ARNCLIFFE YOUTH CENTRE

EXPRESSION OF INTEREST APPLICATION FORM -

*Programs, Activities and Services*

* This form should be used by applicants seeking to establish and deliver programs, activities and services from the Arncliffe Youth Centre on a regular and ongoing basis for the duration of 2021
* Applicants seeking to provide one-off or short term activities for the Arncliffe Youth Centre Soft Launch Program operating from April 2021 to June 2021 only should instead use the *EXPRESSION OF INTEREST APPLICATION FORM - SOFT LAUNCH PROGRAM*
* You must complete and submit this form by 8 March 2021. Late or incomplete submissions will not be accepted.
* Ensure you have read through the Expression of Interest Guidelines - Arncliffe Youth Centre, including the conditions, eligibility and selection criteria
* Only incorporated, not-for-profit organisations or company limited by guarantee, not for profit organisations can apply spaces offered under license
* Commercial organisations may only apply for the hire of bookable spaces
* Completion of this form is aided by reading the *Arncliffe Youth Centre - Expression of Interest Guidelines*

# ELIGIBILITY

Please note that applicants unable to meet all criteria set out in this eligibility section of the Arncliffe Youth Centre - Expression of Interest Guidelines should discontinue this application process. Please note that evidence and/or documentation will be required to attach to this application where requested.

|  |  |
| --- | --- |
| Is your organisation:  | *(please select)* |
| An incorporated, not-for-profit organisation (or a company limited by guarantee, not for profit organisation) | YES / NO |
|  Or |
| A registered Australian business | YES / NO |

|  |  |
| --- | --- |
| Covered by public liability insurance (up to $20 million)? | YES / NO |

|  |  |
| --- | --- |
| Already operating within the Bayside Council Local Government Area  | YES / NO |
| Or |
| Able to demonstrate connections with the Bayside Council Local Government Area and/or its communities | YES / NO |
| Or  |
| Able to demonstrate capacity and strategies for local engagement | YES / NO |

|  |  |
| --- | --- |
| Able to demonstrate the ongoing financial viability and capacity to pay rental rates and any applicable fit-out costs | YES / NO |

|  |  |
| --- | --- |
| Has no outstanding debt to Bayside Council (excluding Payment Plans) and/or outstanding funding acquittals  | YES / NO |

|  |  |
| --- | --- |
| Able to demonstrate a link to Bayside Council's Community Strategic Plan, Operational Plan and Delivery program | YES / NO |

|  |  |
| --- | --- |
| Have read and understood the conditions as outlined in the Arncliffe Youth Centre - Expression of Interest Guidelines | YES / NO |

|  |  |
| --- | --- |
| Have sound policies and procedures relating to the protection and welfare of children and young people by which applicants conduct their operations | YES / NO |

# ORGANISATION DETAILS

|  |  |
| --- | --- |
| Name of Organisation: |  |
| Incorporation Number: |  |
| Postal Address: |  |
|  |  |
| Website/Social Media: |  |
| Contact Persons: |
| 1. Name:  |  | Telephone: |  |
|  Email: |  |
| Position: |  |
|  |
| 2. Name: |  | Telephone: |  |
|  Email: |  |
| Position: |  |

# ABOUT YOUR ORGANISATION

|  |
| --- |
| When was your organisation established? |
|  |
| Describe your organisation's target audiences and participants |
|  |
| Describe your organisation, its purpose and the main programs, activities and services you currently provide. |
|  |

# SELECTION CRITERIA

Please demonstrate your experience and capacity to meet each of the following criteria:

|  |
| --- |
| Demonstrated experience in delivering programs, activities and services targeting young people aged 12-24  |
|  |
| Demonstrated experience in delivering community and/or sporting and recreational programs, activities and services |
|  |
| Previous partnerships and outcomes delivered from previous work or projects with Bayside Council (or other Councils and government agencies) |
|  |
| Demonstrated experience in developing community engagement and local community connections in the delivery of programs, activities and services focusing on youth and/or community, sporting and recreational outcomes  |
|  |
| Demonstrated experience in developing and fostering partnerships with organisations, groups and stakeholders from community, youth, sporting and recreation disciplines *e.g. sporting groups, associations, peak bodies, departments of government, other industry-specific organisations and funding bodies*  |
|  |
| Demonstrated financial management experience and ongoing financial viability verified by financially audited statements, annual reports, rental/hire agreements and corresponding transactions. This should also include a track record of securing funding and or sponsorship alongside the timely completion of corresponding acquittals  |
|  |
| Evidence of program and activity planning for a 12 - 24 month period, including detail of secured funding, staffing, resourcing, deliverables and evaluation processes |
|  |
| Demonstrate a link to Bayside Council's Community Strategic Plan, Operational Plan and Delivery program |
|  |

