

2024/25 Venue Hire Support Grant Application Form

Form Preview

BEFORE APPLYING

1. Before applying, please read the 2024/2025 [Darebin Community Grants Program's Information & Guidelines](#)

2. This application form is for **Venue Hire Support Grants only. The maximum which can be approved for this grant is \$8,000 (In-kind support).**

Successful applicants will be granted subsidised use of one or two council venues (available venues are listed below).

3. The main aims of the Darebin Venue Hire Support Program are to:

- Encourage community access to and use of nominated Council owned facilities.
- Enable community organisations and groups to provide programs and activities at a reasonable cost.
- Maximise use of Council owned venues by residents of Darebin.

4. Please be advised that venues might not be available on the date(s) you want to book or may have a limited number of people allowed to attend the planned activity/event.

5. It is a requirement to book your preferred venue/s before completing a Venue Hire Support Grants application.

As part of the booking process, the venue's booking officer will provide you with a quote based on the number of bookings you request. This amount will be the amount requested from Council for **Venue Hire only**. Venue Hire Support Grants do not include costs associated with staffing costs required to facilitate the event, providing a bond or equipment hire provided by the venue (e.g. data projectors, sound system, portable stage etc).

Eligible applicants may also choose to apply for a Small or Medium Cash Grant to cover costs associated with venue hire (e.g. equipment hire, public liability insurance etc.) Community Grants application forms are available at: <https://darebin.smartygrants.com.au/>. See the Community Grants Guidelines 2024/2025 for more information.

Only one Venue Hire Support application per organisation/individual artist will be accepted.

6. Council venues are highly sought after and Darebin City Council will try to accommodate as many requests as possible. However, funds for the Venue Hire Support Program are limited. Groups may be asked to make some contribution towards the cost of hiring the most popular venues.

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7. The following Council venues are available under the Venue Hire Support Program.

*** Please call these venues directly for bookings & quotes to complete your application.**

Preston City & Shire Halls

8470 8649

Northcote & Preston Libraries Meeting Rooms

1300 655 355

Darebin Intercultural Centre * (See note below)

8470 8440

Northcote Town Hall Arts Centre (* See note below)

9481 9500

Darebin Arts Centre*

(See note below)

8470 8280

Reservoir Community & Learning Centre

9496 1021 OR 8470 8110

Clyde Street Community Hall

8470 8110

Keon Park Childrens Hub

8470 8022

Donald Street Community Hall

8470 8110

Fairfield Community Room

8470 8110

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G.E. Robinson Pavilion
8470 8110

*** Note:** Venue hire support applications for use of the Darebin Intercultural Centre, Darebin Arts Centre are subject to specific eligibility criteria. **Closing date for applications is Friday 31 May 2024 at 11.59 pm (end of day). Late applications cannot be accepted.**

ELIGIBILITY

* indicates a required field

1. Are you a not-for-profit group/organisation? *

- ☐ Yes
- ☐ No

What is a not-for profit organisation?

- An organisation that is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. This applies both while the organisation is operating and when it winds up.
- A not-for-profit organisation can still make a profit, but this profit must be used to carry out its purposes and must not be distributed to any of its members.

2. Have you met acquittal conditions for any cash grant previously received? *

- ☐ Not applicable
- ☐ Yes
- ☐ No

3. Do you have Public Liability Insurance to use the selected venue? *

- ☐ Yes
- ☐ No

Public Liability Insurance is a requirement when using a Council owned venue.

If you answered 'No' to any of the above questions, please call the Corporate & Community Grants Officer on 8470 8504 to discuss your group/organisation's eligibility.

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4. Does your organisation/group currently own or operate Electronic Gaming Machines (EGMs), or receive funding or in-kind support from EGM venues? *

- ☐ Yes
☐ No

Gambling through Electronic Gaming Machines (pokies) continues to be directly associated with the greatest harms to individuals, their families and the general community. Between 1 July 2022 and 30 June 2023, the Darebin community lost \$85,837,107 to EGMs. Any sporting club, community group, organisation, association or business that operate or own EGM, or receives sponsorship or grants (in-kind or cash) from poker machine revenue will be ineligible for community grants, financial assistance or in-kind support from Council.

