Individual Development Grants Program

Application Help Booklet 2024-2025

Applications Open

9am Monday 1 January 2024

City of Kingston PO Box 1000
Mentone VIC 3194

T: 1300 653 356
E: community@kingston.vic.gov.au W: kingston.vic.gov.au

community inspired leadership

City of
KINGSTON

Contents

Why Council provides grants

Kingston Council works in partnership with the community to enhance the quality of life of current and future generations. Its vision is for a diverse, dynamic community where we all share a sustainable, safe, attractive environment and a thriving economy as identified in the Kingston Council Plan 2021-25 and Living Kingston 2035.

Through the Kingston Grants Program, Council aims to support community activities that:
- Meet community needs and access;
- Promote community cohesion;
- Encourage residents' engagement and participation in a range of local activities; and
- Assist Council in achieving its planned outcomes.

There are several different grant streams available. For more information, please refer to Kingston Council's Website kingston.vic.gov.au/community/grants/grants-program. The Kingston Grants Program aligns with the guiding principles which can be found in the Kingston Grants Program Policy.

About this help booklet

This Help Booklet aims to provide information for individuals seeking to apply for **individual development grants**. The booklet explains in detail the information we are seeking from the questions in the application form and will also guide you through the SmartyGrants online application process.

Please also read the Kingston Grants Program Guidelines for further information about the grants programs and different grant categories. You are strongly encouraged to attend one of the grants information sessions (refer to page 4 for details).

Multilingual services are also available for those experiencing language difficulties Translating and Interpreting Service TIS: 131 450. You will be asked to advise which organisation you want to contact, which is City of Kingston. The City of Kingston's phone number is 1300 653 356.

National Relay Service: 1300 555 727 (Quote our 1300 653 356 number or visit National Relay Service website)
For callers who have a hearing, speech or communication impairment and for text telephone or modem callers.

2024 Kingston Grant Program Information Sessions

Tuesday 13th February
1.30pm to 3.00pm
Patterson Lakes Community Centre
54-70 Thompson Road Patterson Lakes
RSVP – 2024 Kingston Grants Program, Tue Feb 13, 2024 at 1:30 PM | Eventbrite

Tuesday 13th February
6.00pm to 7.30pm
Online using Zoom
RSVP – 2024 Kingston Grants Program, Tue Feb 13, 2024 at 6:00 PM | Eventbrite

Thursday 15th February
10am to 11.30am
Westall Community Hub
(Fairbank Room) upstairs/lift
35 Fairbank Road
Clayton South
RSVP – 2024 Kingston Grants Program, Thu Feb 15, 2024 at 10:00 AM | Eventbrite

Thursday 15th February
6.00pm to 7.30pm
Kingston Council Offices
1230 Nepean Highway
Cheltenham
RSVP – 2024 Kingston Grants Program, Thu 15 Feb 2024 at 6:00 pm | Eventbrite

Smaller sessions will be available upon request, or individual help is also available.

The presentation is available online via our website together with FAQ/s. Should you have further questions regarding your application, please contact the Kingston Grants Officers on 1300 653 356 or community@kingston.vic.gov.au
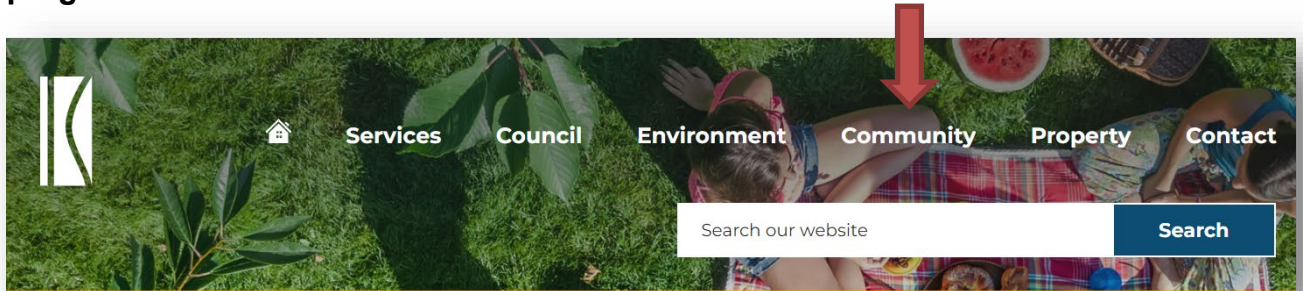
https://www.kingston.vic.gov.au/community/grants/grants-program

Individual Development Grants
Open 9am Monday 1 January 2024
open all year until funds expended

How to apply online

From Council's website home page, you can follow the links to the grants page kingston.vic.gov.au then click on **Community** and then **Grants** and select **Grants program**

Grants

Council has a range of grants available to local organisations and groups to help provide services and projects for health and welfare, art and culture, sport and recreation, education, environment and community support. Our Kingston Charitable fund also helps local charitable organisations provide community programs and services.
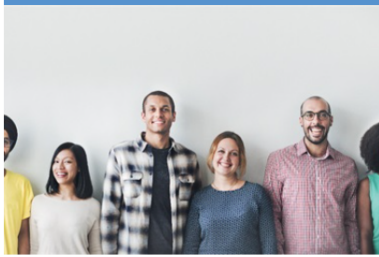
Grants program

Our program provides an opportunity for Council to work in partnership with the local community to build a stronger, more connected neighbourhood by investing in your ideas and aspirations.

