



Town Hall Subsidy Guidelines 2025/26

Contents

Acknowledgment of Country	3
Introduction to program.....	3
Council Priorities.....	3
Program Timeframes	4
Eligibility.....	4
What can't be subsidised (exclusions)?.....	4
Subsidy Scheme Available Spaces	5
What does the Town Hall Hire Subsidy Scheme cover?.....	5
Assessment Criteria.....	5
Submitting your application.....	6
Public Liability Insurance	6
More information.....	6
Unsuccessful applicants	6
Funding Principles	7
Access and Inclusion	7
Ensuring a child safe City of Port Phillip	7
LGBTIQA+	8
Sustainability	8
Lobbying.....	8
Appendix A – Definitions.....	9
Appendix B – City of Port Phillip Map	10
Appendix C – Subsidy Terms and Conditions	11
City of Port Phillip Acknowledgement	12

Acknowledgment of Country

Council respectfully acknowledges the Traditional Owners of this land, the people of the Kulin Nations. We pay our respect to their Elders, past and present. We acknowledge and uphold their continuing relationship to the land.

Introduction to program

The City of Port Phillip recognises that its Grants and Funding Programs, Subsidy Schemes and Donations provide a strategic opportunity to work in partnership with community groups, organisations and individuals to strengthen community capacity and create and promote an inclusive, liveable, sustainable and vibrant City of Port Phillip. The Town Hall Subsidy Program is based on [Council's Community Funding Policy](#).

The Town Hall Hire Subsidy Scheme is an important part of the Council's Grant and Funding Programs. Eligible groups and organisations can apply for a subsidy to support access and use of the St Kilda Town Hall and Port Melbourne Town Hall Auditoriums. within Port Phillip.

Council Priorities

The Council Plan sets out Council's vision for the City of Port Phillip and the key deliverables for the period between 2021 and 2031. See [Council Plan and Budget](#)¹ to access the full Council Plan.

The Town Hall Hire Subsidy Scheme supports several objectives in the Council Plan 2021-31 including:

Inclusive Port Phillip - Port Phillip is a place for all members of our community, where people feel supported, and comfortable being themselves and expressing their identities.

- Port Phillip is more accessible and welcoming for people of all ages, backgrounds and abilities
- Port Phillip is a place where people of all ages, backgrounds and abilities can access services and facilities that enhance health and wellbeing through universal and targeted programs that address inequities.

Sustainable Port Phillip - Port Phillip has a sustainable future, where our environmentally

¹ <http://www.portphillip.vic.gov.au/about-the-council/council-plan-and-budget>

aware and active community benefits from living in a bayside city that is cleaner, greener, cooler and climate resilient.

- Port Phillip manages waste well, maximises reuse and recycling opportunities and supports the circular economy.

Vibrant Port Phillip - Port Phillip has a flourishing economy, where our community and local social enterprise thrive, and we maintain and enhance our reputation as one of Melbourne's cultural and creative hubs.

- Port Phillip's main streets, activity centres and laneways are vibrant and activated.
- Port Phillip is a great place to set-up and maintain a business.
- Arts, culture, learning and creative expression are part of everyday life.
- People in Port Phillip have continued and improved access to employment, education and can contribute to our community.

Program Timeframes

Applications to the Town Hall Hire Subsidy Scheme are now open and remain open until the funding allocation is exhausted.

Applications are assessed weekly.

Eligibility

To be eligible for subsidy under the Town Hall Hire Subsidy Scheme applicants must:

- Be a not-for-profit incorporated association or similar incorporated legal entity, or be auspiced by another not-for-profit incorporated organisation or similar legal entity
- Have complied with all terms and conditions including the submission of a satisfactory project status and acquittal reports for all previous City of Port Phillip Grants [Refer to Appendix A.](#)

Applications that do not meet the eligibility criteria will not continue for further assessment and will be notified by email.

What can't be subsidised (exclusions)?

Town Hall Subsidy will not be considered for:

- Ongoing or recurring meetings.
- Commercial events and/or organisations.
- Events that have already occurred.

- Organisations that have already been successful for a subsidy application within the same financial year.

Important note: Application requests that are considered as relating to activities of a political nature (bipartisan or otherwise), or that are submitted by political parties or groups associated with political parties or could be considered sensitive will be referred to the Governance Team for assessment to ensure the request does not create possible implications for Council against its Code of Conduct and/or associated policies.

Applicants can not apply for Town Hall venue hire costs under any other City of Port Phillip Grants program.

Subsidy Scheme Available Spaces

Town Hall Hire Subsidy Scheme supports events within the St Kilda Town Hall and Port Melbourne Town Hall Auditoriums.

What does the Town Hall Hire Subsidy Scheme cover?

Successful applicants may receive a full or partial subsidy for **one** event held within the 2025/2026 financial year within the St Kilda Town Hall and Port Melbourne Town Hall Auditoriums.

