



# GEORGES RIVER COUNCIL GRANTS

## Venue Hire Grants 2025-2026

Grant Guidelines

## Contents

<b>Overview</b> .....	<b>3</b>
<b>Key dates</b> .....	<b>3</b>
<b>Eligibility Criteria</b> .....	<b>3</b>
<b>Ineligibility Criteria</b> .....	<b>3</b>
<b>Support Available</b> .....	<b>3</b>
Grants Help Hub.....	4
People with Disability .....	4
Help with Grants in your Language.....	4
<b>Grants Process</b> .....	<b>4</b>
Applications – How to Apply.....	4
Assessment.....	5
Assessment Criteria .....	5
Notification.....	5
<b>Important Application Information</b> .....	<b>5</b>
Child Safety .....	5
Inclusion and Accessibility .....	6
<b>Reporting Requirements</b> .....	<b>6</b>
Acquittals.....	6
Financial Reporting .....	6



## Overview

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

## Key dates

<b>Applications open</b>	Monday 21 April 2025
<b>Applications close</b>	11:59pm, Friday 16 May 2026
<b>Assessment period</b>	As applications are received, pending availability of funding
<b>Applicants notified of outcome</b>	Within 8 weeks of applying
<b>Project timeframe</b>	1 July 2025 – 30 June 2026
<b>Acquittal due</b>	30 June 2026

## Eligibility Criteria

To be eligible for Venue Hire Grants the following criteria must be met:

- Demonstrated benefit to the Georges River community.
- Demonstrated capacity to deliver.
- Be open to the general public, inclusive and not discriminatory.
- Have submitted required acquittals from previously awarded grants.
- Commence the project after the grant funding commencement date. Grant requests cannot be retrospective, recurrent or ongoing.
- Registered not-for-profit or unincorporated community group.
- An event sheet/booking confirmation from Council is required.
- Not exceeding the annual cap of \$40,000 venue hire per organisation.

## Ineligibility Criteria

The following are not eligible for Venue Hire Grants:

- 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.

## Support Available

To apply for a grant, you are required to speak with the Grants and Project Officer about your project. The Grants and Project Officer can help you with the application process and make sure you meet the eligibility criteria for the grant you are applying for.



- Phone or email support – call 02 9330 9369 or email [grants@georgesriver.nsw.gov.au](mailto:grants@georgesriver.nsw.gov.au)
- Information sessions – for applicants to learn about grant rounds and ask questions. Registrations via [Humantix](#).

## Grants Help Hub

The [Grants Help Hub](#) on Council's website can help with your application.

- Online training and resources
- Booking an individual grant meeting with the Grants and Project Officer
- Free grant workshops

## People with Disability

If you are Deaf, hard of hearing or have a speech impairment, you can reach us through [National Relay Service](#). You will need to provide our phone number, 02 9330 9369.

## Help with Grants in your Language

If you need help with information about our grants in other languages, contact the [Translating and Interpreting Service](#). You will need to provide our phone number, 02 9330 9369.

# Grants Process

## Applications – How to Apply

1.	Visit the <a href="#">Venue Hire Grants webpage</a> .	
2.	Read the Grant Guidelines and pages 22-24 of Council's <a href="#">Grants and Donations Policy (2023)</a> .	
3.	Speak to the Grants and Project Officer before applying. <ul style="list-style-type: none"> <li>• (02) 9330 9369</li> <li>• <a href="mailto:grants@georgesriver.nsw.gov.au">grants@georgesriver.nsw.gov.au</a></li> </ul>	
4.	Make a <b>tentative booking</b> for the venue/facility and attach your confirmed booking invoice to the application form.	
	To book the <b>Marana Auditorium</b> or the <b>Civic Theatre</b>	<ul style="list-style-type: none"> <li>• Visit the <a href="#">Hurstville Entertainment Centre webpage</a></li> <li>• Contact the Entertainment Team on <a href="mailto:entertainment@georgesriver.nsw.gov.au">entertainment@georgesriver.nsw.gov.au</a> or 02 9330 6400.</li> </ul>
	To book <b>all other venues</b>	<ul style="list-style-type: none"> <li>• Visit Georges River Council's <a href="#">online booking system</a></li> </ul>
	To book a <b>Library room</b>	<ul style="list-style-type: none"> <li>• Visit the <a href="#">Library Spaces webpage</a> to choose and book a space</li> </ul>
4.	To book a <b>Park</b>	<ul style="list-style-type: none"> <li>• Visit the <a href="#">Hire a Park or Sports Field webpage</a></li> <li>• Book using Georges River Council's <a href="#">online booking system</a></li> </ul>
	5. Start your application in SmartyGrants - <a href="https://georgesriver.smartygrants.com.au/">https://georgesriver.smartygrants.com.au/</a>	



6. Complete and submit your application **at least 8 weeks before your event date.**

- Your application should address the full criteria and answer all compliance questions.
- It must include supporting documentation.
- The Grants and Project Officer is available to help you while you are applying.

## Assessment

- Applications are assessed for eligibility and alignment with the assessment criteria.
- Recommendations are made by Council officers with relevant knowledge and expertise.
- All assessors make a conflict of interest declaration.
- Assessors provide feedback on each application to support applicants to improve each round.

## Assessment Criteria



**Projects may be recommended for full, partial or no funding.**

## Notification

- Council will notify you in writing of the outcome of your application.
  - If successful, you will be provided with next steps to accept the grant. All successful applicants will receive feedback.
  - If unsuccessful, you can still receive feedback on your application. Receiving feedback is strongly encouraged.

## Important Application Information

### Child Safety

Council commits to putting children first and championing child safety in our community.



If your application involves [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.

## Inclusion and Accessibility

All applicants need to explain how their project is accessible to and inclusive of the community.

Council's [Disability Inclusion Action Plan](#) (2022-2026) ([Easy Read version](#)) guides Council's approach to enabling people with disability to have greater access to Council information, services and facilities.

## Reporting Requirements

### Acquittals

Grant recipients are required to submit an acquittal (report) to Council at the end of the project. If acquittals are not submitted, the organisation is not eligible for future funding.

### Financial Reporting

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 make new applications ineligible.

If your organisation is not able to conduct an audit at the end of the financial year, make sure 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.