Junior Council grants

Chelsea Rotary and the City of Kingston have partnered to offer grants of up to $1000 for programs, activities, projects, events or services which benefit the environment in Kingston.

Kingston Charitable Fund

The Kingston Charitable Fund aims to support charitable organisations that meet community needs, make the community stronger and more connected, and complement Council's activities

A breakdown of the grants programs can be found on the Grants page.

Ensure to check if you are eligible to apply by reading through the Grants Program Guidelines 2024-2025.

Click on **Individual development grants** to expand the section for further information. Once you select the **Apply** button, you will be directed to complete the application form via SmartyGrants. You can also log in via https://kingston.smartygrants.com.au.

Community small grants & start up grants	+
Community bi-annual grants	+
Operational and partnership grants	+
Community festivals, events and creative activities grants	+

Individual development grants −

One-off grants of up to $600.

Available to: Individual Kingston residents to compete, perform or represent at a state, national or international level in their chosen discipline; or to support individuals experiencing financial hardship to participate in a group, club or activity.

Apply any time, assessed every two to four weeks until funding is exhausted.

Apply

Select **Log in** to either register or to login to your existing account. If you are new to SmartyGrants, you will need to register first. Select **Register** and follow the prompts to create your account. To start an application select **2024 – Individual Development Grants**.

Community grants

Not logged in. Log in

City of Kingston

Welcome to the City of Kingston online grant application service, powered by SmartyGrants.

Current grants available through the City of Kingston are listed below- click on the link to apply.

If you are experiencing technical difficulties, please contact our Grants Officers on 1300 653 356 or email community@kingston.vic.gov.au

Current Rounds

2023-2024 - Community Small Grants

Submissions are now open.
Submissions close midnight 30 June 2024 (AEST).
Find out more about 2023-2024 - Community Small Grants...

2024 - Community Small Grants - Start Up - Application

Submissions are now open.
Submissions close midnight 31 December 2024 (AEDT).
Find out more about 2024 - Community Small Grants - Start Up - Application...

2024 - Individual Development Grants

Submissions are now open.
Submissions close midnight 30 June 2024 (AEST).
Find out more about 2024 - Individual Development Grants...

Login or Register

A free account is required to make an online submission.

Registration gives you secure access to your forms, allowing you to save your progress and resume later.

Log In	Register
Email:	If you haven't registered or started filling in a form, register here.
yourname@example.com	
Password:	
Forgotten your password?	
By clicking **Log In** you agree to Our Community's Privacy Policy and Terms of Use.	
Log In	

Online application – helpful information

To access your current submissions, click on **My Submissions** found at the top of the page to search your application number.

If you forget your password, you can select the **Forgotten your Password** button. It is recommended that you use a general email address rather than a private email address if you are registering for an organisation so that others can access the application.

Once you login and select the **Apply** button you can preview the application form (there is also a copy of the application form attached to this booklet).

Save progress It is highly recommended that you regularly **Save Progress** when you are filling out a form. NB: when you move from one page to another your information is automatically saved.	 For security reasons you will be logged out of your application if 60 minutes has elapsed, and you have not saved your progress or moved between pages. When you are logged out of the system you will lose any changes you have made to that page if they have not been saved. To avoid this happening, simply click **Save Progress** periodically if you are spending a long time working on one page of the form.
Attaching files You should not move to another page until the file has been successfully attached otherwise the file upload will be cancelled.	Select **Choose files,** choose the file you wish to upload from your computer or you can drag and drop them over the **Choose Files** button Attach a file: Choose Files No file chosen The file will begin to upload and the progress bar will be filled in as the file is uploaded When the file upload is completed, the progress bar will disappear and a link to the uploaded file will be available, along with the option to remove the file Attach Files Common-Ground-Brochure.pdf 1.2 MB (Remove) (Attach a file)

Answering the application questions

Prepare your documents
You will be required to provide the following documents as part of your application;
- Proof of identity
- Healthcare card, pensioner card or veteran card (as evidence of financial hardship – if relevant)
- Proof of competitive selection, qualification or invitation to participate in a club/activity

Section 1: Eligibility
Please confirm that you are eligible in line with the statements by selecting 'yes'. If you cannot confirm that the statements are correct, you will not be eligible to apply.

