

# Application form - AGP - Glebe Town Hall (3 rooms)

## Form Preview

### Before you start

\* indicates a required field

Before you start your application, it's important you read the Accommodation grants guidelines and information pack documents on the [Glebe Town Hall spaces opportunity webpage](#) and the [grants and sponsorship guidelines](#). They contain essential details about eligibility requirements, funding priorities, assessment criteria and other important information. An [Easy Read](#) version of the guidelines is available.

**I have read the grants and sponsorship program guidelines and the Glebe Town Hall spaces opportunity webpage \***

Yes

**I have read the information pack documents, including the lease/licence agreement \***

Yes

No

**I have viewed the tenancy site/s \***

Yes

No

### Technical support

If you need more help using this form, please read the [help guide for applicants](#) and [applicant frequently asked questions](#)

**We strongly encourage you to visit Glebe Town Hall to understand the spaces, facilities and access arrangements.** You will find the dates and booking links for open days and information session on our [webpage](#).

If you have any questions, please contact the grants team a [grants@cityofsydney.nsw.gov.au](mailto:grants@cityofsydney.nsw.gov.au) or on 02 9265 9333.

### We're here to help

We provide further support for Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability. If you need support or have questions, please contact the grants team at [grants@cityofsydney.nsw.gov.au](mailto:grants@cityofsydney.nsw.gov.au) or on 02 9265 9333.

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### Eligibility

\* indicates a required field

### Eligibility

To be eligible an applicant must:

- apply as an eligible entity
- operate within the City of Sydney's local government area or be able to demonstrate significant benefits for the area's residents, workers and/or visitors
- demonstrate that payment of standard rates would cause financial hardship
- comply with general eligibility conditions of the [Grants and sponsorship program guidelines](#).

On the next page you'll need to provide a valid Australian Business Number (ABN). The entity type of your ABN must match what you select here.

#### **Are you applying as an eligible organisation? \***

- We are an eligible not-for-profit organisation
- We are an incorporated association
- We are a corporation
- We are a co-operative
- We are a partnership
- I am an eligible sole trader
- We are a trustee of a trust
- We are a government entity
- None of the above

### Trust deed

#### **Upload the trust deed of the trust applying \***

Attach a file:

#### **Do you operate within the City of Sydney's local government area or will your proposal demonstrate significant benefits for the area's residents, workers and/or visitors? \***

- Yes
- No

#### **Will your application demonstrate that payment of standard rates would cause financial hardship? \***

- Yes
- No

#### **Do you comply with the general eligibility conditions of this program? \***

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Yes

No

See General Eligibility section of the Grants and sponsorship program guidelines.

### Not eligible to apply

Based on your responses to these eligibility questions, you're not eligible to apply for the Glebe Town Hall Accommodation Grant program.

If you need support or have questions, please contact the grants team at [grants@cityofsydney.nsw.gov.au](mailto:grants@cityofsydney.nsw.gov.au) or on 02 9265 9333.

### I understand the eligibility requirements for this program \*

Yes

If you have any questions, contact our grants team on 02 9265 9333 or [grants@cityofsydney.nsw.gov.au](mailto:grants@cityofsydney.nsw.gov.au)

## Applicant details

\* indicates a required field

We require this information for entity confirmation, reporting and contact details.

### Applicant contact

This may be different to the applicant details. This information is for the person we'll contact about this application.

**Contact name \***

First Name

Last Name

**Contact position \***

**Contact phone number \***

Must be an Australian phone number

**Contact email address \***

Must be an email address

**Do you identify as a person with disability?**

NSW Disability Inclusion Act 2014 defines disability as "A long-term physical, mental, intellectual or sensory impairment, that in interaction with various barriers, may hinder [a] person's full and effective participation in society on an equal basis with others."

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**Do you identify as a person from a culturally and linguistically diverse background?**

Diversity Council Australia defines cultural diversity as: "Having a mix of people from different cultural backgrounds - it can include differences in cultural/ethnic identity (how we identify ourselves and how others identify us), language, country of birth, religion, heritage/ancestry, national origin, and/or race, colour...CALD people see themselves (or their parents) or are seen by others as being from a non-English speaking background, and/or being from a non-Anglo-Celtic cultural background."

