



# CITY OF PORT PHILLIP

## TOWN HALL HIRE SUBSIDY SCHEME

### GUIDELINES

#### July 2017 – June 2018

The City of Port Phillip recognises that its Community Grants Program, Subsidy Schemes and Donations provide a strategic opportunity to work in partnership with community groups, organisations, individuals to strengthen community capacity and create and promote an engaged, healthy, resilient and vibrant City of Port Phillip. The Town Hall Subsidy Scheme is an important part of the Council's Grants Program. Eligible groups and organisations can apply for a subsidy to support with accessing the use of Town Halls across Port Phillip.

#### **POLICY CONTEXT**

The Council Plan sets out Council's vision for the City of Port Phillip and the key deliverables for the period between 2013 and 2017. Please follow this link to access the full council plan. ([http://www.portphillip.vic.gov.au/council\\_plan\\_budget.htm](http://www.portphillip.vic.gov.au/council_plan_budget.htm))

The Town Hall Hire Subsidy Scheme supports a number of objectives in the Council Plan 2013-17 including:

- 1.3 Build and facilitate a network of active and informed communities
- 2.2 Support our community to achieve improved health and wellbeing
- 2.4 Foster a community that values lifelong learning, strong connections and participating in the life of the city
- 2.5 Promote an improved range of cultural and leisure opportunities that foster a connected and engaged community
- 3.2 Support and increase community action for a resilient city

#### **AIM**

The aim of the Town Hall Hire Subsidy Scheme is to provide community organisations with affordable and accessible spaces within the Town Halls for the benefit of the Port Phillip Community.

#### **ACCESS & EQUITY PRINCIPLES**

Events or functions that are held in Council spaces must be free of any form of discrimination as outlined in the Racial and Religious Tolerance Act and Equal Opportunity Act.

#### **AVAILABLE SPACES**

Civic spaces that are available under the Town Hall Hire Subsidy Scheme are:

- St Kilda Town Hall Auditorium
- Port Melbourne Town Hall Auditorium
- South Melbourne Town Hall Auditorium

Other community spaces are available for regular hire however they are not covered under the Town Hall Hire Subsidy Scheme. To learn more contact the Community Facilities Team on, telephone 9209 6349 or email [comfacil@portphillip.vic.gov.au](mailto:comfacil@portphillip.vic.gov.au).

### WHAT DOES THE TOWN HALL HIRE SUBSIDY SCHEME COVER?

Applicants may receive PART or FULL Town Hall hire subsidy up to a maximum in kind monetary support of \$3500 for events within the 2017-18 financial year. The subsidy may cover some or all of the following:

- Venue hire
- Kitchen use
- Standard equipment (tables and chairs - limited numbers)
- Audio Visual equipment
- A security guard
- A duty officer

The applicant will have to cover any additional or special equipment costs, for example, catering and beverage costs (dependant on advice).

### ELIGIBILITY CRITERIA

To be eligible for subsidy under the Town Hall Subsidy Scheme applicants must:

1. be a 'Not for Profit' community group, organisation, club or school
2. be incorporated under the Associations Incorporation Act
3. have their own Public Liability Insurance  
OR  
Individual artists or un-incorporated organisations must be auspiced by an Incorporated Association and are deemed to be non-profit, as classified by the Australian Taxation Office (section 103A(2) (c) of the Income Tax Assessment Act 1936). Auspice organisations must also have Public Liability Insurance.
4. have submitted successful acquittal reports for all previous City of Port Phillip Grants, (where applicable).

### ASSESSMENT CRITERIA

Criteria	Weighting
<b>Target Population:</b> <ul style="list-style-type: none"> <li>• Who are the participants?</li> <li>• How many City of Port Phillip residents will benefit from the event?</li> </ul>	35%
<b>Council priorities:</b> <ul style="list-style-type: none"> <li>• To what degree does the event address Council Priorities</li> </ul>	30%
<b>Community Benefit:</b> <ul style="list-style-type: none"> <li>• The purpose of the organisation is predominantly for the Port Phillip community</li> <li>• Does the event enable access for all Port Phillip residents</li> <li>• And / or does the event directly benefit the Port Phillip community</li> </ul>	35%

### EXCLUSIONS

1. Applicants can not apply for Town Hall Venue Hire under any other City of Port Phillip Grants program for the same event.

## CONDITIONS OF SUBSIDY

Applicants **may** receive FULL or PARTIAL subsidy. **No application can be guaranteed** use of facilities, nor can any applicant be guaranteed use of facilities to the full extent requested. It is important that applicants consider these limitations when preparing the request for assistance.

Successful applications are subject to hall availability.

### **Important Note:**

- Dates can only be reserved with payment of the refundable bond. Refer to the Conditions of Hire for Municipal Hall document. You can't reserve or hold dates prior to your application being assessed.

Council reserves the right to cancel a booking in accordance with the "Conditions of Hire for Municipal Halls" document.

### **Organisations will be granted one Town Hall Subsidy event per financial year.**

The level of assistance available is limited by Council's budget.

Council reserves the right to identify priority areas for funding consistent with the broad strategic directions and policies endorsed by Council.

If an application is unsuccessful it does not necessarily mean that the project/activity is not worthy of support. The panel may refer to you another council venue.

Successful Town Hall Hire Subsidy Scheme applicants are subject to the terms and conditions of use that apply to hirers of Council facilities and must pay a refundable bond of \$1000. Refer to the Conditions of Hire for Municipal Halls document.

## SUPPORT REQUIREMENTS

A requirement of successful Town Hall Hire Subsidy applications is the public acknowledgment of Council's support for the project/activity:

- acknowledgment of Council's support at the function/event;
- opportunities for the City of Port Phillip to speak at key activities (if appropriate);
- acknowledgement of Council's support on printed materials and inclusion of Port Phillip logo and sponsor message (as below) in any function/event related publicity;

***This event has been supported by the City of Port Phillip***

- display of City of Port Phillip promotional banners at the function/event.



## APPLICATION & ASSESSMENT PROCESS

- Applications to the Town Hall Hire Subsidy Scheme will open 9am Monday 09 January 2017 and remain open until the funding allocation is exhausted.
- Applications will be assessed by the Town hall Subsidy Panel against the eligibility criteria, against other applications and within budget constraints.

**Note:** All enquiries are to be directed to the [grants@portphillip.vic.gov.au](mailto:grants@portphillip.vic.gov.au) or phone 9209 6874.