- Full subsidy: a total of up to \$3,500.00 which may cover some or all of the following: Venue Hire, Kitchen Use, Security and Duty Officer charges.
- Partial subsidy: covers the cost of Venue Hire only.

Any additional costs are the responsibility of the successful applicant organisation including the refundable security bond.

Assessment Criteria

Applications will be assessed by the Town Hall Subsidy Panel against the eligibility criteria, against other applications and within budget constraints.

Criteria	Subsidy
Community groups and not-for-profit organisations based within Port Phillip and the primary purpose is for the Port Phillip Community with alignment with Council's strategic priorities.	Full subsidy
Community Groups and not-for-profit organisations based outside of Port Phillip and benefit for the Port Phillip Community with alignment with Council's strategic priorities.	Partial Subsidy

Submitting your application

City of Port Phillip uses SmartyGrants, an online grant application service.

- [SmartyGrants Registration Page](#)
- [Help Guide for Applicants](#)
- [Applicant Frequently Asked Questions \(FAQ's\)](#)

Public Liability Insurance

City of Port Phillip requires applicants to hold current Public Liability Insurance to a minimum of \$20 million to protect themselves against legal liability for third parties' injury, death and/or damage to property caused by an occurrence in connection with the applicant's activities.

If the Town Hall Subsidy application is successful, you will be required to submit the updated Public Liability Insurance (that covers the event date) three months prior to the event date.

Private events are able to opt in to Council's PLI at a rate determined by Council.

More information

If your subsidy application is successful, this does not guarantee that your event be held on your nominated dates. Once the subsidy has been confirmed the Venue Management Team will work with you to schedule your event within the auditorium's availability.

All enquiries about the planning and execution of your event should be directed to the Venues Management Team: phone 03 9209 6777, email venues@portphillip.vic.gov.au or webpage <https://www.portphillip.vic.gov.au/explore-the-city/venues-and-event-support/find-a-venue>

Unsuccessful applicants

If your application was unsuccessful or was not eligible for the subsidy scheme, Council offers 15 community facilities which are available for hire. For more information view the webpage <https://www.portphillip.vic.gov.au/council-services/events-venues-and-performers/hire-a-venue/find-a-venue> or call 03 9209 6777

Funding Principles

Funding Principles	Funding Principles Example
Child Safe Standards	Meet obligations in relation to keeping children and young people safe
Inclusion & Accessibility	Be free from discrimination and enable equitable participation for all community members
Equity	Address disadvantage and offer equal opportunity to all by recognising the individual needs of different community members
Responsiveness	Consult with participants and service users to respond to community needs.
Efficiency & Effectiveness	Maximise use of community and council resources to achieve project goals.
Accountability	Maintain transparent governance and reporting processes.
Sustainability	Model environmental, social and economic sustainable practice.

Access and Inclusion

Interpreters for Auslan and languages other than English are available upon request. If you have any access or support requirements to enable equitable participation in this program, please contact Grants & Funding Officer on 03 9209 6777 or grants@portphillip.vic.gov.au.

All grant applicants are encouraged to consider how their organisation and event will be accessible and inclusive of people with disability.

Information on organising an accessible and inclusive program can be accessed on the following webpage: [Accessibility and Disability Inclusion Fact Sheet](#).

Ensuring a child safe City of Port Phillip

The City of Port Phillip has zero tolerance for child abuse, and we are a committed Child Safe organisation. Our commitment is to ensure that a culture of child safety is embedded across our community to safeguard every child and young person accessing City of Port Phillip.²

All grant applications that work directly with children and young people are required to comply with legislation and regulations relating to child safety including, but not limited to,

² Full web link to Council's Child Safe Standards: <https://www.portphillip.vic.gov.au/about-the-council/strategies-policies-and-plans/child-safe-standards>

the Working with Children Act 2005 and the Working with Children Regulations 2016 and the [Victorian Child Safe Standards \(CSS\)](#)

LGBTIQA+

Council prides itself on being welcoming and sensitive to the needs of people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex, queer and asexual (LGBTIQA+).

Council works hard to ensure our community is inclusive and we are committed to promoting a fair, just and tolerant community.

Applicants are encouraged to consider how they can ensure events are safe, welcoming and inclusive of LBGTQIA+ community.

Sustainability

The City of Port Phillip has committed to improving sustainability through our sustainability strategy, [Act and Adapt](#). Applicants are advised to avoid the following:

- Balloons
- Single use plastic bags and straws
- Single use crockery and cutlery that cannot be recycled

Applicants are encouraged to consider how they can reduce their impact on the environment by implementing the following:

- Avoiding the use of disposable decorations
- Reducing power consumption
- Utilising e-ticketing
- Promoting public transport, walking and cycling
- Sharing resources with other organisations or project supporters
- Washing crockery and cutlery rather than using disposable items
- Encouraging reusable coffee cups
- Providing drinking water to reduce the use of plastic bottles
- Composting organic waste

Lobbying

Canvassing or lobbying of councillors, employees of the City of Port Phillip or assessment panel members in relation to any grant, subsidy and sponsorship applications is prohibited.

