

Kingston Grants Program Operational & Partnership Grants

Community Interest Organisations

Application Help Booklet 2024-2025

Applications Open: 9am Monday 29 January 2024

Applications Close: Midnight Thursday 28 March 2024

City of Kingston PO Box 1000
Mentone VIC 3194

T: 1300 653 356

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

community inspired leadership



City of
KINGSTON

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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:

- Meets 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.

Operational & Partnership Grants – Community Interest Organisations category

Kingston City Council provides grants to contribute towards the operations of local community interest organisations in recognition of the contribution these groups make towards improving the livability of Kingston through the delivery of programs that align with Kingston's Community Vision and Council's strategic goals, as identified in the Kingston City Council Plan 2021-25 and Living Kingston 2035. Funding provided is intended as a contribution towards the overall cost of operations of the community interest organisations who are responsible for managing their operational budgets.

About this help booklet

This Help Booklet aims to provide information for Community Interest Organisations seeking to apply for Operational & Partnership Grantfunding.. 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 the different grant categories. Applicants 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: 13 14 50. 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

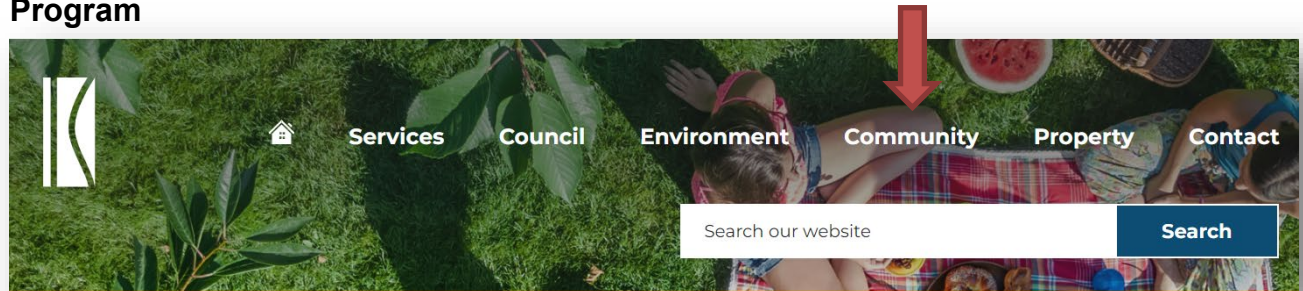
<https://www.kingston.vic.gov.au/Community/Community-Grants>

Operational & Partnership Grants Community Interest Organisations

Open 9am Monday 29 January 2024 (apply by Thursday 28 March 2024)
Applications received by the deadline will be considered for 3 years of funding

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.

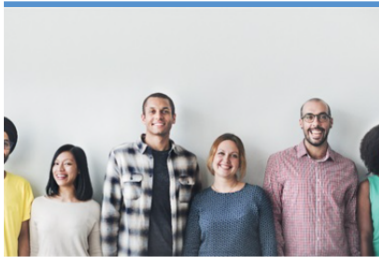


LGBTIQA+ community

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 **Operational and partnership grants** to expand the section for further information. Select the **Apply** button under Community Interest Organisations which will direct you to complete the application form via SmartyGrants. You can also log in via <https://kingston.smartygrants.com.au>

Grants

Community small grants

+

Community bi-annual grants

+

Operational and partnership grants

+

Community festivals, events and creative activities grants

+

Individual development grants

+

Community Interest Organisations

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**.

The screenshot shows the Kingston Grants Program homepage. At the top right is the City of Kingston logo. The main heading is "Kingston Grants Program". Below this, there is a horizontal line. On the left, a red arrow points to the text "Not logged in. Log in". On the right, a red arrow points to the text "Current Rounds". Below this, a red arrow points to the heading "2024-27 Community Interest Organisations". Under this heading, there are three buttons: "Start a submission" (with a document icon), "Preview the form" (with a magnifying glass icon), and "Download preview form" (with a document icon). Below these buttons, a grey box contains the text: "Submissions are now being accepted. Submissions close at midnight 28 March 2024 (AEDT).". At the bottom, a bold text says: "IMPORTANT: Please read information below to assist you in completing your application online."


