

City of Kingston

**Kingston Grants
Program
Guidelines
2024-2025**

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Contact Us

For more information about the Kingston Grants Program, please contact Kingston City Council.

PO Box 1000, Mentone VIC 3194

T: 1300 653 356

E: community@kingston.vic.gov.au

W: kingston.vic.gov.au

If you are interested in applying for a grant, you are strongly advised to discuss your application prior to submitting. Council officers can provide you with support in submitting your application.

About These Guidelines

These Kingston Grants Program Guidelines 2024-25 (Program Guidelines) outline the funding opportunities provided by Kingston City Council for organisations, community groups, and individuals.

They explain the grants available, important dates, who can apply, who and what can't be funded, how to apply, how applications are assessed, general conditions of grants, and support available.

Support is Available

Kingston City Council is committed to ensuring that every person interested in applying for a grant has equal access to information and services, regardless of their abilities. Council officers can also help you to complete a grant application.

Multilingual support services

If you need language assistance, please call our Translating and Interpreting Service on 131 450 and state the organisation as the City of Kingston and quote our phone number 1300 653 356.

Ελληνικά

Εάν χρειάζεστε βοήθεια στην Αγγλική γλώσσα, παρακαλώ τηλεφωνήστε την υπηρεσία Διερμηνέων μας στον αριθμό 131 450, δηλώστε το όνομα του οργανισμού ως City of Kingston και παραθέστε τον αριθμό μας 1300 653 356.

中文

如果您需要语言帮助，请致电131 450致电我们的口译服务，将机构称为金斯顿市，并引用我们的电话号码1300 653 356。

Italiano

Se avete bisogno di assistenza linguistica, per favore contattate il servizio d'interpretariato al numero 131 450, indicate il nome dell'organizzazione come City of Kingston e comunicate il nostro numero telefonico 1300 653 356.

русский

Если вам нужна языковая помощь вы можете позвонить по нашей телефонной линии по службе языкового перевода 131 450, сказать что организация - Кингстон и дать наш номер телефона 1300 653 356.

Tiếng Việt

Nếu bạn cần sự hỗ trợ về ngôn ngữ, vui lòng gọi cho dịch vụ phiên dịch của chúng tôi theo số điện thoại 131 450, nói rõ tổ chức là the City of Kensington và báo số điện thoại của chúng tôi là 1300 653 356.

Communication Access

Support services for people with a hearing, speech or communication impairment and for text telephone or modem callers. **Please call the National Relay Service on 133 677** and quote the Kingston City Council phone number 1300 653 356, or **visit the [National Relay Service online](#)**, and follow the instructions.

Before You Apply

Before you take the time to apply:

- Have you read these Guidelines?
- Have you spoken to a Council officer about what you are looking to apply for?
- Have you identified the grants available that best suit your needs?
- Have you confirmed your eligibility to apply?
- Are you able to supply requested supporting attachments?
- If your community group is not incorporated, have you connected with an auspice organisation?

Remember to [contact us](#) if you need more information or support.

Grant Information Sessions and Grant Writing Workshops

If you are interested in applying for a grant, we encourage you to attend one of our grant information sessions or grant writing workshops. All sessions will be advertised on the Kingston website.

For further information please visit the Kingston website closer to the date:
kingston.vic.gov.au/community/grants.

Small group sessions will be held on request or individual help offered.

If you have any questions or would like to request a small group/individual information session, please contact the Council's Grants Officers on 1300 653 356 or at community@kingston.vic.gov.au

The Kingston Grants Program

The Kingston Grants Program (Program) plays an important role in enabling the delivery of activities for the benefit of the Kingston community. The Program also acknowledges the vital role that our community plays in both leading and partnering with us and others, to address local needs, connect people, enrich experiences, improve our environment, and enhance the quality of life of Kingston's residents.

The Program is supported by the Kingston Grants Program Policy and aligns with Council's strategic priorities as articulated in the Council Plan and other key strategic documents.

Objectives

The primary aim of the Kingston Grants Program is to provide community benefit and outcomes. The objectives of the program are to:

- Provide fair, inclusive, and equitable opportunity for the Kingston community to seek financial assistance through grants from Council
- Support a diverse range of organisations, individuals, and activities, that respond to identified local needs and achieve positive outcomes for the Kingston community
- Assist the delivery of Council's strategic priorities
- Commit to processes that support sound management and governance of grants.

Guiding Principles

The following principles underpin Council's overall approach to the provision of grants:

- **Access** - Our community should be aware of grant opportunities. The application process should be easy, and applicants should have the resources and support to apply
- **Equity** - Our grants will meet the needs of those in the community who will get the greatest benefit from financial support
- **Inclusion** - Application and assessment processes should remove barriers and reduce discrimination for people with disabilities, young people, older people, women, LGBTQIA+, Indigenous people, and people from multicultural backgrounds
- **Diversity** - People from diverse backgrounds should be specifically made aware of grants, and recipients should represent the diversity of Kingston's community
- **Good Governance** - The administration of grants should provide equity of grant allocations and reduce risk to Council
- **Strategic Alignment** - Grants programs should be aligned with Council's strategic direction.

Council's Strategic Priorities

Council provides grants consistent with the following strategic priorities under the Council Plan 2021-2025.

- **Liveable:** Our city will be a vibrant, enjoyable, and easy place to live
- **Sustainable:** We prioritise our environment and reduce our impact on the earth
- **Prosperous:** We will embrace the concept of a 20-minute neighbourhood, support the ongoing process of decentralisation and support people to live and work locally
- **Healthy and Inclusive:** We are progressive, inclusive and prioritise wellbeing of all members of our community
- **Safe:** Our community will feel safe, and be safe, in all aspects of their lives
- **Well-Governed:** Council will be collaborative, accountable, transparent, well-informed and efficient.

The latest published Council Plan, together with supporting policies, strategies, and action plans can be found on Council's website at: [Plans, policies, and reports - City of Kingston](#).

Funding Priorities

The following factors are considered as part of the assessment process alongside the assessment criteria, especially where grants are offered based on merit and there is a finite grants budget available.

Higher priority will be given to applications that:

- Directly respond and contribute to Council's strategic priorities
- Provide evidence of identified local community needs and required support
- Demonstrate meaningful collaboration with relevant strategic partners and local organisations, where appropriate
- Build self-sufficiency, capacity, governance and skills of individuals, community groups, or organisations in Kingston
- Propose evidence-based new and innovative approaches to help solve challenging local needs.

Higher priority will also be given where the applicant has limited financial means or ability to access other sources of funding.

When determining grant recommendations and outcomes, the Assessment Panel and Council will consider the provision of a variety of different activities to ensure all strategic objectives are being contributed towards.

Funding Agreement

Successful applicants will need to enter into a funding agreement with Council, which outlines the conditions under which the grant will be made available. Council will release funding in accordance with the funding agreement and once the funding agreement is signed and a valid invoice is received for processing.

Payments

Payments for any new grants funding will not be released until:

1. all overdue debts to Council have been paid
2. you have provided Grants Officers with an up-to-date Certificate of Currency (for Public Liability Insurance)
3. For Minor Capital Works, even if your application is approved, no funding will be released until all appropriate permits and approvals are in place.

For larger operational grants above \$50,000 per annum, Council will make multiple payments across the financial year. This will be outlined in the funding agreement.

Funding Variation

Grant recipients need to deliver their activity in accordance with their funding agreement. A change to the activity being delivered requires an application for a funding variation. If the activity changes, please contact Council's Grants Officers to discuss the proposed changes as early as possible.

Legislation

Please note that, as part of the funding agreement, successful applicants will need to comply with all relevant State Government and Commonwealth Government legislation and standards, including (but not limited to):

- *Associations Incorporation Reform Act 2012 (Vic)*
- *Charities Act 2013 (Cth)*
- Charter of Human Rights and Responsibilities
- Child Safe Standards
- *Corporations Act 2001 (Cth)*
- *Emergency Management Victoria Act 2013 (Vic)*
- *Equal Opportunity Act 2010 (Vic)*
- *Gender Equality Act 2020 (Vic)*
- *Occupational Health and Safety Act 2004 (Vic)*
- *Privacy Act 1988 (Vic) Privacy and Data Protection Act 2014 (Vic)*
- *Public Health and Wellbeing Act 2008 (Vic)*
- *Racial and Religious Tolerance Act 2001 (Vic)*

Funding Acquittal and Audit

Successful applicants will need to keep records of how the grant funds were spent and provide copies of receipts and a report to Council detailing the impact of your funded activity (acquittal), in line with the conditions of the funding agreement. Successful applicants must comply with requested Council officer visits or requests for an audit on the funded activity.