## Applicant details

**Applicant name \***

Individual  Organisation  
Organisation Name

First Name

Last Name

For organisations, trading name or any other name you are known by publicly.

**Do you or your organisation identify as an Aboriginal and/or a Torres Strait Islander Enterprise? \***

Yes  No  
Organisations with at least 50% ownership qualify as an Aboriginal or Torres Strait Islander entity

**Please think carefully about what specific entity is applying.**

If your application is successful the grant and lease/licence will be contracted to the **entity name in the ABN section below.**

**You won't be able to change the contract to another entity** if details are incorrect in this application or the entity changes its name or owner.

If you are naming a trustee, provide the details trustee (where the trustee is a company).

**Applicant Australian Business Number (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

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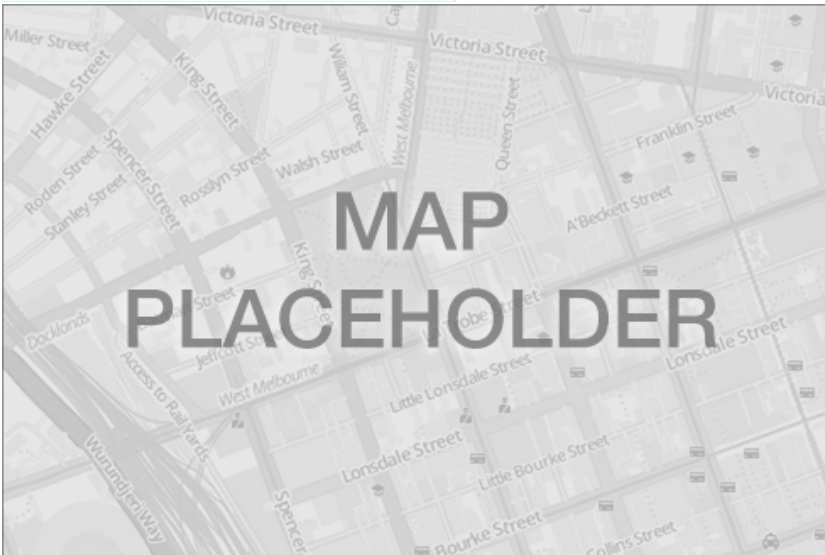
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ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.  
(Australian Business Number)

### Applicant address \*

Address

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

### Applicant postal address (if different)

Address

### Applicant website

Must be a URL.

Can include your social media page if you do not have a website.

### Is your organisation a social enterprise or for-purpose business? \*

- Yes  No

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**Does your organisation have any of the following accreditations or certifications?**  
\*

- B Corp
- Co-operative/Mutual
- Employee Ownership Trust
- Social Traders
- Not currently accredited or certified

## The need for the tenancy and proposed results

\* indicates a required field

### Proposal

**Please provide a title/name for the activities you plan to undertake from the property \***

**Provide a brief description of how you will use the space/s \***

Word count:

Must be no more than 30 words.

Briefly explain what you will do in the space. We may use this description in presenting your application to Council and public announcements if successful.

### Length or tenancy

**What length of tenancy are you applying for? \***

- 1 Year       2 Years       3 Years       4 Years       5 Years

### What space or spaces are you applying for?

Please select the space or spaces you want to apply for. There is more information about the spaces on our webpage and in the information pack: <https://cityofsydney.nsw.gov.au/opportunities/apply-community-spaces-glebe-town-hall>

The following questions ask you to provide more information about your idea and reason/s for your selection.