Council have developed the [Darebin Electronic Gaming Machine Policy 2023—2027](#) and [Action Plan 2023—2027](#). The Policy aims to make the City of Darebin free of the harm associated with Electronic Gaming Machines (EGM). It is Council's intention, through this policy, to support clubs, groups and organisations to be independent of any reliance on EGM generated funding or support.

Darebin City Council will work with groups and organisations who agree to develop a transition plan in order to move away from venues operating Electronic Gaming Machines (EGMs) as well as from receiving sponsorship or support from EGM venues.

If you have any questions about the EGM Policy, or in the process of developing a EGM transition plan, or have questions about your eligibility to access Council funding and resources, please contact Community.Wellbeing@darebin.vic.gov.au.

4.1. If 'Yes', is the applicant willing to work with Council to develop a transition plan to move away from EGM generated funding or support?

- ☐ Yes
☐ No

If the answer is 'Yes' you will be contacted by the Community Grants Officer to begin development of a transition plan.

4.2. If 'No', please explain.

Word count:

Must be no more than 200 words.

The Community Grants Officer may contact you to discuss how Darebin City Council may be able to assist you.

About the applicant -Tell us about your group/organisation

* indicates a required field

Where this application refers to the 'applicant' this refers to the not-for-profit group or organisation, not the person who is filling out the form

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**1.Name of the applicant/
group/organisation. ***

**2. Does your group/
organisation operate in
the Darebin Municipality
and are you able to
demonstrate that the
program will benefit
Darebin residents? ***

☐ Yes ☐ No

**3. Tell us briefly about
your group/organisation
and how it benefits the
local Darebin community

Word count:

Must be no more than 500 words.

If someone asked you in the street about your group/
organisation what would you say? Tell us why the community
would support your club. What is your main focus? How many
members? Recent achievements etc. You might like to include
your group's /organisation's website or facebook page link in this
too.

**4. Applicants postal
address: ***

Address

Suburb State Postcode

Address Line 1, Suburb/Town, State/Province, and Postcode are
required. Country must be Australia

**5. If your group/
organisation currently
meets at an address
different from the postal
address, please provide
details here:**

Address

Suburb State Postcode

Must be an Australian post code

**6.Do you /your group/
organisation have public
liability insurance? ***

☐ Yes ☐ No

Note on Public Liability Insurance.

- Your organisation/group must have current Public Liability Insurance and be current for the dates you are booking to use Council owned venues.

For information about Public Liability Insurance, please refer to the 2024/2025 Community Grant Guidelines.

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If your group / organisation does not have PLI and you intend to use this grant to apply for PLI, you are required to provide a quote for PLI from an insurance company. Please attach this quote. If either a current PLI certificate or a quote by an insurance company are not submitted, this application will not be assessed.

- If your organisation/group does not have insurance and requires financial assistance, you may apply for a **Cash-Grant** to meet this expenditure.

6.1 If No, have you applied for a small/medium/youth project grant to cover the costs of Public Liability Insurance? *

☐ Yes

☐ No

6.2 Please attach a current copy of your Public Liability Insurance Certificate or quote from an insurance provider:

Attach a file:

If unable to attach the document, please call the Community Grants Officer on 8470 8504

7. Is your group/organisation registered as an incorporated association? *

(Groups must be incorporated if applying for more than \$2,000)

7.1 If Yes, please attach copy of Certificate of Incorporation:

Attach a file:

If you are unable to attach the file, please contact the Community Grants Officer.

7. Contact person for the application:

Grant Project Contact *

Title

First Name

Last Name

Position held: *

Daytime phone number:

Must be an Australian phone number, including area code.

