



Indoor venues fee subsidy or full fee waiver application

Please ensure that you have booked the Council facility or that you submit the appropriate booking application form in conjunction with this application.

Please refer to Inner West Council Fee Subsidy and Fee Waiver Guidelines before completing this application.

It may take up to 4 weeks for the outcome of your application to be determined. Please consider this in submitting your application and the planning of your activity / program / event.

Booking Details				
Who Booked the Facility?	Organisation Name			
	Contact Name			
Which Council facility has been booked?	<input type="checkbox"/> Community Facility Booking	Which facility/venue?		
	<input type="checkbox"/> Library Meeting Room	Which library/room?		
Date/s and times of booking (including frequency if a regular recurring hire)	What is your booking reference (as indicated on correspondence from council) if available?			
What rate are you requesting?	<input type="checkbox"/> Category 1: 100% fee subsidy <input type="checkbox"/> Category 2: 50% fee subsidy			
What fees and charges are you requesting to be waived or reduced? <i>Please note that a reduced fee waiver does not apply to bonds, key deposits or additional costs associated with the booking such as security call-outs.</i>	Description of fee	Yes	No	Value \$
	Venue hire fee	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$
	Other	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$
	(please specify)			
Total estimate of fees to be waived / reduced			\$	

SECTION 2: APPLICANT DETAILS

How do you wish to apply for a reduced fee or fee waiver?	<input type="checkbox"/> As an individual (individuals <u>must</u> be auspiced by an incorporated not for profit organisation) <i>Complete Section 2a and 2b</i>
	<input type="checkbox"/> As an organisation (including not for profit organisations, businesses, sole traders and community groups) <i>Complete Section 2b.</i>



Indoor venues fee subsidy or full fee waiver application

SECTION 2A: DETAILS FOR INDIVIDUALS

Contact name			
Street Address			
Suburb		Postcode	
Postal address: (if different to street address)			
Suburb		Postcode	
Phone number		Mobile	
Email			

SECTION 2B: ORGANISATION / AUSPICE DETAILS

Name of organisation			
Street Address			
Suburb		Postcode	
Postal address: (if different to street address)			
Website			
Suburb		Postcode	
Organisation contact	Name		
	Position / Role		
	Phone No.		
	Mobile		
	Email		
Which of the following best describes the structure of your organisation	<input type="checkbox"/> Sole trader, company, partnership or trust		
	<input type="checkbox"/> Not for profit incorporated association		
	<input type="checkbox"/> Community group / Not for profit unincorporated Association		
	<input type="checkbox"/> Co-operative		
	<input type="checkbox"/> Charity		
	<input type="checkbox"/> Political party		
	<input type="checkbox"/> State or Federal Government department or agency		
	<input type="checkbox"/> Other – please specify		
What is your ABN?			
What percentage of your members or attendees live in the Inner West Council LGA?	<input type="checkbox"/> 50 – 100%		
	<input type="checkbox"/> Less than 50%		
	<input type="checkbox"/> Don't know		



Indoor venues fee subsidy or full fee waiver application

What is your annual membership fee (if any)? Please give details		
What do participants have to pay to attend your event/s (estimate per session)? Please give details		
Do you offer concession or lower fees for people on low incomes or with a Health Care Card?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, what is the cost to the attendee to participate?		
Is your organisation locally based?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
What does your organisation do?		
Describe how your organisation offers regular programs or services to residents in the Inner West LGA		
Are you currently using any other Council facilities / services? If yes, please provide details		
Please provide details of any financial assistance such as in-kind support, grant funding, or fee waivers that you or your organisation has previously received from the Inner West Council. Please attach further documentation or explanation if necessary.		
Type of assistance received		
What was this assistance used for?		
What was the value of this assistance?		

SECTION 3: ACTIVITY / PROJECT / EVENT DETAILS

Please describe your activity / project / event:	
How will this activity / project / event benefit the residents of Inner West LGA?	



Indoor venues fee subsidy or full fee waiver application

Which of the following best describes your activity / project / event?	
<input type="checkbox"/> Corporate, promotional or profit making purposes <input type="checkbox"/> Fundraising for charitable or humanitarian purposes <input type="checkbox"/> Revenue raising for your organisation <input type="checkbox"/> A private function <input type="checkbox"/> Delivery of a funded community service <input type="checkbox"/> Community education and awareness building <input type="checkbox"/> Children's playgroup <input type="checkbox"/> A church service / occasion of worship <input type="checkbox"/> Information sharing, planning or development meeting	<input type="checkbox"/> A conference, seminar or expo <input type="checkbox"/> A class, seminar or developmental workshop <input type="checkbox"/> Physical / health or sport / exercise activity <input type="checkbox"/> Rehearsal / studio use or creative workshop <input type="checkbox"/> An exhibition, concert or performance <input type="checkbox"/> A peer support or self-help meeting <input type="checkbox"/> Afternoon term activity for 4-12 yr olds <input type="checkbox"/> Other – please specify:
Which of Council's Strategic Objectives does your activity / project / event align with?	
<input type="checkbox"/> Strategic Direction 1: An ecologically sustainable Inner West <input type="checkbox"/> Strategic Direction 2: Unique, liveable, networked neighbourhoods <input type="checkbox"/> Strategic Direction 3: Creative communities and strong economy <input type="checkbox"/> Strategic Direction 4: Caring, happy and healthy communities <input type="checkbox"/> Strategic Direction 5: Progressive local leadership	
How many participants will be attending / participating?	
What percentage of these participants live in the Inner West Council LGA?	<input type="checkbox"/> 50 – 100% <input type="checkbox"/> Less than 50% <input type="checkbox"/> Don't know
Which group/s in our community does the activity / project / event target?	<input type="checkbox"/> All residents of the Inner West Council LGA <input type="checkbox"/> Residents from a particular cultural background Please specify:
	<input type="checkbox"/> People with a disability
	<input type="checkbox"/> Socially and/or culturally isolated people
	<input type="checkbox"/> People with significant physical or emotional health requirements
	<input type="checkbox"/> Amateur athletes, artists, or performers from the Inner West Council LGA
	<input type="checkbox"/> Seniors
	<input type="checkbox"/> Young People (12-24 yrs)
	<input type="checkbox"/> Children (4-12 yrs)
	<input type="checkbox"/> Children (0-5 yrs)
	<input type="checkbox"/> Other Please specify



