



Accommodation Grants Program Policy



city of villages



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1.0 INTRODUCTION

1.1 Aim

The City of Sydney's Accommodation Grants Program aims to support community groups, organisations and services that encourage community development, enhance services and programs provided for the community, and address priority needs in the City of Sydney Local Government Area (the City) and broader community needs.

1.2 Eligibility for the Accommodation Grants Program

Under the Accommodation Grants Program (part of the City's Grants and Sponsorship Program), the City leases community facilities (buildings and spaces) to non-profit community-based organisations and groups at no charge or at reduced rates (below market rental).

Refer to Eligibility Criteria (section 2) for further detail on eligibility requirements.

Grants are not provided to profit making groups or for profit making projects. Except in exceptional circumstances, grants are not provided for individuals. Note the Accommodation Grants Program does not relate to residential properties.

1.3 Administration of the Accommodation Grants Program

The administration of the City's Accommodation Grants Program is undertaken with reference to the City's Social Policy and Social Plan 2006-2010. The Social Plan states that the City will:

- Promote positive interactions and understanding between communities;
- Continue to provide a network of affordable and accessible community facilities across the City; and
- Ensure that access & equity needs are identified and addressed for all people in the City.

The City recognises that the City's communities are diverse, with people from many different backgrounds and with many different needs and interests. The City's communities include residents and people who work in the City, and the Sydney's global and capital city standing is associated with a responsibility to support organisations that meet the needs of communities that are not physically within the City.

The City also recognises and values the vital contribution of community groups and organisations and the services and programs they provide to the different villages and communities of the City, to their social and economic health. Appropriately, accommodation grants are distributed equitably across the City, including in high rent areas such as the City's business district and prominent retail and service precincts, together with fringe areas.

1.4 Enquiries

Any enquiries about the Program should be directed to the Social Planning Coordinator, (02) 9265 9333, or by visiting the City's website at www.cityofsydney.nsw.gov.au.

2.0 ELIGIBILITY CRITERIA

To be eligible for a grant under the Accommodation Grants Program an organisation must meet the following criteria:

1. The organisation must be a not-for-profit community organisation that is legally recognised (proof of non-profit status will be required). Where appropriate, an organisation must be registered with the necessary authority (proof of such registration will be required).
2. The charter of the organisation must respond to the City's priorities and community needs as identified in the City's social planning analysis. Please refer to the City's website for further information www.cityofsydney.nsw.gov.au.
3. The needs of target groups (specific communities) and priority social issues in the City's communities should be considered and reflected in program and service delivery. The organisation should provide service(s) / program(s) to a target group/s or areas that include:
 - Children and families;
 - Young people;
 - Older people;
 - Women;
 - Aboriginal and Torres Strait Islander people;
 - People with a disability;
 - Culturally and linguistically diverse people;
 - Gay, lesbian, bisexual and transgender people;
 - Homeless people and people with housing needs;
 - Arts and cultural development;
 - Healthy communities - recreation and sports;
 - Community development and local area / neighbourhood development (for example, neighbourhood centres); and
 - Heritage and history.
4. The organisation must provide a service(s) / program(s) that will enhance the well-being and deliver outcomes for local communities or respond to social issues relevant to broader communities.

5. The organisation must demonstrate that it has limited capacity to receive support from government or the private sector to meet its accommodation needs, and that it is unable to meet its accommodation needs independently.
6. The organisation must be willing to work in partnership with the City and other community organisations on relevant community programs.
7. The organisation must be willing to co-locate with other services and share resources (except in special circumstances).
8. The organisation will ideally have a track record of community development and promoting positive interaction between diverse groups in the City, or be staffed/managed by people with such experience.

Under exceptional circumstances, the City reserves the right to consider applications from organisations that do not meet all the above criteria.

2.1 Ineligible applications

Applications for the following are ineligible and will **not** be considered:

- Individuals.
- Commercial/profit making organisations and groups.
- Organisations and groups with a party political purpose.
- Organisations and groups which provide services which duplicate others in the local area.
- Organisation and groups who are not willing to share facilities (where practicable) with other community groups, and work in partnership with the City and other community organisations.
- Organisations and groups that have resources available at their disposal to secure and maintain accommodation independently of the City.
- Residential accommodation.