**Please select the space or spaces you are applying for \***

- AGP Tenancy 1 (Office 1): Large interconnected office (92sqm)
- AGP Tenancy 2 (Meeting 1): Small office with common corridor (15sqm)
- AGP Tenancy 3 (Meeting 2): Small office (14.5sqm)

### Second choice (optional)

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**If your idea could work in another space at Glebe Town Hall, please select your second preference space/s here:**

- AGP Tenancy 1 (Office 1): Large interconnected office (92sqm)
- AGP Tenancy 2 (Meeting 1): Small office with common corridor (15sqm)
- AGP Tenancy 3 (Meeting 2): Small office (14.5sqm)

This is optional

## Need for tenancy

In your answer, consider:

- what you or your organisation do and who you support
- the programs, services, or activities you would run from this space
- why this space and/or location is suitable for your activities
- how access to an affordable space would help your organisation at this time
- if relevant, how your work supports Aboriginal and Torres Strait Islander communities and culture.

**Explain why you need this space \***

Word count:

Must be no more than 300 words.

## Proposed results

In your answer, consider:

- who will benefit from the activities or services run from the space?
- what positive changes do you expect for participants or the community?
- how will this space support or strengthen your organisation?
- what will success look like by the end of the tenancy?

**Describe what this space will help you achieve \***

Word count:

Must be no more than 300 words.

## Connection and benefit to local area and communities

*\* indicates a required field*

### Connection to local area and communities

In your answer, you may wish to address some or all of the following:

- your organisation's connection to the local area

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- the local communities you work with or support
- how your activities respond to local needs or priorities
- how using this space will strengthen your local connections
- if relevant, your connection to local Aboriginal and Torres Strait Islander communities and culture.

### **Describe your connection to the local area and communities \***

Word count:

Must be no more than 300 words.

This may include proposed stakeholders, artists and other tenants

### Community members

**Which City of Sydney community will benefit from your proposal the most? \***

**If relevant, which other City of Sydney community will benefit from your proposal?**

### Describe the cultural significance and community benefit of the project

Explain in the question below how your proposal will benefit local Aboriginal and Torres Strait Islander communities, strengthen local culture, identity or connection, and create positive outcomes.

Key areas to address include:

- cultural context and significance
- community involvement and leadership
- specific cultural benefits
- long-term cultural impacts
- approach to cultural respect and engagement

### **How will you provide a benefit to the selected community members? \***

Word count:

Must be no more than 250 words.

### Letters of support from community

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We encourage applicants to source letters of support from community members that demonstrate the importance of your proposal to the local community and confirm that it has local community support.

This may include letters from local Aboriginal and Torres Strait Islander people, groups, or organisations located within the City of Sydney local government area.

Please note that the City of Sydney cannot provide letters of support.

### Upload support letters

Attach a file:

Files must not exceed 25MB. Please provide attachments as .pdf format where possible. Zip files cannot be accepted.

## Connection with local community and cultural organisations

\* indicates a required field

In your answer, consider:

- The nature and purpose of your connections with local community and cultural organisations
- How these connections inform your activities and use of the space

### Describe your connection with local community and cultural organisations \*

Word count:

Must be no more than 200 words.

## Diversity, inclusion and equity in the planning and development of the project

\* indicates a required field

### Diversity, inclusion and equity

Consider how your project will ensure participation, access and inclusion across our diverse communities. These include our priority communities:

- Aboriginal and Torres Strait Islander peoples
- people on low incomes
- people renting including social housing residents
- people experiencing homelessness
- people with disability

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- people with lived experience of a mental health and/or chronic condition
- people over 65
- young people and children under 5
- new immigrants, non-citizens and refugees
- people with English as a second language
- people of diverse sexualities and genders
- women and girls.

### **Describe how you have included the local diverse communities and how they will be engaged with your proposal \***

Word count:

Must be no more than 200 words.

You're encouraged to hire Aboriginal and Torres Strait Islander businesses in all aspects of your project. Visit [Supply Nation](#) to view businesses and opportunities. Find more information about our diverse communities on our [website](#).

### **Why are you or your organisation ideally suited to engaging and delivering benefits for these diverse communities? \***

Word count:

Must be no more than 200 words.

## How your proposal aligns with funding priorities

\* indicates a required field

First funding priority

**Select the funding priority that your proposal will make the greatest contribution to: \***

**How will your project contribute to this funding priority? \***

Word count:

Must be no more than 200 words.