Payments will only be made once any overdue grant acquittals for previous grants received have successfully acquitted.

Council Contacts

Please contact Council's Grants Officers on 1300 653 356 for support with your grant application.

Other Important Information

Receipt of Application

Applications submitted online will be acknowledged via a confirmation email from SmartyGrants. Funding is not automatic on application. All requests are subject to consideration in accordance with the Kingston Grants Program Policy and these Guidelines.

Incomplete Applications

Your application will be assessed on the information you provide so please ensure you have completed all sections and attached all eligibility documentation and supporting information as specified.

Late Applications

Applicants are required to submit a complete application within the advertised application opening period, including attachments or other supporting information requested by Council. Late applications due to exceptional circumstances can be approved/declined for assessment by the Manager Inclusive Communities. Exceptional circumstances do not include illness, leave, or holidays of one community group/family member. If your community group requires support with applying for a grant, please contact Council's Grants Officers early.

Multiple Applications

Multiple applications may be submitted to different grant streams from the same applicant to request funding for different activities. Council is only able to support one grant per financial year in each stream.

Acknowledgement of Council Support

Successful applicants will need to acknowledge Council's support in any activity-related publications or advertisements.

Funding Decisions are Final

The Council's funding decisions are final. You can seek feedback on your application if it has been unsuccessful. You can also express a grievance, which will be processed by Council in accordance with Council's Complaints Policy: www.kingston.vic.gov.au/council/council-documents/plans-policies-and-reports/complaints-policy.

Grants Available

Funding is available through the following grant streams.

Grant Stream	Categories	Funding Available	When Available
Community Small Grants For not-for-profit organisations	<ul style="list-style-type: none"> Community Projects & Programs Community Celebrations Small Equipment Capacity Building Start-Up Support 	One-off funding of up to \$2,000	Always open (until funding is exhausted) - Assessed every month
Community Bi-Annual Grants For not-for-profit organisations, artists and creative businesses	<ul style="list-style-type: none"> Community Projects & Programs Small Community Festivals & Events Minor Capital Works Arts Projects & Programs 	One-off funding of \$2,001-\$10,000	Bi-annual - Assessed every 6 months Round 1 2024/25 CLOSED Round 2 2024/25 Opens: 29 July 2024 Closes: 23 Aug 2024
Operational & Partnership Grants For not-for-profit organisations	<ul style="list-style-type: none"> Community Centres & Neighbourhood Houses Specialist Community & Welfare Services Community Interest Organisations Multicultural & Seniors Groups 	Up to 3 years of funding, based on the category	Year 1: 2024/25 (3 years of funding) CLOSED Year 2: 2025/26 (2 years of funding) Form available September 2024 Applications close: 28 March 2025 Assessed once a year (decision in June 2025) Year 3: 2026/27 (1 year of funding) Form available September 2025 Applications close: 27 March 2026 Assessed once a year (decision in June 2026)
Community Festivals, Events & Creative Activities Grants For not-for-profit organisations and community groups	One category to support community festivals, events and creative activities	Up to 3 years of funding of up to \$25,000 per annum	Year 1: 2024/25 (3 years of funding) CLOSED Year 2: 2025/26 (2 years of funding) Form available September 2024 Applications close: 28 March 2025 Assessed once a year (decision in June 2025) Year 3: 2026/27 (1 year of funding) Form available September 2025 Applications close: 27 March 2026 Assessed once a year (decision in June 2026)
Individual Development Grants For individuals	<ul style="list-style-type: none"> Achievement Participation 	One-off funding of up to \$600 Plus financial hardship benefit, if applicable	Always open (until funding is exhausted) - Assessed every 2 weeks

Community Small Grants

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Community Small Grants

Amount available:	Up to \$2,000
Who can apply:	Not-for-profit organisations and community groups
When to apply:	Always open – Assessed every month

Community Small Grants are one-off grants that support smaller scale activities that strengthen the community, help the environment, and improve local organisations and community groups. These grants recognise that sometimes, all it takes is a small amount of funding to help make great things happen for the benefit of the Kingston community.

What can be funded

Community Small Grants can support a range of activities under the following categories.

Community Projects & Programs	Activities that help organisations and community groups to achieve their goals and strengthen the Kingston community. For example , activities can be for arts, culture, environment, climate change action, community safety, health and wellbeing, sport and recreation, family violence prevention, access and equity, children, young people, or seniors.
Community Celebrations	Small-scale activities that help organisations and community groups permanently located in the City of Kingston to involve local communities in national or state-wide festivals of significance, or to mark and celebrate longstanding, enduring contributions to the Kingston community. Milestones starting at 5 years, then in 5-year increments, can be considered. For example , a 10 th anniversary celebration gathering for a community group’s members and its supporters, a publication documenting a club’s centenary, or a Children’s Week event.
Small Equipment	Purchase of small equipment essential to supporting an organisation or community group’s ability to maintain or improve its activities, enhance community accessibility, or contribute to better environmental outcomes. The equipment must be standalone and not require installation. For example , tools, appliances, safety items, uniforms, or technology and communication devices.
Capacity Building	Activities that help organisations and community groups to strive and thrive in line with their goals and identified needs. For example , activities can be for training, volunteer recruitment, volunteer management, succession planning, or governance development.
Start-Up Support	Assistance to establish a new community group permanently located in the City of Kingston that supports increased representation of Kingston’s diverse community. For example , supported costs could include first-year incorporation fees, public liability insurance, stationery, materials or key equipment for initial set-up, member recruitment, or meeting venue access. Applicants can be unincorporated at the time of application, but must provide a bank account in the community group’s name.

Eligibility

Organisations must:

- Be legally constituted as an incorporated association, company limited by guarantee, or Aboriginal Corporation, or auspiced by another legally constituted organisation (auspice) for the activity proposed in the application
- Be not-for-profit and managed by a volunteer board/committee of management, or auspiced by a not-for-profit managed by a volunteer board/committee of management
- Be financially solvent
- Be physically located within the City of Kingston geographical boundaries or if located outside the City of Kingston geographical boundaries, have a majority number of Kingston residents (e.g. more than 50% of active members or participants) or be able to demonstrate significant benefit to the Kingston community
- Provide current public liability insurance with a level of cover appropriate to the activity/program (new community group applicants seeking start-up support are exempted)
- If a Council tenant, be in compliance with all requirements within the tenancy agreement
- Have no overdue grant acquittals and have successfully acquitted previous grants received
- Have no outstanding debts owing to Council, or have entered into a payment plan
- Have no active breaches against the obligations of Consumer Affairs Victoria, the Australian Not-for-Profit and Charities Commission, or the Australian Securities and Investment Commission, as applicable
- Have not received a grant for the same or similar activity from another Kingston Grants Program grant stream or other Council funding source in the same financial year running July to June
- Submit a complete application, including attachments or other supporting information requested by Council
- The applicant must implement and maintain policies relating to the Child Safe Standards

What can't be funded

Council will not consider:

- Applications to different grant streams by any one applicant for the same activity in any one financial year running July to June
- Applications that do not comply with public health directions, and human rights and responsibilities
- Religious or political organisations for core operating and administration costs not directly related to the activity
- Religious or political organisations for activities related to worship, congregation, secular promotion, protest, or campaigns
- Schools for curriculum-based activities or where the outcome is confined to the school property or school community
- Operational funding for Organisations where this is considered the core responsibility of State or Commonwealth Government or non-government entities, or that seek to replace or substitute discontinued or decreased funding from State or Commonwealth Government or non-government entities
- Activities for Organisations where this is considered the core responsibility of State or Commonwealth Government or non-government entities, or that seek to replace or substitute discontinued or decreased funding from State or Commonwealth Government or non-government entities
- 13 • Organisations that receive a direct income from gambling activities, undertake or promote gambling