Appendix A – Definitions

ABN (Australian Business Number): The Australian Business Number is a number used to identify a business or organisation for tax and Australian Government purposes. An ABN for the organisation or for the Auspice organisation must be provided in the grant application.

Auspice: Any legally constituted body may act as an auspice organisation to partner with and/or apply for or manage funding on behalf of another non-incorporated organisation or individual. If the funding application is successful, the auspice organisation will receive and manage the funds for the applicant to deliver the funded project or activities. The auspice organisation is responsible for the effective acquittal of the grant.

Community: For the purposes of the Community Grants, 'community' refers to people living, working, visiting and studying within the City of Port Phillip.

Conflict of Interest: A conflict of interest occurs if a member of the grant assessment panel has something to personally gain from the grant application. It also extends to providing family and close friends with preference.

Council: The City of Port Phillip is defined as a geographical area and the entity which has the authority to make decisions on behalf of the City of Port Phillip.

GST (Goods and Services Tax): Organisations are strongly encouraged to establish their responsibilities in relation to their GST status and indicate on the application form what that status is. Successful organisations with an ABN and registered for GST will receive a Recipient Created Tax Invoice, for their grant, plus 10% GST. Successful organisations with an ABN and not registered for GST will not receive a Recipient Created Tax Invoice or 10% GST for their grant. These organisations will receive only their grant amount.

In-kind Contributions: An in-kind contribution is the 'noncash' contribution made by the applicant that can be allocated a financial value, i.e., volunteer services. Applications with in-kind contribution will be viewed favourably.

Incorporated Organisation: An organisation that is a legal entity and has a legal structure. The organisation must be registered with Consumer Affairs Victoria. For more information, please contact Consumer Affairs Victoria or phone 1300 558 181

Non-compliant: An applicant (this includes organisation and/or individual) may be deemed non-compliant in the circumstances that the recipient.

- failed to meet terms and conditions of funding deed
- is insolvent

Appendix C – Subsidy Terms and Conditions

- Applicants may receive full or partial subsidy. No application can be guaranteed use of facilities, nor can any applicant be guaranteed use of facilities to the full extent requested. It is important that applicants consider these limitations when preparing the request for assistance.
- Successful applications are subject to hall availability. Organisations can only receive one Town Hall Subsidy per financial year. The level of assistance available is limited by Council's budget.
- Council reserves the right to identify priority areas for funding consistent with the broad strategic directions and policies endorsed by Council. If an application is unsuccessful, it does not necessarily mean that the project or activity is not worthy of support. The panel may refer you to another Council venue.
- Successful Town Hall Hire Subsidy Scheme applicants are subject to the terms and conditions of use that apply to hirers of Council facilities and must pay a refundable security bond. [Refer to the Conditions of Hire for Municipal Halls](#) document.
- Organisation's holding a launch or event for the project for which they have been funded and are planning to invite the Mayor/Councillors and/or Council Officers, are required to ensure their invitation is sent at least 4 weeks prior to the event. The relevant Council officer must be notified of this invitation.
- Funded organisations are required to acknowledge the City of Port Phillip in all promotional or publicity material for the funded project. The presentation of the logo should match the involvement and relative importance Council had in the project or activity. A jpg and gif format logo along with City of Port Phillip's style guide will be provided with the notification letter to successful applicants.
- The funded organisation must comply with all relevant laws and conditions. Significant State and Commonwealth legislation includes:
 - Carer Recognition Act 2012
 - Consumer Affairs Victoria
 - Charter of Human Rights and Responsibilities Act 2006
 - Child Safe Standards
 - Disability Discrimination Act 1992
 - Equal Opportunity Act 1995
 - Fair Work Act 2009
 - Privacy and Data Protection Act 2014
 - Public Liability Insurance
 - Racial and Religious Tolerance Act 2001
 - Victorian Disability Act 2006

- Volunteer Personal Accident Insurance
- WorkSafe Victoria

City of Port Phillip Acknowledgement

As part of your successful grant or subsidy application, you will need to recognise the support of the City of Port Phillip:

- Acknowledgement of Council's support on function or event related publicity material.
- Acknowledgment of Council's support at the function or event.
- Opportunities for the City of Port Phillip to speak at key activities (if appropriate).
- Display of City of Port Phillip promotional banners at the function or event (if appropriate).
- Please follow the City of Port Phillip Style Guide provided to you by the Venue Management Team. Final artwork for communication material (for example, posters, brochures) may require approval from Council officers before it is published.