

Facility Subsidy Grants

2024-2025 Guidelines



Acknowledgment of Country and Diversity Statement

Banyule City Council is proud to acknowledge the Wurundjeri Woi-wurrung people as Traditional Custodians of the land and we pay respect to all Aboriginal and Torres Strait Islander Elders, past, present and emerging, who have resided in the area and have been an integral part of the region's history.

Diversity Statement

Our community is made up of diverse cultures, beliefs, abilities, bodies, sexualities, ages and genders. We are committed to access, equity, participation and rights for everyone; principles which empower, foster harmony and increase the wellbeing of an inclusive community.

Banyule City Council is committed to access, equity and inclusion in the delivery of our grant programs. We encourage all applicants to consider the following when developing and implementing their project:

- A commitment to embracing gender equity in its policies, programs and practices. With a focus striving for gender equality and promoting equality of opportunity, rights and resources for women, men and gender-diverse people.
- A commitment to access, equity and inclusion for all members of our diverse community in the delivery of program(s) and/or event(s), including people living with disability (including neurodiversity), people who identify as LGBTIQ+, Aboriginal or Torres Strait Islander people, people experiencing financial disadvantage (including people who are homeless or at risk of homelessness) and our multicultural and multi-faith communities.

Help for Applicants

Banyule City Council is committed to our grants process being open and accessible to everyone. To this end we would like to offer the following access options.

Please contact us on the numbers and/or email addresses below if you would like any of the following:

- if you need a printed copy of these guidelines or a printed copy in large print
- if you need to discuss these guidelines by phone
- If you need to discuss these guidelines with using the services of an Auslan interpreter
- If you need a printed copy of the application form for reference purposes (all applications need to be submitted online through the SmartyGrants system)
- If you need support to enter information into Smartygrants due to access issues or you have difficulty using technology

If your hearing or speech is impaired, you can contact us through the National Relay Service on 133 677 (TTY) or 1300 555 727 and ask for 9457 9955

Who to Contact

For further information about the Facility Subsidy Grants please call Banyule City Council's Community Venue Booking Officer on 9490 4302 or email hallsandmeetingspaces@banyule.vic.gov.au

If you experience technical issues with the SmartyGrants system, please contact them directly on service@smartygrants.com.au or by phone on (03) 9320 6888

Purpose

Council is committed to developing and fostering a healthy and resilient community. This is achieved through partnering with local community groups, organisations and individuals to support the delivery of community-based services, programs, projects and events that involve and benefit the community of Banyule.

One of the ways Council supports these initiatives is through the Banyule Grants Program which is designed to strengthen and support the building of community capacity. Each year Council runs various grant programs to help local community groups, individuals and organisations deliver projects that will make Banyule a better place to live.

Please visit <https://www.banyule.vic.gov.au/About-us/Grants-programs> for information about Council grants.

In providing grants funding, Council aims to:

- create a thriving and active community that is safe, healthy, inclusive, bringing communities together and reflecting the diversity of Banyule
- build the capacity of local community groups / organisations / individuals to strengthen partnership within the Banyule Community to support resilience, collaboration and sustainability.

To discuss your application, or to receive more information please contact Nicole Leung on 9490 4302

Facility Subsidy Grant pool & Categories

The grant pool for 2024/2025 is \$15,000

The maximum subsidy available is \$1100.

Only one application for funding per financial year will be accepted. You may apply for multiple dates in the one application.

These are **not cash grants** but are a subsidy grant which will reduce the hire fee.

Please note that the grants do not subsidise

- Entertainment, equipment, and catering costs
- Hire of venues for rehearsals
- Public Liability Insurance
- Bond/ Deposits
- Private functions, e.g. 21st birthdays, engagements, school reunions.

There are 5 Categories for the 2024- 2025 grant round

1. **Not for profit groups based in Banyule**- This subsidy is available for one off venue hire for events including concerts, exhibitions, trivia nights etc.
Only one application can be made per financial year however you may apply for multiple event dates in the one application up to maximum of \$1100.
2. **Not for profit groups located outside Banyule municipal borders** – This subsidy is available for one off venue hire for events including concerts, exhibitions, trivia nights etc where a minimum of 75% of the group's users/participants are Banyule residents.
3. **New and Emerging Not for Profit groups/clubs based in Banyule**- This subsidy is available for regular venue hire to assist groups/clubs operating for less than 12 months at the time of application (This subsidy is only available once per group)
4. **Banyule based groups that do not receive formal funding** – This subsidy is available for regular venue hire to assist groups that don't receive government funding.
5. **Regional, State or National events**– This subsidy is available to not-for-profits based in Banyule who are supporting or hosting an event/celebration/meeting at a regional, state or national level where less than 75% of participants will be Banyule residents.

Facilities available for the subsidy grant

Council manages a wide range of community centres, halls and venues which are available for hire by the community. These facilities cater for a range of functions, meetings, special events and social gatherings.

Council recognises that the rental fees for these facilities can sometimes limit opportunities for groups to access them. The Facility Subsidy Grant program enables access by providing free or discounted hire to not-for-profit groups in the Banyule community.

Please note that self-catering is permitted at most community halls however self-catering is not allowed at The Centre Ivanhoe.

