

Kingston Grants Program

Community Festivals, Events & Creative Activities Grants

Application Help Booklet 2024-2025

Applications Open: 9am Monday 29 January 2024

**Applications Close: Midnight Thursday 28 March 2024 to
be considered for 2024/25 funding**

City of Kingston PO Box 1000
Mentone VIC 3194

T: 1300 653 356

E: community@kingston.vic.gov.au W: kingston.vic.gov.au

community inspired leadership



City of
KINGSTON

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Why Council provides grants

Through the Kingston Grants Program, Kingston City Council aims to support activity in the Kingston community that:

- Meet community needs and access requirements;
- Promotes community cohesion;
- Encourages residents' engagement and participation in a range of local activities; and
- Assists Council in achieving its planned outcomes, which have been developed in partnership with the community.

The Kingston Grants Program is underpinned by a set of principles, which can be found in the Kingston Grants Policy. There are several different grants provided by Kingston Council. For more information, please refer to Council's website kingston.vic.gov.au/community/grants/community-grants.

Community Festivals, Events & Creative Activities Grants

Community Festivals, Events & Creative Activities grants supports larger scale festivals, events and creative activities to showcase Kingston's diversity, places, talents, cultures or unique offerings. Applications will be accepted for annual events or a series of different events across the funding cycle.

About this help booklet

This Help Booklet aims to provide information for organisations seeking to apply for Community Festivals, Events & Creative Activities grants. The booklet explains in detail the information we are seeking from the questions in the application form and will also guide you through the SmartyGrants online application process.

Please read the [Kingston Grants Program Policy](#) and [Guidelines](#) for further information about the grants program and different grant categories. Community groups and not-for-profit organisations are strongly encouraged to attend one of the grants information sessions (refer to [page 4](#) for details).

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

National Relay Service: 1300 555 727 (Quote our 1300 653 356 number or visit National Relay Service website)

For callers who have a hearing, speech or communication impairment.

2024 Kingston Grants Program Information Sessions

Tuesday 13th February

1.30pm to 3.00pm

Patterson Lakes Community Centre

54-70 Thompson Road Patterson Lakes

RSVP – [2024 Kingston Grants Program, Tue Feb 13, 2024 at 1:30 PM | Eventbrite](#)

Tuesday 13th February

6.00pm to 7.30pm

Online using Zoom

RSVP – [2024 Kingston Grants Program, Tue Feb 13, 2024 at 6:00 PM | Eventbrite](#)

Thursday 15th February

10am to 11.30am

Westall Community Hub

(Fairbank Room) upstairs/lift

35 Fairbank Road

Clayton South

RSVP – [2024 Kingston Grants Program, Thu Feb 15, 2024 at 10:00 AM | Eventbrite](#)

Thursday 15th February

6.00pm to 7.30pm

Kingston Council Offices

1230 Nepean Highway

Cheltenham

RSVP – [2024 Kingston Grants Program, Thu 15 Feb 2024 at 6:00 pm | Eventbrite](#)

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

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

<https://www.kingston.vic.gov.au/Community/Community-Grants>

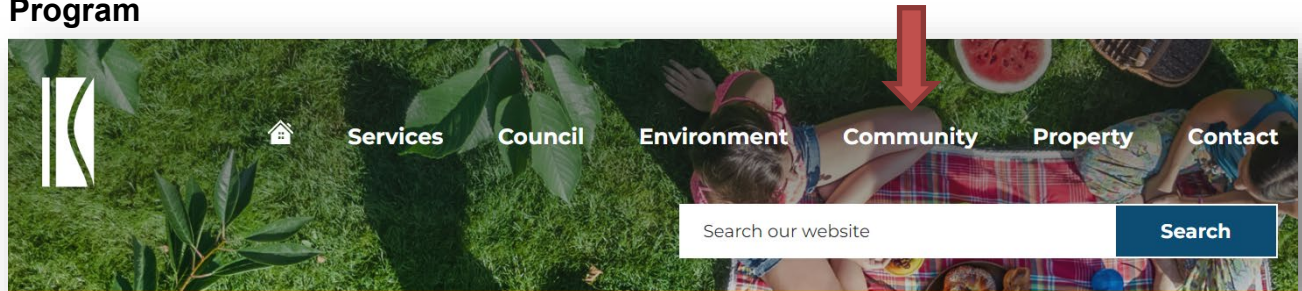
Community Festivals, Events & Creative Activities Grants

Open 9am Monday 29 January 2024

Apply by midnight Thursday 28 March 2024 to be considered for the 2024/25 assessment

How to apply online

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



Community



Aboriginal community

Council is committed to First Nations Australians and acknowledges the rich and continuous connection to the area that is the City of Kingston. Learn more about our Reconciliation Action Plan, Uluru Statement from the Heart and our Reconciliation Action Plan Advisory Group (RAG).



Activities and places

Find local activities and places in your area including Disc Golf, community gardens, parks and reserves and more.



Awards program

Acknowledging and highlighting the outstanding contributions that individuals and community groups make to our city.



Emergency planning

Find out about the measures taken by Council to keep the community safe and to plan for, prevent, and respond to emergency situations in the area.



Events

There's always something going on in Kingston, whether local community events, markets, workshops or major festivals. Find out about what events are going on near you and coming up in our event calendar.



Get involved

You too can be involved in Council, find out about committees, networks and clubs that help guide our policies and projects, or volunteer to get new skills, knowledge and experiences.



Grants

Council has a range of grants available to help provide services and projects in health and welfare, art and culture, sport and recreation, education, environment and community support. Our Kingston Charitable fund assists local charities provide community programs and services.



Health and support

Details of our health and support services, programs and initiatives including sharps disposal, housing and homelessness, prevention of family violence and accessibility services and resources.

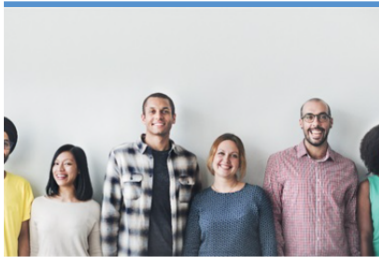


LGBTIQA+ community

The City of Kingston proudly supports our LGBTIQA+ community members. We acknowledge and celebrate people of diverse sex characteristics, gender identities and expression, and sexual orientations – including LGBTIQA+ families and relationships.

Grants

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



Grants program

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



Junior Council grants

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



Kingston Charitable Fund

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

On the Grants page a breakdown of the various Community Grants programs can be found.

Click on **Community festivals, events & creative activities grants** to expand the section for further information. Select the Apply button which will direct you to complete the application form via SmartyGrants. You can also log in via <https://kingston.smartygrants.com.au>

Community festivals, events and creative activities grants

Grants of up to \$25,000 annually for up to three years.

Available to: Not-for-profit organisations and community groups to support community festivals and events. Applicants are eligible to apply once per financial year.

Applications open: 29 January 2024.

Applications close: 28 March 2024.

Apply by 28 March 2024 to be considered for the 2024/25 assessment. Funding will be determined at the June 2024 Council meeting.

Apply

If you are new to SmartyGrants, you will need to register to submit your application. Select **Log in** to either register or to login to your existing account. To start an application select **Start a submission**. You can also view other grant rounds by selecting **Current Rounds**.



Kingston Grants Program

Not logged in. [Log in](#)

[Current Rounds](#)

2024-27 - Festival Events & Creative Activities

 [Start a submission](#)

 [Preview the form](#)

 [Download preview form](#)

Submissions are now being accepted. Submissions close at midnight 28 March 2024 ([AEDT](#)).

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

Login or Register

A free account is required to make an online submission.

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

Log In

Email:

Password:

[Forgotten your password?](#)

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

[Log In](#)

Register

If you haven't registered or started filling in a form, [register here](#).

Other things to know about the online application

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

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

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

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

Responding to the application questions

Prepare your documents

You will be required to provide the following documents as part of your application;

- Financial Documents
- Certificate of Currency
- Certificate of Incorporation
- Auspice Proforma and Certificates (if applicable)
- Quotes (if applicable)

Section 1: Eligibility

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

Section 2: Contact Details

Please complete all questions in this section so that Council can contact you regarding this application. You will need to provide two contact details for your organisation, the primary contact which will be the main contact in relation to this grant application, and a secondary contact who is an elected member of your Committee of Management. Include as much information as possible so that Council has multiple ways to contact you about your grant application. Please be sure all email addresses and phone numbers are correct.

Section 3: Organisation Details

This section applies to applications from organisations and informs the assessment panel about your organisation's structure. Please indicate if your organisation is incorporated, and if not, if it is auspiced by another organisation. If your organisation is auspiced by another organisation you will be required to upload a letter of support from the auspice organisation.

Question	Information required
ABN	<p>An Australian Business Number provides a vast amount of information about your group and helps process the grant application faster. It may also assist Council to determine if funding from other sources is available to your group.</p> <p>Smarty Grants will obtain information when you add this number</p>
Legal Status	<p>Incorporation is a legal status that many community groups acquire. For more information on incorporation you can visit consumer.vic.gov.au. This site contains a lot of useful information for not-for-profit organisations and groups. If you are incorporated you will have a certificate with a number on the top left side. This number is what we need. Groups will be required to attach their incorporation certificate to the application as evidence of incorporation.</p> <p>If you are not incorporated you can still apply for a grant, however you will need to find an organisation to auspice your application</p>

Question	Information required
Certificate of Currency	Appropriate public liability insurance is important for all groups to have and is mandatory . Council needs to ensure that your group is fully insured before an application can be considered eligible for a grant
Annual Report including Financial Statement	Please upload your most recent Annual report or AGM minutes and financial statement. This provides the most up to date information about your organisation and ensuring your organisation is in an adequate financial position
Mission Statement	Please provide your organisation's mission statement outlining your governing principles. You may also upload this as an attachment
Child Safety Policy	In line with the Victorian Child Safe Standards, please provide your organisation's Child Safety Policy

Section 4: Auspice Information

Complete the Auspice contact information and upload a letter from your auspice group. A proforma letter can be downloaded from the City of Kingston [website](#) or by contacting the Kingston Grants Officers on 1300 653 356 or community@kingston.vic.gov.au. The auspice group will need to complete this letter and return it to you, for you to attach to your application. The auspice group is responsible for the project funds for your project. You will also need to upload the Auspice Organisation's Certificate of Incorporation. Please refer to [page 8](#) of this booklet for more assistance on attaching documents.

Section 5: Festival / Event or Creative Activity

This section requires you to give a brief outline of your planned activity

Question	Information required
Project Title	Short but descriptive name for your activity
Start/End dates	When will your planned activity start and finish (NB: the start date must be after 1 July 2024)
Summary of Services/Programs	Provide a brief (maximum 250 words) description of the proposed activity. Who are the beneficiaries, what will you do and what impact do you expect as a result of the activity? Please try to give the assessment panel a clear understanding of what you are planning
Community Need	Provide a summary (maximum 200 words) of why the services need to occur
Benefit to the Community	Outline the benefit to the Kingston community
Access, Diversity & Inclusion	Summarise how your project / activity will support access, diversity and inclusion
Organisational Partners	Please list other organisations or partners that you will work with to deliver the activity to the community
Community Support	Does the activity have community support? Please summarise what evidence of you have and upload any relevant letters of support

Section 6: Outcomes

This section requires you to explore further the outcomes and impacts that this funding will have on the Kingston community. Your responses will inform our overall reporting.

Question	Information required
Primary Areas of Focus	Select Browse and choose from up to 5 categories and sub-categories that resonates most with your planned activity
Primary Beneficiaries	Select Browse and choose up to 5 primary beneficiaries

Outcomes

This question asks you to set your organisation's outcome goals and demonstrate how these goals align with Council's goals. Select **Browse** in the column **Alignment with Council's Outcome Goals** and choose the most relevant.

Example of an Outcome Goal

Your outcome goals	Timeframe	Alignment with Council's outcome goals	How does your intended outcome link to Council's outcome goals?
<i>i.e. Increase computer literacy for over 55's</i>	<i>Immediate</i>	<i>Liveable - Increase accessibility of goods and services for residents of Kingston</i>	<i>Technical literacy will ensure that over 55's will be more confident with accessing online information in a safe way and can participate in various activities around Kingston, which could lead to connection with others.</i>

Section 7: Tracking Progress

This section focuses on measuring your impact in alignment with Council's outcome goals. When you select **Browse**, please select from the list of 7 metrics, identify a target number of beneficiaries, and how you will collect your data.

Your Metrics

This section is optional however is a great tool in how you can set (and measure) your organisation's impact.

There are two types of metrics, Activity and Outcome. An **Activity** metric tells you how much of something you are doing or producing (i.e. your outputs). An **Outcome** metric tells you whether progress towards an outcome is occurring or not. Please identify what type of evidence you will use to support your metrics.

Qualitative Evidence

Qualitative evidence is a descriptive (rather than numeric) form of evidence to indicate whether or not progress towards an outcome is occurring. In this section, please select from multiple choice the ways in which you will collect your evidence (i.e. surveys). Select one per row.

Section 8: Activity Details

Use this table to list each activity you will be undertaking, the location and when it will occur.

Section 9: Budget

This section will assist you in breaking down the expenses of your project / activity. Consider all costs that may occur in delivering your project / activity and then consider all sources of income you may have. In-kind support can be included as income here. For example, if a volunteer is going to provide a service, how much would you have to pay for this service from an outside source? *3 hours work at \$20 per hour is \$60 of in-kind support.* This can be written in the income column. If you are a production company and going to charge for tickets, include this as income.

Question	Information required
Amount requested	Specify the amount of funding are you requesting from Council
Total Project/Program Cost	The amount requested may not cover your whole project, therefore please specify the total cost of the project
Income Description	Itemise your income. The form automatically calculates the total income
Expenditure Description	Itemise the expenditure of your whole project. The form automatically calculates the total expenditure
Inputs	Please list the non-financial inputs required to deliver your programs (i.e. volunteers, equipment etc)

Please ensure to upload quotes where relevant.

Section 10: Capacity

Although this section is optional, it is an opportunity for you to further showcase you or your organisation and your ability to deliver the activity mentioned in this application. How will you ensure that the activity mentioned in this application will be delivered successfully (example; funding, staff/volunteers, expertise, equipment, facilities, in-kind contributions, how it will be delivered within the proposed timelines, how you will engage with your intended audience).

Section 11: Certification and Feedback

Certification

This is a legally binding statement and must be completed by an elected member of the Committee of Management. Please ensure you have completed all the relevant information and attached all the required documents to your application.

Feedback

We value your feedback. Use this section to provide any comments regarding the application form, guidelines and any improvements we could consider.

Kingston City Council Awards

Do you know someone who may be a worthy nominee for Kingston Council's Awards? Please provide details in this section.

Submitting your application

Review and Submit

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

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

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

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

Form Navigation

1. Eligibility
2. Organisation Details
3. Contact Details
4. Project Details
5. Budget
6. Certification and Feedback

Review 

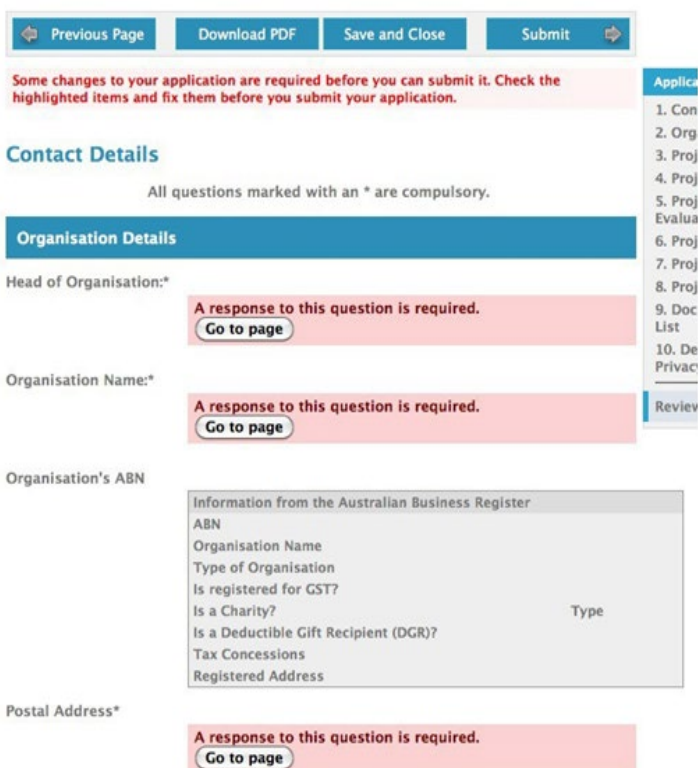
 Previous Page  Download PDF  Save and Close  Submit 



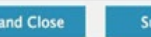


Problems with your application

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

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

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



 Previous Page  Download PDF  Save and Close  Submit 

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

Contact Details

All questions marked with an * are compulsory.

Organisation Details

Head of Organisation:* A response to this question is required. [Go to page](#)

Organisation Name:* A response to this question is required. [Go to page](#)

Organisation's ABN

Information from the Australian Business Register

ABN	
Organisation Name	
Type of Organisation	
Is registered for GST?	
Is a Charity?	Type
Is a Deductible Gift Recipient (DGR)?	
Tax Concessions	
Registered Address	

Postal Address* A response to this question is required. [Go to page](#)

1. Con

2. Org

3. Proj

4. Proj

5. Proj

6. Proj

7. Proj

8. Proj

9. Doc

10. De

Privac

Review

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

2024-27 FE&CA Application

Form Preview

Eligibility

* indicates a required field

Program

This field is read only.

Application Number

This field is read only.

Welcome to the 2024-2027 Kingston Community Festivals Events & Creative Activities.

Before completing this form, you should read the [Guidelines](#).

To be considered for three years of funding for the 2024-25, 2025-26 and 2026-27 financial years, applications must be submitted by midnight on 28 March 2024.

