

Venue Support Grant Guidelines 2021-2022



Program	Applications	Amount	Assessment Timeframe
Venue Support Grant	Open all year Until funding allocation exhausted	Value of 50% of the hire fee rate Maximum cost of fees waived \$1,000 per applicants per year	Up to 10 working days

Overview

The City of Fremantle has the ability to provide assistance to eligible groups via the waving of venue and reserve hire fees through the Venue Support Grants Program.

Venue Support Grants are intended to encourage participation and community engagement, encourage healthy lifestyles and physical activity, support a diverse and inclusive community and improve connections among the local community.

The Venue Support Grants are for in-kind request only; no cash grants are available in this funding program.

Applications that demonstrate consideration of the following outcomes will be considered for support:

- Improve community inclusiveness and participation
- Facilitate a sense of community and meaningful social connection
- Enhance the health and wellbeing of people who live, work and visit Fremantle
- Build diverse, cohesive and connected communities
- Increase access to opportunities for sporting, arts and community connection
- Strengthened social cohesion, sense of belonging and celebration of place

Program Criteria

The grant covers venue hire fees only.

Applicants must meet all standard conditions of hire and pay all additional charges such as:

- Bond
- Lost security/key fee
- Public liability insurance
- Audio visual
- Food and beverages
- Cleaning fees
- Non-refundable booking fee

Application must be submitted 4 weeks prior to hire, or as advised by the City's Booking Officer.

Eligibility Criteria

Who can apply

Applications will be considered from:

- Not-for-profit community group, organisation, club or school
- Community groups, organisation, club or school that is incorporated (or auspiced by a not-for-profit organisation)
- Application that clearly meets the grant outcomes
- Have booked a City of Fremantle managed venue or reserve listed within this document and obtained a cost estimate for the booking
- Applicant that has obtained the appropriate level of Public Liability Insurance

What will not be funded

The following applications are ineligible for funding:

- Unincorporated or un-auspiced organisation
- Applicant that has already applied for City of Fremantle funding (including in-kind) for the same project/activity within the same financial year
- Applicant or auspice with an open funding agreement in the Community or Arts Grant Program
- Town Hall Hire: Ongoing or recurring event
- The application disparages or excludes any groups in the community
- The application contravenes an existing City of Fremantle Policy or Plan
- Faith based activities of religious organisations
- Applicants who haven't acquitted on any previous Council funding or finalised outstanding debts
- Retrospective funding or reimbursement payments
- Applications for conferences, tradeshows, award ceremonies
- State, federal and local government authorities
- Commercial organisations operating on an expected profit base.
- Funding for programs or services that are the core responsibility of other levels of government (i.e. schools)
- Political or lobby groups; events and activities

The Application Process

1. Contact the City's Booking Officer to discuss the potential project and subsequent application, bookings@fremantle.wa.gov.au
2. Complete the Venue Support Grant Application Form online via the City's Smarty Grants portal.
Please ensure all questions are answered with as much project detail as possible.
3. Submit your application.

Once you have submitted your application you will receive an email of acknowledging receipt. Please note that the City seeks to provide an outcome within 10 working days. Applicants will be notified of funding decisions via email.

The Assessment Process

Eligible applications will be assessed against the grant outcomes, eligibility, program and assessment criteria.

No.	Consideration	Weighting
1	The application clearly responds to at least four grant objective areas, including improving community inclusiveness and participation for all.	30%
2	The application outlines what it aims to achieve, the reasons behind the application and identified outcomes.	25%
3	The application clearly meets the grant criteria, providing a clear description and evidence of the ability to do so.	30%
4	The application outlines a plan for delivery (budget, target audience, relevant knowledge and skill set)	15%
	Total	100%

Successful Applicants

For successful applicants, the City will process the grant as in-kind support for the specific venue booking, on behalf of the applicant. If associated hire fees are more than the in-kind grant amount all additional fees must be paid by the applicant. All other details regarding the hire of the venue must be handled by the applicant.

All successful applicants are required to sign and adhere to a letter of agreement outlining the terms and conditions of the support, including acknowledgement of the City.

Recipients are required to:

- Provide a copy of Public Liability Insurance 'Certificate of Currency'
- Complete a post hire/event evaluation form

Costs Not Covered

The following costs are not covered by this program:

- Waste and cleaning fees
- Utility costs
- Audio visual hire
- Security charges
- Any other fees associated with the hire of the venue as noted under Grant Conditions

Important Information

Auspice organisations may only have one open funding agreement per year in any community funding program.

Public Liability Insurance is required for public events and activities, and a certificate of currency provided to the City. Purchasing of one off cover at community rates is available here <https://www.localcommunityinsurance.com.au/>

Unincorporated groups are not eligible for this grant funding category

Venue Support Grants are available to the value of 50% of the hire fee rate

Maximum cost of fees waived \$1,000 per applicant per year

Community Venues

Indoor community facilities

- North Fremantle Community Centre
- Sullivan Hall
- Town Hall*

Outdoor recreation spaces

- Dick Lawrence Reserve (with Brad Hardie Clubrooms)
- Fremantle Park
- Bruce Lee Reserve
- Hilton Park Upper
- Fremantle Oval

Multipurpose reserves

- Bathers Beach
- Esplanade Park
- Walyalup Koort
- Leighton Beach
- Wilson Park
- Frank Gibson Reserve
- Monument Hill
- Pioneer Park
- Port Beach
- Princess May Park
- South Beach

*Please note the Town Hall has limited availability