

Application for 2027 Booking - Community Space Hire Discount Support

Form Preview

Community Space Hire Discount Support - 2027

* indicates a required field

Application Term

This form is for bookings that are held in the 2027 calendar year only. Bookings for 2028 will use a different form.

Important note: There are changes to the conditions when applying for a discount for Community Space Hire. Please ensure that you have read the Discounts for Community Space Hire - 2027 Guidelines, paying particular attention to the Eligibility Criteria, the information about who can be funded and what will not be funded.

<https://www.whitehorse.vic.gov.au/about-council/what-we-do/awards-grants-and-funding/grants-community>

I have read the Discounts for Community Space Hire - 2027 Guidelines *

☐ Yes

☐ No

Essential Criteria

Please note the following essential criteria is required in order for your application to be considered:

- Proof of Not-for-Profit status (via ABN) **or** proof of Incorporation (confirmed with a valid incorporation number and/or certificate of incorporation).
- Copy of your organisation's Public Liability Insurance Certificate of Currency, to confirm you have a minimum \$20 million policy.
- Copy of your organisation's most recent Annual Financial Statement, that includes a balance sheet and profit and loss statement.
- If your organisation has direct or indirect contact with children under the age of 18, we require a copy of your Child Safety Policy and related processes.

Your Organisation

* indicates a required field

Your Organisation

Organisation/ Group Name *

Organisation Name

You **must** have either an ABN **or** Incorporation Number to be eligible:

Does your organisation have an ABN? *

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☐ Yes ☐ No

Is your organisation registered for GST? *

☐ Yes ☐ No

Is your group incorporated? *

☐ Yes ☐ No

Is your organisation Not-for-Profit? *

☐ Yes ☐ No

You must be a non for profit to be eligible

Do you operate under the auspice of another organisaton? *

☐ Yes ☐ No

ABN Details

Organisation ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

Incorporation Details

If your group is incorporated, please provide an accurate Incorporation Number

Please upload your certificate of incorporation

Attach a file:

If you don't have a copy to upload, please ensure the number you provide is correct.

Contact details for correspondence

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Postal Address - If you have a standard street address, please enter it here

Address

Postal Address - if you have a PO BOX, please enter it here

If your group or organisation has a head office, what suburb is this located in?

Address

Please

Application Contact *

First Name

Last Name

Contact Number (in case we need to contact you about this application) *

Must be an Australian phone number.

Contact Email (the best email address for us to reach you on regarding your application) *

Must be an email address.

Website (if applicable)

Must be a URL.

What does your organisation do?

Briefly explain the objectives and activities of your organisation. *

Must be no more than 300 words.

Which category best describes your organisation? *

- ☐ Older Persons / Seniors Group
- ☐ Sporting Club
- ☐ Service Club
- ☐ Hobby / Enthusiasts Club
- ☐ Music Group
- ☐ Theatre Group

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☐ Other:

How many years has your organisation been operating? *

How many members in your organisation? *

How many of your members are Whitehorse residents? *

Is your project or organisation associated with any foreign governments? *

☐ Yes ☐ No

If your service/program is associated with any foreign governments, it is not eligible

Is your organisation directly or indirectly linked to a commercial entity? *

☐ Yes ☐ No

Are your organisation's activities religious, spiritual or political in nature? *

☐ Yes ☐ No

Religious, spiritual or political activities are not eligible.

Does your organisation have direct or indirect contact with children under 18 years of age? *

☐ Yes ☐ No

Older Persons / Seniors Groups

Does your organisation, club or group operate with the sole focus of offering social engagement activities to older members of the Whitehorse Community? *

☐ Yes
☐ No
☐ Other:

No more than 1 choice may be selected.

Child Safety Policy

You are required to submit evidence of your organisation's Child Safety Policy and relevant processes

Upload your organisation's Child Safety Policy and relevant processes *

Attach a file:

Public Liability Insurance

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If you do not have insurance, you may be ineligible to apply for a discount.

