



CITY OF VINCENT

# FACILITY HIRE REDUCTION / WAIVER 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.

An amount up to \$2000 may be available with any requests above this amount requiring decision making by Council.

Before starting your application, please contact the facility bookings team to discuss the proposed activity, event program to ensure that 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 (City of Vincent residents only)
- Not-for-profit organisation (supply supporting documents)
- Social enterprise
- Charitable organisation (supply supporting documents)

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

Items/activities and events that are not 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



## REDUCTION/WAIVER AMOUNTS

There are five rates that can be applied to Reduction/Waiver of fees. These scores are measured against a reduction/waiving of fees assessment matrix.

**No fees waived** – This rate is for applicants that score 0 – 24%

**25% off the applicable fee to be paid** – This rate is for applicants that score 25 – 49%

**50% off the applicable fee to be paid** – This rate is for applicants that score 50 – 65%

**75% off the applicable fee to be paid** – This rate is for applicants that score 66 – 80%

**Full fees waived** – This rate is for applicants that score 81 – 100%

A booking will need to be made for the space you would like the Waiver applied to. This is done through the SpacetoCo website.

Once the booking has been approved, the approved discount amount is applied to the booking with the difference refunded back to the allocated card.

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.

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 or have any questions please call facility bookings on **9273 6080** or email [facilitybookings@vincent.wa.gov.au](mailto:facilitybookings@vincent.wa.gov.au)

# APPLICATION FORM

## CONTACT DETAILS

Name:	
Name of organisation:	
Address:	
Contact number:	
Email:	

## ORGANISATION DETAILS

ABN:			
Type of organisation: (Proof of status will need to be provided)		Individual	
		Not-for-profit organisation (please supply not-for-profit status on submitting)	
		Social enterprise	
		Charitable organisation (please supply charity status on submitting)	
		A deductible gift recipient	
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:	
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?			
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	
Please provide details of why you are unable to pay for this booking.			
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

### BUDGET & FINANCIALS

What is the amount sought from the City of Vincent? (maximum \$2000)	
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### DECLARATION

<p>I confirm that:</p> <ul style="list-style-type: none"> <li>• If my application is successful, I will ensure recognition of council funding.</li> <li>• The information contained here in is to the best of my knowledge, true and correct.</li> </ul>	
Name:	
Position:	
Organisation:	
Signature:	

Please return this application form to the City either in person, post or email.

- 220 Vincent Street, Leederville 6902
- City of Vincent, PO Box 82, Leederville, 6902
- [facilitybookings@vincent.wa.gov.au](mailto:facilitybookings@vincent.wa.gov.au)

For further information regarding Community Funding, please contact the City on [9273 6080](tel:92736080).