

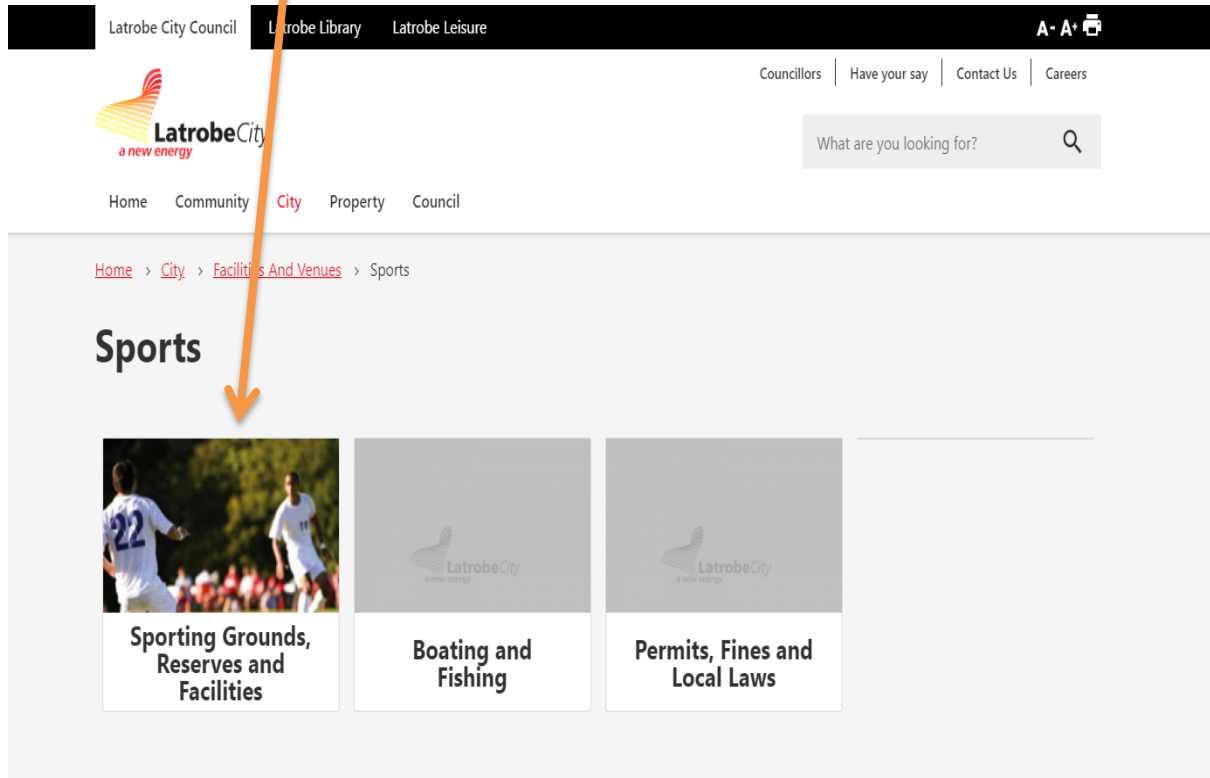
How to start an online Seasonal Sporting Application

To start an online Seasonal Sporting Application, go to Latrobe City Council's website at www.latrobe.vic.gov.au and select 'CITY' tab and then select 'Facilities and Venues' and select 'Sports'.

The screenshot shows the Latrobe City Council website interface. At the top, there is a navigation bar with links for 'Latrobe City Council', 'Latrobe Library', and 'Latrobe Leisure'. Below this is a search bar with the text 'What are you looking for?' and a magnifying glass icon. The main navigation menu includes 'Home', 'Community', 'City', 'Property', and 'Council'. The 'City' menu is expanded, showing a list of options: 'The Region', 'Invest in Latrobe', 'Roads, Drains, Lights and Trees', 'Facilities And Venues', 'Permits, Fines and Local Laws', and 'Sister Cities'. The 'Facilities And Venues' option is highlighted with a red underline. A sub-menu is visible next to it, containing 'Facility Directory', 'Traffic School', 'Venue Hire', and 'Sports'. The 'Sports' option is also highlighted with a red underline. At the bottom of the page, there is a section titled 'I want to' with five buttons: 'Pay my rates', 'Find my lost pet', 'View bin collection dates', 'Become a citizen', and 'Find a kindergarten'. Three orange arrows point from the text above to the 'City' tab, the 'Facilities And Venues' option, and the 'Sports' option in the sub-menu.