Secondary funding priority

**If applicable, select another funding priority that your project will contribute to:**

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### How will your project contribute to this funding priority? \*

Word count:  
Must be no more than 200 words.

## Capacity and experience

\* indicates a required field

### Skills and experience

Tell us about yourself or your organisation, including the skills and experience of the key people who will be working on the project.

### Describe your organisation and skills \*

Word count:  
Must be no more than 300 words.  
You can edit and update this information

### Upload brief biographies or curriculum vitae (CV) for key people involved. Brief bios or CV information should be presented as a single document. \*

Attach a file:

This might be for the CEO, you as individual, artists, etc. Files must not exceed 25MB. Please provide attachments in .pdf format where possible. Zip files cannot be accepted.

## Partners

List any partners, key professionals, specialists or consultants you plan to work with on this project.

We encourage you to include letters of support from these partners. These letters should explain their role, how they will contribute to or benefit from the project, and any financial contributions or payments they will make.

Partner name	Role	Letter of support
		Files can be upto 25MB each

## Timeline

Provide a timeline using [timeline template](#) to show:

- an average week in the space

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- an average month in the space
- what you plan to deliver or achieve within your first year in the space

### Upload your timeline (maximum 3 pages) \*

Attach a file:

Files must not exceed 25MB. Zip files cannot be accepted.

## Capacity and experience continued

\* indicates a required field

### Rent subsidy request

Under the Accommodation Grant program, you can apply for subsidised rent (below market value). Rates vary depending on the space being leased and the financial capacity of the applicant.

Your rent proposal should be manageable and sustainable for your organisation, support you to achieve your goals for the space, and be based on your plan of activity and use of the space.

Please note that rents are paid monthly in advance and are subject to a three per cent annual increase, which you should reflect in your proposed level of subsidy.

### Tenancy 1 - subsidy request

The yearly market rent is listed in the table. **Please nominate your proposed rent payable for each year you would like a licence.** .Note that all amounts exclude GST.

Lease year	Market rent value	How much rent can you afford each year?	Subsidy requested	Subsidy % requested
	Must be a dollar amount.	Must be a dollar amount.	This number/ amount is calculated.	This number/ amount is calculated.
Year 1	\$54,600.00	\$	\$	
Year 2	\$56,238.00	\$	\$	
Year 3	\$57,925.00	\$	\$	
Year 4	\$59,662.00	\$	\$	
Year 5	\$61,452.00	\$	\$	

### Tenancy 2 - subsidy request

The yearly market rent is listed in the table. **Please nominate your proposed rent payable for each year you would like a lease/licence.** .Note that all amounts exclude GST.

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Lease year	Market rent value	How much rent can you afford each year?	Subsidy requested	Subsidy % requested
	Must be a dollar amount.	Must be a dollar amount.	This number/ amount is calculated.	This number/ amount is calculated.
Year 1	\$9,588.00	\$		
Year 2	\$9,875.00	\$		
Year 3	\$10,171.00	\$		
Year 4	\$10,477.00	\$		
Year 5	\$10,791.00	\$		

### Tenancy 3 - Subsidy request

The yearly market rent is listed in the table. **Please nominate your proposed rent payable for each year you would like a lease/licence.** .Note that all amounts exclude GST.

Lease year	Market rent value	How much rent can you afford each year?	Subsidy requested	Subsidy % requested
	Must be a dollar amount.	Must be a dollar amount.	This number/ amount is calculated.	This number/ amount is calculated.
Year 1	\$9,588.00			
Year 2	\$9,875.00			
Year 3	\$10,171.00			
Year 4	\$10,477.00			
Year 5	\$10,791.00			

### Subsidy

In your response, consider the following:

- why payment of standard rates would cause financial hardship
- how the subsidy will support you to achieve your goals
- how the proposed rent level fits within your budget.

### Explain why you are seeking the level of subsidy requested \*

Word count:

Must be no more than 100 words.

### Security (Performance Bond) proposal

Tenants are required to pay a performance bond under the City of Sydney's performance bonds policy. The City of Sydney has set an amount of \$500 performance bond for the accommodation grant program.