Mobile phone number:

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Must be an Australian phone number

Email: *

Must be an email address

About your Project

* indicates a required field

1. Project title: *

2. Please provide a brief description of the project, including activities that you are planning to hold at Council-owned venues. *

Word count:

Must be no more than 300 words.

'Project' in this form also stands for activities, events, performances etc. Please make note if there are any differences in activities if you are booking more than one venue.

3. Which of the Council Plan Strategic Directions matches your project best? *

- ☐ Strategic Direction 1: Vibrant, Respectful and Connected
- ☐ Strategic Direction 2: Prosperous, Liveable and Flourishing
- ☐ Strategic Direction 3: Climate, Green and Sustainable
- More than one Goal can be selected. Please refer to the 2024/2025 Community Grants Guidelines and the 2021-2025 Council plan for more information on these goals.

If you are still unsure which Strategic Direction to select, please contact the Corporate & Community Grants Officer on 8470 8504.

4. Please explain how this project contributes to the Strategic Direction selected above. *

Word count:

Must be no more than 300 words.

5. Will your project involve any of the following community groups? *

- | | |
|--|--|
| <input type="checkbox"/> Children in the early years (0 - 5 years old) | <input type="checkbox"/> Recently arrived migrants |
| <input type="checkbox"/> Children (6 - 12 years old) | <input type="checkbox"/> Refugees and/or people seeking asylum |
| <input type="checkbox"/> Young people (12 - 20 years old) | <input type="checkbox"/> People with a disability |
| <input type="checkbox"/> Older adults (55+ years old) | <input type="checkbox"/> Carers of people with disability |

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- ☐ Aboriginal and/or Torres Strait Islander people ☐ LGBTIQ+ people
☐ People from culturally and linguistically diverse (CALD) backgrounds ☐ Darebin residents on low incomes or experiencing socioeconomic disadvantage
- Please select at least one

6. How will the groups selected in question 5 benefit from your project? *

Word count:

Must be no more than 300 words.

7. How many people will participate in the project. *

If it is a performance or special event, this number should also include number of people attending the performance or event.

7.1. How many of the participants will be Darebin residents? *

If it is a performance or special event, this number should also include number of people attending the performance or event.

8. Does this activity involve contact with children or youth? *

- ☐ Yes
☐ No

Legal definitions of a Child means a child or young person under the age of 18 years & Youth 18-24 years of age. Darebin City Council has a commitment to the safety and wellbeing of all children and young people. Please note: If the funded activity involves contact with children or youth, your group/organisation may be required to obtain a Working with Children (WWC) Check. To find out if you need a WWC Check or are exempt, visit the Working With Children website. <https://www.workingwithchildren.vic.gov.au/do-i-need-a-check>

8.1 If yes, does your group/organisation have Policies and Procedures for Safeguarding children and young people? *

- ☐ Yes
☐ No

8.2. If yes, please provide a copy.

Attach a file:

8.3 If you answered yes to question 8, can you please describe how your group/organisation will safeguard children and young people from harm for this project?

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9. Please tell us how you will manage COVID-19 and other risks to safely manage this project?

Word count:

Must be no more than 300 words.

How will you manage COVID-19 & adhere to DHHS Guidelines?

<https://www.betterhealth.vic.gov.au/coronavirus-covid-19-victoria>

Booking and Quotes

* indicates a required field

Please note that being awarded a venue hire support grant does not guarantee your requested dates and times will be available at your preferred venue.

Bookings are only 'tentative' and need to be confirmed with respective booking officers after you receive notification of this application result.

If your application for venue hire support is approved for part-funding, you will have the choice to pay the difference or reduce the number of bookings you were quoted for.

1. Have you called and booked your preferred venue before completing this application? *

☐ Yes

☐ No

Please note that if you haven't booked the selected venue(s) your application cannot be assessed.