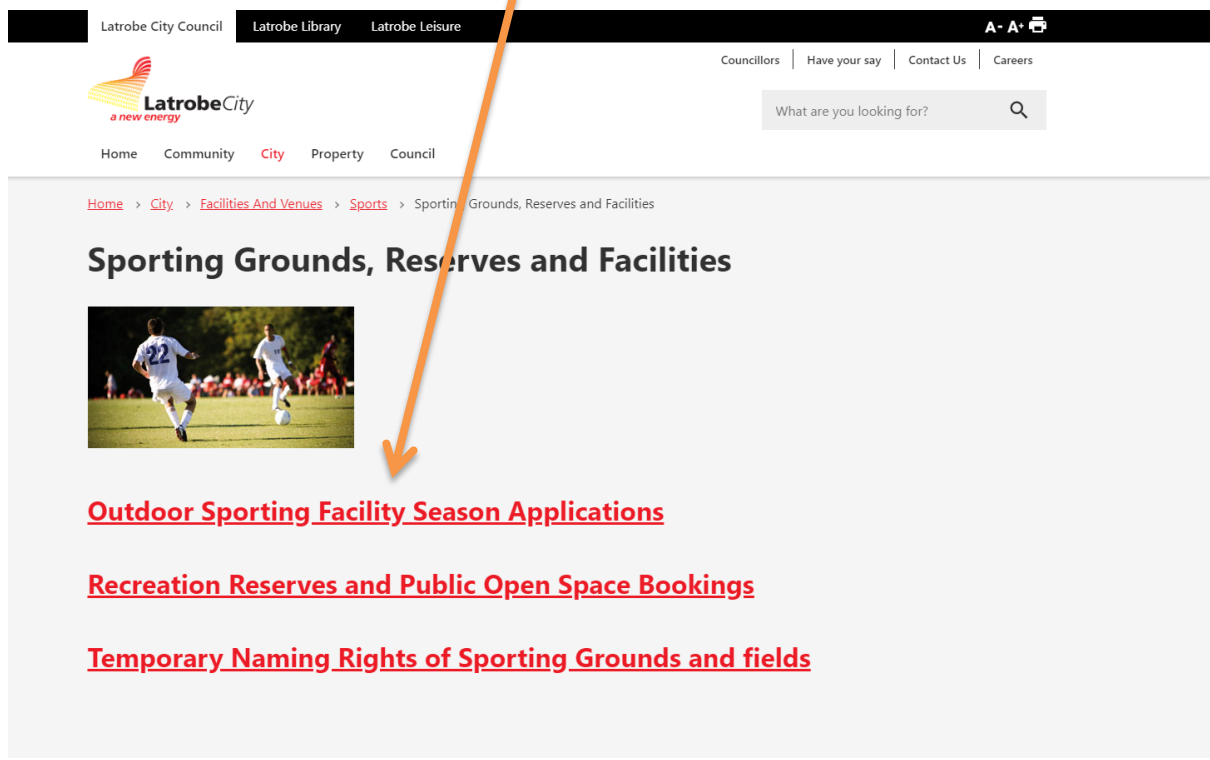
How to start an online Seasonal Sporting Application (continued)

Select **'Sporting Grounds, Reserves and Facilities'**.



The screenshot shows the top navigation bar with 'Latrobe City Council', 'Latrobe Library', and 'Latrobe Leisure'. The main navigation includes 'Home', 'Community', 'City', 'Property', and 'Council'. A search bar is present with the text 'What are you looking for?'. The breadcrumb trail reads 'Home > City > Facilities And Venues > Sports'. The 'Sports' section is highlighted, and three tiles are visible: 'Sporting Grounds, Reserves and Facilities', 'Boating and Fishing', and 'Permits, Fines and Local Laws'. An orange arrow points from the first tile to the next screenshot.

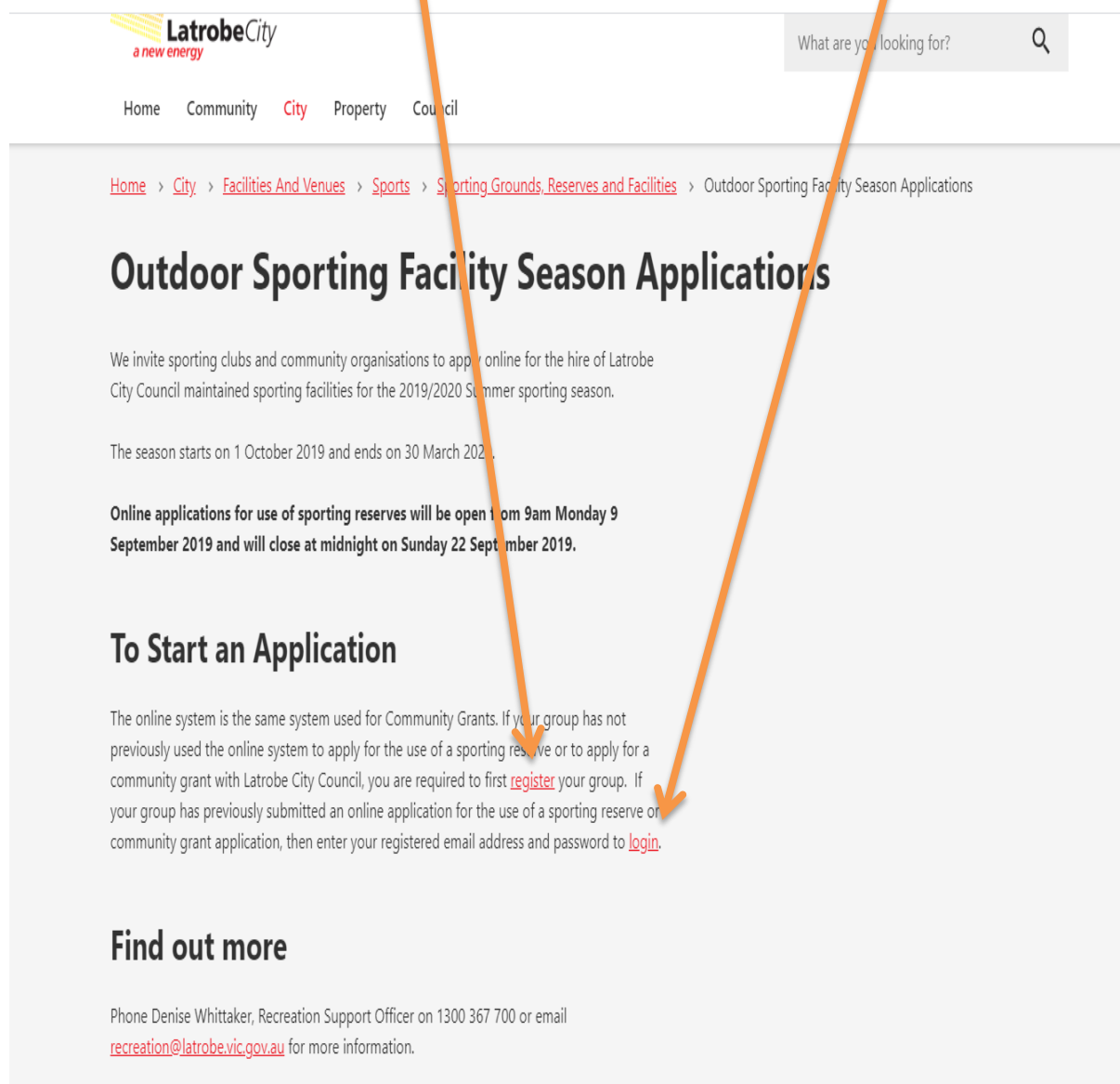
Then select **'Outdoor Sporting Facility Season Applications'**



The screenshot shows the breadcrumb trail 'Home > City > Facilities And Venues > Sports > Sporting Grounds, Reserves and Facilities'. The main heading is 'Sporting Grounds, Reserves and Facilities'. Below the heading is a photo of a soccer game. Three links are listed in red text: [Outdoor Sporting Facility Season Applications](#), [Recreation Reserves and Public Open Space Bookings](#), and [Temporary Naming Rights of Sporting Grounds and fields](#). An orange arrow points from the first link to the next page.