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The bond will be held by the City of Sydney and the preferred method of payment is by direct bank transfer to a City of Sydney account.

**Are you able to pay the \$500 performance bond? \***

- Yes  No

## Budget

Please provide a draft annual budget reflecting how you plan to manage the space/s.

Include estimated operational expenses such as rent, bond, electricity, internet, cleaning, waste removal, furniture, consumables, insurances, etc and estimated income which demonstrates your capacity to pay the required subsidised rent and other operational costs.

To assist you preparing your budget, you can use our [budget template](#).

**Budget \***

Attach a file:

Files must not exceed 25MB. Zip files cannot be accepted.

## Additional materials

\* indicates a required field

## Child safety

**Are any children or young people involved in, or affected by, any of the activities in this application? \***

- Yes  No

Children's health, safety and wellbeing are important. [Keeping children and young people safe is everyone's job.](#)

If your project involve children and young people under 18 you must take steps to keep them safe. This includes identifying risks and reducing the chance of harm.

You can use the [child protection policy template](#) and the [child safety code of conduct template](#) to help meet these responsibilities.

**Do you have a child safety or protection policy and procedures? \***

- Yes  No

Note, this is required if your project involves child-related work.

**How will you keep children and young people safe when they take part in your activities? \***

Word count:

Must be no more than 100 words.

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If you're a sole trader working with children and you don't have your own child protection policies, you must work with an auspicing organisation that can provide the required safeguards and framework.

### **Upload your child safety or child protection policy and procedures \***

Attach a file:

Files can be up to 25MB each

### Environmental sustainability

The tenant is required to co-operate with the City to ensure the ongoing use and operation of the Premises minimises environmental impacts and the Premises are managed in a way which is as sustainable and efficient.

Tenants should ensure that any activities funded through a City grant are delivered in an environmentally sustainable way. Please access the [City's Sustainable event guidelines](#) and [guidelines for single use items](#) for information on how to reduce waste from events and services.

Tenants are also encouraged to reduce the carbon impact and at a minimum purchase an appropriate amount of [GreenPower](#) to offset electricity consumed by their project.

### **Explain the specific steps you'll take to reduce your project's environmental impact. In particular, how you'll avoid single-use items and offset electricity use with GreenPower \***

Word count:

Must be no more than 100 words.

E.g. Impacts could relate to carbon emissions, waste production, water use or pollution. These could be minimised by purchasing GreenPower to offset, monitoring and managing energy consumption, implementing best practice recycling, implementing a sustainable event management plan or encouraging cycling.

### Additional supporting documentation

If you would like to share any other information about you/your organisation that you think would help us understand your work, skills or experience, please upload them here.

For example, history of projects delivered by your group, media items, portfolio, photos, website.

Attach a file:

Files must not exceed 25MB. Please provide attachments in .pdf format where possible. Zip files cannot be accepted.

URL to online material	Password (if needed)	Brief description
Must be a URL.		

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### Grants newsletter subscription

**If you would like to be automatically subscribed to our grants newsletter, please provide an email address here:**

### Declarations

\* indicates a required field

#### Privacy protection notice

**Purpose of collection:** This information is being collected to manage our grant applications. A summary of all grant applications will be reported to Council by way of a Council report available on the City of Sydney's website. The information reported to Council includes the ABN name or the name of an individual when applying under an auspice. Non-identifiable data about grant applications may also be used in public reports and in research to improve the grants program.

**Intended recipients:** City of Sydney employees and authorised external third parties

**Supply:** The supply of this information is voluntary however if you are unwilling to provide this information, the City of Sydney may be unable to provide access to City of Sydney services.

**Access/Correction:** Please contact the grants team on 02 9265 9333 or at [grants@cityofsydney.nsw.gov.au](mailto:grants@cityofsydney.nsw.gov.au) to access or correct your personal information.

**Storage:** The Grants and Sponsorship Team at the City of Sydney, located at 456 Kent Street, Sydney NSW 2000, is collecting this information and the City of Sydney will store it securely.