- Activities that undertake or promote gambling
- The lease/hire or use of a venue with gaming machines or other forms of gambling, unless the venue offers a unique setting and there is no viable alternative
- For the purchase of fireworks, alcohol, tobacco, or e-cigarettes
- Costs incurred by an applicant in preparing an application or due by an applicant if their application is successful, including professional grant writer fees
- Recurrent or ongoing building maintenance costs
- Capital works for assets that are of a commercial nature, not accessible to the community, or outside the geographical boundaries of the City of Kingston
- Major capital works
- Permanent public art installations
- The purchase of trophies, prizes, awards or items related to fundraising activities
- Hire of venues that are inappropriate for the nature of the activity, owned by the applicant, or outside the geographical boundaries of the City of Kingston
- Funding requests above the published amount available
- Retrospective funding i.e. spending of funds for activities that have already occurred before notification of a grant being approved and a funding agreement entered into
- Applications not made through the official Council application process
- Recurrent or ongoing salaries and on-costs
- Recurrent or ongoing core operating and administration costs
- Project management or administration costs
- Equipment replacement where the equipment is still considered to be within its useful life
- Equipment insurance or storage fees
- Equipment replacement that should be covered by insurance or registration/participation fees
- Requests to replace the same equipment that has already been funded by Council in the past 24 months from July to June
- Digital equipment purchase such as laptops, tablets or mobile phones above \$1,000
- Subscriptions, software licences, or plans
- Website or social media maintenance costs
- Activities that duplicate support already available through other Council or external programs for the same audience
- More than one year of start-up support for new community groups
- Support to relocate established groups currently located outside the City of Kingston, or already located in the City of Kingston and moving to new premises.

Venue Booking

Where the activity funded includes the hire of a venue: Please note that the receipt of a grant does not constitute or guarantee a venue booking. It is the applicant's responsibility to book the venue and ensure the grant applied for covers all venue hire costs. A change in venue or increase to venue hire costs after the grant is awarded, will not result in an increase in funding.

How to make an application

Applications are accepted at any time.

You are encouraged to contact Council's Grants Officers prior to submitting an application. They may also direct you to discuss your project with another relevant Council officer.

To apply, visit the [City of Kingston SmartyGrants website](http://www.kingston.vic.gov.au/community/grants) and create an account if you don't already have one.

When you apply, you can expect to be asked for brief details about:

- Your organisation, including auspice organisation details if applicable
- Your proposed activity
- The need and benefit of your activity
- How you will deliver your activity
- Your activity budget
- Supporting attachments that you will need to provide.

Supporting Documents

Attachment	Organisations or community groups
Certificate of Incorporation	Required
Auspice Agreement If you nominate an auspice, you will need to show that the nominated auspice has agreed to auspice you. An 'Auspice Agreement' template is available from the website: www.kingston.vic.gov.au/community/grants .	Required if auspiced
Annual Report and/or Financial Statements Documents must comply with your Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission obligations	Required
Public Liability Insurance Certificate of Currency Minimum level of cover to be determined based on the activity/program	Required
Child Safe Standards Policy Provide a copy of organisational policies relating to the Child Safe Standards	Required

How are applications assessed?

Council officers will first check if you and the application are eligible. If eligible, your application will then be assessed by Council officers using the statement of funding priorities outlined in these Program Guidelines and the assessment criteria.

Please note:

- Council uses the assessment criteria as a general guide only when assessing Community Small Grant applications

Item	Criteria for Assessment	Weighting
The applicant has:		
Community Need		25
1	clearly outlined realistic aims and objectives for their activity	5

2	identified who the local audience is for their activity	5
3	provided evidence (such as demographic data or community consultation outcomes) of the need for the activity	5
4	defined aims and objectives that are aligned to an identified need	5
5	identified key stakeholders for their activity and provided evidence of their support	5
Community Benefit		25
6	aligned their activity with a strategic priority of Council	5
7	clearly outlined what benefit\ s are provided to the audience by the activity	5
8	clearly identified how the activity will support access, diversity and inclusion	5
9	identified clear partnerships, where relevant (if not relevant, score 5), and provided evidence of their engagement	5
10	identified the activity outcomes (what will change as a result of the activity)	5
Capacity to Deliver		35
11	provided a delivery plan or approach that is sound and fit-for-purpose	5
12	identified a plan for promotion and engagement that is adequate and effective to encourage the intended levels of diversity of participation	5
13	demonstrated relevant experience in planning, managing and delivering a similar activity/program in the past	5
14	identified relevant, suitably skilled people to be involved in managing their grant	5
15	outlined an accurate, balanced and realistic budget including all in-kind contributions	5
16	provided the required quotes, justified the level of funding requested, and demonstrated value in the use of public funds	5
17	outlined a plan to monitor and evaluate outcomes	5
Capacity for Sustainability		5
18	identified a sustainability plan (where appropriate)	5
Other Considerations		10
19	demonstrated limited financial means or ability to access other sources of funding	5
20	the application is for an activity that is different to other activities funded through this grants stream	5
Total score available		100

Council officers will determine the funding outcome and recommendation for Community Small Grants on a monthly basis. Successful funding outcomes will be issued by delegation to the Coordinator Community Capacity and communicated by Council's Grants Officers. These funding outcomes will be presented to Council quarterly for noting.

Applications not recommended for funding will be presented to Council quarterly for endorsement.

Applicants may be contacted during the assessment process, before funding recommendations are finalised, for further information on the application.

Applicants will receive notification of an outcome within 4 weeks.

Funding availability

To support equitable access to these grants, Council will endeavour to have funds available throughout the full financial year. If funding available is exhausted, this will be notified to the community on Council's website: www.kingston.vic.gov.au/community/grants, and applications will be closed until the next quarter.

Community Bi-Annual Grants

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City of
KINGSTON

Community Bi-Annual Grants

- Amount available:** \$2,001-\$10,000
- Who can apply:** Not-for-profit organisations and community groups, incorporated artists and creative businesses.
- When to apply:** Bi-annual – assessed every 6 months. Please see [Council's website](#) for assessment times.

Community Bi-Annual Grants are one-off grants that support activities that align with and activate Council's strategic priorities for the benefit of the Kingston community.

What can be funded

Community Bi-Annual Grants can support a range of activities under the following categories.

<p>Community Projects & Programs</p>	<p>Activities that help organisations and community groups to achieve their goals and strengthen the Kingston community. These activities can be for specific communities or Kingston-wide. For example, activities can be for arts, culture, environment, climate change action, community safety, health and wellbeing, sport and recreation, family violence prevention, access and equity, children, young people, or seniors.</p>
<p>Small Community Festivals & Events</p>	<p>Supports organisations and community groups located in the City of Kingston to play a role in connecting, strengthening, promoting, and celebrating Kingston's diverse community, places and environment through festivals and events that primarily attract local audiences. For example, cultural festivals, First Nations community events, or event-based promotion of the natural environment or climate change action.</p>
<p>Minor Capital Works</p>	<p>Supports the delivery of minor upgrades or improvement works to buildings or grounds leased from Council by organisations and community groups or private property leased by not-for-profit organisations, for the benefit of their members and the Kingston community. An applicant contribution may be required depending on the type of lease with Council. For example, kitchen upgrade, replacement of an old fitting or fixture for a more energy efficient one, or new flooring.</p>
<p>Arts Projects & Programs</p>	<p>Supports the creation and presentation of arts activities and works in the City of Kingston with a focus on developing artistic endeavour and local creative industries through:</p> <ul style="list-style-type: none"> • Creation of arts projects that extend the practice of an emerging or established artist. For these projects, the outcomes must be presented within the City of Kingston • Supporting local makers and creative business owners who live and work in the City of Kingston to develop, showcase and market a product to the public within a creative or business space. <p>For example, temporary interactive public art installation, exhibition in a pop-up gallery space in a local shopfront, or open studio series with artist floor talks.</p>

Eligibility

Organisations must:

- Be legally constituted as an incorporated association, company limited by guarantee, or Aboriginal Corporation, or auspiced by another legally constituted organisation (auspice) for the activity proposed in the application
- Be not-for-profit and managed by a volunteer board/committee of management, or auspiced by a not-for-profit managed by a volunteer board/committee of management
- Be financially solvent
- Be physically located within the City of Kingston geographical boundaries or if located outside the City of Kingston geographical boundaries, have a majority number of Kingston residents (e.g. more than 50% of active members or participants) or be able to demonstrate significant benefit to the Kingston community
- Provide current public liability insurance with a level of cover appropriate to the activity/program
- If a Council tenant, be in compliance with all requirements within the tenancy agreement
- Have no overdue grant acquittals and have successfully acquitted previous grants received
- Have no outstanding debts owing to Council, or have entered into a payment plan
- Have no active breaches against the obligations of Consumer Affairs Victoria, the Australian Not-for-Profit and Charities Commission, or the Australian Securities and Investment Commission, as applicable
- Have not received a grant for the same or similar activity from another Kingston Grants Program grant stream or other Council funding source in the same financial year running July to June
- Submit a complete application, including attachments or other supporting information requested by Council
- The applicant must implement and maintain policies relating to the Child Safe Standards

Minor capital works

To meet application eligibility and to be able to assess your application, any proposed capital works must have:

- Approval in Principle from Council for Council-owned property
- A letter of approval from the landlord for non-Council property.

For minor capital works undertaken at a Council-owned property with the assistance of a Council grant, a completion inspection will need to be conducted with a relevant Council officer to ensure works have been completed to Council's satisfaction.

It is also important to note that any minor capital works, whether at a Council-owned property or not, may require Council permits and approvals from other agencies before works commence. It is therefore strongly advised that applicants speak to relevant Council officers to get advice on what is required before submitting an application. Even if your application is approved, no funding will be released until ALL appropriate permits and approvals are in place.

What can't be funded

- Applications to different grant streams by any one applicant for the same activity in any one financial year running July to June
- Applications that do not comply with public health directions, and human rights and responsibilities
- Religious or political organisations for core operating and administration costs not directly related to

the activity

- Religious or political organisations for activities related to worship, congregation, secular promotion, protest, or campaigns
- Schools for curriculum-based activities or where the outcome is confined to the school property or school community
- Operational funding for Organisations where this is considered the core responsibility of State or Commonwealth Government or non-government entities, or that seek to replace or substitute discontinued or decreased funding from State or Commonwealth Government or non-government entities
- Activities for Organisations where this is considered the core responsibility of State or Commonwealth Government or non-government entities, or that seek to replace or substitute discontinued or decreased funding from State or Commonwealth Government or non-government entities
- Organisations that receive a direct income from gambling activities, undertake or promote gambling
- Activities that undertake or promote gambling
- The lease/hire or use of a venue with gaming machines or other forms of gambling, unless the venue offers a unique setting and there is no viable alternative
- For the purchase of fireworks, alcohol, tobacco, or e-cigarettes
- Costs incurred by an applicant in preparing an application or due by an applicant if their application is successful, including professional grant writer fees
- Recurrent or ongoing building maintenance costs
- Capital works for assets that are of a commercial nature, not accessible to the community, or outside the geographical boundaries of the City of Kingston
- Major capital works
- The purchase of trophies, prizes, awards or items related to fundraising activities
- Hire of venues that are inappropriate for the nature of the activity, owned by the applicant, or outside the geographical boundaries of the City of Kingston
- Funding requests above the published amount available
- Retrospective funding i.e. spending of funds for activities that have already occurred before notification of a grant being approved and a funding agreement entered into
- Applications not made through the official Council application process
- Community projects or programs that are not open to the general community
- Community festivals or events that are not open to the general community
- Permanent public art installations
- Outcomes of arts projects or programs that are not publicly accessible within the City of Kingston
- Activity costs above the following limits on use of the funding requested:
 - Up to 10% for administration costs specifically for the activity (e.g. stationery, postage)
 - Up to 20% for catering costs specifically for the activity
 - Up to 10% for project management or coordination costs specifically for the activity
 - Up to 60% for artist fees for arts projects and programs
- Recurrent or ongoing salaries and on-costs (beyond the percentages allowable above for project management and artist fees)
- Website or social media maintenance costs
- Standalone equipment purchases

- Minor capital works where:
 - The total works value is more than 5% of the value of the asset that would be received at the time of disposal
 - Works are already budgeted in Council’s latest Capital Works Program
 - The works are on areas of a property where gaming is operated.

Venue Booking

Where the activity funded includes the hire of a venue: Applicants are required to provide relevant quotes (including venue hire) to justify the funding amount requested. Please note that the provision of these quotes or receipt of a grant does not constitute or guarantee a venue booking. It is the applicant’s responsibility to book the venue and ensure the grant applied for covers all venue hire costs. A change in venue or increase to venue hire costs after the grant is awarded, will not result in an increase in funding.

Applicant contribution

A co-funding contribution is required for minor capital works.

Group 1 Council Lease* with no liquor licence	No co-funding contribution is required.
Group 1 Council Lease* with a liquor licence or Group 2 Council Lease* with or without a liquor licence	1:1 matched co-funding contribution is required. The co-contribution can be cash and/or in-kind.
Other eligible private property: Not-for-profits leasing private property	1:1 matched co-funding contribution is required. The co-contribution must be cash.

*Definitions of applicant organisations are defined in Council’s Lease and Licence Policy, as per below:

- Group 1 Council Lease: Community not-for-profit group with limited capacity to generate significant income.
- Group 2 Council Lease: Community sporting and recreational not-for-profit with some capacity to generate significant income.

No co-funding contribution is required for any other category of these grants.

Applicants should note the maximum funding amount available from Council under these grants is \$10,000. This may mean that other cash or in-kind-support will need to be sourced to successfully deliver the activity and expected outcomes.

How to make an application

Applications are accepted during the advertised open round until 11:59pm of the advertised closing date. Two rounds are offered each year for these grants, however you can only apply for one of these rounds in any financial year.

See ‘Grants Available’ in these Program Guidelines or Council’s website: www.kingston.vic.gov.au/community/grants for these important dates.

You are encouraged to contact Council’s Grants Officers prior to applying. They may also direct you to discuss your project with another relevant Council officer.

To apply, visit the [City of Kingston SmartyGrants website](#) and create an account if you don't already have one.

When you apply, you can expect to be asked for details about:

- Your organisation, including auspice organisation details (if applicable)
- Your proposed activity
- The need for your activity
- The benefits of your activity
- How you will deliver and evaluate your activity
- Your activity budget
- Supporting attachments that you will need to provide.

Supporting Documents

Attachment	Organisations or community groups
Certificate of Incorporation	Required
Auspice Agreement If you nominate an auspice, you will need to show that the nominated auspice has agreed to auspice you. An 'Auspice Agreement' template is available from: www.kingston.vic.gov.au/community/grants	Required if auspiced
Annual Report and/or Financial Statements Documents must comply with your Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission obligations	Required
Public Liability Insurance Certificate of Currency Minimum level of cover to be determined based on the activity/program	Required
Minor Capital Works <i>Council-owned property</i> <ul style="list-style-type: none"> • Approval in Principle letter from Council or the landlord • Copy of your submitted Approval in Principle form <i>Non-Council property</i> <ul style="list-style-type: none"> • Approval letter from the landlord of the property • Photos and specifications of proposed fixtures or fittings • 2 quotes for all works in scope 	Required for Minor Capital Works
Supplier quotes For examples, venue hire, marquee hire, entertainment, security, traffic management, etc.)	Required
Resumé and examples of recent work *for works of art only	Required for relevant Arts Grants
Child Safe Standards Policy Provide a copy of organisational policies relating to the Child Safe Standards	Required
Additional Support Material For example, letters of support, media, photos, example promotional material	Optional

How are applications assessed?

Council officers will assess applications at the conclusion of the advertised round.

Council officers will first check if you and the application are eligible. If eligible, your application will then be assessed by Council officers and a Grants Assessment Panel using the statement of funding priorities outlined in these Program Guidelines and the standard assessment criteria outlined below.

