



# GEORGES RIVER COUNCIL GRANTS

## Venue Hire Grants 2024-2025

Grant Guidelines

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## 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 22 April 2024
<b>Applications close</b>	11:59pm, Friday 16 May 2025
<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 2024 – 30 Jun 2025
<b>Acquittal due</b>	30 June 2025

## 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.
- Venue bonds, equipment hire, staffing, catering or technical costs.
- Hire of premium facilities.



## Support Available

To apply for a grant, you are required to speak with the Grants Officer about your project. The Grants Officer can assist you navigate the process to apply for a grant and ensure you meet the eligibility criteria for the grant you are applying for.

- Phone or email support – call 02 9330 6050 or email [grants@georgesriver.nsw.gov.au](mailto:grants@georgesriver.nsw.gov.au)
- Information sessions – for applicants to learn about grant round requirements and ask questions. Registrations essential via [Eventbrite](#).

### Grants Help Hub

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

- Online training and resources
- Free grant workshops

### People with Disability

If you are Deaf, hard of hearing or have a speech impairment, you can contact us through [National Relay Service](#). You will need to provide our phone number, 02 9330 6050.

### 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 6050.

## Grants Process

### Applications

- Applications are completed online through SmartyGrants - <https://georgesriver.smartygrants.com.au/>
- Applications take 8-weeks to process. Ensure that you submit your application at least 8-weeks prior to your event date for your application to be eligible.
- Application forms are available once the grant round opens. Applications must be submitted by the due date. No late submissions are accepted after the round closing time and date.
- Your application should address the full criteria and answer all compliance questions. It must include supporting documentation.
- You must speak with the Grants Officer prior to applying.

### Assessment

- All applications are assessed for eligibility and alignment with the assessment criteria. Recommendations are made by Council officers, including those with knowledge and expertise relevant to the project.
- All assessors are required to make a conflict of interest declaration on each application as part of the assessment process.
- Assessors focus on providing specific feedback on each application to support applicants to improve each round.



## Assessment Criteria



Fully funded projects: 100% venue hire funding support.	Significantly funded projects: 75% venue hire funding support.
Partially funded projects: 50% venue hire funding support.	Projects not funded: 0% venue hire funding support.

## Notification

- You will be notified of the outcome of your application in writing based on the time outlined in the Key Dates section of these guidelines.
- Once you have received this notification, if successful, you will be provided with next steps on how to accept the grant. All successful applicants will receive feedback on their application.
- If unsuccessful, you will have the option to receive feedback on your application. Receiving feedback is strongly encouraged.

## Important Application Information

The grant application form will include questions on how your project responds to priorities regarding child safety, and inclusion and accessibility. Responses to these questions will be assessed against the assessment criteria.



## Child Safety

Council commits to putting children first and championing child safety within our community. Where an application involves the delivery of programs and services involving [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 considers participation, access and inclusion across 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 period. The acquittal must show that funding was spent as planned in the application. If acquittals are not submitted, the organisation will be ineligible for funding.

Grant recipients may also be required to provide an update on the project in the middle of the grant delivery period. This will be conducted by a scheduled phone call with the Grants Officer.

### Project Variations

If your project varies from the original grant application (e.g. timeline, budget, activity), a Project Variation Request will need to be submitted. Contact the Grants Officer should any project variations occur to complete the Project Variation Request Form.

### 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 render new applications ineligible.

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



## How to apply

1. Visit the [Venue Hire Grants webpage](#).
2. Read Venue Hire Grants 2024-2025 Grant Guidelines and Venue Hire Grants (pp. 22-24) section of Council's [Grants and Donations Policy \(2023\)](#).
3. Contact Council's Grants Officer to discuss your application.
  - a. (02) 9330 6050
  - b. [grants@georgesriver.nsw.gov.au](mailto:grants@georgesriver.nsw.gov.au)
4. Make a tentative booking for the venue/facility with the relevant Council team and attach your booking confirmation to the application form.
  - a. To book a Council Venue, visit [Hurstville Entertainment Centre](#) or [Council's website](#). Contact the Programming and Operations team on [entertainment@georgesriver.nsw.gov.au](mailto:entertainment@georgesriver.nsw.gov.au) or 02 9330 6400.
  - b. To book Library room, you will need to be a member. If you are not a member, please visit our library website to join [online](#) or attend one of our library locations for staff assistance. Make a tentative room booking for the venue/facility by emailing [library@georgesriver.nsw.gov.au](mailto:library@georgesriver.nsw.gov.au)
  - c. To book a Park, visit [Council's website](#) or contact the Programming and Operations team on [grcparks@georgesriver.nsw.gov.au](mailto:grcparks@georgesriver.nsw.gov.au) or 02 9330 6400.
5. Start your application in [SmartyGrants](#).

