

FREE OR DISCOUNTED USE OF COUNCIL FACILITIES PROGRAM GUIDELINES

PROGRAM PURPOSE

Council is committed to supporting community groups, organisations and individuals to run events and activities that positively impact on the community by:

- Improving people's quality of life;
- Improving community linkages; and
- Maximising access for individuals who have limited opportunities to participate.

The purpose of this program is to provide free or discounted use of Council facilities to support such activities.

The program seeks to:

- Empower the local community to take action and have an active role in shaping their future;
- Encourage co-operation between community groups and organisations leading to enhanced program or activity delivery and more efficient use of resources;
- Provide access, which is conducive for community groups and organisations to remain viable as community based and not for profit groups.

KEY DATES

Applications must be submitted for consideration at least four weeks prior to the event or activity. Applications will be considered on a 'case by case' basis.

HOW MUCH CAN I APPLY FOR?

Free or discounted use will be capped at \$1000 per calendar year for each eligible community group or organisation. Please refer to Federation Council's Revenue Policy for fees and charges for venue hire.

CONDITIONS OF FUNDING

All successful applicants must meet the following conditions of funding:

- Recipients must acknowledge Council's support in all promotional material. Approval must be granted by Council for the proposed use of Council's logo prior to printing;
- The approval process for events held on Council land, or those events organised by Section 355 Committees, must be adhered to and all associated documentation provided to Council.
- The event or activity must be covered by Public Liability insurance (minimum of \$20 million indemnity).
- Organisations must be capable of organizing, planning, promoting and resourcing their own events.
- An evaluation form may be requested, depending on the value of the free or discounted use. Where required, this must be completed and returned to Council within two weeks of the event.
- A security bond payment must be made at the time of booking, as per the commercial/private use terms and conditions.
- Community groups and organisations or individuals must inform Council of the intended use of any funds raised at the event or activity.
- Funds raised from any event or activity funded through this program must be used in the local area.

Council reserves the right to change any arrangement or agreement made with community groups and organisations or individuals at the discretion of the Manager Community and Economic Development or his/her delegate should the facility be required for Council business.

ELIGIBILITY CRITERIA

To be eligible for free or discounted use of Council facilities, community groups and organisations or individuals must as a minimum:

1. Be a not-for-profit organisation;
2. Be based in the Federation Council area or provide services or benefits to the Federation Council community;
3. Comply with the law;
4. Comply with venue hire terms and conditions;
5. Include Federation Council's logo on all promotional materials for the event or activity;
6. Where applicable, provide an Australian Business Number (ABN) or a completed "Statement By a Supplier" form from the Australian Taxation Office (ATO); and
7. Offer free access to carers of people with disabilities, who require essential support, in accordance with the
8. *Disability Discrimination Act 1992*.

Additionally, the planned event or activity should meet at least three of the following criteria:

- Support the objectives of the Federation Council Social & Cultural Plan, Community Strategic Plan or Federation Council Delivery Program;
- Target Federation Council residents and community;
- Contribute to community building through activities that focus on skill development, fundraising and celebrating diversity;
- Build on formal and informal networks to strengthen relationships;
- Facilitate responses to current social issues and needs; and
- Provide opportunities to promote balanced debate and discussion on social issues.

Free or discounted use will not be provided for:

- For profit organisations;
- Community groups and organisations or individuals already in receipt of financial support from Council, government bodies or organisations;
- Events that include the consumption of alcohol;
- Programs or activity which are a primary or core service of State or Federal Government; and
- Solely political (party/electoral) or religious activities (for the sole purposes of worship), or activities that duplicate existing Council services and programs.

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FURTHER INFORMATION

For further information, please contact Federation Council on (02) 6033 8999.
To view Council's 'Free or Discounted Use of Council Facilities Policy', please go to www.federationcouncil.nsw.gov.au

APPLYING

Applications should be addressed to:

The General Manager

In Person

At any of the Council Offices

Post

Federation Council
PO Box 77
Corowa NSW 2646

Email

council@federationcouncil.nsw.gov.au