How to start an online Seasonal Sporting Application (continued)

The online system is the same system as the Community Grants Program (SmartyGrants). If you have previously registered for an online Community Grants application, click on the **'login'** link and use the same login as you did for the Community Grants. If this is your first online application with Latrobe City Council click on the **'register'** link.



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Home Community **City** Property Council

Home > City > Facilities And Venues > Sports > Sporting Grounds, Reserves and Facilities > Outdoor Sporting Facility Season Applications

Outdoor Sporting Facility Season Applications

We invite sporting clubs and community organisations to apply online for the hire of Latrobe City Council maintained sporting facilities for the 2019/2020 Summer sporting season.

The season starts on 1 October 2019 and ends on 30 March 2020.

Online applications for use of sporting reserves will be open from 9am Monday 9 September 2019 and will close at midnight on Sunday 22 September 2019.

To Start an Application

The online system is the same system used for Community Grants. If your group has not previously used the online system to apply for the use of a sporting reserve or to apply for a community grant with Latrobe City Council, you are required to first [register](#) your group. If your group has previously submitted an online application for the use of a sporting reserve or community grant application, then enter your registered email address and password to [login](#).

Find out more

Phone Denise Whittaker, Recreation Support Officer on 1300 367 700 or email recreation@latrobe.vic.gov.au for more information.

Registering your club for first time using SmartyGrants

If this is the first time your club has submitted an online application using SmartyGrants, you are required to first register your club.

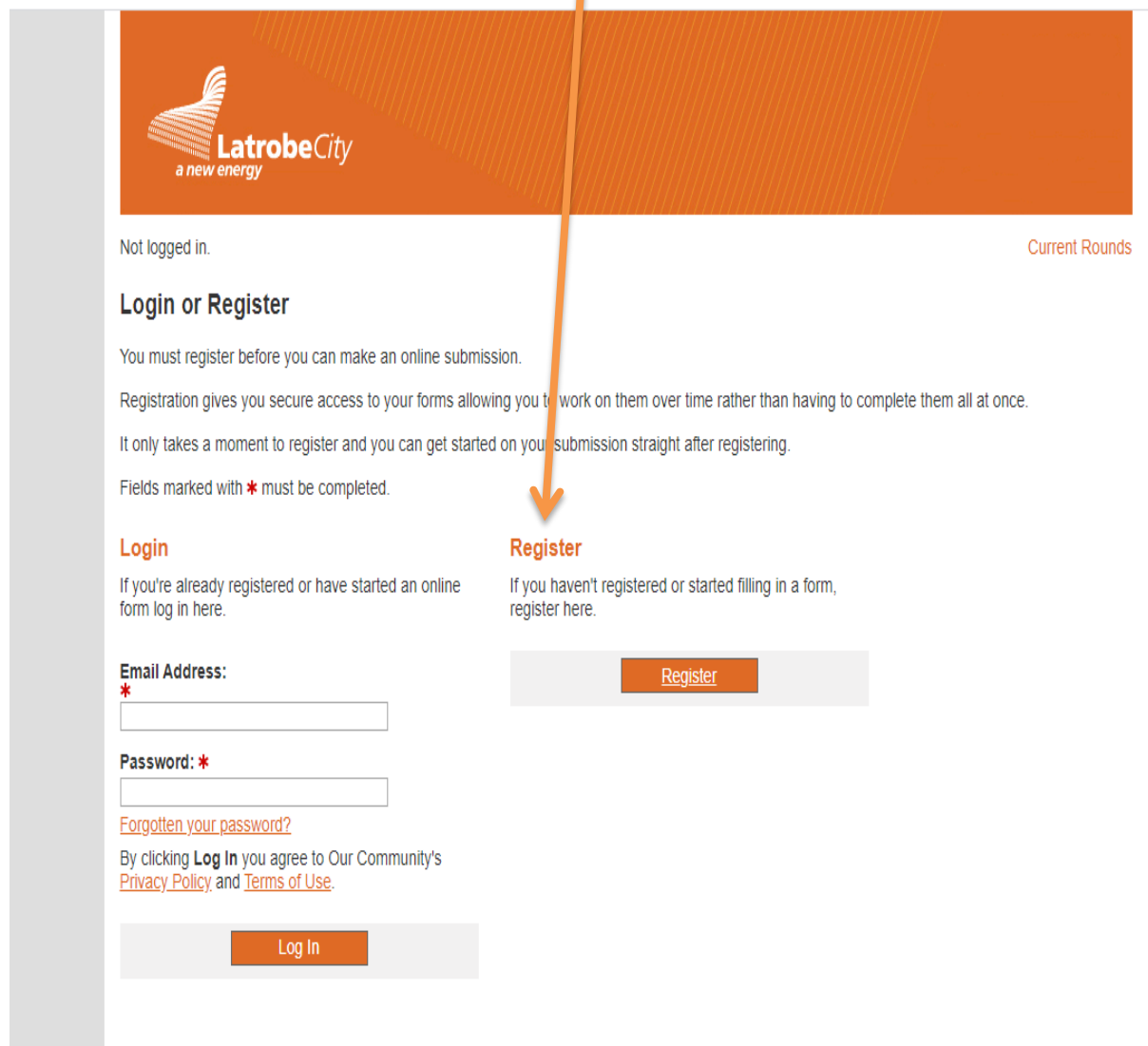
Complete the fields below under the heading 'Register'.


