



Grant Guidelines

Category B Funding Hire Fees for Council Premises

1. OVERVIEW

Financial assistance will be provided to community, not-for-profit or charitable organisations that wish to hire or lease a Council facility but are unable to meet this cost.

The grant will be non-monetary and will be recognised financially as a donation and as income for the facility. The grant will be either full or partial payment of venue hire or lease. Up to \$3,000 assistance is available to applicant organisations under this program.

Council's grants and donations are administered in compliance with the *Queanbeyan-Palerang Regional Council* QPRC Donations Policy 2023 [available for download on the QPRC website](#).

2. ADMINISTRATION

2.1 Requests for the waiving of hire/lease fees of Council facilities should be made online at <https://www.qprc.nsw.gov.au/Community/Grants-Donations> or on the relevant form. When making requests, applicants need to clearly outline benefits to the Queanbeyan-Palerang community.

2.2 When submitting an application, applicants should ensure that:

- bookings are confirmed
- a copy of the facility's "Hire Agreement", including a quote for the cost of hire, is submitted with the application
- once the hire agreement is in place and the donation amount has been awarded, any variation to the hours of hire that may affect the total donation provided, is to be reported to Council as soon as possible. For example, if the hours are reduced, the donation amount will reduce proportionately. If the hours increase, full hire charges will apply for the additional hours.

3. CRITERIA

3.1 The following criteria will be considered in assessing these requests:

- the purpose of the donation
- the alignment with Council's Community Strategic Plan and Delivery Plan
- previous donations and support provided to the applicant by Council
- the amount requested
- the applicant's access to alternative sources of funding, including the ability to raise general income from usage of the facility,
- Council's annual budget allowance.

An assessment grid is shown at Schedule 1

3.3 Waiving of fees or charges for ongoing use or events may be considered under a No Fee Hire arrangement see Grant Guidelines, Category H Funding.

SCHEDULE 1: ASSESSMENT CRITERIA FOR APPLICATIONS CATEGORY B

CRITERIA	TYPE 1 <i>(each answer is worth 4 points)</i>	TYPE 2 <i>(each answer is worth 3 points)</i>	TYPE 3 <i>(each answer is worth 2 points)</i>	TYPE 4 <i>(each answer worth 1 point)</i>
Purpose of donation - Social and community benefit for the local community.	Function is unique and specific and meets high level of need OR Service meets identified social / community needs, with most service users from low socio-economic backgrounds	Function or service meets identified social / community needs, with service users from a range of socio-economic backgrounds	Function or service meets a broad social / community need	Function or service is valued by the community, but is not focused on meeting an identified social /community need
Alignment with Community Strategic Plan and Delivery Plan	Project fully aligns with the Strategic Plan and addresses its identified objectives	Project partly aligns with the Strategic Plan and partly addresses its identified objectives	Project has minimal alignment with the Strategic Plan.	Project has no alignment with the Strategic Plan.
Support provided by Council in the last two financial years	The organisation received no support from Council last financial year.	The organisation received support worth \$700 or less, from Council last year	The organisation received support of \$1,400 or less from Council last year.	The organisation received between \$1,400 and \$2,000 from Council last financial year.
The amount requested	Request is for less than \$500	Request is for between \$500 and \$1,000	Request is for more than \$1,000 but less than upper limit of \$2,000	\$2,000 upper limit per applicant organisation is requested
Applicant's access to alternative sources of funding	The organisation relies entirely on donations from the community	The organisation has limited access to other sources of funding and has limited fundraising activities funding-raising activities and grants	The organisation has access to a number of sources of funding, including fundraising activities	The organisation raises income from multiple sources such as member subscriptions, participant fees, donations, regular funding-raising activities and grants
Organisational status and structure	The organisation is locally based, stand-alone and locally managed, servicing only the QPRC community	The organisation is a locally based, stand-alone service, has a regional focus, and undertakes local and regional activities or services	The organisation is a local branch of a regional umbrella organisation	The organisation is a local or regional branch of a state or national umbrella organisation
Extent of accessibility to the community	Function or service is accessible to the entire QPRC community	Function or service is generally accessible to the community	Function or service has limited accessibility to the community	Function is limited to a specific target group