City of Kingston

Kingston Grants Program Guidelines 2024-2025

City of
KINGSTON

Contents

Contact Us

For more details 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 want to apply for a grant, it's a good idea to talk to Council first. Council staff can help you understand the grant guidelines, check if you are eligible, and answer questions you have about the application process. Book an appointment with Council's Grants Officers on 1300 653 356 or community@kingston.vic.gov.au

About These Guidelines

These Kingston Grants Program Guidelines 2024-25 explain the funding opportunities offered by Kingston City Council.

The Guidelines cover:
- Types of grants available
- Important dates
- Who can apply
- What can't be funded
- How to apply
- How applications are assessed
- General rules for grants
- Available support

Support is Available

Kingston City Council is dedicated to ensuring that everyone, no matter their abilities, has equal access to grant information.

Multilingual Support Services
If you need help with language, please call our Translating and Interpreting Service on 131 450. Tell them you are contacting the City of Kingston and give our phone number 1300 653 356.

Ελληνικά
Εάν χρειάζεσθε 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，将机构称为金斯敦市，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 помошь 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 điệnthoại 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 are available for people with a hearing, speech or communication difficulties, as well as for internet, text or telephone users. **Please call the National Relay Service at 133 677** and give 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 apply, make sure you have:

- Read these Guidelines
- Attended a free grant writing workshop (recommended)
- Spoken to Council staff about what you want to apply for
- Found the grants that best suit your needs
- Confirmed that you are eligible to apply
- Completed relevant Council processes (i.e. Festival, Event or Creative Activity: Events Process, Minor Capital Works: Approval in Principle)
- Made sure you can provide all required supporting documents
- Booked your venue
- If your community group is not incorporated, contact an auspice organisation

Remember you can [contact us](#) if you need more information or help.

Grant Writing Workshops

If you want to apply for a grant, we encourage you to attend one of our grant writing workshops. All workshops will be listed on the Kingston website.
For more details please visit the Kingston website closer to the date:
[kingston.vic.gov.au/community/grants](#).

Small group workshops will be held on request, or you can get individual help.

If you have any questions or want to request a small group or individual workshop, please contact Council's Grants Officers on 1300 653 356 or email [community@kingston.vic.gov.au](#)

Kingston's Grants Program

Kingston's Grants Program helps fund activities that benefit the Kingston community. It also recognises the important role our community plays in leading and working with us to meet local needs, bring people together, improve experiences, protect the environment, and make life better for Kingston residents.

The Grants Program follows the Kingston Grants Program Policy and supports Council's main goals in the Council Plan and other key documents.

Objectives

The main goal of the Kingston Grants Program is to provide benefits and positive outcomes for the Kingston community. The objectives of the program are to:

- Offer fair and equal opportunities for the Kingston community to apply for financial help through Council grants
- Support a variety of organisations, individuals, and activities, that meet local needs and create positive results for the community
- Help achieve Council's main goals
- Ensure grants are well managed and follow good governance

Guiding Principles

The following principles guide how Council provides grants:

- **Access** - The community should know about grant opportunities. The application process should be easy, and applicants should have the help they need to apply
- **Equity** - Grants should meet the needs of those who will benefit most from the support
- **Inclusion** – The application and assessment process should be fair and include everyone, including people with disabilities, young people, older people, women, LGBTQIA+, Indigenous people, and people from different cultural backgrounds
- **Diversity** - People from diverse backgrounds should be made aware of grants, and recipients should reflect the diversity of Kingston's community
- **Good Governance** - Grant management should be fair and reduce risk to Council
- **Strategic Alignment** - Grants should align with Council's main goals

Council's Strategic Priorities

Council provides grants that support the following priorities in 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.

You can find the latest Council Plan and other supporting documents on Council's website at: Plans, policies, and reports - City of Kingston.

Funding Priorities

When receiving grant applications, the following factors are important, especially since there is a limited amount of funding available.

Higher priority will be given to applications that:
- Support and align with Council's main goals
- Show clear evidence of local community needs
- Show that they work together with local organisations and partners, where needed
- Help build skills, independence, and leadership for individuals, community groups, or organisations in Kingston
- Present new and creative ways to solve local challenges

Priority will also be given to applicants with limited financial resources or who cannot get funding from other sources.

The Assessment Panel and Council will consider funding a variety of different activities to ensure all Council goals are met.

Funding Agreement

If you are successful, you will need to sign a funding agreement with Council. This agreement explains the conditions for receiving the grant. Funding cannot be provided until the agreement is signed and a valid invoice is received with bank details provided in the name of your organisation.

Payments
Payments for all new grants funding will not be made until:
1. All overdue debts to Council are paid.
2. You have provided an up-to-date Certificate of Currency for Public Liability Insurance.
3. For Minor Capital Works, no funding will be given until all required permits and approvals are in place.

For larger operational grants (over $50,000 per year), payments will be made in parts throughout the year, as explained in the funding agreement.

Funding Variation
Grant recipients must follow the plan agreed upon in the funding agreement. If you need to change the activity, you must apply for a funding variation. Contact Council's Grants Officers early if you need to make changes.

Legislation
Successful applicants must follow all relevant laws, including:
- *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 (VicPrivacy and Data Protection Act 2014 (Vic)*
- *Public Health and Wellbeing Act 2008 (Vic)*
- *Racial and Religious Tolerance Act 2001 (Vic)*
- And other relevant laws.

Funding Acquittal (Report) and Audit

Successful applicants must keep records of how the grant money was spent, including receipts. You will need to provide a report to Council about the results of your funded activity. If requested, you may also need to allow Council officers to visit or audit your activity.

Payments for new grants will only be made once previous grant reports have been completed successfully.

Council Contacts

For help with understanding the grant application process, timelines or eligibility, please contact Council's Grants Officers on 1300 653 356 or community@kingston.vic.gov.au

Other Important Information

Receipt of Application
Applications are submitted online using SmartyGrants. When you submit your application, you will receive a confirmation email from SmartyGrants.
Funding is not guaranteed. All applications will be reviewed according to the Kingston Grants Program Policy and these Guidelines.

Incomplete Applications
Your application will be assessed on the information you provide. Make sure all sections are completed and that you have attached all required documents and supporting information.

Late Applications
You must submit your completed application within the open application period, including any requested attachments. Late applications may be accepted or rejected by the Manager of Inclusive Communities in special cases. Special cases do not include illness, leave, or holidays of one community group or family member. If your group needs help applying for a grant, please contact Council's Grants Officers early.

Multiple Applications
You can submit more than one application to different grant streams. However, Council can only support one grant per financial year in each stream, and you cannot be funded twice for the same activity.

Acknowledgement of Council Support
If you receive a grant, you must acknowledge Council's support in any publications or advertisements related to your project.

Funding Decisions are Final
The Council's decisions about funding are final. If your application is not successful, we will explain why. You can also ask for feedback. If you have a complaint, it will be processed according to Council's 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 or auspiced by not-for-profit organisations	• Community Projects & Programs • Community Celebrations • Small Equipment • Capacity Building • Start-Up Support	One-time funding of up to $2,000	Always open (until funding is exhausted) - Assessed every month
Community Bi-Annual Grants For not-for-profit organisations or auspiced by not-for-profit organisations	• Community Projects & Programs • Small Community Festivals & Events • Minor Capital Works • Arts Projects & Programs	One-time funding of $2,001-$10,000	Bi-annual - Assessed every 6 months **Round 1 2024/25** Funding Report Due: 31 July 2025 **Round 2 2024/25** Applications: CLOSED Decision: 16 December 2024 Funding Paid: From January 2025 Funding Report Due: 28 February 2026 **Round 1 2025/26** Opens: 20 January 2025 Closes: 28 February 2025 Decision: June 2025 Funding Paid: From July 2025 Funding Report Due: 31 August 2026
Operational & Partnership Grants For not-for-profit organisations	• Community Centres & Neighbourhood Houses (CC&NH) • Specialist Community & Welfare Services (SC&WS) • Community Interest Organisations (CIO) • Multicultural & Seniors Groups (M&S)	Up to 3 years of funding, based on the category; • CC&NH: Up to $100,000 per year • SC&WS: Up to $90,000 per year • CIO: Up to $20,000 per year • M&S: Up to $4,000 per year	**Year 1: 2024/25 (3 years of funding)** Applications: CLOSED Year 1 Report Due: 31 August 2025 Year 2 Report Due: 31 August 2026 Year 3 Final Report Due: 31 August 2027 **Year 2: 2025/26 (2 years of funding)** Opens: December 2024 Closes: 28 February 2025 Decision: June 2025 Funding Paid: Yearly, from July 2025 Year 1 Report Due: 31 August 2026 Year 2 Final Report Due: 31 August 2027 **Year 3: 2026/27 (1 year of funding)** Opens: December 2025 Closes: 28 February 2026 Decision: June 2026 Funding Paid: From July 2026 Report Due: 31 August 2027
Community Festivals, Events & Creative Activities Grants	One category to support community festivals, events and	Up to 3 years of funding of up to $25,000 per annum	**Year 1: 2024/25 (3 years of funding)** Applications: CLOSED Year 1 Report Due: 31 August 2025

For not-for-profit organisations or auspiced by not-for-profit organisations	creative activities		Year 2 Report Due: 31 August 2026 Year 3 Final Report Due: 31 August 2027 **Year 2: 2025/26 (2 years of funding)** Opens: December 2024 Closes: 28 February 2025 Decision: June 2025 Funding Paid: Yearly, from July 2025 Year 1 Report Due: 31 August 2026 Year 2 Final Report Due: 31 August 2027 **Year 3: 2026/27 (1 year of funding)** Opens: December 2025 Closes: 28 February 2026 Decision: June 2026 Funding Paid: From July 2026 Report Due: 31 August 2027
Individual Development Grants For individuals	• Achievement	One-off funding of up to $600 Plus financial hardship benefit, if applicable	Always open (until funding is exhausted) - Assessed every month

Community
Small Grants

City of
KINGSTON

Community Small Grants

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

Community Small Grants are one-time grants that support smaller scale activities aimed at strengthening the community, helping the environment, and improving local organisations. These grants show that sometimes a small amount of funding can make a big difference for the Kingston community.

What can be funded

Community Small Grants can support activities in the following categories.

Community Projects & Programs	Activities that help organisations and community groups reach their goals and strengthen the Kingston community. **For example**, activities related to arts, culture, environment, climate action, community safety, health and wellbeing, minor infrastructure improvements (including minor building upgrades, cameras and community gardens), sports, family violence prevention, and support for children, young people, people from culturally diverse backgrounds, LGBTQIA+, gender diverse, people with disabilities or seniors.
Community Celebrations	Small activities that help organisations and community groups in Kingston celebrate national or state festivals, or honour significant contributions to the community. Celebrations can include milestones such as anniversaries (e.g., 10th or 20th anniversary). **For example**, a community group's anniversary events, a publication for a clubs 100th year, or a Children's Week event.
Small Equipment	Purchase of small equipment that helps organisations and community groups maintain or improve their activities, make them more accessible, or contribute to better environmental outcomes. The equipment must be standalone and not need installation. **For example**, tools, defibrillators, appliances, safety items, uniforms, or technology like iPads or communication devices.
Capacity Building	Activities that help organisations and community groups grow and improve in line with their goals and needs. **For example**, activities can be for training, volunteer recruitment, volunteer management, planning for future leadership, or improving governance.
Start-Up Support	Help to set up a new community group in Kingston that reflects the city's diverse community. **For example**, Start-up costs can include things like fees for incorporation, insurance, stationery, materials, equipment, member recruitment, or meeting spaces. The group can be unincorporated at the time of application but must provide a bank account in the group's name and evidence of incorporation in the final acquittal report.

Eligibility

Applicants must:

- Submit an application between 1-6 months prior to the activity

- Submit an application that aligns with the purpose of this grant stream
- Be legally constituted as an incorporated association, company limited by guarantee, Aboriginal Corporation, Statutory Authority, or Church set up as a statutory entity or by legislation, or auspiced by another legally constituted organisation (auspice) for the activity proposed in the application and provide evidence of their legal status. New community group applicants seeking start-up support are exempted, however must indicate an intention to apply for incorporation
- 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
- Have the financial means to deliver the activity
- Not receive a direct income from gambling activities, undertake or promote gambling
- 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. New community group applicants seeking start-up support are exempted, however must indicate an intention to apply for relevant insurances
- 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
- Implement and maintain policies relating to the Child Safe Standards, where applicable
- Have not applied for more than one year of start-up support for new community groups
- Comply with public health directions, and human rights and responsibilities

What can't be funded:

- Activities that do not comply with public health directions, and human rights and responsibilities
- Activities that do not comply with the requirements of the tenancy agreement (if a Council tenant)
- Worship, congregation, secular promotion, protest, or campaigns
- Schools' curriculum-based activities or where the outcome is confined to the school property or school community
- 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. 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 (murals must have an end-of-life removal date and maintenance plan)
- 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
- 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
- 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 $1000 for digital equipment including laptops, tablets or mobile phones
- Subscriptions, software licences, or plans
- Website or social media maintenance 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 the City of Kingston, or already located in the City of Kingston and moving to new premises.

Venue Booking

If your grant includes the cost of hiring a venue, please note that receiving a grant does not mean that Council will automatically provide or book the venue for you. It is your responsibility to book the venue yourself and ensure the grant amount covers all venue hire costs. If you change the venue or if the venue hire costs increase after the grant is awarded, you will not receive additional funding, and you must advise Council of the change.

Further Information
You will be asked for additional information if you apply for minor infrastructure upgrades, such as minor building works, community gardens, and cameras. Council officers may also ask you for more information prior to payment of a successful grant application.

How to make an application
Applications can be submitted any time, but may be paused at specific times in line with the funds available.

It is a good idea to book an appointment with Council's Grants Officers before you submit your application. They may also suggest you speak with another Council officer about your activity.

To apply:
- Visit Grants program - City of Kingston and click the 'Apply' button.
- Create a SmartyGrants account if you don't already have one.

When you apply, you will need to provide details about:

- Your organisation, including details of your auspice organisation, if applicable
- Your proposed activity
- Why your activity is needed and the benefits it will bring
- How you plan to carry out your activity
- Your GST exclusive activity budget
- How your activity will continue in the future (sustainability)
- Your organisation's or group's financial situation
- Anything special or unique about your activity
- Any supporting documents you need to provide.

Supporting Documents

Here is a list of documents you may need to provide:

Attachment	Required by:
Certificate of Incorporation	• Applicants • Auspice organisations (if applicant is not incorporated)
Auspice Agreement If you are using an auspice, you must show that they have agreed to support your application. You can find an Auspice Agreement template on our website: www.kingston.vic.gov.au/community/grants	• Auspice organisations
Annual Report These must meet your legal requirements with Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission. AGM minutes are acceptable where Consumer Affairs Victoria accepts these instead of an Annual Report	• Applicants
Financial Statements Please provide a financial statement that shows your organisation's financial situation, including any funds you have already committed (such as a balance sheet). The documents must follow the rules set by: • Consumer Affairs Victoria • Australian Charities and Not-for-Profits Commission • Australian Securities and Investments Commission	• Applicants
Public Liability Insurance Certificate of Currency You will need to show proof of insurance, with a cover level based on the activity or program	• Applicants • Auspice organisations (if applicant is not incorporated)
Child Safe Standards Policy Provide a copy of organisational policies relating to the Child Safe Standards, where applicable	• Applicants

How are applications assessed?

Council officers will first check if your application meets the eligibility requirements. If your application is eligible, it will then be assessed by Council officers based on the funding priorities in these Program Guidelines and the assessment criteria.

Please note: Council uses the assessment criteria as a general guide 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**

Notification of Outcome

Council aims to let applicants know the outcome of their application within 1 month. However, incomplete applications or busy periods may cause delays. All funding outcomes are shared with Council quarterly, where Council will endorse all unsuccessful applications.

Funding availability

To make sure everyone has fair access to grants, Council will keep funds available throughout the whole year. This is assessed every 3 months. If the funds run out, this will be posted on the Council's website: www.kingston.vic.gov.au/community/grants, and applications will be paused until the next quarter.

Applications for the financial year close on 30 May each year. Applications after this date will be considered for the next financial year.

Acquittal Report

If you receive a grant, you must keep records of how you spent the funds and give Council copies of receipts. You will also need to write a report showing the impact of the funded activity. This is called an acquittal. Acquittal due dates are listed in the 'Grants Available' section of these Guidelines and are included in your funding agreement.

You must also allow Council officers to visit or request an audit of your funded activity.

Payments will only be made once any past grants have been properly acquitted and all funding requirements have been met.

Community
Bi-Annual Grants

community inspired leadership

City of
KINGSTON

Community Bi-Annual Grants

Amount available: $2,001-$10,000
Who can apply: Not-for-profit organisations, or community groups auspiced by not-for-profit organisations, and auspiced artists.
When to apply: Bi-annual – assessed every 6 months. Please see Council's website for dates.

Community Bi-Annual Grants support activities that help the Kingston community and align with Council's strategic priorities.

What can be funded:

Community Projects & Programs	Activities that help organisations and community groups strengthen Kingston. These can be focused on arts, culture, health, climate action, sports, and more. **For example**, Community programs, arts initiatives, or environmental projects.
Small Community Festivals & Events	Support for events that connect, strengthen, and celebrate Kingston's diverse community. **For example**, cultural festivals or local climate action events.
Minor Capital Works	Funding for minor upgrades or improvements to buildings or grounds used by not-for-profit organisations or auspiced community groups. **For example**, Kitchen upgrades, energy-efficient fixtures, or new flooring.
Arts Projects & Programs	Funding for creating and presenting arts activities in Kingston. **For example**, public art installations, exhibitions, or creative workshops.

Before You Apply:

- Consult with Council teams:
  - Festivals and Events team for Small Community Festivals & Events
  - Arts team for Arts Projects & Programs
  - Property team for Minor Capital Works
  - Active Kingston for sport-related grants (and Youth Services where appropriate)
- For Festivals and Events, if your festival or event is to be held on Council land complete the Events process via the website. You will need to have Approval in Principle from the Events team
- For Arts Projects and Programs, identify an auspice organisation and complete an auspice agreement
- For Minor Capital Works, ensure you have an Approval in Principle from Council's Property Team. Also, check if you need any Building or Planning Permits required for the work
- Ensure your activity aligns with the grant stream
- Check eligibility: Make sure your activity is not already funded by a Kingston Council grant and verify that Council or other providers are not already offering the activity you plan to apply for.

Eligibility Criteria

Applicants must:

- Be legally constituted as an incorporated association, company limited by guarantee, or Aboriginal Corporation, Statutory Authority, and Church set up as a statutory entity or by legislation, or auspiced

by another legally constituted organisation (auspice) for the activity proposed in the application and provide evidence of their legal status.

- 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
- Have demonstrated the financial means to deliver the activity if successful
- Not receive a direct income from gambling activities, undertake or promote gambling
- 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
- 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. Quotes for all costs are required for this grant stream
- Implement and maintain policies relating to the Child Safe Standards, where applicable

What can't be funded:

- Activities that do not comply with public health directions, and human rights and responsibilities
- Activities that do not comply with the requirements of the tenancy agreement (if a Council tenant)
- 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
- Activities or operational costs that are 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. 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
- Purchase of fireworks, alcohol, tobacco, or e-cigarettes
- Professional grant writer fees
- Recurrent or ongoing building maintenance costs
- 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
- 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
- More than $2,000 in equipment, such as uniforms and defibrillators; or more than $1000 for televisions, laptops, tablets or mobile phones
- 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; or that should be covered by insurance or registration/participation fees
- Equipment insurance or storage fees
- Subscriptions, software licences, or plans
- Website or social media maintenance costs. Website establishment costs will be considered
- Recurrent or ongoing salaries and staffing on-costs that are the responsibility of the applicant organisation. For the Arts Projects & Programs category, artist fees are exempt from this criterion
- Activities that duplicate support already available through other Council or external programs for the same audience
- 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
- Activities that are not publicly accessible or open to the general Kingston community
- Permanent public art installations
- More than the following percentages of the funding requested:
  - 10% of administration costs (e.g. stationery, postage)
  - 20% of food costs
  - 10% of project management or coordination costs specifically for the activity
  - 60% of artist fees
  - 5% of the cost of an auspice organisation (for Arts Projects and Programs category only)

Minor Capital Works Category:

- Applications that do not comply with co-funding requirements
- For Council-owned property, applications that do not provide a copy of an Approval in Principle from Council's Property Team
- For non-Council property, applications that do not provide a letter of approval from the landlord
- Applications that do not provide photos and specifications of proposed fixtures or fittings
- Applications that do not provide 2 quotes for all works in scope
- Works for assets that are of a commercial nature, not accessible to the community, or outside the geographical boundaries of the City of Kingston
- 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 that are already budgeted in Council's latest Capital Works Program
- Works on areas of a property where gaming is operating
- Camera installations that do not comply with the following conditions:
  - Relevant laws, such as privacy laws
  - Footage must be securely stored
  - Footage cannot be stored for more than 30 days

Applicant contribution for Minor Capital Works

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

Group 1 Council Lease (without a liquor licence)	No co-funding is required.
Group 1 Council Lease (with a liquor licence) or Group 2 Council Lease (with or without a liquor licence)	You must match the funding 1:1. The co-funding can be cash or in-kind support.
Other eligible private property: (Not-for-profits leasing private property)	You must match the funding 1:1 with cash only.

*Definitions of applicant organisations (as defined in Council's Lease and Licence Policy):
- **Group 1 Council Lease**: Community not-for-profit group with limited ability to get income.
- **Group 2 Council Lease**: A community sports or recreation not-for-profit group with some ability to get income.

No co-funding is needed for other categories of grants.

Please note the maximum funding available from Council for these grants is $10,000. You may need to find additional cash or in-kind-support to fully fund your activity.

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. If you change the venue or if the venue hire costs increase after the grant is awarded, you will not receive additional funding, and you must advise Council of the change.

How to make an application

Applications are accepted during the open round until 11:59pm on the closing date. There are two rounds each year for these grants, but you can only be funded for one round per financial year. If you are unsuccessful for an application in Round 1, you can reapply in Round 2 – ensuring you address any feedback that you received or, for a different activity.

Check the Grants Available section in the Program Guidelines or visit Council's website: www.kingston.vic.gov.au/community/grants for important dates.

You are encouraged to book an appointment with Council's Grants Officers before applying. They may also direct you to speak with another Council officer if needed.

To apply:
1. Visit the Kingston website and click the 'Apply' button
2. Create a SmartyGrants account if you don't have one already

When you apply, you will need to provide details about:

- Your organisation, including details of your auspice organisation if applicable
- Your proposed activity
- Why your activity is needed and the benefits it will bring

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- How you plan to carry out your activity
- Your GST exclusive activity budget
- How your activity will continue in the future (sustainability)
- Your organisation's or group's financial situation
- Anything special or unique about your activity
- Any supporting documents you need to provide.

Supporting Documents

Attachment	Required by:
Certificate of Incorporation	- Applicants - Auspice organisations (if applicant is not incorporated)
Auspice Agreement If you are using an auspice, you must show that they have agreed to support your application. You can find an "Auspice Agreement" template on the website: www.kingston.vic.gov.au/community/grants.	- Artists - Applicants with an auspice
Annual Report These must meet your legal requirements with Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission.	Applicants (excluding individual artists)
Financial Statements Please provide a financial statement that shows your organisation's financial situation, including any funds you have already committed (such as a balance sheet). The documents must follow the rules set by: - Consumer Affairs Victoria - Australian Charities and Not-for-Profits Commission - Australian Securities and Investments Commission	Applicants (excluding individual artists)
Public Liability Insurance Certificate of Currency You will need to show proof of insurance, with a minimum level of cover to be determined based on the activity.	- Applicants - Auspice organisations (if applicant is not incorporated)
Minor Capital Works • Council-owned property • Approval in Principle letter from Council or the landlord • Copy of your submitted Approval in Principle form Non-Council property • Approval letter from the landlord of the property • Photos and specifications of proposed fixtures or fittings • 2 quotes for all works in scope	Applicants to the Minor Capital Works category
Supplier quotes For examples, venue hire, marquee hire, entertainment, security, traffic management, etc.	Applicants
Resumé and examples of recent work *for works of art only	Applicants of the Arts Projects & Programs category, where the application is for creating an artwork
Child Safe Standards Policy Provide a copy of organisational policies relating to the Child Safe Standards	Applicants, where relevant
Additional Support Material	Optional

For example, letters of support, media, photos, example promotional material	

How are applications assessed?

Council officers will first check if you and the application meet the eligibility requirements. If your application is eligible, it will then be assessed by Council officers based on the funding priorities in these Program Guidelines and the assessment criteria.

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 decisions

All eligible applications will be reviewed by the Council in a formal meeting to decide who will receive funding.

You may be contacted during the assessment process if more information is needed before the final decision is made.

You will receive notification of an outcome as per the dates outlined in the Grants Available section of these Guidelines.

Funding availability

To ensure fair access to these grants, Council sets aside funds from its annual budget for two grant rounds each year.

Please note that the total dollar value of applications received may be more than available funds.

If your application is not successful for Round 1, you can reapply for Round 2, making sure to include any feedback you received, or if you are seeking funding for a different activity.

Acquittal Report

If you receive a grant, you must keep records of how you spend the funds and give Council copies of receipts. You will also need to write a report showing the impact of the funded activity. This is called an acquittal. Acquittal due dates are listed in the Grants Available section of these Guidelines and in your funding agreement.

You must also allow Council officers to visit or request an audit of your funded activity.

Payments will only be made once any past grants have been properly acquitted, and all funding requirements have been met.

Operational and Partnership Grants

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Operational & Partnership Grants

Amount available:
- Up to $100k for Community Centres & Neighbourhood Houses;
- Up to $90k for Specialist Community & Welfare Services;
- Up to $20k for Community Interest Organisations; and
- Up to $1k for regular social activities, up to $4k for providing regular meals, and an additional amount based on specific circumstances for Multicultural and Seniors groups.

  Funding is available per year for up to three years.

Who can apply: Not-for-profit organisations

When to apply: Open once a year. Please see Grants Available section of this document for dates.

Operational & Partnership Grants are grants that last for up to three years. They help support important community services and activities that match Council's main goals. These grants provide stable and ongoing funding for services and activities that are important to the Kingston community.

What can be funded

Operational & Partnership Grants can support different services and activities in the following categories:

Community Centres & Neighbourhood Houses	These grants help cover costs for the operations and services of Community Centres and Neighbourhood Houses to strengthen the communities where they are located. **Funding available:** Up to $100,000 per year. The amount is decided using a set formula.
Specialist Community & Welfare Services	These grants support services that provide financial, legal, counselling, and other specialist help to people in Kingston. **Funding available:** Up to $90,000 per year. The amount funded is based on specific criteria.
Community Interest Organisations	These grants help organisations and community groups that represent the diversity of Kingston, such as arts groups, municipal bands, historical groups, sports clubs, and environmental groups. **Funding available:** Up to $20,000 per year. The amount funded is based on specific criteria.
Multicultural & Seniors Groups	These grants support activities for Kingston's multicultural and senior residents to promote inclusion, connectedness, and positive ageing. **Funding available:** Up to $4,000 per year, with a possible extra amount, decided using a set formula.

Eligibility

Applicants must:

- Be legally constituted as an incorporated association, company limited by guarantee, Aboriginal Corporation, Statutory Authority, Churches set up as a statutory entity or by legislation, 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

- Have demonstrated the financial means to operate for the duration of the funding period

- Not receive a direct income from gambling activities, undertake or promote gambling

- 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 communityProvide current public liability insurance with a level of cover appropriate to the operations of the organisation and its activities

- Comply with all requirements within the tenancy agreement (applicable only to Council tenants)
- 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
- Implement and maintain policies relating to the Child Safe Standards, where applicable
- Have demonstrated the successful delivery of previous funding from Kingston City Council.

What can't be funded:

- Activities that do not comply with public health directions, and human rights and responsibilities
- Worship, congregation, secular promotion, protest, or religious or political campaigns
- School curriculum-based activities or where the outcome is confined to the school property or school community
- The operations or programs of organisations that are 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. This includes (but is not limited to) operational, administrative, training, equipment, rent & lease, building maintenance, community education, or governance and inclusion programs. Please contact Council to discuss other ways Council can support your organisation
- Replacement or top-up of discontinued or reduced income from any other sources
- 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, or leases
- Recurrent or ongoing building maintenance costs
- Minor capital works (see Community Bi-annual Grants for Minor Capital Works funding)
- Capital works
- Arts projects of programs (see Community Bi-annual Grants for Minor Capital Works funding)
- Festivals and events (see Community Festivals, Events & Creative Activities funding)
- 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
- 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; or that should be covered by insurance or registration/participation fees
- Activities that duplicate support already available through other Council or external programs for the same audience 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

Applicant contribution

No co-funding is required for Operational & Partnership grants. However, applicants should understand that the Council believes you may need to find additional financial or other support to successfully carry out your services or activities and achieve the expected results.

How to make an application

Applications can be submitted at any time.

We strongly recommend that you book an appointment with Council's Grants Officers to talk about your application before submitting it. They may also suggest that you to discuss your application with another relevant Council officer.

To apply, go to the [Kingston Grants Program](#) website and select apply. Then create an account in SmartyGrants if you don't have one already.

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

- Your organisation, including auspice organisation details if applicable
- Your operations (for all categories except Multicultural & Seniors) or regular social activities (for Multicultural & Seniors)
- The need for your service/activity
- The benefits of your service/activity
- How your service/activity will contribute to achieving Council's strategic priorities
- How you will deliver your service/activity
- How your service/activity will continue in the future (sustainability)
- Your organisation's or group's financial situation
- Anything special or unique about your service/activity
- How you plan to evaluate the delivery and impact of your funded service/activity
- Supporting attachments that you will need to provide.

Supporting Documents

Attachment	Required by:
Certificate of Incorporation	• Applicants
Annual Report These must meet your legal requirements with Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission.	• Applicants
Financial Statements	• Applicants

Attachment	Required by:
Provide a financial statement that demonstrates your organisations situation, including any committed funds held (i.e. a balance sheet) Documents must comply with your Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission obligations	• Auspice
Public Liability Insurance Certificate of Currency Minimum cover of $20 million is required.	• Applicants
Child Safe Standards Policy Provide a copy of organisational policies relating to the Child Safe Standards	• Applicants (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?

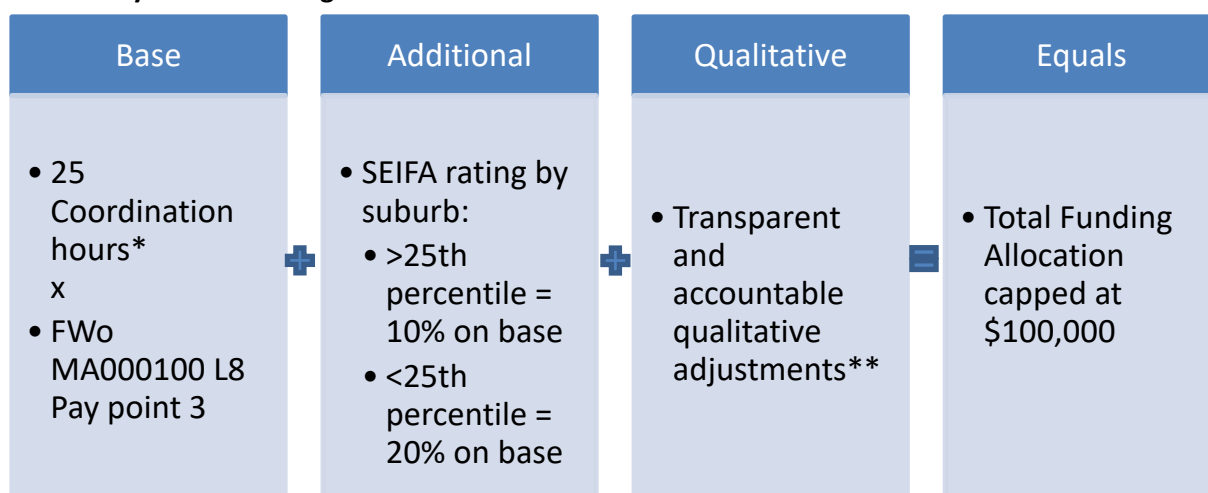*Formula Based Assessment*

The formula-based funding method is used for two categories in the Kingston Grants Program's Operational & Development Grants. These categories are:

- Community Centres & Neighbourhood Houses
- Multicultural & Seniors

The formula is applied at Year 1 of the funding period and will be used for the entire funding term.
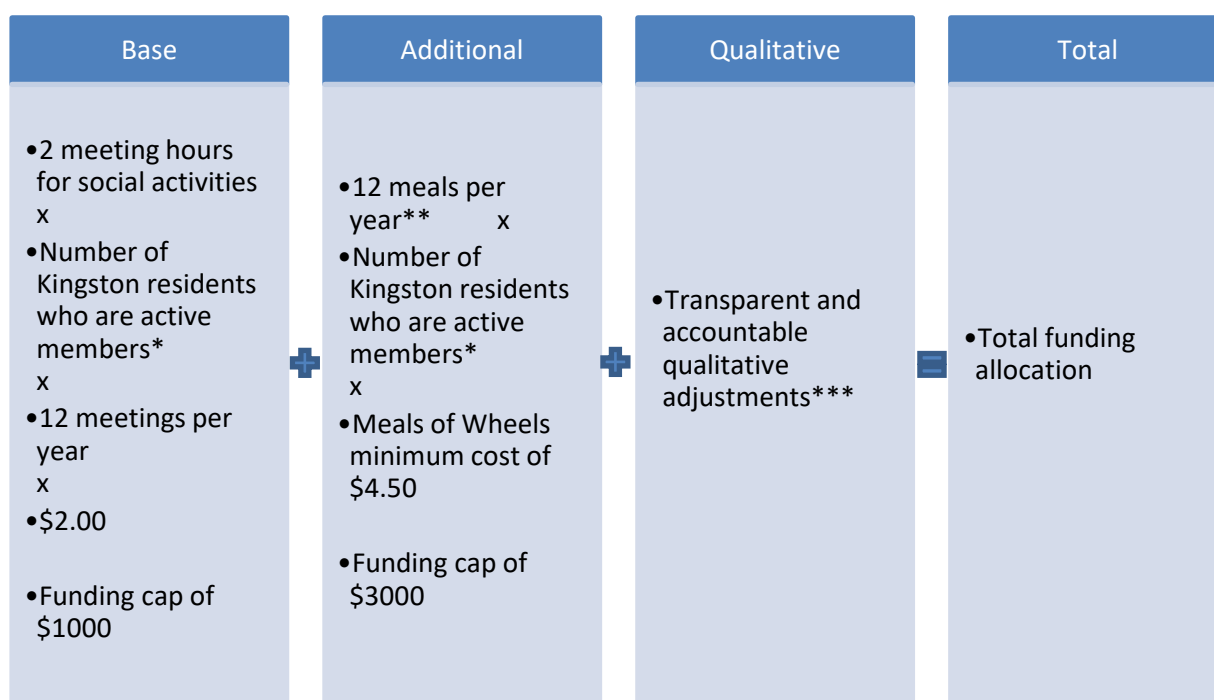
Community Centres & Neighbourhood Houses

Base		Additional		Qualitative		Equals

• 25 Coordination hours* x
• FWo MA000100 L8 Pay point 3
	➕	• SEIFA rating by suburb:
		  • >25th percentile = 10% on base
		  • <25th percentile = 20% on base
			➕	• Transparent and accountable qualitative adjustments**	＝	• Total Funding Allocation capped at $100,000

* Matches the base funding given by DFFH for eligible community centres and neighbourhood houses.
** Qualitative adjustments are made to consider important factors that cannot be measured by a formula. The Assessment Panel reviews these adjustments and makes recommendations that must be approved by Council.

Multicultural and Seniors

Base	Additional	Qualitative	Total
•2 meeting hours for social activities x •Number of Kingston residents who are active members* x •12 meetings per year x •$2.00 •Funding cap of $1000	•12 meals per year** x •Number of Kingston residents who are active members* x •Meals of Wheels minimum cost of $4.50 •Funding cap of $3000	•Transparent and accountable qualitative adjustments***	•Total funding allocation

* Organisations must meet minimum requirements for the percentage of active members who are Kingston residents or show significant benefit to the Kingston community, as outlined in the Kingston Grants Program Policy and Program Guidelines for Operational & Partnership Grants. Organisations that don't meet these requirements are not eligible for Multicultural & Seniors funding.

** Organisations that provide meals to members must commit to providing at least 6 meals per year. Funds can be used for any meals provided during the year.

*** Qualitative adjustments consider important factors that cannot be measured by a formula. The Assessment Panel reviews these adjustments and makes recommendations that must be approved by Council.

Multicultural and Seniors - Qualitative Adjustments

Qualitative Adjustments for Multicultural & Seniors Clubs are determined by the Kingston Grants Assessment Panel. They are applied based on the following criteria:

- the applicant meets in Kingston

- the applicant has more than 50% Kingston members

The funding amount allocated is based on the number of registered Kingston members:

- An additional $1,000 is allocated to applicants with less than 249 Kingston members

- An additional $2,000 is allocated to applicants with 250–499 Kingston members

- An additional $3,000 is applied to applicants with more than 500 Kingston members.

Furthermore, the Assessment Panel may also prioritise applicants who: *have limited financial means or ability to access other sources of funding.* To determine this, balance sheets are reviewed to consider any significant available funds (i.e. in excess of $50,000) that the Multicultural & Seniors group has, and whether a strategic objective for the future use of these funds was evident.

Consideration is also given to applicants where the above criteria conflicted. For example:

- a Multicultural & Seniors group that doesn't meet in Kingston, but has over 50% Kingston membership may be considered for a Qualitative Adjustment; and

- a Multicultural & Seniors group that has less than 50% Kingston members, however their number of Kingston members is comparably high to other clubs.

Quality-based Assessment

Applications will be assessed once a year. For Grant approval dates, please see the Grants Available section of these Guidelines.

Council Officers will first check if you and your application meet the eligibility requirements. If you are eligible, your application be reviewed by Council officers and a Grants Assessment Panel using the assessment criteria and funding priorities outlined in these Guidelines.

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 decisions

Funding recommendations for all eligible applications will be presented to Council for decision at a formal meeting.

Applicants may be asked for more information during the assessment process or before the funding recommendations are made.

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

Funding availability

To ensure fair access to these grants, Council will set aside funds from a multi-year budget each year. Any funds not used in the first year can be carried over and used in the following year.

Payments
For larger operational grants (over $50,000 per year), payments will be made in parts throughout the year, as explained in the funding agreement.

Acquittal Report

Successful applicants must keep records of how the grant money was spent and give Council copies of receipts and a report showing the impact of the funded activity (called an acquittal). Acquittal due dates are listed in the Grants Available section of these Guidelines.

Successful applicants must allow Council officers to visit or request an audit of the funded activity.

Payments will only be made once any overdue grant reports for past grants have been completed and approved.

Community Festivals, Events & Creative Activities Grants

City of
KINGSTON

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, or community groups auspiced by not-for-profit
                             organisations.
When to apply: Open once a year. Please see Grants Available section of this document for
assessment dates.

These grants support community festivals, events and creative activities that highlight Kingston's diversity, places, talents, cultures or unique features. These activities enhance Kingston's reputation as a great place to live, work, visit and play. This grant is for large scale activities that take place annually, or over a series of activities over the funding period.

What can be funded

These grants can support festivals, events or creative activities for up to three years, including:

- annual activities; or a series of different activities across the funding cycle

- larger scale actvities

- established activities (if you're starting a new event, check out Community Bi-annual Grants).

Before you submit your application

Make sure you:
- Talk to Council's Festivals and Events team by calling 1300 653 356
- Use the 'Business Victoria Event Planner' tool to help improve your application. You can find it on the Business Victoria website.

Eligibility Criteria

Organisations must:

- Be legally constituted as an incorporated association, company limited by guarantee, Aboriginal Corporation, Statutory Authority, Church set up as a statutory entity or by legislation, or auspiced by another legally constituted organisation (auspice) for the activity proposed in the application and provide evidence of their legal status

- 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

- Have the financial means to deliver the activity, if the total cost is more than the amount requested

- Not receive a direct income from gambling activities, undertake or promote gambling

- 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

- 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.

- Implement and maintain policies relating to the Child Safe Standards, where applicable

- Comply with public health directions, and human rights and responsibilities

- Have demonstrated the successful delivery of previous funding from Kingston City Council. If you are a new applicant, please apply to the Community Bi-annual Grants to establish a new funding relationship with Council

What can't be funded:

- Worship, congregation, secular promotion, protest, or or religious or political campaigns

- Schools for curriculum-based activities or where the outcome is confined to the school property or school community

- The operations or activities of organisations that are 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. This includes (but is not limited to) operational, administrative, training, equipment, rent & lease, building maintenance, community education, or governance and inclusion programs. Please contact Council to discuss other ways Council can partner with and support your organisation

- Replacement or top-up of discontinued or reduced income from any other sources for existing Community Festivals, Events and Creative Activities

- 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

- The payment of rent or a lease

- Recurrent or ongoing building maintenance costs

- Minor capital works (see Community Bi-annual Grants for Minor Capital Works funding)

- Capital works

- Small Arts Projects & Programs (see Community Bi-annual Grants for Arts Project & Programs funding), small or once-off Festivals & Events (see Community Bi-annual Grants funding). Activities must occur once a year, or multiple times each year across the funded period

- 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

- 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

- 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; or that should be covered by insurance or registration/participation fees

- Activities that duplicate support already available through other Council or external programs for the same audience

- Support to relocate your organisation or group currently located outside the City of Kingston, or already located in the City of Kingston and moving to new premises

Applicant contribution

Applicants should know that Council expects you to find other cash or in-kind-support to help deliver your activity and achieve the expected results.

How to make an application

Before you apply, you must talk to Council's Festivals and Events team about your application.

To apply, visit [Kingston's Grants Program](#) and select apply. Then create an account in SmartyGrants if you don't have one already.

When you apply, you will be asked information about:

- Your organisation, including detailas of any auspice organisation (if applicable)
- Your proposed activity
- Why your activity is needed
- The benefits of your activity
- How you will run your activity
- How your activity will continue in the future (sustainability)
- Your organisation's or group's financial situation
- Anything special or unique about your activity
- How you will evaluate your activity
- Any supporting documents you need to provide.

Supporting Documents

Attachment	Required by:
Certificate of Incorporation	- Applicants (without an auspice) - Auspice organisations
Auspice Agreement If you are using an auspice, you must show that they have agreed to support your application. You can find an "Auspice Agreement" template on the website: [www.kingston.vic.gov.au/communty/grants](#)	- Auspice organisations
Annual Report These must meet your legal requirements with Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission.	- Applicants (without an auspice)
Financial Statements Provide a financial statement that demonstrates your organisations situation, including any committed funds held (i.e. a balance sheet) Documents must comply with your Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission obligations	- Applicants (without an auspice)

Public Liability Insurance Certificate of Currency Minimum cover of $20 million is required.	• Applicants (without an auspice) • Auspice organisations
Supplier quotes For examples, marquee hire, entertainment, security, traffic management, etc.	• Applicants
Child Safe Standards Policy Provide a copy of organisational policies relating to the Child Safe Standards	• Applicants (where relevant)
Additional Support Material For example, letters of support, media, photos, example promotional material	Optional

How are applications assessed?

Applications will be assessed once a year.