Make sure you record the email address here and your nominated password. It is advisable to use an email dedicated to your club, rather than a club member's private email.

If necessary you can easily create a hotmail email address exclusively for your club.

The password is case sensitive and must be entered exactly the same way each time you login.

Share this information with other club members and store the login details in a safe place as you will need to use these details each time you login.





Not logged in. Current Rounds

Login or Register

You must register before you can make an online submission.

Registration gives you secure access to your forms allowing you to work on them over time rather than having to complete them all at once.

It only takes a moment to register and you can get started on your submission straight after registering.

Fields marked with * must be completed.

Login

If you're already registered or have started an online form log in here.

Email Address: *

Register

If you haven't registered or started filling in a form, register here.

Password: *

[Forgotten your password?](#)

By clicking **Log In** you agree to Our Community's [Privacy Policy](#) and [Terms of Use](#).

Login for clubs that are already registered in SmartyGrants

If your club has previously submitted a Community Grant application online, you can login by entering the email address that was used when the Community Grant application was created, then enter the password that was used at that time.

The password is case sensitive and must be entered exactly as it was inputted initially.

If unsure of the email address that was previously used, contact Denise Whittaker on 5128 5482.

Note: the email login can be changed upon request.

If you've forgotten your password, click on the '*Forgotten your password*' link.

Not logged in. Current Rounds

Login or Register

You must register before you can make an online submission.

Registration gives you secure access to your forms allowing you to work on them over time rather than having to complete them all at once.

It only takes a moment to register and you can get started on your submission straight after registering.

Fields marked with * must be completed.

Login

If you're already registered or have started an online form log in here.

Email Address: *

Password: *

[Forgotten your password?](#)

By clicking **Log In** you agree to Our Community's [Privacy Policy](#) and [Terms of Use](#).

Log In

Register


If you haven't registered or started filling in a form, register here.

Register

Forgotten your password?

This screen will appear when you press the link 'Forgotten your password'

Enter your email address in the field below and then press the 'Reset Password' tab.

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Not logged in. [Log in](#) [Current Rounds](#)

Forgotten your password

If you already have a SmartyGrants account but have forgotten your password, please enter your email address below and click on reset password.

Email Address:

[Reset Password](#)

Contact Us

Phone: 1300 367 700
Fax: (03) 5128 5672
Email: latrobe@latrobe.vic.gov.au
Post: PO Box 264, Morwell VIC 3840
Contact us via the National Relay Service

[Contact Us](#)
[Impound Register](#)
[Report an Issue](#)
[Careers](#)
[Tenders](#)

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Forgotten your password? *(continued)*

This screen will appear next advising that you have received an email.

The email provides you with a link to change your password.

Go to your email and open it.



Not logged in. [Log in](#)

[Current Rounds](#)

Forgotten Password

Thank you, an email has been sent to the address provided. Please check your email for further instructions.

If you do not receive an email or require further assistance, please [contact SmartyGrants](#).

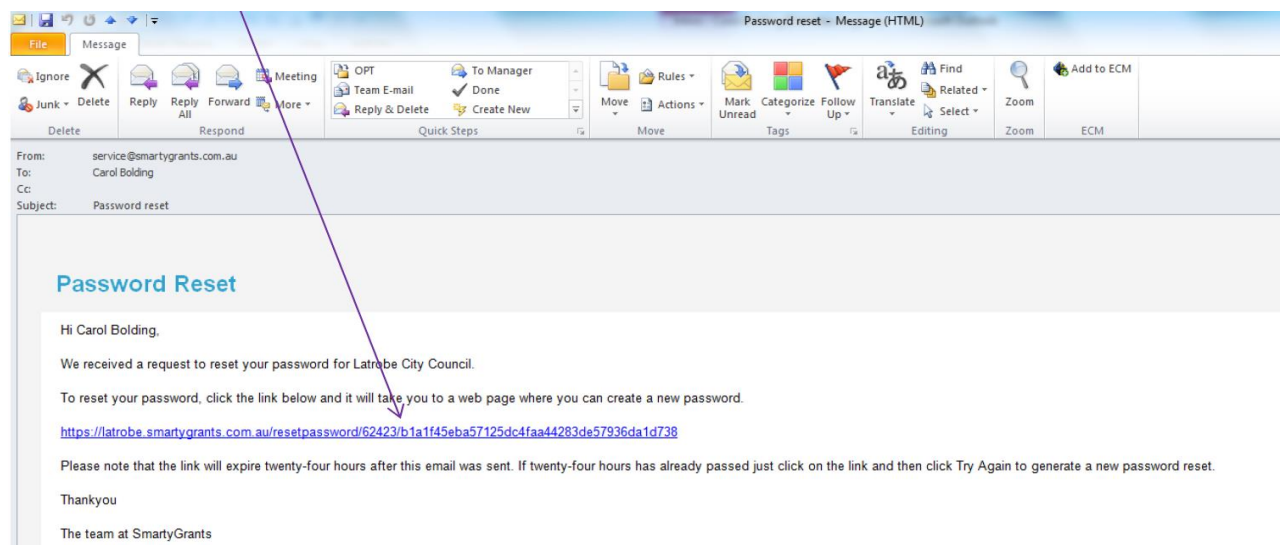
Contact Us

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Post: PO Box 264, Morwell VIC 3840
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[Careers](#)
[Tenders](#)

This example of the automated email you will receive.

Click on the link in the email and follow the screen instructions.