Save this form and contact the relevant Bookings Officer of the space you are seeking a discount for or email grants@whitehorse.vic.gov.au

Does your organisation have Public Liability Insurance (minimum \$20 million)? *

- ☐ Yes ☐ No (contact Bookings Officer to discuss) ☐ Auspicing organisation has this

Confirm Public Liability Insurance Documentation

When does your Public Liability Insurance expire? *

Must be a date.

Can be left blank if unknown.

Upload a copy of your certificate of currency for public liability insurance *

Attach a file:

Current Financial Status

We require you to upload an Annual Financial Statement that includes a balance sheet and profit and loss statement.

A financial report is NOT a bank statement.

Why do we require this?

You must provide financial records to demonstrate your organisation has a financial need for the discount. We will assess financial need based by checking if an organisation has either:

- Less than two years operating expenses; OR
- Less than \$10,000 cash reserves in the bank

Please note: Applications that do not provide a suitable financial statement will be ineligible to receive a discount.

Pleased upload a copy of your Financial Report *

Attach a file:

The Financial Report should include your most recent Balance Sheet and Profit and Loss Statement. A financial report is NOT a bank statement.

Explain why your organisation needs financial assistance from Council in the form of a discount?

Must be no more than 100 words.

Auspice Organisation

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* indicates a required field

Auspice Name *

Organisation Name

Auspice ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register

ABN

Entity Name

ABN Status

Entity Type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main Business Location

Must be an ABN.

Auspice Primary Address

Address

Auspice Incorporation Number

Auspice Certificate of Incorporation

Attach a file:

Auspice Public Liability Insurance - please provide certificate of currency for \$20million *

Attach a file:

Auspice Primary Phone Number *

Must be an Australian phone number.

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Auspice Primary Email *

Must be an email address.

Auspice Primary Website *

Must be a URL.

Information about your activities

* indicates a required field

In which municipality do you hold most of your meetings? *

What activities will take place at the community space related to this application? *

Must be no more than 250 words.

Briefly list (bullet points) the specific activities that will take place as part of the booking(s).

How many Whitehorse community members will participate in the activities associated with this application? *

How many Whitehorse residents attend the regular meetings associated with this booking / How many Whitehorse residents are expected to attend the event associated with this booking, etc.

Is your activity or event religious, spiritual or political in nature? *

☐ Yes ☐ No

Activities and events that are political, religious or spiritual in nature will not be funded.

Is your activity or event a retail event? *

☐ Yes ☐ No

Discount support is not available to retail events.

Your Booking

* indicates a required field

Community Space Hire - Booking Details

This section will require the booking reference (booking code) that is provided by the Bookings Officer once you have submitted a booking application.

If you don't have the booking code, please save this form and contact the Bookings Officer to obtain it before you proceed.

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Please select the venue that you have booked *

- ☐ Blackburn South Hall
- ☐ Box Hill Community Arts Centre
- ☐ Box Hill Town Hall
- ☐ East Burwood Hall
- ☐ Eley Park Community Centre
- ☐ Forest Hill Hall
- ☐ Horticultural Centre
- ☐ North Blackburn Community Room
- ☐ Strabane Avenue Hall
- ☐ The Round - Theatre
- ☐ The Round - Function Space
- ☐ Warrawong Annexe
- ☐ Willis Room

Please provide your Booking Reference Number / Booking Code *

This is the number provided by the Booking Officer when you submitted your community space hire booking. If you do not have this number, save this form and contact the relevant Bookings Officer.

Please select the Bookings Officer you have placed your booking with *

- ☐ Alex Lyons
- ☐ Helen Ellis
- ☐ Gurhan Cagatay
- ☐ Siobhan Steel
- ☐ Sarah Bradwell
- ☐ Other:

What type of booking are you seeking discount support for? *

- ☐ Regular/ Recurring Meeting
- ☐ Once off meeting
- ☐ Function or Event
- ☐ Fundraiser
- ☐ Other:

You can select more than one option

Recurring Bookings / Performances

You have indicated that you are applying for a regular / recurring booking or performance. Please address all fields below.