The following venues are part of the Facility Subsidy program:

- The Conder Room - The Centre Ivanhoe
- The Great Hall - The Centre Ivanhoe
- The McCubbin Room- The Centre Ivanhoe
- The Streeton Room -The Centre Ivanhoe
- The Withers Room- The Centre Ivanhoe
- Briar Hill Community Hall
- Bundoora Community Hall
- Grace Park Community Hall
- Henry Street Community Hall
- Greensborough War Memorial Park Rotunda
- Heidelberg Rotunda
- Main Road Community Hall
- Macleod Community Hall
- Macorna Street Community Centre
- Old Shire Offices
- Petrie Park Community Hall
- Watsonia Community Hall

Other Council facilities can be considered for a facility subsidy grant, including sporting venues and other Council buildings. Please contact Nicole Leung to discuss options if your preferred venue is not on the list.

Key dates

The 2024/2025 grant round covers the use of community facilities within the financial year 1st July 2024 to 30th June 2025.

Applications for the Facility Subsidy Grant will be accepted from July 2024 until May 2025.

Grant round opens	24 th June 2024
Grant round closes	31 st May 2025
	Please note: The grant round will close earlier if funds are exhausted prior to the closing date.
Applicants advised / Notification of outcome	Within one month of application via email

Eligibility criteria

Applicants must satisfy one of the following requirements to be eligible for a Facility Subsidy Grant.

Applicants must be either:

- an incorporated association
- an auspiced not for profit community group/ organisation or educational facility.
- a Public Company limited by guarantee (not-for-profit) or
- a Charity or Benevolent Trust

Applicants also need to:

- have a formal structure including office bearers and a bank account.
- provide support, programs, or services to Banyule residents or where the applicant is located. outside municipal borders, a minimum of 75% of the groups users/participants must be Banyule residents. Banyule residents must be the major beneficiaries.
- have been established and operational for a minimum of 12 months, with the exception of applications for the “New and Emerging” Category
- hold Public Liability Insurance up to \$20,000,000 at the time of commencement and throughout the venue booking.

Who is not eligible to apply?

- Individuals
- Groups who undertake or promote gambling, unless there is significant community benefit demonstrated
- Political organisations.
- Groups seeking support or assistance from Councillors in their application.
- Groups with outstanding grant acquittals. All previous grants from Banyule Council where the acquittal is due prior to the closing of the grant round you are applying to, must be acquitted to a satisfactory standard. Unacquitted or insufficiently/unsatisfactorily acquitted grants will deem the application ineligible.
- Groups with outstanding debt to Council.

Facility booking process

Prior to completing your application on SmartyGrants, applicants are required to make a tentative booking of the facility by contacting the booking officer on 9490 4302 or email hallsandmeetingspaces@banyule.vic.gov.au

On completion of the booking, a booking number will be generated which you will need to quote on the grant application form.

A deposit or bond is required with all bookings regardless of the grant being approved. If your event is reliant on receiving funding for it to occur and you do not receive a grant, your deposit/bond will be refunded.

Application Process

Application for the Facility Subsidy Grant must be made online. Please Visit <https://banyule.smartygrants.com.au/FacilitySubsidyGrant2024-2025> to complete and submit the application form.

Tips on completing your application

- You will need an email address to register on SmartyGrants and to submit your application.
- Access to the application form will not be available until the opening date.
- The online system does not accept incomplete applications. All fields marked with an asterisk* must be completed.
- Applicants can request to have their application reopened to update or submit further information if the request is made prior to the grant being assessed.
- Ensure all required documentation is attached prior to submitting your application. Council officers are unable to do this for you.
- When you submit your application, you will receive an application number. Make a note of it and print and keep a copy of your application for future reference.
- Applicants will receive an email from Smartygrants when the application has been successfully submitted. Check your junk folder if the email does not appear in your inbox.

Auspicings

Unincorporated groups will require the support of an incorporated entity to auspice their grant application.

Any legally constituted body may act as an auspice organisation to partner with and/or apply for or manage funding on behalf of another non-incorporated organisation.

If your application is to be auspicied by another organisation, all insurance, incorporation and ABN information of the auspicings group must be provided in your application. A letter from the auspice organisation on letterhead stating their support for the application is also required.

*Auspice organisations may also apply for funding in their own right. Acting as an auspice for an unincorporated group will not affect the auspice group's opportunity for success with its own grant application.

Multiple applications

Applicants can not apply for more than one category in the Facility Subsidy Grants program.

Only one application for funding per financial year will be accepted. You may apply for multiple dates in the one application.

Facility Subsidy Grant applicants are eligible to apply in other Banyule Council grant streams.

Organisations that are auspicings an application may apply for their own projects. Organisations may auspice more than one application.

Assessment

Council has a Conflict of Interest declaration which all parties involved in the assessment process must complete to ensure any interests are declared prior to the assessment of applications commencing.

Applicants will be notified of the outcome by email.

Stage	Who
Eligibility check	Community Facilities Officer
Officer review and comments	Civic Precincts & Major Facilities Coordinator
Approval of Application	Under the delegation of the Director/ Manager Community Wellbeing

Acknowledgement of Council

Grant recipients are required to acknowledge the contribution of Banyule City Council by including reference to it in publications and annual reports and by including the words “supported by a Banyule City Council Grant’ or Council’s logo in any promotional material.

A copy of the logo is available from the Banyule Communications Department.