



It may take up to 21 days for Council to assess and respond to your request.

Once Council's property section have assessed your application, a formal offer will be submitted to you for consideration and if accepted by your organisation, a report will be presented to Council for formal resolution.

To assist, please print clearly in **BLACK** pen and try to provide as much information as possible so we can assess your request promptly.

### OWNER / PROPRIETOR DETAILS

Owner/proprietor name	<input type="text"/>		
Company name	<input type="text"/>		
Registered address <input type="checkbox"/>	Street or PO	<input type="text"/>	
Daytime contact details	Phone	<input type="text"/>	Fax <input type="text"/>
	Mobile	<input type="text"/>	Email <input type="text"/>
Contact name	(if different from above)	<input type="text"/>	

### ELIGIBILITY CRITERIA

- Is your organisation incorporated?  Yes  No
- What services are provided by your organisation?
- What are the target groups for your services?
- Does your organisation receive any funding or grants?  Yes  No

### FUNDING DETAILS

	Source	Annual amount
Fund raising	<input type="text"/>	\$ <input type="text"/>
Federal Government	<input type="text"/>	\$ <input type="text"/>
State Government	<input type="text"/>	\$ <input type="text"/>
Local Government	<input type="text"/>	\$ <input type="text"/>
Church	<input type="text"/>	\$ <input type="text"/>
Private	<input type="text"/>	\$ <input type="text"/>
<b>TOTAL VALUE</b>		\$ <input type="text"/>

### Authorisation

Please provide an audited copy of the balance sheets, income and loss statements for the last financial year.

Signature

Date

/ /20

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Form unable to be processed / incomplete

Awaiting further information / returned to sender

Received by

Date received

Please address each of the Criteria listed in the table below. Your responses will be referenced with this table to determine the level of rebate that will be applied.

## CATEGORY TABLE

Criteria	Category A (each answer worth 3 points)	Category B (each answer worth 2 points)	Category C (each answer worth 1 point)	Category D (each answer worth 0 points)
<b>Structural integrity</b>	Assumes full responsibility for long term maintenance (structural integrity) of the building	Makes some contribution to long term maintenance (structural integrity) of the building	Makes minimal contribution to long term maintenance (structural integrity) of building	Council responsible for long term maintenance (structural integrity) of building
<b>Reactive and ongoing maintenance</b>	Takes responsibility for internal and external reactive maintenance as detailed in the agreement	Takes responsibility for almost all the internal and external reactive maintenance as detailed in the agreement	Takes responsibility for some internal and external reactive maintenance as detailed in the agreement	Does not take responsibility for internal and external reactive maintenance even though detailed in the agreement
<b>Extent of service provided by organisation</b>	Broad community (more than 40%) is a beneficiary of service provided by the organisation	Service is significantly used by number of specific sections of local community	While the organisation provides a direct service to only a small number of local community, it forms part of a larger service provision	Service is used by small number of local community
<b>Extent of accessibility to community</b>	Facilities are accessible to many of the Bega Valley Shire community	Facilities generally accessible to the Bega Valley Shire community	Facilities have limited accessibility to others in the Bega Valley Shire community	Community has limited access to the facilities with fees charged going to lessee/licensee
<b>Number / type of service providers within the community</b>	A unique service (only one of its kind)	One of a number of providers of a community service	One of a number of providers meeting a less critical community need (in terms of Council identified targets) or meeting an identified recreational need	Provider meets social or recreational needs only
<b>Ability to charge fees and raise income</b>	Limited or no ability to raise revenue	Some ability to raise revenue and charge fees which may be varied to reflect ability of clients to pay	Has ability to charge fees and raise revenue	Operates on a profit basis
<b>Access to other sources of funding</b>	No access to other funding sources	Limited access to other sources of funding (no more than 5% total)	Access to other sources of funding – State, Federal and Local funding which provided between 5% - 30% of total funding	Access to other sources of funding – State, Federal and Local funding which provided more than 30% of funding
<b>Do they provide direct competition to commercial ventures?</b>	No. Main activity is not a commercial activity	While main business is not a commercial activity, some aspects of the business are in direct competition	While they are in direct competition with commercial providers, they provide added or differentiated service to users	In direct competition with commercial providers
<b>Does their service impact on Council's need to provide similar service?</b>	Without this service provision, Council would be required to provide additional service	Lack of service would have some impact on Council's provision	Service is not core responsibility of local government, but could be provided	Service is not responsibility of local government
<b>Organisational status and structure</b>	The organisation is locally based, stand alone and not-for-profit. It has a voluntary management committee, comprised mainly of local area representatives	The organisation is a locally based service, has a regional focus, is stand alone and not-for-profit. It has a voluntary management committee, comprised partly of local area representatives	The organisation is a locally based service outlet or project that is part of a larger not-for-profit organisation. It has a voluntary advisory committee, comprised partly of local area representatives	The organisation is a locally based service, outlet or project that is part of a larger not-for-profit organisation. There is limited, or no local area representation on the advisory committee or similar
<b>Capacity to undertake a range of administrative and management responsibilities</b>	Dependent on assistance from volunteers for all administrative and management functions	Paid staff undertake some of the administrative and management functions and volunteers assist with other tasks	Staff undertake the majority of administrative and management functions with additional assistance provided by umbrella organisation	Umbrella organisation carried out the majority of administrative and management functions
<b>Social and community benefit</b>	Service is unique and specific and meets high level of need OR service meets identified social/community needs, with most service users from low socio-economic backgrounds	Service meets identified social/community needs, with service users from range of socio-economic backgrounds	Service meets a broad social/community need	Service is valued by the community, but it is not focused on meeting an identified social/community need