**Other uses:** The City of Sydney will use your personal information for the purpose for which it was collected and may use it as is necessary for the exercise of other functions. Other uses may include deidentified reporting requirements and contacting successful applicants to participate in case studies.

For further details on how the City of Sydney manages personal information, please refer to our [privacy management plan](#).

**I understand that the information in this application will be used as described \***

Yes

#### Ethics framework

The City of Sydney does not support any activities or entities that unnecessarily:

- pollute land, air or water
- destroy or waste non-renewable resources
- market, promote or advertise products or services in a misleading or deceitful manner

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- produce, promote or distribute products or services likely to be harmful to the community
- acquire land or commodities primarily for speculative gain
- create, encourage, or perpetuate militarism or engage in the manufacture of armaments
- entice people into financial over-commitment
- exploit people through the payment of below-award wages or poor working conditions
- unlawfully discriminate, or encourage unlawful discriminatory behaviour, including discrimination based on ability, culture, religion, age, gender and sexual orientation in employment, marketing and / or advertising practices
- sell or promote any prohibited items or services on Council land, such as fur and exotic animal skin products and feathers, other than where is permitted under traditional first nation cultural practices
- contribute to the inhibition of human rights generally.

For more information refer to the [grants and sponsorship policy](#).

**I confirm that the project and I/my organisation align with the above ethics framework \***

Yes

**I understand that I/my organisation must comply with all applicable laws, including those related to corruption and anti-bribery \***

Yes

## Future required documents

If you are successful in your application to the Accommodation Grant Program, you will need to provide the following as part of your licence/lease requirement:

- A Work, Health and Safety plan
- A Risk Management plan - within the first 3 months of the tenancy (or licence)
- Supply certificates of currency for insurance cover currently held by your organisation:
  - \$20m Public Liability
  - Workers compensation
- Demonstration of your commitment to achieving compliance with the Child Safe Standards

**I understand that if my application is successful, I must provide the above documents as part of my lease requirement \***

Yes

## Reporting measures

If your application is successful, we will ask you to **report on a set of standard performance measures**. This data demonstrates the impact the City of Sydney's investments are having towards achieving its goals. You need to ensure you develop a data collection plan to report on the outcome of your grant against the funding priorities selected.

**I understand that if my application is successful, I must report on a set of standard performance measures as requested by the City \***

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Yes

### Subminimum wage

The City of Sydney doesn't provide grants and sponsorships to applicants that pay a subminimum wage to workers, including applicants that are or engage Australian disability enterprises (ADEs).

**I confirm that the project and I/my organisation are not paying a subminimum wage to workers, including applicants that are or engage Australian disability enterprises (ADEs) \***

Yes

### Indigenous cultural and intellectual property rights

The City of Sydney doesn't provide grants and sponsorships to to applicants or for projects that do not respect [Indigenous Cultural and Intellectual Property rights](#).

**I confirm that the project and I/my organisation respect Indigenous Cultural and Intellectual Property rights \***

Yes

### Declaration

I certify that all details supplied in this application and in any attached documents are true and correct, and that the application has been submitted with the authority of my organisation / group. I agree that I will contact the City of Sydney immediately if any information provided in this application changes or is incorrect.

**I am authorised to complete this application and have read and understood this declaration \***

Yes

**Authorised person's name \***

First Name

Last Name

**Position held \***

**Date of declaration \***

Must be a date

### Submitting your application

You will find a '**Review and Submit**' button at the bottom of the 'Navigation Panel' on the left hand side of each page. You need to review your application before you can submit it.

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Once you have reviewed your application you can submit it by clicking on 'Submit' at the top of the screen or on the navigation panel.

When you submit your application, you will receive an automated confirmation email with a copy of your submitted application attached. This will be sent to the email you used to register and submit an application

**If you don't receive a confirmation email within 10 minutes of submitting your application, it has not been submitted — please contact the grants team on 02 9265 9333 or [grants@cityofsydney.nsw.gov.au](mailto:grants@cityofsydney.nsw.gov.au)**