Booking Frequency *

- ☐ Weekly
- ☐ Monthly
- ☐ Quarterly
- ☐ Other:

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Please enter the date of your FIRST booking *

Must be a date.

Please enter the date for your LAST booking for the calendar year *

Must be a date.

How many bookings do you have between 1 Jan - 30 June (inclusive) *

Must be a number.

How many bookings do you have between 1 July - 31 December (inclusive) *

Must be a number.

Once-off Function / Event

You have indicated that you are applying for a once-off function/event. Please provide the following details of your booking.

Booking Title (the name of your function or event) *

Function/Event Date *

Must be a date.

Once-Off Meeting

You have indicated that you are applying for a once-off meeting. Please provide the following details of your booking.

Booking Title (name/purpose of meeting) *

Meeting Date *

Must be a date.

Fundraiser

Explain why you need financial assistance from Council in the form of a discount? *

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You have indicated that you are applying for a discount for a Fundraiser. Please provide the following details of your booking.

Note: Fundraising events receiving discount support should be for the benefit of the Whitehorse community. Discounts for fundraising events/activities are approved at the discretion of Council.

Date of Fundraising Event *

Must be a date.

What will the fundraising be spent on? *

- ☐ Uniforms, Equipment or Supplies
- ☐ Tuition or Instruction
- ☐ Subsidising low income members
- ☐ Facilities / Infrastructure
- ☐ Charitable donation
- ☐ Other:

Will the funds raised be spent in Whitehorse? *

- ☐ Yes ☐ No

Expenditure of funds

Which organisation outside of Whitehorse will the funds be dispersed to? *

Positive impacts for the Whitehorse community

* indicates a required field

How will the Whitehorse community benefit from your activities or event receiving discount support? *

- ☐ Social opportunities for members
- ☐ Improved skills of members
- ☐ Opportunity for community to join our activity/event
- ☐ Our members share their skills in the community
- ☐ Our members provide support to non-members in the community
- ☐ Our members provide support to other members
- ☐ We improve the natural or built environment
- ☐ Our activities improve gender equality
- ☐ Other:

At least 1 choice and no more than 3 choices may be selected.

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What environmentally sustainable initiatives has your organisation undertaken?

- ☐ Members car pool to the venue
- ☐ Newsletters/communications are electronic
- ☐ Actively reduce energy consumption
- ☐ Actively reduce water consumption
- ☐ Separate and recycle waste
- ☐ Members catch public transport to events
- ☐ Members walk or cycle to events
- ☐ Serve vegetarian or vegan food options
- ☐ Our group's activities improve the local natural environment
- ☐ Other:

Whitehorse City Council is committed to becoming a leader in sustainable practices.

Are any other community organisations involved in the activities or event for which you are applying for discount support? *

- ☐ Yes ☐ No

Which other community organisations are involved? *

Declaration

* indicates a required field

- I certify that, to the best of my knowledge, the statements made in this application are true.
- I understand that if Council approves a discount, I will be required to accept the Conditions of a Community Space Hire Discount, as well as Conditions of Hire, in accordance with Council's policies and audit requirements.
- I consent to the information contained within this application being disclosed to or by Council for the purpose of assessing, administering and monitoring my current and any future Council discount or grant funding applications.
- I understand that if Council approves a discount, I will be bound by the contents of my application to carry out my project as I have described, and my application will form part of my contractual agreement with Council.

Please fill in details of the Authorised Representative of your organisation below as a sign they endorse this application

Authorised Representative *

First Name

Last Name

Position

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Address

Address

Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.

Confirmation *

☐ I certify the above is correct

PRIVACY NOTIFICATION - The personal information requested on this form is being collected for the purpose of assessing, processing and allocating Community Space Hire discounts. The information will be used solely by Council for that primary purpose or directly related purpose and will not be disclosed to any other party except as required by law. Your personal information held may be accessed by you by contacting Council's Community Strengthening team, via the Customer Service desk 9262 6333.