the applicant.
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### Scale for Determining Level of Funding

\*Criteria 1 weighted to the value of double (ie maximum total of 8 points). Based on a total maximum score of 44 points. A score lower than 20 will not receive funding.

Score	Level of Funding
20 or less	No funding
21-26	20% to 40% of amount requested
27-32	40% to 60% of amount requested
33-38	60% to 80% of amount requested
39-44	80% to 100% of amount requested

The level of funding for applicants who receive a score between 21 and 44 will be determined based on the following factors:

- The operating budget for the Venue Hire Grant Funding Program.
- Consideration of the split of applications across the Grant Programs Funding Categories as outlined in Section 1.3.
- The number of points each Applicant received for Criteria 1: Social or Community Benefit as outlined in Section 7.

### 8. Accountability and Reporting of Activity

- 8.1 Following a determination by the Director Community and Culture, successful applicants will receive a letter of offer detailing funding conditions for their program or event.
- 8.2 Utilisation of grant funding will be monitored by Council to ensure compliance with the purpose of the grant and the conditions specified.

- 8.3 Venue hire funding provided through the Venue Hire Grant Funding Program must be expended for the dates and times proposed in the original application. Any bookings approved that are not used are non-transferable.
- 8.4 Successful applicants must acknowledge the funding received by Council on all their event/activity publicity material, in any formal speeches given at their event/activity, their website and in their annual general report (if applicable). Successful applicants who use Council's venues for the purpose of fundraising must acknowledge the support provided by Council under the Venue Hire Grant Funding Program when giving proceeds to fundraising beneficiaries. Successful applicants will be provided with a copy of the Council logo and acknowledgment wording for use on their publicity material and for inclusion in letters to fundraising beneficiaries.
- 8.5 Successful applicants must submit a final progress report to Council providing detailed information (eg receipts, photographic evidence, marketing material) and a financial statement outlining the costs of the program or event held in Council's venue/s. Final progress reports must be returned to Council within a month of completion of the program or event. A progress report template will be made available on Council's website and provided upon request.
- 8.6 Any organisation that does not submit an accurate final report on outcomes will not be eligible for any further funding from Council under this program.

## 9. Advertising of Program

- 9.1 The availability of funds under the Venue Hire Grant Funding Program will be advertised prior to the commencement of the financial year through the St George and Sutherland Shire Leader, and on Georges River Council's website.

## VERSION CONTROL AND CHANGE HISTORY

Version	Amendment Details	Policy Owner	Period Active
1.0	Complete new Georges River Council Owned and / or Managed Facilities Policy	Manager Community and Cultural Development	06/03/2017