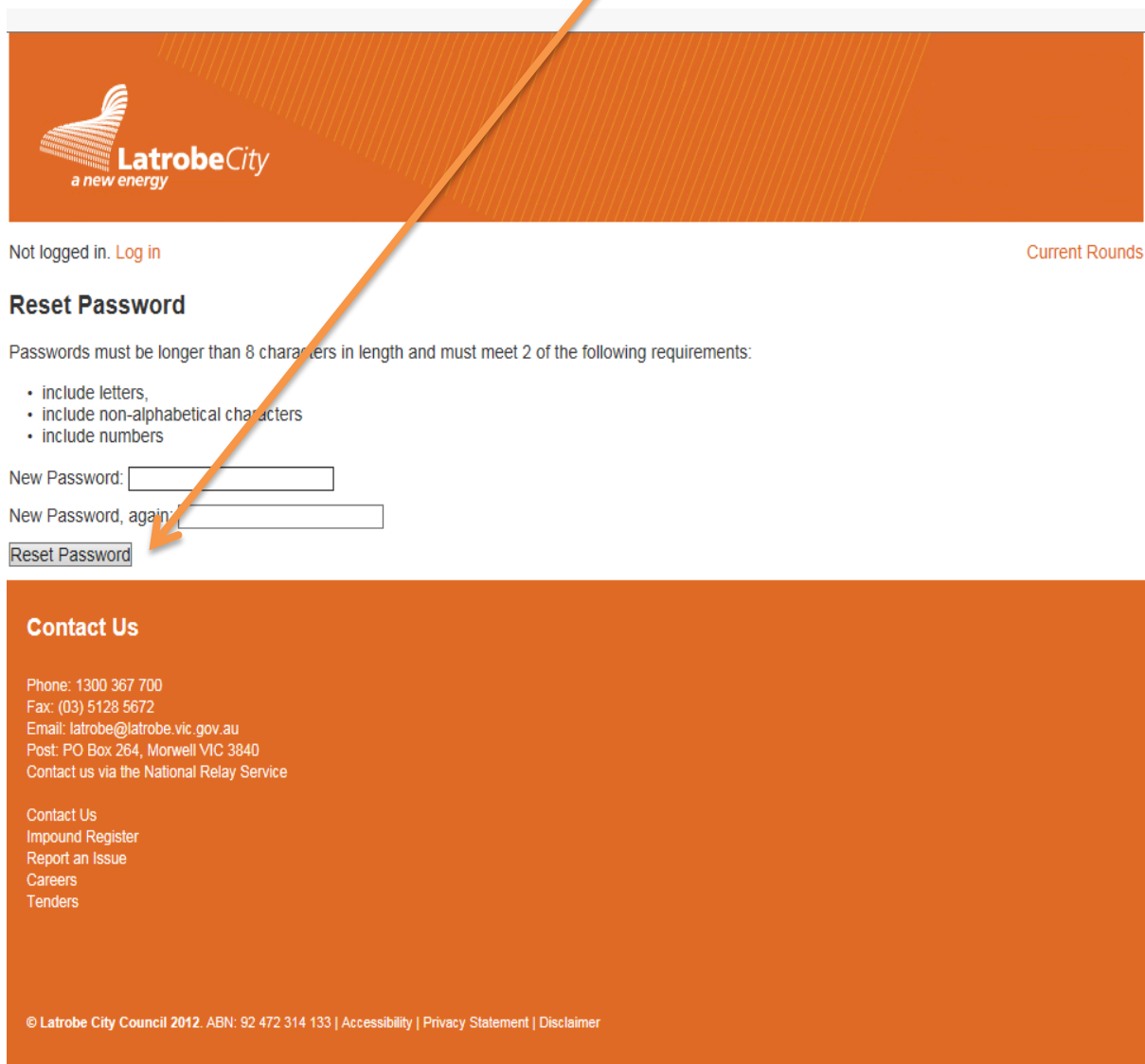
Forgotten your password? *(continued)*

Enter your new password in the two fields below and press the 'Reset Password' tab.

Remember to keep a copy of your new password for when you next login.

The password is case sensitive for example if you input Latrobe2015 as your password you must input it this way each time you login.

Note: If you input latrobe2015 or Latrobe 2015 or add a space before or after the password the system will not let you in.



Not logged in. [Log in](#) Current Rounds

Reset Password

Passwords must be longer than 8 characters in length and must meet 2 of the following requirements:

- include letters,
- include non-alphabetical characters
- include numbers

New Password:

New Password, again:

Contact Us

Phone: 1300 367 700
Fax: (03) 5128 5672
Email: latrobe@latrobe.vic.gov.au
Post: PO Box 264, Morwell VIC 3840
Contact us via the National Relay Service

[Contact Us](#)
[Impound Register](#)
[Report an Issue](#)
[Careers](#)
[Tenders](#)

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Forgotten your password? (continued)

After you have reset your password, you will automatically be logged in. A screen like this will appear.

To view any previous applications and forms click on the 'My Submissions' link.

To start a new application, click on the 'Start New Submission' link at the top of the page.

To log out, click on the 'Log Out' link at the top of the page.

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Logged in: Carol Bolding, LCC, [My Submissions](#), [Log Out](#) Current Rounds

Hey Carol Bolding! You have successfully logged in.

TEST1516MCW

You have a submission in progress. Click the Continue your submission icon to keep working on it.

[Continue Your Submission](#) [Start New Submission](#) [Preview the form](#)

Submissions are now being accepted. Submissions close at midnight 30 June 2015 (AEST - Melbourne time).

IMPORTANT: Please read information below to assist you in completing your application online.

BEFORE YOU BEGIN

Welcome to the xxGrantmaker'sxxx online grant application service, powered by SmartyGrants.

You may begin anywhere in this application form. Please ensure you save as you go.

For queries about the guidelines, deadlines, or questions in the form, please contact us on xxxx xxxx during business hours or email xxxx@xxxxx and quote your application number.

Click here ([xxxx Insert Link xxxx](#)) to view the guidelines.

If you need more help using this form, download the [Help Guide for Applicants](#) or check out [Applicant Frequently Asked Questions \(FAQ's\)](#)

NAVIGATING (MOVING THROUGH) THE APPLICATION FORM

On every screen (page of the form) you will find a Form Navigation contents box, this links directly to every page of the application. Click the link to jump directly to the page you want.

You can also click 'next page' or 'previous page' on the top or bottom of each page to move forward or backward through the application.