# PROGRAM OF ACTIVITIES

Please describe the program, activity or service that you propose to deliver at the Arncliffe Youth Centre, for multiple programs, activities or services, please repeat this section for each.

|  |  |
| --- | --- |
| Program Name *Please provide the name of the program*  |  |
| Program Description *Please describe what happens in the program, outputs and outcomes*  |  |
| Program Participants / Target Audience *Who is the program designed for / targeted towards*  |  |
| Program Access *How are applicants enrolled in the program and are there any restrictions to enrolment*  |  |
| Program Duration *How long does the program run for, number of hours per session*  |  |
| Program Frequency *How many times will the program run for in a week, term or year*  |  |
| Program Participants *How many people will participate in each session of the program*  |  |
| Program Start Date |  | Program Finish Date |  |
| Describe resources being required to deliver the program*Supplied by the applicant*  |  |
| Is the program funded or supported by a grant, please describe funding source  |  |
| Is the program already being delivered elsewhere and to what level of success  |  |
| How many staff do you intend to be based at the Centre for the purpose of your program? |  |
| For what time /duration will these staff be based at the Centre  |  |
| Please describe any special requirements, e.g. specific equipment/facilities.*To be supplied by the applicant*  |  |
| Have you indicated a desire to apply for an Office Space under license in connection to this program  | Yes / No  |
| What information haven't we asked you that you would like to provide  |  |
| Describe the evaluation processes will you have in place for the program  |  |
| What priorities, principles and objectives of the Arncliffe Youth Centre does this program address *List specific priority, principle or outcome from guidelines*  |  |

# SPACES REQUIRED

Application for:

 *Please tick one or more below under SPACES BOOKABLE BY LICENCE and/or SPACES BOOKABLE BY PERMIT*

*Indicating the spaces required to deliver your program, activity or service.*

SPACES BOOKABLE BY PERMIT:

The following spaces are available for hire; usage rights will be issued under an annual Permit in line with Council's standard booking and hire processes.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Space  | Please Tick |  |  |  |
| Two Multipurpose Courts  |  | Upper Level  | 615 m2 | The Multipurpose Courts are designated for sporting and recreational activities only, due to their specialised surface. These courts are ideal for but not limited to programs like grassroots participation, skill development and elite training programs through to competition sport, gala days or youth participation programs, like breakfast clubs and 'midnight' basketball.  |
|  | Ground Floor  | 675 m2 |
|  | Grandstand  | 282 m2 |
| Multipurpose & Function Space  |  | 220 | 226 m2  | The Multipurpose and Function space has broad applications due to its configuration and flexibility. The space can be used in its entirety or broken down using room dividers to create 1 or 2 additional breakaway rooms. The space is ideal for but not limited to programs like fitness classes, group activities, presentations, training and educational programs through to youth drop-in and youth-based afterschool activities.  |
| Music Studio & Meeting Room  |  | 30 | 37 m2  | The space is designed for music-based activities; however, its acoustic design also lends the space to quiet activities, contemplation and meetings. The space is ideal for but not limited to music programs, homework help and quiet study. The space is not a working recording studio but could facilitate music workshops by utilising portable equipment and skilled facilitators. |
| Arts Studio & Activity Room  |  | 40 | 45 m2  | The space is designed for artistic and creative based activities; however, its self-contained amenity lends itself to "makerspace" activities. The space is ideal for but not limited to art programs, creative workshops, education programs and small group activities. The space is not a working art studio but could facilitate workshops utilising portable equipment and skilled facilitators.  |
| Commercial Kitchen  |  | 30 | 30 m2 | The space is designed to provide catering services for programs, activities and services delivered from the facility; however, its self-contained amenity lends itself to cooking and food-based activities. The space is ideal for but not limited to cooking classes and workshops, education programs, social enterprises and small group activities utilising portable equipment and skilled facilitators. |

