

Grant Guidelines

Category H Funding
No Fee Hire for Council Premises

1. OVERVIEW

To encourage the increased use and availability of Council owned community spaces, community groups will be able to apply for access on a no fee basis. It is envisaged that this will be for regular meetings of community, not-for-profit or charitable organisations that are unable to afford to pay community or commercial hire fees. The grant will be non-monetary and provides community usage of some spaces with special conditions.

The major determining factor will be whether the applicant can access alternative sources of funding.

A no fee hire will be considered if:

- 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

A no fee hire will not be considered if (we recommend applicants apply for Category B Funding instead):

- 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

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

2. ADMINISTRATION

- 2.1 When making requests, applicants need to clearly outline benefits to the Queanbeyan-Palerang community.
- 2.2 Once an application and eligibility are confirmed, organisations will only be required to communicate any changes in circumstances rather than submit a new application each year.
- 2.3 However, requests will be reviewed annually to ensure that access to community spaces are fairly distributed across all community groups.
- 2.4 Applicants will be required to pay a nominal, annual amount and a key deposit as noted in Council's Fees and Charges.

3. CONDITIONS

- 3.1 To enable Council to maintain community facilities and make them available at no cost for community groups, bookings received from those who pay community, commercial and/or private rates will be confirmed and will be considered as a priority.
- 3.2 Funding is not available for commercial purposes or for government groups and organisations that attract funding or other income for their operations.
- 3.3 Applicants for *no fee* hire can apply at any time and, if the facility is available, they will be able to use the venue. However, if a paid booking is received up to two weeks prior to any *no fee* booking, applicants will be informed that the facility will not be available at that time. This provides time to make other arrangements on the date booked.
- 3.4 All users of facilities including those on a *no fee* basis will be responsible for leaving the facility clean with chairs, tables and any other equipment packed and stored.

- 3.5** Council will continue with its normal cleaning routine. No additional cleaning will be provided by Council for users on a *no fee* basis and the responsibility of additional cleaning will be on the hirer.
- 3.6** Non-compliance with these conditions may result in the loss of no fee hire eligibility.\
- 3.7** Where competing groups are requesting the same facility at the same time, Council will negotiate to reach a mutually acceptable agreement. Where such an agreement cannot be reached, Council has the right to assign availability.
- 3.8** Current facilities available for no fee hire are:
- Access Youth Centre
 - Letchworth Community Centre
 - Jerrabomberra Community Centre
 - Googong Community Centre
 - The Old Braidwood Library (No fee Community hire coordinated by BYPAA, paid hire managed by Council)

4. CRITERIA

- 4.1** 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 frequency requested
 - the applicant's access to alternative sources of funding, including the ability to raise general income from usage of the facility,
 - ongoing adherence to conditions of hire
- 4.2** If applicants require certainty of booking, Donations Category B should be considered

5 LODGEMENT

Complete the form (following) and email it to qprc.communityfacilities@qprc.nsw.gov.au. For further information and assistance contact Mandy Tomlinson Mandy.tomlinson@qprc.nsw.gov.au or 02 62856583

SCHEDULE 1:

NO FEE HIRE PROGRAM

Application Form – Category H



PRIVACY MANAGEMENT

Personal information provided in this form is required to process the application. Your personal information will not be used without your prior written permission.

LODGING THE COMPLETED APPLICATION

There are four options available for lodging an application:

Complete the online form at <https://www.qprc.nsw.gov.au/Community/Grants-Donations>

Email this form to qprc.communityfacilities@qprc.nsw.gov.au OR

Hand-deliver to Council's Administration Offices

256 Crawford Street, Queanbeyan
144 Wallace Street, Braidwood

Post to:

Community Facilities Officer
Community and Recreation Branch, QPRC
PO Box 90 QUEANBEYAN NSW 2620

For further information or assistance with this application, please contact Mandy Tomlinson Mandy.tomlinson@qprc.nsw.gov.au or 02 62856583

GENERAL GUIDELINES FOR APPROVAL OF COUNCIL DONATIONS

Please refer to Council's Donations Policy when completing your application.

The Policy can be viewed at www.qprc.nsw.gov.au/Resources-Documents/Adopted-QPRC-Policies.

The application form may be downloaded from Council's website at

<https://www.qprc.nsw.gov.au/Community/Grants-Donations>.

In allocating funds, Council will give consideration to the nature of the request, the proposed beneficiaries and equality of access.

Council's donations generally do not apply to individuals however, in certain circumstances, such donations may be approved.

DETAILS OF ORGANISATION

Name of Organisation/Group			
Postal Address			
Primary purpose and activities of the organisation			
Number of members			
Contact for this application			
Name			
Mobile		Email	

FINANCE					
Why do you need financial assistance from Council i.e. what financial resources are available to your organisation and why they are not sufficient for venue hire?					
<table border="1"> <tr> <th colspan="2">PURPOSE AND NEEDS</th> </tr> <tr> <td>Why do you require the space?</td> <td></td> </tr> </table>		PURPOSE AND NEEDS		Why do you require the space?	
PURPOSE AND NEEDS					
Why do you require the space?					
Council Facility required	<input type="checkbox"/> Axis Youth Centre <input type="checkbox"/> Letchworth Community Centre <input type="checkbox"/> Jerrabomberra Community Centre <input type="checkbox"/> Googong Community Centre <input type="checkbox"/> The Old Braidwood Library				
Date(s) and time(s) required					

AUTHORISATION BY THE APPLICANT ORGANISATION	
<p>The application must be signed by an accountable executive officer and witnessed by another executive officer of the applying organisation.</p> <p><i>I certify that the information given in this document is true and accurate, and that if the organisation receives a donation from Council, the conditions as set out in the Council's Donations Policy and Guidelines for Category F will be complied with.</i></p>	
Full Name (please print)	Full Name of Witness (please print)
Position	Position
Signature	Signature
Date	Date

OFFICE USE ONLY			
Date received/Post Marked		File Number	
Meets Mandatory Eligibility Requirements	Yes	No	
Grant awarded	Yes	No	
Amount awarded	\$		
Comments			