SAVING YOUR DRAFT APPLICATION

If you wish to leave a partially completed application, press 'save' and log out. When you log back in and click on the 'My Submissions' link at the top of the screen, you will find a list of any applications you have started or submitted. You can reopen your draft application and start where you left off.

You can also download any application, whether draft or completed, as a PDF. Click on the 'Download' button at the bottom of the application navigation panel.

My Submissions

This is an example of what you should see after you have clicked the 'My Submissions' link if you have previously started an application or submitted an application.

To update your name or the organisation name, click on the 'Update my Details' link

On this example, there are two applications that have not been submitted, they are partly completed.

If an application has been submitted by your club, it will have a green tick in the box. You can view and print all previous applications and forms from this screen by clicking on the name of the form.

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a new energy

Logged in: Carol Bolding, LCC. [My Submissions](#) [Log Out](#) Current Rounds

All your current and past grant submissions — if any — are available below.
To start a new submission, click on the name of the round you'd like to fill out.
To update your name, organisation or password: [Update My Details](#)

Your Submissions

Forms In Progress

TEST EVENTS 2015/16 — TESTEVENTS00003-TEST — Rose Festival

 [EVENTS Application Form](#)
in progress, created on 4 June 2015, due at 12:00PM 10 June 2015 (AEST - Melbourne time)

[Start New Submission for TEST EVENTS 2015/16](#)

Submitted Forms

TEST1516MCW — MCW151600001-TEST — Boundary fence at the Rose Garden

 [2015/16 Minor Capital Works Application Form](#)
Submitted on 26 May 2015

[Start New Submission for TEST1516MCW](#)

Incomplete Forms (not submitted by the deadline)

MINOR CAPITAL WORKS GRANTS 2014/15 — MCW141500023

 [Minor Capital Works Application Form](#)
in progress, created on 22 July 2014, due at 11:00AM 26 August 2014 (AEST - Melbourne time)

Contact Us

Phone: 1300 367 700
Fax: (03) 5128 5672
Email: latrobe@latrobe.vic.gov.au



The Application Form – Page 1

This is an **example** of part of the first page of the Seasonal Sporting Allocation application form.

We require certain information about your club so please answer each question accurately.

All questions with a red * are compulsory fields. If you don't complete all of the compulsory fields, you won't be able to submit your application.

If you skip a question and press 'save progress', the skipped question will be highlighted in pink. You will then need to go back to that question and input an answer.

Note: when you press the 'Save Progress' tab you are automatically taken to the top of the page. If the page is complete, then press the 'Next Page' tab.

Seasonal Sporting Allocations - Summer/Annual 2015-2016

This is a preview of the Seasonal Sporting Allocations form. You will be able to start a submission when the round opens at 9:00AM 17 September 2015 (AEST - Melbourne time).

Form Navigation	Close	Next Page						
1. APPLICATION FOR USE OF SPORTING RESERVES - SUMMER & ANNUAL	APPLICATION FOR USE OF SPORTING RESERVES - SUMMER & ANNUAL * indicates a required field.							
2. RESERVE AND FACILITY SPONSORSHIP AGREEMENT	All sporting clubs and organisations intending to use Latrobe City Council controlled Recreation and Sporting Facilities during the forthcoming season are invited to make applications by submitting the required details as outlined below.							
3. SPORTING RESERVES & PAVILION LICENCE	Organisation Name * <input style="width: 100%;" type="text"/> <small>No abbreviations</small>							
4. APPLICANT'S DECLARATION	Name of President * <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Title</th> <th style="width: 40%;">First Name</th> <th style="width: 50%;">Last Name</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">▼</td> <td><input style="width: 95%;" type="text"/></td> <td><input style="width: 95%;" type="text"/></td> </tr> </tbody> </table>		Title	First Name	Last Name	▼	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Title	First Name	Last Name						
▼	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>						
	President's Phone Number * <input style="width: 100%;" type="text"/>							
	Name of Secretary * <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Title</th> <th style="width: 40%;">First Name</th> <th style="width: 50%;">Last Name</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">▼</td> <td><input style="width: 95%;" type="text"/></td> <td><input style="width: 95%;" type="text"/></td> </tr> </tbody> </table>		Title	First Name	Last Name	▼	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Title	First Name	Last Name						
▼	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>						

The Application Form – Page 2

You are required to read the information on this page and agree/disagree to the terms and conditions. You are also required to download a copy of the Logo Permission Form by clicking on the link. Both sides of the Logo Permission Form need to be completed and returned to our Communications Team.

Help

Home to ...

Form Navigation

1. APPLICATION FOR USE OF SPORTING RESERVES - SUMMER & ANNUAL

2. RESERVE AND FACILITY SPONSORSHIP AGREEMENT

3. SPORTING RESERVES & PAVILION LICENCE

4. APPLICANT'S DECLARATION

Previous Page

Close

Next Page

RESERVE AND FACILITY SPONSORSHIP AGREEMENT

* indicates a required field.

PREAMBLE

The Latrobe City Council, on behalf of the Latrobe Community, is a major sponsor of sporting and community organisations within Latrobe City.

Recreation reserves and other facilities are made available to clubs and organisations at a cost that is up to 90 percent less than the actual cost of maintaining and operating these facilities. This discount represents a significant contribution by the broader Latrobe community to each individual club or organisation that uses the facilities.

The contribution by the community is funded from general rate revenue and reflects the goodwill of the Latrobe community in supporting the activities of those individual clubs and organisations.

In order that such goodwill is maintained, it is important that this significant community contribution is recognised by individual organisations and that members and/or participants are made aware of such contributions. Latrobe City Council therefore requires those clubs and organisations that benefit from the community's support to identify that support in all promotional and/or advertising material.

CONDITIONS OF AGREEMENT

The commercial cost for the hire of any Latrobe City Council facility should represent at least a return of the maintenance costs for that facility. Latrobe City Council recognises the responsibility it has to provide suitable recreation facilities for its community but strongly feels that the community's general contribution to all clubs should be recognised. For sporting grounds, the discounted seasonal hire rate is made available to your club/organisation on the following basis:

- Latrobe City Council will be recognised in all publications, media, newsletters, events and promotions, as a sponsor of the club/organisation/event.

