



CITY OF VINCENT

REDUCTION/ WAIVING OF FEES

APPLICATION FORM, GUIDELINES AND CRITERIA

REDUCTION/WAIVING OF FEES

The waiving or reduction of fees for community groups, organisations and individuals will be considered where such assistance supports the delivery of projects, programs, services or fundraising initiatives. The applicant must identify the specific community benefits associated with their activity and demonstrate their limited financial capacity to pay relevant fees.

This may include (but is not limited to):

- The hire of community facilities and town halls (bonds excluded)
- Banner pole hire
- Road closures/obstructions and special event parking
- The hire of parks, reserves and playing fields
- Street entertainment and busking permits;

An amount up to \$2,000 may be available with any requests above this amount requiring decision making by Council.

Before starting your application, please contact the Community Partnerships Team to discuss the proposed activity, event or program to ensure it is eligible for a reduction/waiver.

GUIDELINES AND CRITERIA

Preference will be given to applications which meet the following criteria:

Your event has a focus on one of the following:

- Cultural development
- Community development
- Artistic development
- Community support activities
- Recreational activities
- Environmental activities
- Educational activities (including research or projects undertaken by students of schools or universities)
- Require no entry cost
- Increase visitation to the City
- Align with Council's strategic plans
- Is consistent with the City's Policy no. 3.10.11 - Community Funding
- Fundraising

To be eligible to apply for a reduction/waiver of fees, your group/organisation must be able to demonstrate its status as one of the following:

- Individual
- Not-for-profit organisation
- Social Enterprise
- Resident of City of Vincent
- Charitable Organisation

You must also demonstrate that you are capable of carrying out the proposed project or activity.

For guidelines and criteria relating to the reduction or waiving of planning fees, please see Appendix 20 in Planning and Building Policy Manual.

What items/activities and events that are not able to be supported:

- Any activity, event or program run by commercial entities;
- Any activity, event or program that contravenes Council's existing policies or values;
- Any activity, event or program held outside of the City's boundaries;
- Any activity held by or in support of a political party;
- Any reduction or waiving of fees associated with goods and services offered at Beatty Park; and

REDUCTION/WAIVER AMOUNTS

There are three rates available for the reduction/waiving of fees

50% off the applicable fee to be paid

This rate is for applicants who meet 24 – 49% of the guidelines and criteria outlined in the reduction/waiving of fees assessment matrix

25% off the applicable fee to be paid

This rate is for applicants who meet 50 – 74% of the guidelines and criteria outlined in the reduction/waiving of fees assessment matrix

Fees waived

This rate is for applicants who meet 75-100% of the guidelines and criteria as outlined in the reduction/waiving of fees assessment matrix.

An applicant granted a fee waiver or fee reduction will still be liable to pay costs associated with their booking including (but not limited to) bonds, key deposits and security call-outs.

For further information regarding donations, the guidelines and criteria, please contact the Community Partnership Team on 9273 6000.

ACQUITTAL

You must submit a reduction/waiving of fees form to the City of Vincent at least 4 weeks prior to the date of the event in question.

Financial acquittal and evaluation report will be due within 30 days of the event.

Please be aware that you will not be eligible for any further funding from the City of Vincent unless an acquittal has been received.

For further information regarding donations, the guidelines and criteria, please contact the Community Partnership Team on 9273 6000.

This document can be made available in alternative formats for people with specific requirements.

If you would like the application in any of these formats please call the City's Community Partnerships Team on 9273 6000 or mail@vincent.wa.gov.au

APPLICATION FORM

CONTACT DETAILS

Name	
Name of Organisation	
Organisations Address	
Contact Number	
Email	

ORGANISATION DETAILS

ABN:			
Type of Organisation: (Proof of status will need to be provided)		An Individual	
		Not-for-profit Organisation	
		Registered charity with the ATO	
		A deductible gift recipient	
		Social enterprise	
Years your organisation has been in operation:			
Please provide a brief summary about your organisation/group			
Does your organisation have a Risk Management Plan?		Yes	No

ACTIVITY/EVENT/PROGRAM DETAILS

Name of Activity/Event/Program:	
Commencement Date:	
Completion Date	
Time of Activity/Event/Program	
Location of Activity/Event/Program	

What category does your event fall under?		Cultural development	
		Community development	
		Artistic development	
		Recreational activities	
		Environmental activities	
		Educational activities	
		Fundraising activities	
		Other – please specify:	
What are you requesting the waiver of?		Community Facilities or Hall Hire	
		Banner Bookings	
		Road closures/Obstructions and Special Event Parking	
		Parks, Sportsgrounds, associated services	
		Library Media Room Hire	
		Power Fees	
		Street Entertainment Permits	
		Outdoor Eating Area Permits	
		Busking Permits	
		Goods Permits	
		Sign Permits	
		Community Bus Hire	
		Fundraising Permits	
	Other – please specify:		
Please describe your proposed activity/event/program and why it would be beneficial to the Vincent community (200 words or less)			
Will you be charging a fee (e.g. entry fee)		Yes	No
If yes, how much will you be charging?			

What is your target audience?		
How many people do you expect will attend?		
Will you be making a profit from this event? If yes, please specify	Yes	No
Are you receiving funding or in kind support from other organisations for this event or program? If yes, please specify	Yes	No
Have you received funding or in kind support from the City of Vincent in the last 12 months? (if yes, please provide details below)	Yes	No
Have you received funding or in kind support from the City of Vincent in the last 12 months? (if yes, please provide details below)	Yes	No

BUDGET & FINANCIALS

What is the amount sought from the City of Vincent? (maximum \$2000.00)	
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REFEREES

Provide two funding referees who can attest to your organisations ability to financially manage and acquit funding.

Referee 1	
Name of Organisation:	
Contact person:	
Contact Number:	
Email:	
Funding Amount:	

Referee 2	
Name of Organisation:	
Contact person:	
Contact Number:	
Email:	
Funding Amount:	

DECLARATION

I confirm that:

- If my application is successful, I will ensure recognition of council funding/contractual requirements as mentioned above;
- At the completion of the event/program I will provide an acquittal within 30 days;
- The information contained herein is to the best of my knowledge, true and correct.

Name	
Position	
Organisation	
Signature	

Please return this application form to the Community Partnerships Team either in person, post or email.

- 244 Vincent Street (corner Loftus Street), Leederville 6902
- Community Partnerships, City of Vincent, PO Box Leederville WA 6902
- community.partnerships@vincent.wa.gov.au (title Community Support Grant)

For further information regarding Community Funding, please contact the Community Partnerships Team on 9273 6000