First, Council Officers will check if you and your application meets the eligibility requirements. If you are eligible, your application will be assessed by Council Officers and a Grants Assessment Panel, using the 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
	Total score available	**100**

Funding Decisions

Funding recommendations for all eligible applications will be presented to Council for decision at a formal meeting.

Applicants may be asked for more information during the assessment process or before the funding recommendations are made.

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

Funding availability

To ensure fair access to these grants, Council will set aside funds from a multi-year budget each year. Any funds not used in the first year can be carried over and used in the following year.

Acquittal Report

Successful applicants must keep records of how the grant money was spent and give Council copies of receipts and a report showing the impact of the funded activity (called an acquittal). Acquittal due dates are listed in the 'Grants Available' section of these Guidelines.

Successful applicants must allow Council officers to visit or request an audit of the funded activity.

Payments will only be made once any overdue grant reports for past grants have been completed and approved.

Individual Development Grants

City of
KINGSTON

Individual Development Grants

Individual Development Grants are one-off grants that support individual Kingston residents who are invited, selected, or have qualified 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.

Amount available:

$200 – For state-level events held in Victoria (but not in Kingston)
$400 – For national-level events held in another state (not in Victoria)
$600 – For international-level events held overseas

Plus 25% extra for financial hardship

Who can apply: Anyone who lives in Kingston (City of Kingston).
When to apply: Applications are always open and are reviewed every two weeks.

Individual Development Grants are one-time grants that help Kingston residents who are invited, selected or qualify to compete, perform, or represent at State, National, or International levels in their chosen field.

What can be funded?
Grants are available for activities in the following areas:

Arts & Culture	Support for individuals to grow their creative and professional skills. This can include crafts, study programs, workshops, mentoring, presenting at conferences, or showcasing work at cultural events.
Sport & Recreation	Support for athletes to compete in recognized sports events at State, National, or International levels, where the athlete is selected through a competitive process.
Environment & Climate Action	Support for individuals involved in important environmental activities. This can include presenting at conferences, study programs, or volunteering for environmental projects to help cover travel costs.
Humanitarian & Leadership	Support for individuals to take part in important humanitarian or leadership activities. This can include presenting at conferences, study programs, or volunteering for humanitarian projects to help cover travel costs.

Eligibility Criteria
Applicants must:

- Be an individual who is a Kingston resident (anyone who lives within the City of Kingston).

- Submit an application between 1 – 6 months prior to the activity

- Submit an application that aligns with the purpose of this grant stream and chosen category

- Have no overdue grant acquittals and have successfully acquitted previous grants received

- Have no overdue debts owing to Council, or have entered into a payment plan

- Have not received funding for an Individual Development Grant for the same activity in the past 24 months running on financial year from July to June

- Not be a Kingston Councillor or officer if the event/activity is considered part of their usual role or duties

- Comply with public health directions, and human rights and responsibilities

- Provide evidence of qualification or invitation in the event/activity by event organisers, governing

body, club or coach/instructor

- To demonstrate financial hardship, provide a copy of both sides of a Centrelink-issued Health Care Card, Pensioner Concession Card, or Veteran Card (where applicable)

What can't be funded:

- Costs that are 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
- Costs to participate in the creation of permanent public art installations
- The purchase of gifts, 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 through the official Council application process
- The 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 add-ons, such as mini bar expenses and incidental charges
- 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
- School, TAFE or university fees
- Publishing, promotion or distribution of digital media or writing works
- Website development, website maintenance, software licences or social media activities
- Support to attend an activity where eligible costs are already covered by or the responsibility of the event/activity host, home club, or other involved party
- Travel and accommodation costs for an activity in the Kingston municipality
- 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

Applicant contribution

You don't need to provide any co-funding for these grants. However, please note that the Council's support is just a contribution, and it might not cover all costs for the event or activity you want to participate in. You may need to find other financial or in-kind support to help cover the full cost.

How to Apply

Applications can be made at any time.

To apply, go to the Kingston Grants Program website and click 'Apply'. Then create an account if you don't have one already.

When you apply, you'll need to provide the following details:

- You live in the City of Kingston
- You are 18 years or older, or if you're under 18, you have permission from a parent or guardian
- Proof that you've been selected, qualified, or invited to the event/activity by the event organizers, a governing body, your club, or coach/instructor
- Proof of financial hardship, such as a copy of both sides of a Centrelink Health Care Card, Pensioner Concession Card, or Veteran Card (if applicable)
- Your budget for the event/activity

Supporting Documents

Attachment	Required by:
Proof of identity and residence For example, both sides of your driver's licence, bank statement (financials redacted), or utility bill.	Applicants
Proof of competitive selection, qualification or invitation Letter or email on letterhead from the event/activity organiser, governing body, club or coach/instructor	Applicants
Proof of financial hardship Both sides of a Centrelink-issued Health Care Card, Pensioner Concession Card, or Veteran Card to demonstrate financial hardship	Applicants with Financial Hardship applying for an extra 25% of funds
Additional Support Material For example, letters of support, media, photos, example promotional material	Optional

How are applications assessed?

Eligible applications will be assessed every four weeks.

Council Officers will check if the applicant and the application are eligible against the above Eligibility Criteria. If eligible, your application will be assessed against the Assessment Criteria to determine the funded amount.

Assessment Criteria
- Level and location of the activity
- Level of achievement and development potential in your chosen discipline
- Level of support from other sources
- Proof of financial hardship

If your application is incomplete or if there is a busy grant processing period, it may take longer to get a decision. All funding decisions will be shared with the Council every three months.

Applicants, or the event/activity organizer, club, group, coach, or governing body may be contacted for more details during the review process before the final funding decision is made.

Funding availability

To ensure fair access to these grants, the Council will try to keep funds available throughout the whole financial year. If the funds run out, this will be posted on the Council's website, and applications will be closed until the next financial quarter.

You can only receive one Individual Development Grant per financial year (from July to June). You cannot apply for the same activity if you have already received a grant for it in the past 24 months (from July to June).

If your application is not successful, you can re-apply in the next financial year, as long as you meet the eligibility requirements.

Applications for the financial year will close on May 30 each year. Applications submitted after this date will be considered for funding in the following financial year.

Acquittal Report

Successful applicants must keep records of how the grant money was spent. They need to provide receipts and a report to Council explaining the impact of their funded activity. This is called an acquittal and must be submitted within 2 months, after the activity took place.

Payments for new grants will only be made once any overdue reports for previous grants have been submitted and accepted.