This section of the form is designed to help you, and us, understand if you eligible for this grant.

If you have any questions regarding the eligibility criteria, please contact Kingston Grants Officers on 1300 653 356 or community@kingston.vic.gov.au

Confirmation of Eligibility

Organisations must

- Be legally constituted as an incorporated association, company limited by guarantee, or Aboriginal Corporation, or auspiced by another legally constituted organisation (auspice) for the activity proposed in the application
- Be not-for-profit and managed by a volunteer board/committee of management, or auspiced by a not-for-profit managed by a volunteer board/committee of management
- Be financially solvent
- Be physically located within the Kingston City Council's geographical boundaries or if located outside Kingston City Council's geographical boundaries, have a majority number of Kingston residents (e.g. more than 50% of active members or participants) or be able to demonstrate significant benefit to the Kingston community
- Provide current public liability insurance with a level of cover appropriate to the activity/program
- If a Council tenant, be in compliance with all requirements within the tenancy agreement
- Have no overdue grant acquittals and have successfully acquitted previous grants received
- Have no outstanding debts owing to Council, or have entered into a payment plan

2024-27 FE&CA Application

Form Preview

- 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
- Adhere to the [Victorian Child Safe Standards](#)

Please select below: *

☐ Yes ☐ No

You must confirm that all statements above are true and correct.

Ineligible

Your response indicates that you are ineligible to apply for Kingston's Community Festivals, Events & Creative Activities grant program.

For further information please contact the Kingston Grants Officers on 1300 653 356 or email community@kingston.vic.gov.au

Contact Details

* indicates a required field

Privacy Notice

Kingston City Council is committed to protecting your privacy. The personal information requested on this form is being collected by Kingston City Council for the purpose of grant administration and/or any other directly related purpose. It will not be disclosed to any other external party without your consent, unless required or authorised by law. If you wish to alter any of the personal information you have supplied, please contact Kingston Grants Officers on 1300 653 356 or email community@kingston.vic.gov.au

A full copy of our Privacy Policy may be obtained from the Kingston website: www.kingston.vic.gov.au/Contact-Us/Privacy or from one of our Customer Care Centres or Libraries.

Applicant Details

Organisation/group name *

Organisation Name

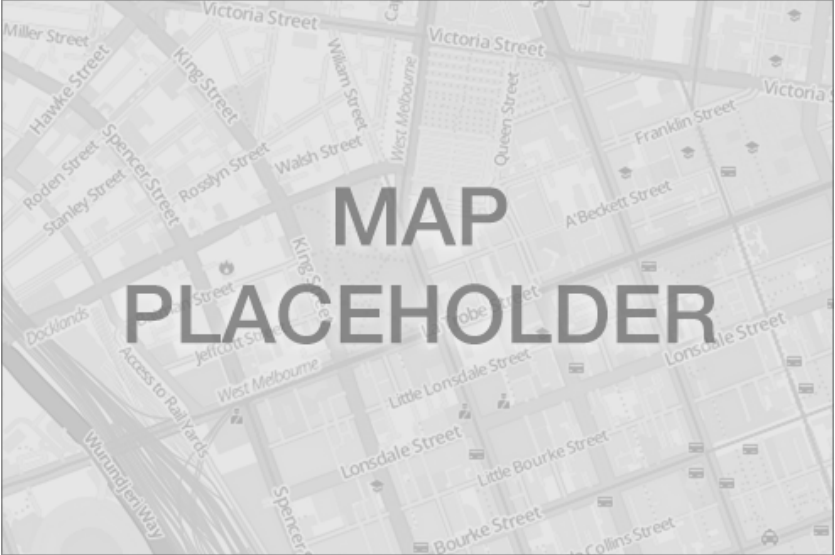
For organisations: please use the organisation's full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO

Organisation/group address

Address

2024-27 FE&CA Application

Form Preview



Organisation/Individual postal address

Address

Phone number *

Must be an Australian phone number.

Email address *

Must be an email address.

Website

Must be a URL.

Contact Details

Primary contact *

Title

First Name

Last Name

This is the person we will correspond with about this grant.

Position held in organisation *

2024-27 FE&CA Application

Form Preview

e.g., Manager, Board Member or Fundraising Coordinator.

Phone number *

Must be an Australian phone number.

Email address *

This is the address we will use to correspond with you about this grant.

Secondary Contact *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Secondary contact position held *

Secondary Contact Phone Number *

Must be an Australian phone number.

Secondary person Email *

Must be an email address.

Organisation/Group Details

* indicates a required field

Is your organisation/group incorporated?

☐ Yes ☐ No

What is your incorporation number?

Incorporated Association or Australian Company Number

Applicant ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	

2024-27 FE&CA Application

Form Preview

ABN status
Entity type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type [More information](#)
ACNC Registration
Tax Concessions
Main business location

Please upload your Certificate of Incorporation *

Attach a file:

Please upload your Certificate of Currency *

Attach a file:

Public Liability Insurance (at least \$20 million required)

Please upload your most recent Annual Report and Financial Statement *

Attach a file:

Documents must comply with your Consumer Affairs Victoria, Australian Charities and Not-for-profits Commission, or Australian Securities and Investments Commission obligations

Please upload your organisation's Mission Statement or Constitution *

Attach a file:

Please upload your organisational policy/s relating to Child Safety aligning with the Victorian Child Safe Standards (if applicable)

Attach a file:

Link to Child Safe Standards <https://ccyp.vic.gov.au/child-safe-standards/>

Auspice Information

* indicates a required field

Is your organisation auspiced by another organisation for the purpose of this grant? *

- ☐ Yes
☐ No

Auspice Organisation Details

2024-27 FE&CA Application

Form Preview

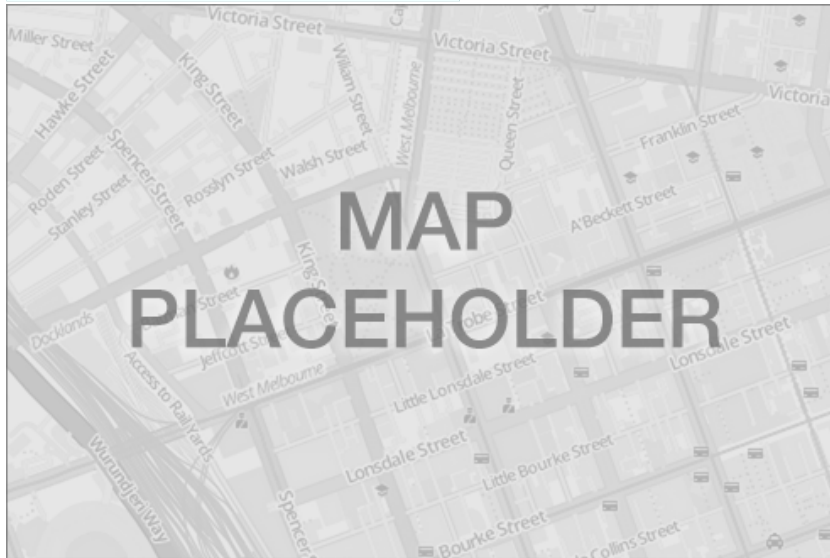
Auspice organisation name *

Organisation Name

Please use the organisation's full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

Auspice primary address

Address



Auspice postal address

Address

Auspice phone number *

Must be an Australian phone number.

Auspice email address *

Must be an email address.

Auspice website

Must be a URL.

Primary contact person at auspice organisation *

Title First Name Last Name

2024-27 FE&CA Application

Form Preview

We may contact this person to verify that the auspice arrangement is valid and current.

Position held in organisation *

e.g., Manager, Board Member or Fundraising Coordinator.

Auspice contact phone number *

Must be an Australian phone number.

Auspice primary contact email address *

Must be an email address

Please attach a letter from the auspice organisation confirming that the auspice arrangement is valid and current. *

Attach a file:

The letter must be signed by an authorised person (e.g., Manager, CEO or Board Chair) and must include: name, position, signature and date.

Auspice ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Upload Auspice Certificate of Incorporation *

Attach a file:

Upload Certificate of Currency *

2024-27 FE&CA Application

Form Preview

Attach a file:

Public Liability Insurance (at least \$20 million required)

Your response indicates that you are ineligible to apply for Kingston's Community Festivals Events & Creative Activities grant stream.

For further information please contact the Kingston Grants Officers on 1300 653 356 or email community@kingston.vic.gov.au

Festival/Event or Creative Activity

* indicates a required field

Successful applicants for festival/events will be required to:

- Complete the appropriate event notification process and provide all requested documentation. This is not limited to but may include traffic management plans, risk management plans, emergency evacuation plans and communication plans.
- The provision of a grant does not make the applicant exempt from any venue fee, service, permit or hire fees.
- Festival and Events and Creative Activities must be held within Kingston City Council's municipality boundaries.

Visit [Event](#) website

Title *

Provide a name of your Festival or Event or Creative Activity

Anticipated start date *

Must be after 1 July 2024

Anticipated end date *

Please provide a summary of your activity *

Be descriptive, but succinct. Include a brief summary of who this activity is for (i.e. beneficiaries), what you will do (i.e. the activities you will perform), and what effects you expect to result from (outcomes).

Outline the community need/s that your activity is addressing *

Why is your activity needed? What issue is your activity addressing? ie: Lack of social connection, lack of community cultural awareness etc.

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How does the activity benefit the wider Kingston community? *

Does your activity support access, diversity and inclusion? If yes, please explain *

Please list any organisational partners involved in delivering your work

Partners	Role of Partner	Please upload letters of support

Does the activity have community support? In particular, are the community who are affected by this activity, supportive? *

☐ Yes ☐ No ☐ Don't know ☐ Not Applicable

Evidence of community support is generally highly regarded as projects with community buy-in tend to be more successful.

What evidence do you have of the community support? *

Please upload letters of support (if available/relevant)

Attach a file:

A maximum of 5 files can be attached

Activity Outcomes

*** indicates a required field**

What are the primary areas of focus for this project/program? *

No more than 5 choices may be selected.

You can select items from any area of the list – all have equal value. Only select sub-categories if you want to be more specific. Where the question refers to 'project/program' we are referring to your activity.

Who are the primary beneficiaries of this project/program? *

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No more than 5 choices may be selected.

Please choose only the group/s that are at the very core of this activity.

Outcomes

Please tell us about the key outcomes you expect to result from your festival/event or creative activity.

You only need to identify up to 3 outcomes. Outcomes are the changes you expect to occur for the beneficiaries of your activity. Generally outcomes can be framed as an increase or decrease in one or more of the following:

- Skills, knowledge, confidence, aspiration, motivation (these are generally immediate or short-term outcomes)
- Actions, behaviour, change in policy (these are generally intermediate or medium-term outcomes)
- Social, financial, environmental, physical conditions (these are generally long-term outcomes)

Your outcome goals

Timeframe

Alignment with Council's outcome goals

How does your intended outcome link to Council's outcome goals?

What changes do you expect will occur as a result of the festival/event/creative activity (e.g. Enhanced physical fitness)? Please be brief. One per row. Must be no more than 20 words.	When do you expect this outcome to emerge?	Which of our outcome goals will your project contribute to? If multiple apply pick the most relevant. No more than 1 choice may be selected.	Please explain how your intended outcome helps contribute to ours. Must be no more than 100 words.

Project Details - Tracking Progress

Council's metrics

A metric is a measurement designed to indicate whether or not progress towards an outcome is occurring, and quantify the extent to which it is occurring. Here we would like you tell us which of our quantitative metrics you may be able to report on.

Metric	Target	Collection method	Explanatory notes
Which of our metrics (if any) will you track? You may be required to report on your progress. Add more rows if you want to list additional metrics. No more than 1 choice may be selected.	Identify a target for the metric you have chosen - an estimated total for your project. Must be a number.	How will you collect and verify the data? E.g. survey, headcount, observation/estimation, externally verified sources (e.g. government or public datasets).	Add notes if you need to provide more context. Must be no more than 100 words.

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		Must be no more than 50 words.	

Your metrics

A metric is a measurement designed to indicate whether or not progress towards an outcome is occurring, and quantify the extent to which it is occurring.

You may add your own metrics here.

There are two types of metrics. An 'Outcome Metric' is a measurement designed to help you determine whether progress towards an outcome is occurring or not, and quantify the extent to which it is occurring. An 'Activity Metric' tells you how much of something you're doing or producing ('outputs' are often Activity Metrics, for example.)

Metrics work best when they:

- Are quantifiable/numeric
- Are clearly defined and succinct
- Contain all the context needed to gauge and compare the result (e.g. unit [e.g. cm, metres, people, people-days, %, etc]; direction of change [increase; decrease; etc.]; timeframe [e.g. per month; per year; etc])
- Have been tested, and/or are in common use, and/or are commonly understood as a relevant and useful indicator of performance in a particular arena
- Are used sparingly - you are much better off to "ask one good question and answer it reliably" than try to track many things at once
- Relate to a clearly articulated outcome or activity.

Metric	Type of metric	Target	Collection method
One per row. Add more rows if you want to list additional metrics. Must be no more than 20 words.	'Activity metrics' measure an activity (e.g. 'Number of visitors'). 'Outcome metrics' measure the change experienced by a population group (e.g. 'Number of young people gaining employment').	Identify a target for the metric you have chosen - an estimated total for your project. Must be a number.	How will you collect and verify the data? E.g. survey, headcount, observation/estimation, externally verified sources (e.g. government or public datasets). Must be no more than 50 words.

Qualitative evidence

Qualitative evidence is a descriptive rather than numeric form of evidence designed to indicate whether or not progress towards an outcome is occurring.

Examples of qualitative data sources include interviews, testimonials, focus group transcripts/summaries, social media posts, media appearances/mentions, and artistic or multimedia depictions such as photographs, videos and audio/podcasts.

Qualitative evidence	Explanatory notes
Select the type of qualitative evidence you will use to help track your progress. One per row. Add	Add notes if you need to provide more context. Must be no more than 100 words.

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more rows if you want to list additional types of qualitative evidence.	

Festival/Event Creative Activity Details

Activity Tasks

Tell us about the Festival/Event Creative Activity (activities) you will undertake. List one per row.

You can stipulate one location for each festival/event or creative activity. If you have one event taking place in multiple places, you can either list each location as a separate activity.

Activity Milestone or Task	Location	Start date	End date
Describe your activities key milestones or tasks. Must be no more than 100 words.	Where will your activity occur? Leave blank if location is unknown or not relevant.	Must be after 1 July 2024. Must be a date.	Must be a date.

Budget

Total Amount Requested	<div>\$</div> <div>What is the financial support you are requesting in this application per annum?</div>
Total Project/Program Cost	<div>\$</div> <div>What is the total budgeted cost (dollars) of your project per annum?</div>

Budget (GST exclusive)

Provide clear descriptions for each budget item in the 'Income' and 'Expenditure' columns, Examples of income could include 'council community grant', 'trivia fundraising night', 'ticket sales', 'company X sponsorship'. Examples of expenses could include 'venue hire' 'entertainment', 'traffic management'.

Use the 'Notes' column for any additional information you think we should be aware of.
Your budget **MUST** balance (TOTAL INCOME AMOUNT = TOTAL EXPENDITURE AMOUNT). Please **do not add commas** to figures – e.g. type \$1000 not \$1,000 – this will ensure your figures for each table total correctly.All amounts should be GST exclusive.

Income Description	Income Type	Confirmed Funding?	Income Amount (\$)	Notes
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			\$	
			\$	
			\$	
			\$	

Expenditure Description	Expenditure Type	Expenditure Amount (\$)	Notes
		\$	
		\$	
		\$	
		\$	
These budget items are for the activity you are requesting funding for	Please specify Other in Notes		

Budget Totals

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

This number/amount is calculated.

Please attach quotes for those expenditure items listed

Attach a file:

What other inputs will you need in order Confirmed? to successfully carry out this festival/ event or creative activity?

Non-financial inputs could include staff/volunteers time/expertise, equipment, facilities, pro bono or in-kind contributions, advocacy, and other types of support.	

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Applicant Capacity

* indicates a required field

Please provide further information about you or your organisation that will give us confidence that the activity will be delivered *

Include in this section information about: your capacity to deliver the activity (money, staff/volunteers, time, expertise, equipment, facilities, pro bono or in-kind contributions) how the activity will be delivered within the proposed timelines how you will engage your intended audience (i.e. diverse communities) relevant past work. Please provide links to any relevant information

Certification and Feedback

* indicates a required field

Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

I agree *

☐ Yes

☐ No

Name of authorised person *

Title

First Name

Last Name

Must be eg. CEO, President, Treasurer (& Creative Activity individual authorise here)

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number *

Must be an Australian phone number.
We may contact you to verify that this application is authorised by the applicant organisation

Contact Email *

Must be an email address.

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Date *

Must be a date

Applicant Feedback

You have reached the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Please indicate how you found the online application process:

☐ Very easy ☐ Easy ☐ Neutral ☐ Difficult ☐ Very difficult

Did you find the Guidelines easy to understand?

☐ Yes ☐ No

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider

Do you have one or more people in your organisation or know someone who might be a worthy nomination for the Kingston City Council's Citizen, Young Citizen or Woman of the Year? If yes, please provide further details below

Name of person/s

Award

☐ Kingston's Citizen of the Year ☐ Kingston's Young Citizen of the Year ☐ Kingston's Woman of the Year

What Happens Next?

Thank you for your application.

Once you select submit, the email address you registered with will be sent an email confirmation of your application with a copy of your application.

Council may contact you for more information about your application.

All applicants will be advised of the outcome early July 2024, once recommendations are approved at Council Meeting in late June 2024.

For further information about Kingston's Grants program or to view the Grant Guidelines, please visit <https://www.kingston.vic.gov.au/community/grants/grants-program> or contact the Kingston Grants Officers on 1300 653 356 or email community@kingston.vic.gov.au