SPACES BOOKABLE BY LICENCE

|  |  |  |  |
| --- | --- | --- | --- |
| Office Name  | Please Tick  | Size | Description  |
| Office Space 1 (B123) |  | 15.5 m2 | Standard office, power points, desk, chairs and mini kitchenette |
| Office Space 2 (B117) |  | 13.9 m2 | Standard office, power points, desk and chairs |
| Office Space 3 (B118) |  | 12.6 m2 | Standard office, power points, desk and chairs |
| Office Space 4 (B119) |  | 12.5 m2 | Standard office, power points, desk and chairs |

The following serviced office spaces are available for occupancy by license arrangement for one (1) year period with an option of renewal for a further period, following a review of the initial term and at the discretion of Council.

These spaces are ideal for funded, community not-for-profit service providers working with young people. The spaces would suit service providers who wish to locate themselves from the Centre and benefit from direct access to their target audience, amenity and offerings of the Centre. Furthermore, applicants may want to benefit from the 'cross-pollination' of patrons attending other program and services and potential partnership opportunities present across the Centre.

There are four office spaces (4) on offer under license agreement with rent being determined via Councils Rental Assessment and Subsidy Policy attached to this Expression of Interest document. Council will undertake a commercial valuation and apply a subsidy determined by an assessment of the applicant against the set matrix in the policy; this assessment will produce a subsidy specific to the applicant.

Licensees will be selected based on the eligibility and selection criteria outlined below in section eight (8) of the Expression of Interest Guidelines - Arncliffe Youth Centre.

# ATTACHMENTS

The following attachments to his application are required for applications to be considered.

|  |  |  |
| --- | --- | --- |
| 1 | Certificate of Incorporation and registration required *(or other proof of organisation entity and not-for-profit status, e.g. articles of association, constitution etc.)* | Required from all applicants |
| Or |
| Australian Business Number  |

|  |  |  |
| --- | --- | --- |
| 2 | Public Liability Insurance Certificate of Currency *(cover must be no less than 20 million)* | Required from all applicants |

|  |  |  |
| --- | --- | --- |
| 3 | The registered address of the applicant/organisation within the Bayside Local Government Area  | Required from all applicants |
| Or |
| Evidence that demonstrates connections with the Bayside Council Local Government Area and/or its communities, or substantially demonstrate capacity and strategies for local engagement *(e.g. list of address of all program participants with names redacted)* |

|  |  |  |
| --- | --- | --- |
| 4 | Profit and Loss Statement and Cash Flow Statement  | Required from all applicants |
|  | Or |
| Annual Report (including Financial Statement) or other suitable financial statements and transactions records showing the payment of rental agreements  |

|  |  |  |
| --- | --- | --- |
| 5 | Policies and procedures relating to the protection and welfare of children and young people by which applicants conduct their operations | Required from all applicants |

|  |  |  |
| --- | --- | --- |
| 6 | WWCC Clarence Checks numbers for all applicants, their workers, agents and contractors  | Required from all applicants |

|  |  |  |
| --- | --- | --- |
| 7 | Business and/or Strategic Plans or SWOT Analysis or relevant policies and procedures  | Desirable |

# SIGNED BY ORGANISATION REPRESENTATIVE

|  |  |
| --- | --- |
| Name  |  |
| Position |  |
| Signature |  |
| Date |  |
| □*Please tick* | *I have read the Arncliffe Youth Centre - Expression of Interest Guidelines*  |

# HOW TO SUBMIT YOUR APPLICATION

All Expressions of Interest will be treated as confidential between Bayside Council and the applicant.

Applicants must complete an accompanying Expression of Interest Application Form and submit to Bayside Council via email:

Email to: arncliffeyouthcentre@bayside.nsw.gov.au

All applications must be received by the closing date of 8 March 2021, late applications beyond this date will not be considered.

# ENQUIRIES

For further information and enquiries, please contact:

Gavin Ross, Sport and Recreation Coordinator

Ph: 9366 3501

E: arncliffeyouthcentre@bayside.nsw.gov.au

Applicants are encouraged to make contact to clarify any enquiries and to discuss your application before submitting.