3.0 APPLICATION AND ASSESSMENT PROCESS

The City receives a large number of requests for accommodation support each year. To ensure that the City's Accommodation Grants Property Portfolio is equitably administered and meets priority needs, practice is to consider all applications for accommodation support through its Grants and Sponsorship Program.

3.1 Making an Application

All applications under the Accommodation Grants Program must be made on the Accommodation Grants Application Form. Copies can be obtained by calling the Community Grants Infoline (02) 9265 9563 or by visiting the City's website at www.cityofsydney.nsw.gov.au

The number of properties available for Accommodation Grants is limited. As a result, the City will maintain a list of applicants for consideration if properties become available. The City will advertise for new applications, if and when properties are available.

Receipt of each application will be acknowledged in writing.

3.2 Types of Applications

There are two types of applications that can be made under the Accommodation Grants Program:

1. Applications for accommodation from organisations **not yet occupying** the City premises. These will be called for when new or vacated properties are available.
2. Applications for continued accommodation support from organisations **currently occupying** Council premises.

The Accommodation Grant will be available for up to three years and be subject to an annual performance review (against generic and specific performance criteria).

4.0 LEVELS OF RENTAL SUBSIDY – GUIDE

Three levels of the Accommodation Grant are available under the Accommodation Grants Program. The Accommodation Grant (a percentage of market rent), will be individually negotiated based on each organisations' ability to pay rent.

The following subsidy categories will be used as a guide in establishing the Accommodation Grant.

Category	Organisation Classification	Level of subsidy
A	Non-profit community organisations providing identified programs/services to high needs target groups in the City of Sydney only.	75% - 100%
B	Non-profit community organisations providing programs/services to high needs target groups primarily in the City of Sydney Local Government Area.	50% to 75%
C	Non-profit community organisations providing programs/services to the City of Sydney communities & communities elsewhere.	Up to 50%

The City will establish the level of Accommodation Grant based:

1. The category of each organisation (categories A, B and C above); **and**
2. The ability/capacity of each organisation to pay rent.

The level of the Accommodation Grant will be established through individual negotiations with each organisation. If an organisation receives funding for accommodation from another funding body, this funding component will be required as a contribution.

The City acknowledges that market rents are higher in the City of Sydney than in most local government areas, particularly in the CBD and in prominent retail and service precincts. The higher market rents in these areas impact on organisations and this will be taken into consideration when negotiating final rental subsidies.

5.0 ACCOMMODATION GRANTS LEASES

To simplify leasing arrangements for organisations and the City, and to clearly define the responsibilities of the City and the tenant, a standard lease is required to be executed in order to receive an Accommodation Grant.

A summary of the responsibilities of the City and the tenant under this standard lease is available at **Appendix 1**.

5.1 Term of Leases

The City acknowledges the importance of continuity in service and program delivery and is aware that many organisations are required to demonstrate occupation of the same property for a defined period, generally greater than 12 months, to be eligible for funding from funding providers. Successful applicants will generally be granted a lease for three years.

The opportunity to renew three year leases, through application and negotiation with Council, is also available to organisations subject to successful performance reviews (meeting generic and specific performance criteria).

6.0 PERFORMANCE CRITERIA

The Accommodation Grant will include generic performance criteria that apply to all recipients, together with performance criteria specific to each area of service/program delivery and target group. The specific performance criteria will be defined to ensure that services and programs are meeting priority needs and provide the framework for the annual performance review.

The specific performance criteria associated with each Accommodation Grant, which reference the area of service/program delivery, will be determined in partnership with successful applicants.

6.1 Generic Performance Criteria

The following generic performance criteria will apply to all recipients of an Accommodation Grant:

1. Work in partnership and cooperatively with the City and other community organisations in the delivery of services and programs. Work cooperatively with the City to meet identified needs. Maintain professional, ongoing communication and a constructive relationship with the City to ensure the success of the program.
2. Deliver services and programs that meet the needs of the community in general or specific target groups (target groups include, people with a disability; people from culturally and linguistically diverse backgrounds; children; older people; young people; Aboriginal or Torres Strait Islander people; women; gay, lesbian, bisexual and transgender people; and disadvantaged people).
3. Promote positive interaction and understanding between people living / working / visiting the city.
4. Ensure services and programs are delivered in a manner that is inclusive and free of discrimination (including attitudinal barriers).
5. Meet obligations set out in the lease in relation to maintenance and operational responsibilities.
6. Share the use of program delivery space/s within the leased facility. Allow other community groups to use program delivery space/s when not in use. Respect and communicate constructively with all others who use community spaces. The City acknowledges that some areas of service program and service delivery do not allow for this to occur (due to regulations).
7. Minimise environmental impact through reducing water use, energy use and pollution and maximising recycling.

6.2 Performance Reviews

Annual performance reviews against the generic and specific performance criteria will be undertaken by the City in the first quarter of each year, and the continuation of the Accommodation Grant will be revised or possibly revoked, if the recipient fails to meet all performance criteria or breaches any term of the lease.

Applicants who have been awarded a three year lease must provide brief acquittal reports to the City demonstrating how they have met their obligations under the Accommodation Grants Program and the lease.

6.3 Co-location and Sharing Space

Organisations should consider co-locating or sharing space with other compatible organisations. Sharing spaces and co-locating has multiple benefits that include, but are not limited to:

- Maximum use of limited resources;
- Generation of cost savings;
- Improved outputs and accessibility in service/program delivery;
- Creation of networks and partnerships; and
- Sharing of ideas and knowledge.

Community groups applying for an Accommodation Grant are encouraged to discuss their accommodations needs with other organisations and to identify potential co-location options (and record this on the application form).

7 INFORMATION FOR RECIPIENTS OF GRANTS

Recipients of an Accommodation Grant will:

- Be allocated a property by the City, with the most appropriate premises determined through needs identified in the application form and the City's available properties.
- Be required to enter into a standard lease with the City before occupying the premises.
- Be granted a lease for up to three years. At the conclusion of the three year period the applicant must reapply in order to renew the lease through written application and communication with Council
- Be subject to an annual performance review based on the generic and specific performance criteria..
- Give appropriate acknowledgment of the City's support in all publications and promotional materials, including Annual Reports and newsletters (use of the City's logo is appropriate acknowledgment).
- Ensure that they effectively account for and manage the asset for which they are responsible. In this regard, successful applicants should respect the property that they have been entrusted with and should be mindful of breaching any of Council's requirements.
- Be provided with support from Council's Property Services Unit and timely response to property maintenance requests.

APPENDIX 1

CITY OF SYDNEY ACCOMMODATION GRANTS PROGRAM BASIC LANDLORD (CITY OF SYDNEY) AND TENANT (COMMUNITY GROUP) RESPONSIBILITIES

The following responsibilities are generally what can be expected of the City and the tenant. Certain services and facilities may have specific needs that can be negotiated between the City and tenant at time of entering into the lease.

A1.1 Landlord (City of Sydney) Responsibilities

The City's responsibilities include:

1. Payment of rates.
2. Maintenance of building to any applicable legislative standards including structural repairs and external maintenance.
3. Response to requests for building maintenance in a timely and efficient manner.
4. Implementation of the City's maintenance plan for all properties.
5. Plumbing works.
6. Major electrical issues.
7. Costs relating to provision of standard form lease.

A1.2 Tenant (Community Group) Responsibilities

The tenant's responsibilities will be::

1. Payment of electricity, gas, and telephone accounts
2. Cleaning. If the tenant is co-located in a facility where Council services are delivered (such as a library or town hall), cleaning arrangements can be negotiated with the City.
3. Holding \$20 million public liability insurance with an insurance company that is acceptable to the City .
4. Developing and maintaining an Occupational Health and Safety Plan.
5. Seeking and obtaining consent from the City of Sydney Manager, Properties, before making any improvements to the building leased from the City.

6. Meeting obligations under the lease including payment of rent on-time, and property management responsibilities. The tenant must repair any damage to the property caused by them or users of their service.
7. Keeping all the plant, machinery fittings and equipment located within the premises leased by them in good repair.

