ARNCLIFFE YOUTH CENTRE

EXPRESSION OF INTEREST APPLICATION FORM -

*Soft Launch Program*

* This form should be used by applicants seeking to establish and deliver programs, activities and services from the Arncliffe Youth Centre for the Arncliffe Youth Centre Soft Launch Program, operating from April 2021 to June 2021
* Applicants seeking to provide programs, activities and services on a regular and ongoing basis for the duration of 2021 should instead use the *EXPRESSION OF INTEREST APPLICATION FORM - PROGRAMS ACTIVITIES AND SERVICES*
* This form is specifically intended to capture programs, activities and services for the Arncliffe Youth Centre Soft Launch Program operating from April 2021 to June 2021
* Short term programs, activities, services for the Arncliffe Youth Centre Soft Launch Program April 2021 - June 2021
	+ *Dependent on funding constraints and grant approvals*
	+ *Trial programs, pilots or testing ideas and initiatives*
	+ *Pop-up and flash programs or events*
	+ *April 2021 school holiday activities*
* 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 local incorporated, not-for-profit organisations or company limited by guarantee, not for profit organisations can apply for the hire of spaces on a non-fee paying basis for the duration of the Arncliffe Youth Centre Soft Launch Program operating from April 2021 to June 2021
* Commercial organisations will be subject to fees and charges
* Completion of this form is aided by reading the *Arncliffe Youth Centre - Expression of Interest Guidelines*

# SOFT LAUNCH PROGRAM

The Centre will undergo a staggered approach to its opening commencing with a soft launch program that will operate April 2021 - June 2021. The program will serve as a marketing and awareness drive for the Centre, coinciding with Youth Week and signifying the official opening of the Centre

A schedule of community and sporting programs, activities and services will be established using this Expression of Interest Process. This schedule will form the soft launch foundation shaping the Centre's initial activities, themes, and outputs.

To assist successful applicants in establishing their programs, activities and services, non-commercial local applicants selected as part of this Expression of Interest Process will not be charged for hiring the facility as part of the soft launch program.

Successful applicants will have the opportunity to continue their programs, activities and services on a fee-paying basis or licence agreement beyond the soft-launch program (June 2021 onwards) upon negotiation with Council.

# 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 |
|  |
| Evidence of program and activity planning for a 12 - 24 month period, including detail of secured funding, staffing, resourcing, deliverables and evaluation processes |
|  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Facility  | 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. |

# ATTACHMENTS

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

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| --- | --- | --- |
| 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)* |

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| --- | --- | --- |
| 4 | Policies and procedures relating to the protection and welfare of children and young people by which applicants conduct their operations | Required from all applicants |

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| 5 | WWCC Clarence Checks numbers for all applicants, their workers, agents and contractors  | Required from all applicants |

# 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.