2. Please select which of the following venues you have booked for your project: *

☐ Clyde Street Community Hall
☐ Darebin Arts Centre

☐ Darebin Intercultural Centre

☐ Donald Street Community Hall

☐ G.E. Robinson Pavilion

☐ Fairfield Community Room
☐ Keon Park Children's Hub

☐ Northcote Town Hall Arts Centre (2025 events only)

☐ Northcote Library Meeting Room

☐ Preston Library Meeting Room
☐ Preston City Hall (Dec 9 2024-May 30 2025 only)

☐ Preston Shire Hall

☐ Reservoir Community & Learning Centre

At least 1 choice and no more than 2 choices may be selected.

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Contact numbers for each venue are listed in the 'Before Applying' section of this form.

Venue One

3. Venue Name: *

3.1 Booking start date: *

Must be a date and no earlier than 1/8/2024.

3.2 Booking end date *

Must be a date and no later than 30/5/2025.

4. How often will you use the venue you have requested? *

- ☐ Weekly
☐ Fortnightly
☐ Monthly

4.1 Total number of bookings: *

Must be a number

5. Full cost quoted by venue staff: *

\$

Must be a dollar amount, only the hiring fees of the venue as quoted by the venue's booking officer.

5.1 Please attach the quote provided by the booking officer for this venue. *

Attach a file:

Please note that it is a requirement to book the venue before applying. Your application will not be assessed without booking.

Venue Two (Optional)

6. Venue Name:

6.1 Booking start date:

Must be a date and no earlier than 1/8/2024.

6.2 Booking end date

Must be a date and no later than 30/5/2025.

6.3 Frequency:

- ☐ Weekly ☐ Fortnightly ☐ Monthly
Other

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7. Total number of bookings:

Must be a number

7.1 Full cost quoted by venue staff:

Must be a dollar amount.

Only the hiring fees of the venue as quoted by venue's booking officers.

Please attach the quote provided by the booking officer for this venue.

Attach a file:

Budget Summary

The maximum amount that can be awarded is \$8,000. This amount can be quoted for one venue OR between two venues.

1. Venue 1. Total amount requested

Must be a dollar amount.
and no more than \$8,000

2. Venue 2. Total amount requested

Must be a dollar amount.
and no more than \$8,000

3. Total amount requested as Venue Hire Support: *

Must be a dollar amount.
and no more than \$8,000

Declaration

* indicates a required field

Declaration

I certify that all details supplied in this application form and in any attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the management of the applicant organisation/group. I have read the accompanying guidelines and information provided to applicants with this application form and in the 2024/2025 Community Grants Information & guidelines. I will contact the Darebin City Council

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immediately if any information provided in this application changes or is incorrect.

Name *

Title

First Name

Last Name

Position held in organisation/group *

Digital Signature (If available)

PRIVACY COLLECTION NOTICE

Darebin City Council ("Council") collects, holds and manages personal information under the Privacy and Data Protection Act 2014 (Vic) ("PDP Act"). Your personal information is collected so that the Council can register and administer your Community Grant Application. The Council Department managing the Grants will use this personal information for the purposes of assessing your application on eligibility for the grant, process the grant if successful, contact you regarding the grant and internally report on submission metrics to assist with evaluation and future service planning.

The information provided in this form may also be used to send you newsletters and information and to ascertain your satisfaction with our services.

Please indicate whether you wish for your information to be used for this purpose.

Regular updates and newsletters *

☐ Yes

☐ No

Satisfaction surveys *

☐ Yes

☐ No

Thinking of getting solar? To find out more and to register you interest visit darebin.vic.gov.au/solar or email Darebin's Solar Saver team at solar@darebin.vic.gov.au

The Council may provide personal information to its agents, such as accountants or lawyers. At times, the Council may be legally required to disclose personal information, for instance to the police. If you choose not to complete the form, we may be unable to consider your application.

You can access the Council's privacy policy by emailing Privacy.Officer@darebin.vic.gov.au or from our customer centre. For further information on privacy matters please call Council's Privacy Officer on 8470 8888 or email to Privacy.Officer@darebin.vic.gov.au. If you would like to gain access to your personal information, you can contact

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Council's Freedom of Information officer on 8470 8888 or
email to foi@darebin.vic.gov.au