Please [download](#) a copy of Latrobe City Council's Logo Use Permission Form, complete both sides of form and email to Latrobe City Council's Communications Team on marketing@latrobe.vic.gov.au or fax (03) 5128 5672.

In accepting the sponsorship detailed above on behalf of the Club/Organisation, I agree to the stated terms and conditions. *

Yes No [Clear](#)

The Application Form – Page 3

The Sporting Reserves and Pavilion Licence is located on the Latrobe City Council web page. The link will take you to the web page. You will then need to open the document and read it. Then you will need to declare whether you have read and understood the licence or not read the licence.



Not logged in. [Log in](#)

[Current Rounds](#)

Seasonal Sporting Allocations - Summer/Annual 2015-2016

This is a preview of the Seasonal Sporting Allocations form. You will be able to start a submission when the round opens at 9:00AM 17 September 2015 (AEST - Melbourne time).

Form Navigation	← Previous Page	Close	Next Page →
1. APPLICATION FOR USE OF SPORTING RESERVES - SUMMER & ANNUAL	SPORTING RESERVES & PAVILION LICENCE * indicates a required field.		
2. RESERVE AND FACILITY SPONSORSHIP AGREEMENT	Licence:		
3. SPORTING RESERVES & PAVILION LICENCE	You are required to read the Sporting Reserves & Pavilion Licence (including Schedule One and Two) and declare that you have read and understand it. Click here to open the Sporting Reserves & Pavilion Licence.		
4. APPLICANT'S DECLARATION	Licence Declaration *		
	<input type="radio"/> Yes, I have read and understand the Sporting Reserves & Pavilion Licence		
	<input type="radio"/> No, I have not read the Sporting Reserves & Pavilion Licence		
	Clear		
	← Previous Page	Close	Next Page →

Contact Us

Phone: 1300 367 700

The Application Form – Page 4

The last page of our online application form is the Declaration page.

Ensure you read and understand the declaration then complete your details at the bottom of the page.

APPLICATION FOR USE OF SPORTING RESERVES - SUMMER & ANNUAL

2. RESERVE AND FACILITY SPONSORSHIP AGREEMENT

3. SPORTING RESERVES & PAVILION LICENCE

4. APPLICANT'S DECLARATION

APPLICANT'S DECLARATION

* indicates a required field.

Privacy Statement:

Latrobe City Council respects all personal and confidential information received and will do everything possible to protect information from unauthorised access, loss or misuse. Information collected from you is required for the delivery of the services in accordance with the Trustees'/Directors' powers, functions and purposes. It may also be used by the Trustees/Directors and their representatives to conduct research and customer satisfaction surveys so that we may better understand community needs and can improve service delivery.

Declaration:

I declare that:

- All details supplied in this application and in any attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the management of my organisation/group.
- I have read the Guidelines and Information for applicants in relation to this application form.
- I will contact Latrobe City Council immediately if any information provided in this application changes or is incorrect.
- I will contact Latrobe City Council if I need to change any personal details.
- I understand that the information in this application will be used in accordance with relevant legislation and declare that all the information is correct to the best of my knowledge.
- I have been authorised by the applicant group to prepare and submit this application to Latrobe City Council.
- I have read and understood the declaration and privacy statement above.
- My Club/Organisation will abide by all of the conditions set out in the Sporting Ovals & Pavilion Licence and the Reserve and Facility Sponsorship Agreement.

Date of Declaration *

Name *

Position *

President, Secretary, etc

Submitting your Application

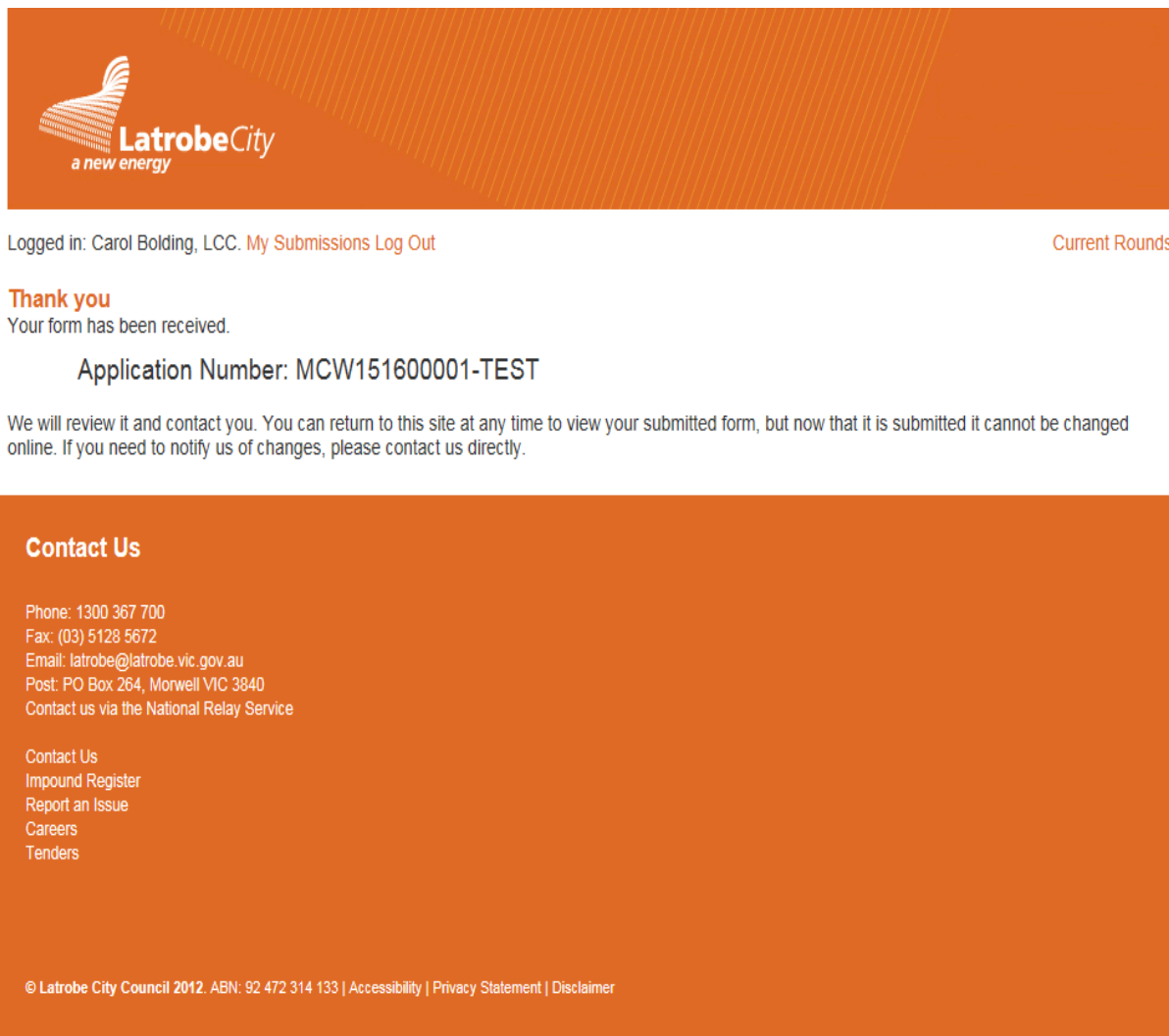
Once you have completed all the pages of the Application Form you are now ready to 'Submit' your application. Press the 'Save Progress' tab to save everything you've entered.

