



*Kingston Charitable Fund is a charitable fund  
account of the Lord Mayor's Charitable Foundation.  
Inspiring Philanthropy since 1923.*

## KINGSTON CHARITABLE FUND 2025 ANNUAL GRANTS

# Grant Guidelines

**APPLICATIONS OPEN - Monday 20 January 2025 at 9am**  
**APPLICATIONS CLOSE - Friday 21 February 2025 at midnight**

The Kingston Charitable Fund (KCF) invites community groups and organisations that have Australian Tax Office (ATO) Deductible Gift Recipient (DGR) item 1 and who meet the assessment criteria, to apply for a grant.

Kingston Charitable Fund (KCF) Grants aim to support charitable organisations that meet community needs, make the community stronger and more connected, and complement Council's activities in the community.

The Kingston Charitable Fund (KCF) Grant Assessment Panel will review all applications and put forward recommendations to the Lord Mayor's Charitable Foundation (LMCF) for formal approval. The LMCF's decision is final.

### **Applicants are encouraged to:**

- Read the Kingston Charitable Fund Grants Guidelines.
- Visit Council's website [kingston.vic.gov.au/charitablefund](https://kingston.vic.gov.au/charitablefund) to find out more about the Kingston Charitable Fund.
- Contact the Kingston Grants Officers on 1300 653 356 or [charitable.fund@kingston.vic.gov.au](mailto:charitable.fund@kingston.vic.gov.au) for more information about the grants criteria and process.

Multilingual services are also available for people experiencing language difficulties.



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## About the Kingston Charitable Fund

Established in 2007, the Kingston Charitable Fund (KCF) is a sub-fund of the Lord Mayor's Charitable Foundation and operates as a separate legal entity from the City of Kingston. Its primary purpose is to provide funds to charitable organisations that support people living in Kingston.

The Fund achieves this by encouraging tax deductible donations, gifts and bequests that build the corpus in perpetuity. Income earned annually from interest is distributed to the community in the form of grants.

### Am I eligible to apply?

To be eligible for a grant, organisations must meet the following criteria;

- Have Deductible Gift Recipient (DGR) Item 1 status
- Be physically located within the Kingston City Council geographical boundaries or be able to demonstrate significant benefit to the Kingston community and deliver the activity within Kingston's municipality
- Provide current public liability insurance with a level of cover appropriate to the activity
- Be in compliance with all requirements within the tenancy agreement (if a Council tenant)
- Have no overdue grant acquittals and have successfully acquitted previous grants received
- Have no outstanding debts owing to Council, or can demonstrate they 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
- Demonstrate alignment between the proposed activity and aims of the Kingston Charitable Fund
- Submit a complete application, including attachments or other supporting information requested by Council
- Adhere to the Victorian Child Safe Standards (where applicable)

## Kingston Charitable Fund Aims

The Kingston Charitable Fund Grants are designed to;

- Address the needs of the Kingston community
- Strengthen and connect the Kingston community
- Complement Council's broader community activities

Funding is unable to be used for;

- Worship, congregation, secular promotion, protest or campaigns
- Schools' curriculum-based activities or where the outcome is confined to the school property of school community
- Activities considered the core responsibility of State or Commonwealth Government or non-government entities, or that seeks to replace, or substitute discontinued or decreased funding from State or Commonwealth Government or non-government entities. This includes (but is not limited to) operational, administrative, training, equipment, rent / lease, building maintenance, community education, governance and inclusion programs of relevant organisations
- 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
- Recurrent or ongoing building maintenance costs
- Permanent public art installations
- The purchase of trophies, prizes, awards or items related to fundraising activities
- The 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
- Leases or rent
- 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
- Activities that are not open to the general community
- Operational and administrative costs, recurrent or ongoing salaries and on-costs, or project management or project administration costs
- Equipment replacement where the equipment is still considered to be within its useful life, or the same equipment that has already been funded by Council in the past 24 months from July to June
- Equipment insurance or storage fees
- Equipment replacement that should be covered by insurance or registration/participation fees
- More than \$1,000 for digital equipment including laptops, tablets or mobile phones
- Subscriptions, software licences, or plans
- Website or social media costs. Website establishment costs will be considered
- Activities that duplicate support already available through other Council or external programs for the same audience
- Support to relocate established groups currently located outside of the City of Kingston, or already located in the City of Kingston and moving to new premises

## How are applications assessed?

The Kingston Grants Assessment Panel (comprising the Mayor, Councillor, Chief Executive Officer or delegate and two community representatives) will review all eligible applications for funding in line with the Assessment Criteria. To assist in assessing applications, the panel members may arrange a visit to discuss the application and gain a better appreciation of the organisation.