Indoor venues fee subsidy or full fee waiver application

Who is the activity / project / event open to	<input type="checkbox"/> The general public <input type="checkbox"/> Members only <input type="checkbox"/> By invitation only
---	---

Do you propose to charge participants a fee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	------------------------------	-----------------------------

If yes, please give details:

For this activity / program / event, will you receive:

State or Commonwealth funding (including grants)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	------------------------------	-----------------------------

If yes, please give details:

Other funding (eg. Benevolent contributions, corporate sponsorship, other grants)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	------------------------------	-----------------------------

If yes, please give details:

Income from membership fees or charges	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	------------------------------	-----------------------------

If yes, please give details:

Ticket or program sales	<input type="checkbox"/> Yes	<input type="checkbox"/> No
-------------------------	------------------------------	-----------------------------

If yes, please give details:

Sale of food or drink at the venue	<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------------	------------------------------	-----------------------------

If yes, please give details:

Sale of merchandise at the venue	<input type="checkbox"/> Yes	<input type="checkbox"/> No
----------------------------------	------------------------------	-----------------------------

If yes, please give details:

Participant donations	<input type="checkbox"/> Yes	<input type="checkbox"/> No
-----------------------	------------------------------	-----------------------------

If yes, please give details:



Indoor venues fee subsidy or full fee waiver application

Other income	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please give details:		
Will your organisation make a profit from the activity / project / event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please give details:		
Will the activity go ahead without Inner West Council's support?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please give details:		
Do you currently offer this activity in other metropolitan or regional areas?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please give details:		

SECTION 4: SUPPORTING DOCUMENTATION

The below support material must be included with your completed application form. In addition, groups applying for a reduced fee or fee waiver may submit any other material that may support their application such as media clippings, promotional material from previous events.

For not for profit incorporated associations, charities:

- The most recently published annual report
- A copy of your certificate of incorporation

For unincorporated associations, community groups, cooperatives:

- Two written references or letters/emails of support from not for profit incorporated associations

For Sole traders, companies, partnerships or trusts:

- Two written references or letters/emails of support from not for profit incorporated associations
- A one page CV relevant to the activity / project / event you are proposing



Indoor venues fee subsidy or full fee waiver application

DECLARATION

I certify that, to the best of my knowledge, the information provided in this application is true and accurate.

I acknowledge that, if I am awarded a reduced fee or fee waiver, it is only applicable for the activity / program / event referred to in this application and that it is awarded under the Inner West Council's Grants and Fee Scale Policy.

I acknowledge that Inner West Council may vary the level of support provided through this program at its sole discretion.

I understand that information provided with this application (including the application form) and any subsequent information submitted as part of this application, may be disclosed under the provisions of the Government Information (Public Access) Act 2009 and correspondence from Council may be made available for viewing by the general public.

Organisation (if applicable):		Date	___/___/____
Applicant Name:			
Applicant Signature:			

If you are applying under an auspice, your application must also be signed by an authorised representative from the auspice organisation.

Auspice representative name:		Date	___/___/____
Auspice representative Signature:			

Privacy statement

This form contains personal information of a person/s making an application to Inner West Council. The requested information assists Council staff to respond to the applicant/s. The supply of information is voluntary. If you do not provide the requested information, Council may not be able to respond to / progress your application. The information will be retained in Council's record keeping system. Information held by Council is not made publicly available unless there is an overriding public interest to do so under the Government Information (Public Access) Act 2009 (GIPA Act) and in accordance with section 18(1)(b) of the NSW Privacy and Personal Information Protection Act 1998. For more information about your privacy please contact Inner West Council on (02) 9392 5000 and ask to speak with the Privacy Officer. Alternatively, you may email Council at council@innerwest.nsw.gov.au or write to us at P.O. Box 14, Petersham, NSW 2049.

INSTRUCTIONS FOR APPLICANTS

Lodging an application requires a completed application form, all relevant information

INCOMPLETE OR ILLEGIBLE APPLICATIONS WILL NOT BE ACCEPTED AND WILL BE RETURNED TO YOU

- Lodge in person – Inner West Council's Leichhardt Customer Service Centre, 7-15 Wetherill St, Leichhardt, or at the Ashfield Service Centre, 260 Liverpool Rd, Ashfield.



Indoor venues fee subsidy or full fee waiver application

- Council's opening hours are Monday - Friday, 8.30am – 5.00pm, cashiering hours are Monday - Friday, 8.30am - 4.30pm. Please note Applications must be lodged by 4.00pm.
- Lodge by mail – Inner West Council - PO Box 14, Petersham NSW 2049
- Lodge by Email – venuebookings@innerwest.nsw.gov.au
- Application will be checked at lodgement to ensure the required information is provided