Facility Hire Application Form 2026
Form Preview

Welcome to Facility Hire Grants 26/27

Update for 26/27

In line with the new financial year, Glen Eira City Council's Community Strengthening team has introduced round-based application periods to align with Council's grant assessment and decision-making timelines.

Council will provide outcomes for grant applications at the following times each year:

- September
- December
- March
- June

To support timely assessment and decision-making, each application round will close approximately eight weeks prior to the relevant outcome period.

Applicants are encouraged to plan ahead and submit their applications within the appropriate round to ensure consideration within the desired timeframe.

Contact Community Strengthening with any questions

The Community Strengthening Team are available Mon-Fri for any grants related queries.

Please feel free to reach out via 03 9524 3333 and ask for a Community Grants and Awards Officer or email via communitygrants@gleneira.vic.gov.au.

Eligibility

* indicates a required field

Have you received your booking confirmation or hire agreement? *
- ○ Yes
- ○ No

Do you know the cost of the venue booking? *
- ○ Yes
- ○ No

Have you read the Facility Hire Grant Guidelines and acknowledge that this grant does not cover bond, caretaker or auxillary costs? *
- ○ Yes
- ○ No

Are you a not-for-profit group/organisation that services the Glen Eira community? *

○ Yes ○ No (ineligible to apply)

If your organisation is not a not-for-profit entity you can not apply.

Ineligible

Due to the answers you have provided, you are not currently eligible to apply for a Facility Hire Grant for your event.

Please obtain the required information and update your answers.

Glen Eira Community Strengthening Officers are available for all grants queries on 03 9524 3333 or via communitygrants@gleneira.vic.gov.au

Ineligible

This grant is available only to registered not-for-profit organisations. Auspicing arrangements are not permitted under this program.

This requirement is due to Council's insurance provisions, which do not extend coverage to third parties (such as auspice entities) involved in venue or facility hire. Accordingly, all applications for facility hire funding must be submitted in the name of the organisation that will be directly using the space.

Part 2: Applicant details

* indicates a required field

Name of organisation: *

Street Address *

Address

Suburb State Postcode

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

What legal status is your organisation? *

○ Incorporated Association - incorporated under State/Territory legislation
○ Company registered under the Corporations Act 2001 (Cth)
○ Aboriginal and Torres Strait Islander corporation registered under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth)
○ Other entity established by statute

What is your incorporation number?

If your organsiation has an incorporate number provide it here. This may be your Consumer Affairs number.

What is your 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

Attach a copy of your certificate of currency for Public Liability Insurance to the the value of $20 million. *
Attach a file:

What is your annual membership fee? *

Must be a dollar amount

Attach your most recent annual financial report *
Attach a file:

What is the approximate annual operating budget of your organisation?

○ Less than $10,000 ○ $10,000-$20,000 ○ $20,000-$50,000 ○ $50,000-$100,000 ○ $100,000 +

Who should we contact if we have a question about the application?

Main Contact

Contact Name: *
Title | First Name | Last Name

Secondary Contact

Provide details of a committee member (other than the application contact)

Committe member name

Position: *

Title | First Name | Last Name

Business hours telephone: *

Must be an Australian phone number

Email: *

Committee member position:

Committee member business hours telephone:

Must be an Australian phone number.

Committee member email:

Must be an email address.

Part 3: Background (painting the picture of who your group is)

* indicates a required field

What are your organisation's aims and objectives? *

Tell us about your organisation and what you do.

Number of Glen Eira members or service users in your organisation? *

Must be a number

Overall number of active members or service users in your organisation: *

Must be a number

Part 4: Purpose of hire

* indicates a required field

Please tell us about your proposed event - what are you doing? Who are you doing it for? Why is it important?

Title of event: *

Describe Event *

Must be at least 50 characters.

Main Activities *

Total estimated number of individuals to attend the event: *

Must be a number.

Number of Glen Eira residents estimated to attend the event: *

Must be a number.
This number should not exceed the 'Number of individuals to attend the event'

How will this event benefit the Glen Eira Community? *

at least 50 characters
(Provide details of the number of Glen Eira residents expected to benefit/attend and list the expected outcomes)

Is there any further information that will support your application? (detail below)

Part 5: Where and When

* indicates a required field

BEFORE YOU SUBMIT THIS APPLICATION YOU MUST BOOK THE FACILITY WITH THE APPROPRIATE DEPARTMENT IN COUNCIL.

Grants Officers will confirm you have booked with the relevant Council department as part of the assessment process.

If you are found to have NOT made a booking, your application will be ruled ineligible.

Payment for approved facility hire grants will be made by a Council internal transfer.

Location	Date/s of facility booking	Time of booking:	Cost of booking ($)	Booking confirmation
As listed on your booking confirmation	Must be a date.	If you are booking for a certain time frame, provide details here.	Use whole numbers	Copy of your approved booking confirmation

Please note that no application is guaranteed to be funded.

As per the Terms and Conditions of the Facility Hire Grant Program, you acknowledge and accept that:

- The amount of any grant awarded is at the discretion of Council.
- In-kind facility hire provided in one year does not guarantee that the same project will receive in-kind facility hire in subsequent years.
- In the event your grant is unsuccessful, you are liable for the full cost of your facility hire.

Do you acknowledge the above terms? *
- ○ Yes
- ○ No

Can your event proceed if you do not receive funding? *
- ○ Yes
- ○ No

Please contact Community Strengthening

If you cannot proceed with your event without funding, please contact the Community Strengthening team to determine current decision timelines or options for your event.

Community Strengthening is available Monday to Friday, 9:30am to 4:30pm via 9524 3333 or via email at communitygrants@gleneira.vic.gov.au.

Acquittal Process

* indicates a required field

All Glen Eira City Council grants require an acquital after completition of your applied event or project.

As this is an in-kind grant where funding is transferred between Glen Eira departments upon success, feedback and reflection of your event is the only required component of a Facility Hire Grant.

Do you acknowledge the requirement for post-event feedback and reflection as part of this grant acquittal process *

○ Yes
○ No

Acquittal Requirements

Details asked for in the acquittal process include:

- Attendance numbers (and if this did or did not meet expected attendance and why)
- Reflection on how the event went in comparison to intended aims.
- Photographs of your event

Part 6: Declaration

* indicates a required field

"by submitting this application I certify:

- I am authorised as a representative of the organisation to make this application for a facility hire grant and sign this document;
- the information provided is true and correct and an accurate representation of the organisation's status;
- I acknowledge that any material misstatement may invalidate the application and any grant given making the organisation liable to repay the grant."

Authorised persons name *

Title | First Name | Last Name

Organisation Name *

Position *

Email *

Must be an email address.

Phone Number *

Must be an Australian phone number.

Date *

Must be a date

Information privacy

The personal information requested on this form is collected in order to provide the service or function referred to. Your personal information will only be shared with Council staff who are involved in providing the service or function or with the enforcement of related terms and conditions.

If you would like to access your personal information or amend it, please contact Council's Privacy officer on 9524 3333. A copy of Council's Privacy Policy is available at www.gleneira.vic.gov.au