Following assessment, the panel will put forward recommendations to the Lord Mayor's Charitable Foundation (LMCF) for formal approval. The LMCF's decision is final.

## How to apply

- a) Applications will be advertised on Council's website, via Council's social media platforms and via a direct mail out to eligible organisations on our database
- b) Interested charities are encouraged to apply online via SmartyGrants, which can be accessed at: [kingston.vic.gov.au/fundgrants](http://kingston.vic.gov.au/fundgrants)
- c) Applications will remain open for four weeks
- d) All applicants will receive a confirmation of receipt of their grant application
- e) All applicants will be advised in writing of the outcome of their application
- f) Successful applicants will need to sign a funding agreement before funds can be distributed
- g) Successful applicants may be contacted to arrange a visit from the Charitable Fund to review the impact of their grant
- h) The successful applicant will be required to submit an acquittal form at the end of the activity

## Important dates

<b>January 2025</b>	Grant Guidelines and link to SmartyGrants application made available on <a href="http://kingston.vic.gov.au/fundgrants">kingston.vic.gov.au/fundgrants</a> or through contacting the Kingston Grants Officers on 1300 653 356 or <a href="mailto:charitable.fund@kingston.vic.gov.au">charitable.fund@kingston.vic.gov.au</a>
<b>January 2025</b>	An email introducing the Kingston Charitable Fund Annual Grants 2025 will be sent to charities on the Kingston Charitable Fund database
<b>20 January 2025</b>	Applications open 9am
<b>February 2025</b>	An email advising Kingston Charitable Fund Annual Grants 2025 are due to close will be sent to charities on the Kingston Charitable Fund database
<b>21 February 2025</b>	Applications close midnight No late applications will be accepted
<b>February-March 2025</b>	Kingston Charitable Fund Grants Assessment Panel review applications
<b>April 2025</b>	Recommended grants are forwarded to the Lord Mayor's Charitable Foundation for formal approval
<b>May-June 2025</b>	All applicants are advised of the outcome of their application, and the successful grant recipients are announced on Kingston Council's website

## Assessment Criteria

Organisations applying for a Kingston Charitable Fund grant must have ATO endorsement of Deductible Gift Recipient item 1 status. Evidence of this must be provided along with their most recent annual report and financial statements.

The assessment panel will consider all eligible applications based on the assessment criteria and merit. Applicants are encouraged to apply for an amount appropriate to their activity. Applications for innovative or new programs are encouraged.

The assessment panel can decide to fully fund or partially fund an activity.

The assessment panel will use some or all the following assessment criteria to consider applications on their merit:

### **A) Community outcomes**

- Complements City of Kingston activities
- Targets Kingston's disadvantaged communities or improves access
- Encourages a diversity of activities and opportunities available to the community
- Helps to build skills in the community

### **B) Link to planning**

- States clear aims for the activity
- Shows evidence of planning eg. resources, safety, permits, etc
- Addresses a genuine and identified community need

### **C) Resourcing**

- Demonstrates capacity to deliver on the activity and meet conditions of funding
- Seeks, where possible, to identify other sources of financial / in-kind contributions
- Consideration will be given to the level of previous financial assistance
- Demonstrates suitable and efficient use of funds

Applicants are encouraged to provide detailed and thorough responses to all questions in their application and include as much relevant information as possible. While the assessment panel may request additional details, submitting a complete and well prepared application will assist the panel in making an informed decision.

## How will I know if my application has been successful?

The assessment panel will review all applications and put forward a recommendation to the Lord Mayor's Charitable Foundation for formal approval in April 2025. You will be advised in writing of the outcome of your application in May 2025.

Please note late applications are unable to be accepted and the Lord Mayor's Charitable Foundation decisions are final.

Regrettably, not all grant requests can be satisfied, however, the Fund seeks to provide a fair balance between applicants. Eligible organisations, whether successful or not, may apply each year.

## What do I need to do if my application is successful?

- The successful applicant will need to enter into a funding agreement, which outlines the conditions under which the grant will be made available
- Funding is released once the signed funding agreement has been received
- The successful applicant is expected to willingly participate in any Council promotion of their activity and the grant
- Grants are only to be used for the submitted purpose or activity, as such grants cannot be transferred on
- The successful applicant needs to prominently acknowledge the support of the Kingston Charitable Fund on their website, in their Annual Report and in their organisation newsletter
- The successful applicant will need to report on the spending of the funding received (acquittal)
- The applicant must not spend money on the proposed activity before funding decisions are announced. This is considered retrospective funding, which is not eligible for support
- Funding is not automatic on application. All requests are subject to consideration each year. Success in any given grant round does not guarantee success in subsequent rounds

Thank you for your interest in the 2025 Kingston Charitable Fund Annual Grants.