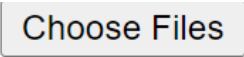


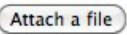
The screenshot shows the "Login or Register" page. The heading is "Login or Register". Below this, there is a paragraph: "A free account is required to make an online submission. Registration gives you secure access to your forms, allowing you to save your progress and resume later." There are two main sections: "Log In" and "Register". The "Log In" section has a blue button labeled "Log In" at the top. Below it, there are two input fields: "Email:" with a placeholder "yourname@example.com" and "Password:". Below the password field is a link: "Forgotten your password?". At the bottom of the "Log In" section is a blue button labeled "Log In". The "Register" section has a blue button labeled "Register" at the top. Below it, there is a paragraph: "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 data-bbox="528 629 1442 757"></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:  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 data-bbox="523 1921 1257 2000"><p>Attach Files  Common-Ground-Brochure.pdf 1.2 MB </p><p></p></div>

Responding to the application questions

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 your application. You will need to provide two contacts for your organisation, a primary and secondary contact. At least one of these contacts must be an elected member of your Committee of Management. Please include as much information as possible so that Council has multiple ways to contact you about your grant application. Please be sure that all email addresses and phone numbers are correct.

Section 3: Organisation Details

The questions in this section inform the assessment panel about your group or 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. Your incorporation certificate will have 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>
Certificate of Currency	<p>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</p>
Committee Members	<p>Please provide a list of your current committee members</p>
Annual Report including Financial Statement	<p>Please upload your most recent annual report and financial statement. This provides the most up to date information about your organisation and gives Council an understanding of your financial status.</p>

Question	Information required
Mission Statement and/or Constitution	This is a formal document outlining your governing principles and mission statement
Child Safe Policy	In line with the Victorian Child Safe Standards, please provide your organisations Child Safe Policy

Section 4: Auspice Information

If applicable, 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: Program Overview

This section requires you to give a brief outline of your activities

Question	Information required
Hero Image	You may upload a logo or image that represents your organisation
Anticipated Start/End date	When will your planned project/program/activity start and finish. The start date must be after 1 July 2024
Short Summary of Activity	<p>Provide a brief (maximum 250 words) description of the activity you are undertaking and why you think it is needed. Clearly explain how you intend to proceed and what you have thought about in planning the delivery of your activity.</p> <p><i>For example: your organisation would like to request funding to run an educational activity</i></p> <ul style="list-style-type: none"> • <i>Who will benefit from this activity</i> • <i>What will you do / how will it run?</i> • <i>What impact do you expect will result from the activities?</i> • <i>Are there ongoing costs involved which need to be taken into consideration?</i> • <i>If so, how will you cover these costs?</i> <p>Please try to give the assessment panel a clear understanding of what you are planning</p>
Benefit to the Community	Provide a summary (maximum 200 words) of why the activity needs to occur. What is the benefit to the Kingston community
Community Support	This question is optional but is recommended as it provides further evidence of your connection with the community. You can also upload any relevant supporting material

Question	Information required
Organisational Partners	Are there other organisations that you will work with to deliver the activity to the community?
Access, Diversity and Inclusion	How will your activity support access, diversity and inclusion in the community

Section 6: Outcomes

This section requires you to consider the outcomes and impacts that this funding will have on the Kingston community. Your responses will inform our overall Operational & Partnership reporting. Please note some of these questions contain words such as Project/Program – these are system default questions which we are unable to change. For the purposes of this application Project/Program refers to your organisation and activities.

Question	Information required
Primary Areas of Focus	In this field please select Browse , then select from up to 5 categories and sub-categories that resonates most with your planned activity
Primary Beneficiaries	You can select up to 5 primary beneficiaries from a list of 9 categories

Outcomes

This question asks you to set your organisational goals and demonstrate how these goals align with Council's goals. The goals relevant to Community Interest Organisations will appear when you select **Browse** in the relevant column. By selecting a Council goal, a further list of sub-categories will appear. Please select the most relevant option.

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 may lead to increased connection with others.</i>

Section 7: Metrics

This section focuses on measuring your impact in alignment with Council's outcome goals. When you select **Browse**, please select the metric **Increase accessibility of goods and services for residents of Kingston**. Identify a target number of beneficiaries, and how you will collect your data.

Your Metrics

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.

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

Section 8: Activities

Use this table to list each activity you will be undertaking

Section 9: Budget

This section will assist you in breaking down the expenses of your project. Consider all costs that may occur in delivering your project 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
Quotes	Please upload quotes for relevant expenditure items
Inputs	Please list the non-financial inputs required to deliver your programs (i.e. volunteers, equipment etc)

Section 10: Capacity

Use this section to provide further information about your organisation and your ability to deliver the activity mentioned in this application. Examples include 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?
Is a Deductible Gift Recipient (DGR)?
Tax Concessions
Registered Address
Type

Postal Address*
A response to this question is required.
Go to page

Application Progress: 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

O&P Community Interest Organisations

Form Preview

Eligibility

* indicates a required field

Program

This field is read only.

Application Number

This field is read only.

Applicants please note:

Welcome to the 2024-2027 Kingston Operational & Partnership Grant Program.

Before completing this application form, you should read the Operational & Partnership Grant section in the [Guidelines](#).

The Operational & Partnership Grants Program for 2024-2025:

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

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

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 geographical boundaries or if located outside the Kingston City Council 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

O&P Community Interest Organisations

Form Preview

- 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
- Adhere to [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 Operational & Partnership Grant.

For further information please contact 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 of 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 the 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.

Organisation name *

Organisation Name

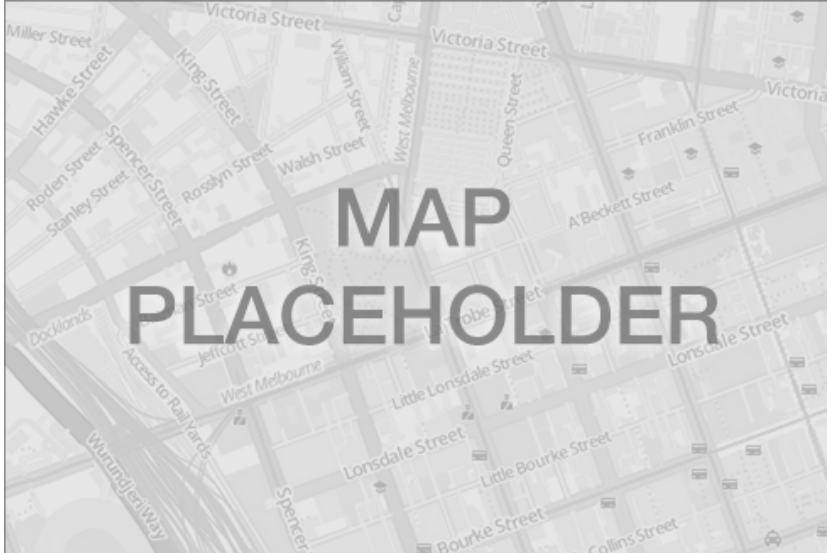
For organisations: please use the organisation's full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

Organisation address

O&P Community Interest Organisations

Form Preview

Address



Where organisation/group meet

Organisation postal address

Address

PO Box or where mail will be collected

Phone number *

Must be an Australian phone number.

Email address *

Must be an email address.

Website

Must be a URL.

Primary Contact Details

Primary contact *

Title First Name Last Name

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

O&P Community Interest Organisations

Form Preview

Position held in organisation *

e.g., Manager, President, Secretary, Treasurer

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"/>
----------------------	----------------------	----------------------

Must be committee member ie President, Secretary, Treasurer

Secondary contact position held *

Must be elected committee member

Secondary contact phone number *

Must be an Australian phone number.

Secondary person email *

Must be an email address.

Organisation Details

* indicates a required field

Is your organisation incorporated *

☐ Yes

☐ No

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	

O&P Community Interest Organisations

Form Preview

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

What is your incorporation number?

Incorporated Association or Australian Company Number

Please upload your Certificate of Incorporation *

Attach a file:

Please upload your Certificate of Currency *

Attach a file:

Public Liability Insurance \$20M

Please upload a list of all Committee Members *

Attach a file:

Please upload your latest Annual Report including Financial Statement *

Attach a file:

Please attach your organisation's Mission Statement and/or Constitution *

Attach a file:

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

Attach a file:

Link to Child Safe Standards in eligibility

Auspice Information

* indicates a required field

O&P Community Interest Organisations

Form Preview

Is your organisation auspiced by another organisation? *

☐ Yes ☐ No

Unincorporated organisations applying for a grant must be auspiced by an incorporated organisation. If you do not have an auspice you are ineligible for this grant

Auspice Organisation Details

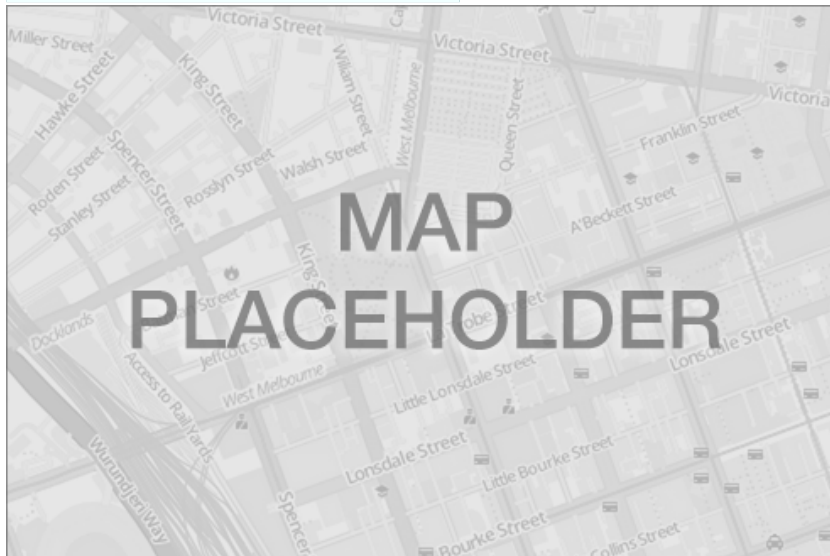
Auspice organisation name *

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.

O&P Community Interest Organisations

Form Preview

Auspice website

Must be a URL.

Primary contact person at auspice organisation *

Title First Name Last Name

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 primary contact phone number *

Must be an Australian phone number.

Auspice primary contact email address *

Must be an email address

Please upload 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.

Please upload Certificate of Incorporation of Auspice *

Attach a file:

Please upload Certificate of Currency of Auspice *

Attach a file:

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	

O&P Community Interest Organisations

Form Preview

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main business location

Must be an ABN.

Your response indicates that you are ineligible to apply for Kingston's Operational & Partnership funding under the Community Interest Organisation category.

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

Project Details

* indicates a required field

Hero Image

Attach a file:



Upload your logo or an image that represents your project. Drag and resize the square to define the area of the image you wish to submit.

Anticipated start date

Must be after 1 July 2024

Anticipated end date

If unknown, provide your best guess or leave blank

Please provide a short summary of your organisation's activity *

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

Why does this work need to be done / what is the benefit to community? *

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Word count:

Must be no more than 200 words.

Describe the specific issue or need you want to address

Does this initiative have community support? In particular, do the beneficiary and/or geographic communities affected by this project/program support the activities you are proposing?

☐ 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.

Please upload letters of support (if available/relevant)

Attach a file:

A maximum of 5 files can be attached

Please list any organisational partners involved in delivering your work

Partners	Their role	Upload letters of support

How does your organisation's activities support access, diversity and inclusion? *

Project Details - Outcomes

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. In this question we want to know about the field of work (e.g. arts, sport, health), rather than the types of people it will affect (e.g. young people, refugees)

Who are the primary beneficiaries of this project/program?

No more than 5 choices may be selected.

Please choose only the group/s that are at the very core of this project/program

Outcomes

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Please tell us about the outcomes you expect to result from your project. Outcomes are the changes you expect to occur for the beneficiaries of your project. 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 your project (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 Council's 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 Council's goals. 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. This question is read only.	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.	Add notes if you need to provide more context. Must be no more than 100 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.

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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
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.

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 more rows if you want to list additional types of qualitative evidence.	Add notes if you need to provide more context. Must be no more than 100 words.

Project Details

Activities

Tell us about the activities you will undertake in order to create change. List one per row.

You can stipulate one location for each activity. If you have one activity taking place in multiple places, you can either list each location as a separate activity (e.g. Breakfast Club

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#1; Breakfast Club #2, with a specific location attached to each), or you can list one activity with a generalised location.

Activity	Location	Start date	End date
One per row. Add more rows if you want to list additional activities. Must be no more than 20 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.	Leave blank if date is unknown or not relevant. Must be a date.

Budget

Total Amount Requested

\$

What is the total financial support you are requesting in this application per annum?

Total Project/Program Cost

\$

What is the total budgeted cost (dollars) of your project per annum?

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', 'company X sponsorship'. Examples of expenses could include 'office supplies' 'equipment hire' 'venue hire'

Use the 'Notes' column for any additional information you think we should be aware of.

Please provide quotes for any expenses.

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	Income Amount (\$)	Notes
		\$	
		\$	
		\$	
		\$	

Expenditure Description	Expenditure Type	Expenditure Amount (\$)	Notes
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		\$	
		\$	
		\$	
		\$	

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 upload quotes for above expenditure items

Attach a file:

**What other inputs will you need in order Confirmed?
to successfully carry out this activity?**

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

Applicant Capacity

* indicates a required field

Please provide some information about your organisation that will give us confidence that you can complete the activity/program you have described in this application *

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

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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 and Funding Agreement.

I agree *

☐ Yes

☐ No

Name of authorised person *

Title

First Name

Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. President, 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.

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

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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

Kingston City Council Awards

Do you have one or more people in your organisation or know someone who might be a worthy nomination for Kingston City Council's Citizen and Young Citizen or Woman of the Year Award?

Name of person/s

Suggested nomination for

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

What Happens Next?

Thank you for your application.

Once you select submit, the email 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 in early July 2024, once recommendations are approved at Council Meeting in late June 2024.

For further information about Kingston's Operational and Partnership 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