Section 2: Applicant Details
Please complete all questions in this section so that Council can contact you. Primary and Secondary contact details are required. Please include as much information as possible so that Council has multiple ways to contact you about your grant application and check that your email address and phone numbers are correct and attach proof of identity/residence. Once verified, the proof of identity/residence will be deleted from Kingston's system. Please also include the details of the club/group you are a member (or wish to become a member) of with contact details.

Activity Details
Section 1: Field of Practice
Select the field of practice which applies to the activity you will undertake. You may only select one field of practice.

Section 2: Activity Category
Select the Achievement Category

Achievement Category: The Achievement Category supports Kingston residents to compete, perform or represent at a State, National or International level in their chosen discipline. Financial hardship support of 25% is also available in this category.

Section 3: Achievement Category
Select the level of funding requested depending on where you will compete, perform or represent in your chosen discipline. An additional 25% financial hardship allowance is available for eligible applicants in this category (evidence will be required to be attached).

Section 4: Activity
Enter details of the activity you will participate in. Proof of activity will need to be attached.

Section 5: Financials
If your application is successful, funds will be transferred to this account. If you are under 18 years of age, please provide bank details for your parent/guardian.

Section 6: Certification and Feedback

Certification
This is a legally binding statement and must be completed by an appropriately authorised person on behalf of the applicant organisation. Please ensure you have completed all the relevant information and attached all the required documents to your application.

Feedback
Please provide details in this section.

Submitting your application

Review and Submit

When you have completed the last page of the application form you can click **Review** in the navigation panel.

This will display your application so you can look at it before you go further.

Important! You will not be able to make any changes to your application after you have submitted it.

If you are satisfied with your application click "**Submit**".

Form Navigation

1. Eligibility

2. Organisation Details

3. Contact Details

4. Project Details

5. Budget

6. Certification and Feedback

Review

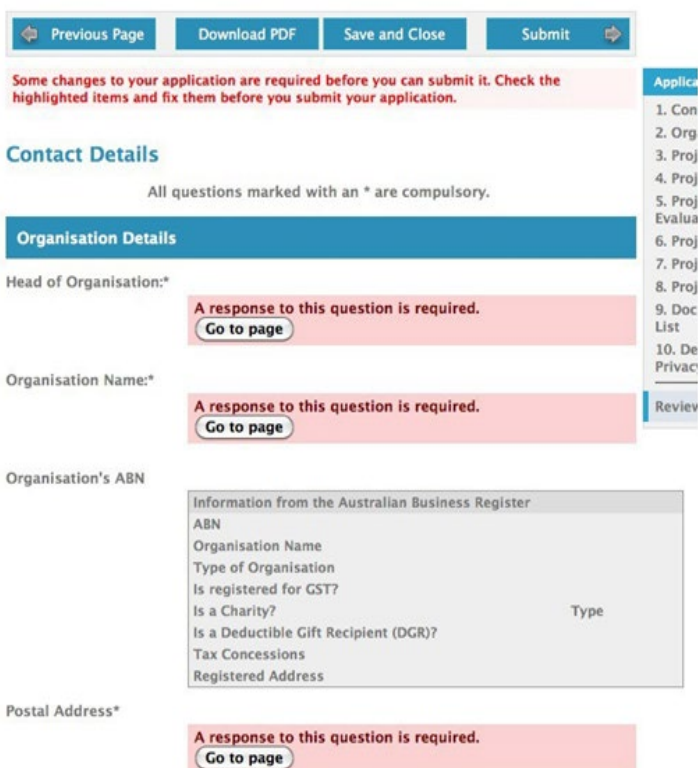Previous Page | Download PDF | Save and Close | Submit

Problems with your application

If any fields are not completed or any documents unattached, you will be unable to submit your application. These fields will be highlighted in red (as illustrated). You will have the opportunity to correct them by clicking **Go to page**.

Once you have made corrections press **Save** and return to the **Review and Submit** page and click **Submit Application** again.

You will receive an automated email from SmartyGrants when your application has been successfully submitted (ensure to check your spam/junk folder)

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Some changes to your application are required before you can submit it. Check the highlighted items and fix them before you submit your application.

Contact Details

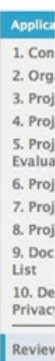All questions marked with an * are compulsory.

Organisation Details

Head of Organisation:*

A response to this question is required.
Go to page

Organisation Name:*

A response to this question is required.
Go to page

Organisation's ABN

Information from the Australian Business Register
ABN
Organisation Name
Type of Organisation
Is registered for GST?
Is a Charity?   Type
Is a Deductible Gift Recipient (DGR)?
Tax Concessions
Registered Address

Postal Address*

A response to this question is required.
Go to page

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2. Org
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Review

Should you have further questions regarding your application, please contact the Kingston Grants Officers on 1300 653 356 or community@kingston.vic.gov.au