

Community Investment Program

Community Sustainable

Fee Waiver Guidelines for Applicants

February 2025



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Community Sustainable Fee Waiver

1. Introduction

1.1. Purpose and Objectives

Randwick City Council is committed to empowering our local communities through investing in ideas, initiatives and services which are sustainable and create a 'sense of community'.

The *Community Sustainable Fee Waiver* provides fee waivers on room hire and/or open space to support the expansion of sustainability focused workshops and activities for Randwick residents at the Sustainability Hub.

Objectives

- To increase access and participation in community sustainability groups.
- To encourage excellence and innovation in the delivery of sustainability education and engagement.
- To increase activation of Randwick Sustainability Hub.

The Community Sustainable Fee Waiver is aligned with Council's [Environment Strategy](#).

1.2. Funding Option

Description	Full or partial waiving of fees for the hire of rooms and/or open space at Randwick Sustainability Hub , 27 Munda St Randwick
Frequency	Open all year round (or until budget is spent)
Budget	\$30,000 per year
Funding limits	\$3,000/year per organisation

2. Application and Assessment

2.1. Eligibility

Applicants must be providing a service or activity to a predominately local audience.

2.2. Exclusions

- Political parties.
- Applicants with outstanding or unsatisfactory acquittals relating to funding previously received from Randwick City Council.

The Community Sustainable Fee Waiver does not fund:

- Bonds for venue hire.
- Activities that are already supported by Council.
- Activities that have already occurred (no retrospective funding).

2.3. Assessment Criteria

Applications are assessed competitively. Funding requests may exceed allocated budget in which case some applications may not be successful, or may be offered partial funding. Once the budget has been allocated, no further applications will be accepted for that financial year.

Criteria

- Outlined strategic alignment to Randwick Council's [Environment Strategy](#);
- An evaluation plan of the proposed activity outcomes;
- Expected number of participants;
- Demonstrated ability of service provider to deliver the activation;
- Evidence of the organisation's annual revenue in the form of annual report or similar (priority will be given to small and medium-sized organisations);
- Ability to deliver the proposed activity with only partial funding, if full funding cannot be provided

2.4. Application and approval process

Frequency	• Open all year round (or until budget is spent).
Application process	• All applications are made online via SmartyGrants. • The application link will be available on Randwick Council's website from 1 July of each year. It will remain open for 12 months or until the budget is spent.
Timing	• Applications should be submitted at least four weeks prior to the date the venue is required. • Applicants can expect to be notified of the outcome of their application within 2-3 weeks of submission.
Delivery period	• Within 12 months of application.
Assessment and approval process	• Applications are assessed and approved by General Manager or delegate. • If approved, the applicant may receive full or partial fee support.
Fee support quotes and availability	• Prior to application, the applicant must contact the relevant Council Department (see below) to confirm room and/or open space availability for the proposed activity times and secure a quote for the hire of the space. • A copy of the quote must be attached to the application. See Department contact details in the table below.

Department contacts

Venue name	More information	Booking contact details
Randwick Community Centre	https://www.randwick.nsw.gov.au/environment-and-sustainability/environmental-whats-on/sustainability-education-hub	Ph: 02 9093 6200
Outdoor Space	https://www.randwick.nsw.gov.au/facilities-and-recreation/using-a-public-space	Ph: 02 9093 6300

3. Acquittal details

3.1. Conditions, reporting and acquittal

- Any significant change to the purpose of the original funding, including but not limited to the delivery period or activity, must be approved in writing by Council prior to the change being implemented.
- Recipients must acknowledge Randwick City Council's in-kind contribution to their project through all marketing, promotion and communications (digital and analogue) Randwick City Council's logo and brand guidelines will be provided to use for this purpose but promotional materials must be approved by Council's communications team before distribution.
- Recipients must provide an 'End of Project' acquittal report through an online form - <https://wkf.ms/4dZmdYe> which will include:
 - Evidence of impact (as per the evaluation plan)
 - Promotional materials showing acknowledgement of Randwick Council

4. Enquiries

All enquiries should be directed to:

Julian Lee

Coordinator Sustainability

Tel: 02 9093 6224

Email: julian.lee@randwick.nsw.gov.au

Web: <https://www.randwick.nsw.gov.au/community/grants-and-awards/community-investment-program/community-sustainable>