Please note that Council uses the assessment criteria and weightings explicitly when assessing Community

Bi-Annual Grants.

Item	Criteria for Assessment	Weighting
The applicant has:		
Community Need		25
1	clearly outlined realistic aims and objectives for their activity	5
2	identified who the local audience is for their activity	5
3	provided evidence (such as demographic data or community consultation outcomes) of the need for the activity	5
4	defined aims and objectives that are aligned to an identified need	5
5	identified key stakeholders for their activity and provided evidence of their support	5
Community Benefit		25
6	aligned their activity with a strategic priority of Council	5
7	clearly outlined what benefit\ s are provided to the audience by the activity	5
8	clearly identified how the activity will support access, diversity and inclusion	5
9	identified clear partnerships, where relevant (if not relevant, score 5), and provided evidence of their engagement	5
10	identified the activity outcomes (what will change as a result of the activity)	5
Capacity to Deliver		35
11	provided a delivery plan or approach that is sound and fit-for-purpose	5
12	identified a plan for promotion and engagement that is adequate and effective to encourage the intended levels of diversity of participation	5
13	demonstrated relevant experience in planning, managing and delivering a similar activity/program in the past	5
14	identified relevant, suitably skilled people to be involved in managing their grant	5
15	outlined an accurate, balanced and realistic budget including all in-kind contributions	5
16	provided the required quotes, justified the level of funding requested, and demonstrated value in the use of public funds	5
17	outlined a plan to monitor and evaluate outcomes	5
Capacity for Sustainability		5
18	identified a sustainability plan (where appropriate)	5
Other Considerations		10
19	demonstrated limited financial means or ability to access other sources of funding	5
20	the application is for an activity that is different to other activities funded through this grants stream	5
Total score available		100

Funding recommendations for all eligible applications received in the round will be presented for decision by the Council at a formal meeting of Council.

Applicants may be contacted for further information on their application during the assessment process or before funding recommendations are finalised.

Applicants will receive notification of an outcome within 12 weeks from the commencement of an assessment process.

Funding availability

To support equitable access to these grants, Council will set aside funds from its available annual grants budget across the two grant rounds offered each year. Please note that these grants are allocated on a competitive basis, and demand may exceed budget available.

Operational and Partnership Grants

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Operational & Partnership Grants

Operational & Partnership Grants are fixed term grants for a period of up to three years, supporting the provision and development of key community services and activities that align with Council’s strategic priorities. They acknowledge the importance of providing certainty and continuity of funding for certain services and activities to benefit the Kingston community.

What can be funded

Operational & Partnership Grants can support a range of services and activities under the following categories.

Community Centres & Neighbourhood Houses	<p>Supports a contribution towards the operations and delivery of the services, programs and activities of formally recognised Community Centres and Neighbourhood Houses to strengthen the communities where they operate.</p> <p>Funding available: Up to \$100,000 per year to be determined on a non-competitive basis, using a formula funding approach.</p>
Specialist Community & Welfare Services	<p>Supports a contribution towards the operations and delivery of equitable access to high quality financial, legal, counselling, and related specialist support services for the Kingston community.</p> <p>Funding available: Up to \$90,000 per year with funding to be determined using merit-based assessment criteria.</p>
Community Interest Organisations	<p>Supports a contribution towards the delivery of activities of community groups who represent the diversity of Kingston’s community and make an important contribution to civic life. This includes (but is not limited to) arts groups, municipal bands, historical groups, recreational groups, environment groups, emergency relief providers, and government-affiliated emergency services with local volunteer-run units.</p> <p>Funding available: Up to \$20,000 per year with funding to be determined using merit-based assessment criteria.</p>
Multicultural & Seniors Groups	<p>Supports a contribution towards the delivery of activities for Kingston’s multicultural and senior residents to foster inclusion, connectedness, and positive ageing.</p> <p>Funding available: Up to \$4,000 per year plus any qualitative adjustment, with funding to be determined on a non-competitive basis, using a formula funding approach.</p>

Eligibility

Organisations must:

- Be legally constituted as an incorporated association, company limited by guarantee, or Aboriginal Corporation, or auspiced by another legally constituted organisation (auspice) for the activity proposed in the application
- Be not-for-profit and managed by a volunteer board/committee of management, or auspiced by a not-for-profit managed by a volunteer board/committee of management
- Be financially solvent
- Be physically located within the City of Kingston geographical boundaries or if located outside the City of Kingston geographical boundaries, have a majority number of Kingston residents (e.g. more than 50% of active members or participants) or be able to demonstrate significant benefit to the Kingston community

- Provide current public liability insurance with a level of cover appropriate to the activity/program
- If a Council tenant, be in compliance with all requirements within the tenancy agreement
- Have no overdue grant acquittals and have successfully acquitted previous grants received
- Have no outstanding debts owing to Council, or have entered into a payment plan
- Have no active breaches against the obligations of Consumer Affairs Victoria, the Australian Not-for-Profit and Charities Commission, or the Australian Securities and Investment Commission, as applicable
- Have not received a grant for the same or similar activity from another Kingston Grants Program grant stream or other Council funding source in the same financial year running July to June
- Submit a complete application, including attachments or other supporting information requested by Council
- The applicant must implement and maintain policies relating to the Child Safe Standards.

What can't be funded

For these grants, Council will not consider:

- Applications to different grant streams by any one applicant for the same activity in any one financial year running July to June
- Applications that do not comply with public health directions, and human rights and responsibilities
- Religious or political organisations for core operating and administration costs not directly related to the activity
- Religious or political organisations for activities related to worship, congregation, secular promotion, protest, or campaigns
- Schools for curriculum-based activities or where the outcome is confined to the school property or school community
- Operational funding for Organisations where this is considered the core responsibility of State or Commonwealth Government or non-government entities, or that seek to replace or substitute discontinued or decreased funding from State or Commonwealth Government or non-government entities
- Activities for Organisations where this is considered the core responsibility of State or Commonwealth Government or non-government entities, or that seek to replace or substitute discontinued or decreased funding from State or Commonwealth Government or non-government entities
- Organisations that receive a direct income from gambling activities, undertake or promote gambling
- Activities that undertake or promote gambling
- The lease/hire or use of a venue with gaming machines or other forms of gambling, unless the venue offers a unique setting and there is no viable alternative
- The purchase of fireworks, alcohol, tobacco, or e-cigarettes
- Costs incurred by an applicant in preparing an application or due by an applicant if their application is successful, including professional grant writer fees
- Payment of rent
- Recurrent or ongoing building maintenance costs

- Capital works for assets that are of a commercial nature, not accessible to the community, or outside the geographical boundaries of the City of Kingston
- Major capital works
- Permanent public art installations
- The purchase of trophies, prizes, awards or items related to fundraising activities
- Hire of venues that are inappropriate for the nature of the activity, owned by the applicant, or outside the geographical boundaries of the City of Kingston
- Funding requests above the published amount available
- Retrospective funding i.e. spending of funds for activities that have already occurred before notification of a grant being approved and a funding agreement entered into
- Applications not made through the official Council application process
- One-off activities
- Festivals and events (see Community Festival and Events Grants)
- Replacements or top-up of discontinued or reduced income from any other sources
- Multiple applications from the same organisation or community group in any one financial year, or where the applicant has not addressed feedback on a prior application submitted.

Applicant contribution

No co-funding contribution is required for any category of these grants.

Applicants should note however that Council considers that other cash or in-kind support will likely need to be sourced to successfully deliver your services or activities and expected outcomes.

How to make an application

Applications are accepted at any time.

We strongly advise you contact Council’s Grants Officers to discuss your application before you submit it. They may also direct you to discuss your project with another relevant Council officer.

To apply, visit the [City of Kingston SmartyGrants website](#) and create an account if you don't already have one.

When you apply, you can expect to be asked for details about:

- Your organisation, including auspice organisation details if applicable
- Your proposed service/activity
- The need for your service/activity
- The benefits of your service/activity
- How your funding will contribute to achieving Council’s strategic priorities
- How you will deliver your service/activity
- How you plan to evaluate the delivery and impact of your funded services/activity
- Supporting attachments that you will need to provide.

Supporting Documents

Attachment	Organisations or community groups
Certificate of Incorporation	Required

Attachment	Organisations or community groups
Auspice Agreement If you nominate an auspice, you will need to show that the nominated auspice has agreed to auspice you. An 'Auspice Agreement' template is available from: www.kingston.vic.gov.au/community/grants	Required if auspiced
Annual Report and/or Financial Statements Documents must comply with your Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission obligations	Required
Public Liability Insurance Certificate of Currency Minimum cover of \$20 million is required.	Required
Child Safe Standards Policy Provide a copy of organisational policies relating to the Child Safe Standards	Required (except for Multicultural and Seniors category, unless their members are coming into contact with children through their funded operations and activities)
Additional Support Material For example, letters of support, media, photos, example promotional material	Optional

How are applications assessed?

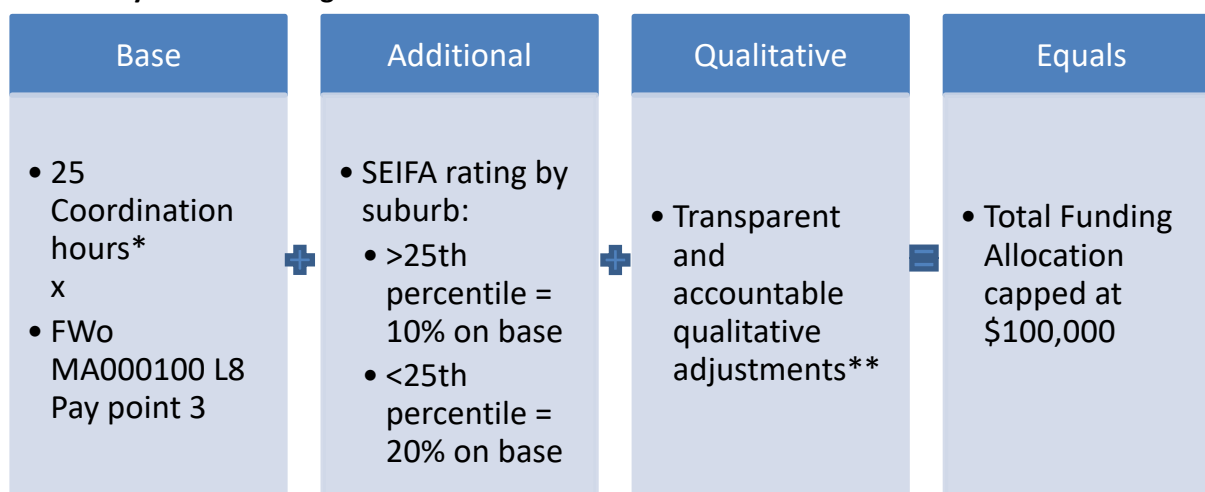
Formula Based Assessment

The formula-based funding allocation approach is designed to be applied to two categories of the Kingston Grants Program's Operational & Development Grants stream. The categories are:

- Community Centres & Neighbourhood Houses
- Multicultural & Seniors

All data points and calculations are applied at Year 1 of the funding term and carried through for the duration of the funding term.

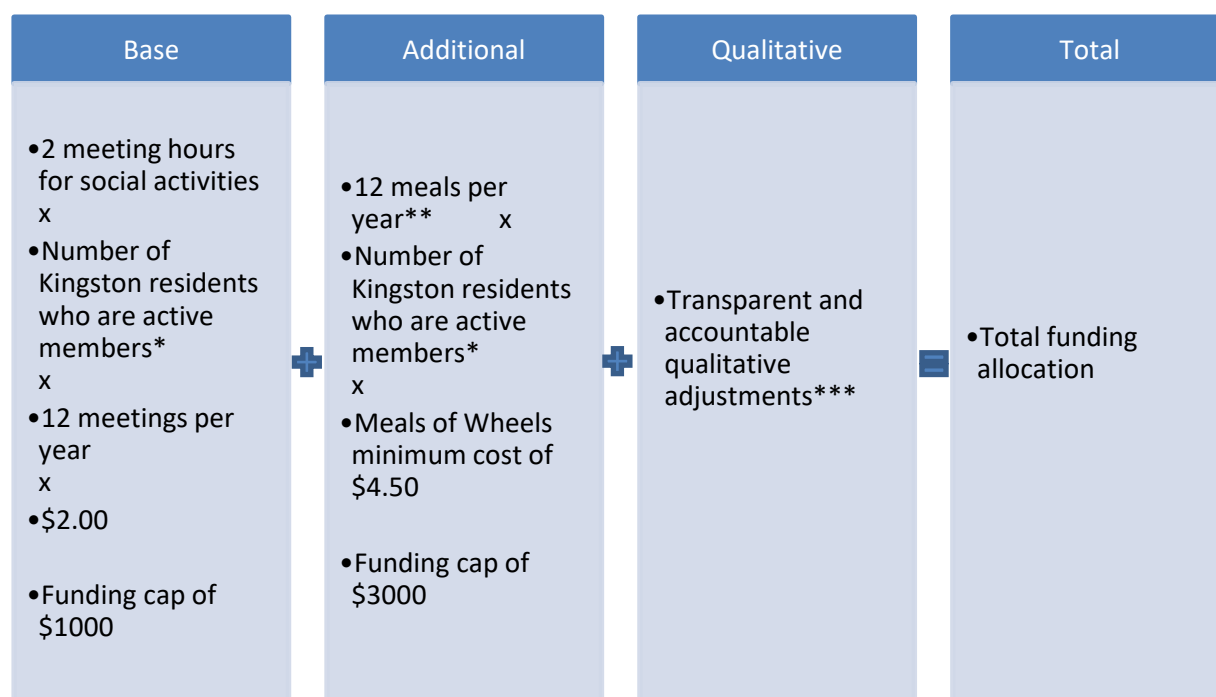
Community Centres & Neighbourhood Houses



* Aligns with base funding allocation provided by DFFH for eligible neighbourhood houses and community centres.

** Qualitative adjustments aim to enable response to contextual factors that are important to consider in determining total funding allocations but that cannot be considered using a formulaic approach. Consideration of qualitative adjustments is undertaken by the Assessment Panel with recommendations to be approved by the Council.

Multicultural and Seniors



* Organisations must meet minimum requirements for the proportion of active members that are Kingston residents or demonstrate significant benefit to the Kingston community in accordance with the Kingston Grants Program Policy and Program Guidelines for Operational & Partnership Grants. Organisations that do not meet the minimum requirement are not eligible for Multicultural & Seniors funding.

** Organisations that provide meals to members must commit to providing at least 6 meals per year. Funds received can be used flexibly towards any meals provided throughout the year.

*** Qualitative adjustments aim to enable response to contextual factors that are important to consider in determining total funding allocations but that cannot be considered using a formulaic approach. Consideration of qualitative adjustments is undertaken in exceptional circumstances with recommendations to be approved by the Council.

Merit-based Assessment

Applications will be assessed annually. Please see Council's website: www.kingston.vic.gov.au/community/grants for relevant assessment times.

Council officers will first check if you and the application are eligible. If eligible, your application will then be assessed by Council officers and a Grants Assessment Panel using the statement of funding priorities outlined in these Guidelines and standard assessment criteria.

Item	Criteria for Assessment	Weighting
The applicant has:		
Community Need		25
1	clearly outlined realistic aims and objectives for their activity	5
2	identified who the local audience is for their activity	5
3	provided evidence (such as demographic data or community consultation outcomes) of the need for the activity	5
4	defined aims and objectives that are aligned to an identified need	5
5	identified key stakeholders for their activity and provided evidence of their support	5
Community Benefit		25

6	aligned their activity with a strategic priority of Council	5
7	clearly outlined what benefit\’s are provided to the audience by the activity	5
8	clearly identified how the activity will support access, diversity and inclusion	5
9	identified clear partnerships, where relevant (if not relevant, score 5), and provided evidence of their engagement	5
10	identified the activity outcomes (what will change as a result of the activity)	5
Capacity to Deliver		35
11	provided a delivery plan or approach that is sound and fit-for-purpose	5
12	identified a plan for promotion and engagement that is adequate and effective to encourage the intended levels of diversity of participation	5
13	demonstrated relevant experience in planning, managing and delivering a similar activity/program in the past	5
14	identified relevant, suitably skilled people to be involved in managing their grant	5
15	outlined an accurate, balanced and realistic budget including all in-kind contributions	5
16	provided the required quotes, justified the level of funding requested, and demonstrated value in the use of public funds	5
17	outlined a plan to monitor and evaluate outcomes	5
Capacity for Sustainability		5
18	identified a sustainability plan (where appropriate)	5
Other Considerations		10
19	demonstrated limited financial means or ability to access other sources of funding	5
20	the application is for an activity that is different to other activities funded through this grants stream	5
Total score available		100

Funding recommendations for all eligible applications received in the round will be presented for decision by the Council at a formal meeting of Council.

Applicants may be contacted for further information on the application during the assessment process or before funding recommendations are finalised.

Applicants will receive notification of an outcome within 12 weeks from the commencement of an assessment process.

Funding availability

To support equitable access to these grants, Council will set aside funds from a multi-year budget commitment for allocation in each year. Funding not committed in year one may be rolled over to commit in a subsequent year.

Community Festivals, Events & Creative Activities Grants

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Community Festivals, Events & Creative Activities Grants

- Amount available:** Up to \$25,000 per annum for up to three years
- Who can apply:** Not-for-profit organisations
- When to apply:** Always open – assessed annually. Please see ‘Grants Available’ section of this document or [Council’s website](#) for assessment times.

Community Festivals, Events & Creative Activities Grants can support festivals, events and creative activities that showcase Kingston’s diversity, places, talents, cultures or unique offerings. These festival, events or creative activities enhance Kingston’s reputation as a great place to live, work, visit and play and are of larger scale. This grant is for annual activities, or a series of different activities across the funding cycle.

What can be funded

Community Festivals, Events & Creative Activities Grants can support for festivals, events or creative activities for up to three years:

- where the same activity is held annually; or that deliver a series of activities across the funding cycle
- that are of a larger scale
- that are already established (see Community Bi-annual Grants for support establishing a new festival, event or creative activity)

All applicants are urged to reference the Business Victoria Event Planner tool to improve their submissions [Business Victoria Event Planner](#) | [Business Victoria](#)

Eligibility

Organisations must:

- Be legally constituted as an incorporated association, company limited by guarantee, or Aboriginal Corporation, or auspiced by another legally constituted organisation (auspice) for the activity proposed in the application
- Be not-for-profit and managed by a volunteer board/committee of management, or auspiced by a not-for-profit managed by a volunteer board/committee of management
- Be financially solvent
- Be physically located within the City of Kingston geographical boundaries or if located outside the City of Kingston geographical boundaries, have a majority number of Kingston residents (e.g. more than 50% of active members or participants) or be able to demonstrate significant benefit to the Kingston community
- Provide current public liability insurance with a level of cover appropriate to the activity/program
- If a Council tenant, be in compliance with all requirements within the tenancy agreement
- Have no overdue grant acquittals and have successfully acquitted previous grants received
- Have no outstanding debts owing to Council, or have entered into a payment plan
- Have no active breaches against the obligations of Consumer Affairs Victoria, the Australian Not-for-Profit and Charities Commission, or the Australian Securities and Investment Commission, as applicable
- Have not received a grant for the same or similar activity from another Kingston Grants Program grant stream or other Council funding source in the same financial year running July to June
- Submit a complete application, including attachments or other supporting information requested by Council.
- The applicant must implement and maintain policies relating to the Child Safe Standards.

What can't be funded

Council will not consider:

- Applications to different grant streams by any one applicant for the same activity in any one financial year running July to June
- Applications that do not comply with public health directions, and human rights and responsibilities
- Religious or political organisations for core operating and administration costs not directly related to the activity
- Religious or political organisations for activities related to worship, congregation, secular promotion, protest, or campaigns
- Schools for curriculum-based activities or where the outcome is confined to the school property or school community
- Operational funding for Organisations where this is considered the core responsibility of State or Commonwealth Government or non-government entities, or that seek to replace or substitute discontinued or decreased funding from State or Commonwealth Government or non-government entities
- Activities for Organisations where this is considered the core responsibility of State or Commonwealth Government or non-government entities, or that seek to replace or substitute discontinued or decreased funding from State or Commonwealth Government or non-government entities
- Organisations that receive a direct income from gambling activities, undertake or promote gambling
- Activities that undertake or promote gambling
- The lease/hire or use of a venue with gaming machines or other forms of gambling, unless the venue offers a unique setting and there is no viable alternative
- For the purchase of fireworks, alcohol, tobacco, or e-cigarettes
- Costs incurred by an applicant in preparing an application or due by an applicant if their application is successful, including professional grant writer fees
- Recurrent or ongoing building maintenance costs
- Capital works for assets that are of a commercial nature, not accessible to the community, or outside the geographical boundaries of the City of Kingston
- Major capital works
- Permanent public art installations
- The purchase of trophies, prizes, awards or items related to fundraising activities
- Hire of venues that are inappropriate for the nature of the activity, owned by the applicant, or outside the geographical boundaries of the City of Kingston
- Funding requests above the published amount available
- Retrospective funding i.e. spending of funds for activities that have already occurred before notification of a grant being approved and a funding agreement entered into
- Applications not made through the official Council application process.
- One-off activities
- Replacements or top-up of discontinued or reduced income from any other sources for existing Community Festivals, Events and Creative Activities
- Multiple applications from the same applicant or for the same event in any one financial year, or

where the applicant has not addressed feedback on a prior application submitted.

- Applications where the applicant has not discussed their application with Council’s Festivals and Events team.

Applicant contribution

Applicants should note that Council considers that other cash or in-kind-support will likely need to be sourced to successfully deliver your services or activities and expected outcomes.

How to make an application

Applications are accepted at any time.

Applicants are required to contact Council’s Festivals and Events team to discuss your application before you submit it.

To apply, visit the [City of Kingston SmartyGrants website](#) and create an account if you don't already have one.

When you apply, you can expect to be asked for details about:

- Your organisation, including auspice organisation details if applicable
- Your proposed community festival/event
- The need for your community festival/event
- The benefits of your community festival/event
- How you will deliver your community festival/event
- How you will evaluate your community festival/event
- Supporting attachments that you will need to provide.

Supporting Documents

Attachment	Organisations or community groups
Certificate of Incorporation	Required
Auspice Agreement If you nominate an auspice, you will need to show that the nominated auspice has agreed to auspice you. An 'Auspice Agreement' template is available from: www.kingston.vic.gov.au/communtiy/grants	Required if auspiced
Annual Report and/or Financial Statements Documents must comply with your Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission obligations	Required
Public Liability Insurance Certificate of Currency Minimum cover of \$20 million is required.	Required
Supplier quotes For examples, marquee hire, entertainment, security, traffic management, etc.	Required
Child Safe Standards Policy Provide a copy of organisational policies relating to the Child Safe Standards	Required
Additional Support Material For example, letters of support, media, photos, example promotional material	Optional

How are applications assessed?

Applications will be assessed annually. Please see Council’s website for relevant assessment times.

Council officers will first check if you and the application are eligible. If eligible, your application will then be assessed by Council officers and a Grants Assessment Panel using the statement of funding priorities outlined in these Guidelines and the assessment criteria.

Item	Criteria for Assessment	Weighting
The applicant has:		
Community Need		25
1	clearly outlined realistic aims and objectives for their activity	5
2	identified who the local audience is for their activity	5
3	provided evidence (such as demographic data or community consultation outcomes) of the need for the activity	5
4	defined aims and objectives that are aligned to an identified need	5
5	identified key stakeholders for their activity and provided evidence of their support	5
Community Benefit		25
6	aligned their activity with a strategic priority of Council	5
7	clearly outlined what benefit\’s are provided to the audience by the activity	5
8	clearly identified how the activity will support access, diversity and inclusion	5
9	identified clear partnerships, where relevant (if not relevant, score 5), and provided evidence of their engagement	5
10	identified the activity outcomes (what will change as a result of the activity)	5
Capacity to Deliver		35
11	provided a delivery plan or approach that is sound and fit-for-purpose	5
12	identified a plan for promotion and engagement that is adequate and effective to encourage the intended levels of diversity of participation	5
13	demonstrated relevant experience in planning, managing and delivering a similar activity/program in the past	5
14	identified relevant, suitably skilled people to be involved in managing their grant	5
15	outlined an accurate, balanced and realistic budget including all in-kind contributions	5
16	provided the required quotes, justified the level of funding requested, and demonstrated value in the use of public funds	5
17	outlined a plan to monitor and evaluate outcomes	5
Capacity for Sustainability		5
18	identified a sustainability plan (where appropriate)	5
Other Considerations		10
19	demonstrated limited financial means or ability to access other sources of funding	5
20	the application is for an activity that is different to other activities funded through this grants stream	5

Funding recommendations for all eligible applications received in the round will be formed from this assessment process, which will then be presented for decision by the Council at a formal meeting of Council.

Applicants may be contacted for further information on the application during the assessment process or before funding recommendations are finalised.

Applicants will receive notification of an outcome within 12 weeks from the commencement of an assessment process.

Funding availability

To support equitable access to these grants, Council will set aside funds from a multi-year budget commitment for allocation in each year. Funding not committed in one year may be rolled over to commit in a subsequent year. Please note that not all applications may be funded. Annual indexation increases will not apply.

Individual Development Grants

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Individual Development Grants

Amount available: **Achievement Category**
 \$200 – State level within Victoria
 \$400 – National level held interstate or in Victoria
 \$600 – International level held overseas, interstate or in Victoria
 Plus 25% financial hardship consideration

Who can apply: Individuals who are Kingston residents. This includes anyone who lives within the City of Kingston.

When to apply: Always open – assessed every two weeks.

Individual Development Grants are one-off grants that support individual Kingston residents to compete, perform or represent at a State, National or International level in their chosen discipline. These grants recognise the sacrifices that people make to reach significant goals, and seek to develop local leaders and positive role models.

What can be funded

Individual Development Grants can support individuals with registration or entry fees, travel, accommodation, or purchase, hire and transportation of equipment or materials required to compete or participate, in the following disciplines.

Arts & Culture	Support for emerging and established artists and cultural workers to undertake special activities that enhance their creative and professional development at a local, State, National or International level. Such activities may include residencies, study intensives, master classes, mentoring, conferences, or presentation of work at a significant cultural event or venue.
Sport & Recreation	Support for emerging and established athletes in any field of sport to participate in an officially recognised competitive event that has a set of rules and a code of conduct at State, National or International level where the applicant has been selected through a competitive selection process.
Environment & Climate Action	Support for individuals who undertake or participate in recognised and significant environmental activities at a local, State, National or International level. Such activities may include conferences, study intensives or volunteer services to subsidise travel of up to 60 days for recognised environmental initiatives.
Humanitarian & Leadership	Support for individuals to undertake or participate in recognised and significant humanitarian and leadership activities at a local, State, National or International level. Such activities may include conferences, study intensives or volunteer services to subsidise travel of up to 60 days for recognised humanitarian initiatives.

Eligibility

- Be a resident of the City of Kingston
- Have no overdue grant acquittals and have successfully acquitted previous grants received
- Have no outstanding debts owing to Council, or have entered into a payment plan
- Have not received a grant for the same pursuit or activity from the Kingston Grants Program or other Council funding source in the same financial year running July to June.

What can't be funded

For these grants, Council will not consider applications from:

- Applications that do not meet the eligibility requirements outlined in these Program Guidelines
- Not-for-profit or for-profit organisations or groups
- Government departments or agencies
- Individuals who have received an Individual Development Grant within the past 12 months from July to June
- Kingston Councillors or officers if the event/activity is considered part of their usual role or duties
- More than two people from the same organisation, group or club who are selected to compete, perform or represent in their chosen discipline in the same event/activity.

Council will also not consider:

- Applications that do not comply with public health directions, and human rights and responsibilities
- Participation in activities considered the core responsibility of State or Commonwealth Government or non-government entities, or that seek to replace or substitute discontinued or decreased funding from State or Commonwealth Government or non-government entities
- Participation in activities that undertake or promote gambling
- Costs incurred by an applicant in preparing an application or due by an applicant if their application is successful, including professional grant writer fees
- Participation in the creation of permanent public art installations
- Purchase of trophies, prizes, awards or items related to fundraising activities
- Funding requests above the published amount available
- Retrospective funding i.e. spending of funds for activities that have already occurred before notification of a grant being approved and a funding agreement entered into
- Applications not made through the official Council application process
- An event occurring more than 6 months in advance of the application
- Travel and accommodation costs for an event in metropolitan Melbourne
- An event that seeks to influence political or religious ideologies, such as (but not limited to) worship or congregation, or that carries risk to Council by association
- Support to attend an event where eligible costs are already covered by or the responsibility of the event/activity host, home club, or other involved party
- Purchase of entry to tourist attractions or other entertainment, alcohol, tobacco, fireworks, or gambling activities or items
- Daily costs such as food, beverages, personal products and accommodation on-costs
- New equipment or materials not directly related to being able to compete or participate in the development event/activity
- Sporting training camps and coaching clinics
- Fundraising events/activities or donations
- School, TAFE or university fees
- Publishing, promotion or distribution of CDs, DVDs or writing works
- Website development, website maintenance, software licences or social media activities.

Applicant contribution

No co-funding contribution is required for these grants.

Applicants should note however that Council considers its support to be a contribution, and it may not necessarily cover all costs associated with the event/activity you are seeking to compete or participate in. Therefore, you may need to secure other cash and/or in-kind support to make it viable for you to compete or participate.

How to make an application

Applications are accepted at any time.

To apply, visit the [City of Kingston SmartyGrants website](#) and create an account if you don't already have one.

When you apply, you can expect to be asked for details that confirm:

- You are a resident living in the City of Kingston
- You are aged 18 years or over, or if under 18 years of age, apply with the authorisation of a parent or legal guardian
- Proof of your identity and residence
- Proof of your competitive selection, qualification or invitation in the event/activity by event organisers, governing body, club or coach/instructor
- If requesting additional support for financial hardship, Proof of financial hardship, demonstrated by a Centrelink-issued Health Care Card, Pensioner Concession Card, or Veteran Card
- Your budget for the event/activity.

Supporting Documents

Attachment	Individuals
Proof of identity and residence For example, your driver's licence (both sides), bank statement (financials redacted), or utility bill.	Required
Proof of competitive selection, qualification or invitation Letter or email on letterhead from the event/activity organiser, governing body, club or coach/instructor	Required for Achievement category
Proof of financial hardship (if applicable) Both sides of a Centrelink-issued Health Care Card, Pensioner Concession Card, or Veteran Card to demonstrate financial hardship	Optional for Achievement Category
Additional Support Material For example, letters of support, media, photos, example promotional material	Optional

How are applications assessed

Applications will be assessed every two weeks.

Council officers will check if you and the application are eligible. If eligible, your application will then consider:

- Level and location of the activity
- Level of achievement and development potential in your chosen discipline
- Level of assistance from other sources
- Evidence of financial hardship (if applicable).

A funding outcomes will be formed from this assessment process, which will then be presented for decision by a Council officer under delegation. Funding outcomes will be presented to the Council quarterly for noting.

Applicants, or the relevant event/activity organiser, governing body, club or coach/instructor, may be contacted during the assessment process, before funding recommendations are finalised, for further information on the application.

Applicants will receive notification of an outcome within two weeks of submitting your application.

Funding availability

To support equitable access to these grants, Council will endeavour to have funds available throughout the full financial year. If funding available is exhausted, this will be notified to the community on [Council's website](#), and applications will be closed until the next financial quarter.

Only one Individual Development Grant application can be submitted by an individual and supported by Council in any one financial year from July to June.

If your application is unsuccessful, you can re-apply for an Individual Development Grant in any one financial year from July to June where eligibility is met.