The 'Submit' tab will not be available until all the questions with a red asterisks have been answered (the tab will be greyed out).

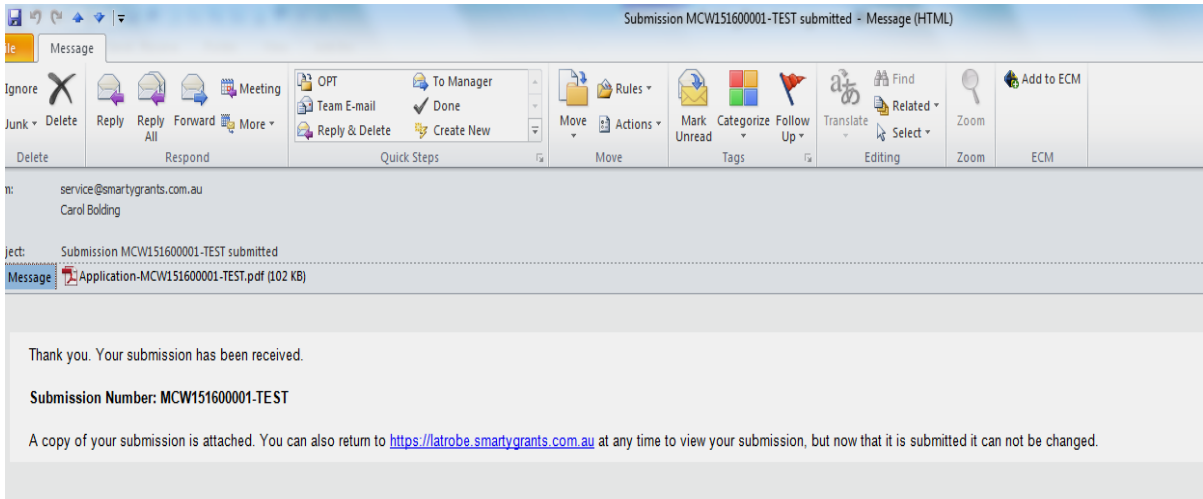
If any of the required questions are not answered they will be highlighted in pink and a message will appear at the top of your screen advising that some changes are required.

Scroll down through each page of your application and complete these questions.

After pressing the 'Submit' tab you will receive a notification as shown on the example below.



You will also receive a confirmation email with a copy of your application attached.



Log Out

If you wish to go back into your online account to view your application, press the 'My Submissions' tab.

To log out, press the 'Log Out' tab.



Logged in: Carol Bolding, LCC. [My Submissions](#) [Log Out](#) Current Rounds

Thank you
Your form has been received.

Application Number: MCW151600001-TEST

We will review it and contact you. You can return to this site at any time to view your submitted form, but now that it is submitted it cannot be changed online. If you need to notify us of changes, please contact us directly.

Contact Us

Phone: 1300 367 700
Fax: (03) 5128 5672
Email: latrobe@latrobe.vic.gov.au
Post: PO Box 264, Morwell VIC 3840
Contact us via the National Relay Service

Contact Us
Impound Register
Report an Issue
Careers
Tenders

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If you log back in to your account the submitted form should not have a green tick which indicates the application has been submitted.

You can open the application to view it or print it.

Example:

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Logged in: Carol Bolding, LCC. [My Submissions](#) [Log Out](#) Current Rounds

All your current and past grant submissions — if any — are available below.
To start a new submission, click on the name of the round you'd like to fill out.

To update your name, organisation or password: [Update My Details](#)

Your Submissions

Submitted Forms

TEST1516MCW — MCW151600001-TEST — Boundary fence at the Rose Garden

 [2015/16 Minor Capital Works Application Form](#)
Submitted on 26 May 2015

[Start New Submission for TEST1516MCW](#)

Incomplete Forms (not submitted by the deadline)

MINOR CAPITAL WORKS GRANTS 2014/15 — MCW141500023

 [Minor Capital Works Application Form](#)
In progress, created on 22 July 2014, due at 11:00AM 26 August 2014 ([AEST](#) - Melbourne time)

Contact Us

Phone: 1300 367 700
Fax: (03) 5128 5672
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Contact us via the National Relay Service

[Contact Us](#)
[Impound Register](#)
[Report an Issue](#)
[Careers](#)
[Tenders](#)

Printing your Application

If you open the application and wish to print it from here, click on the 'Download PDF' tab and print as a PDF document.

Press the 'Log Out' tab when you wish to exit the form.

Example: