

# Kingston Grants Program Operational & Partnership Grants

## Community Centres & Neighbourhood Houses

### 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](mailto:community@kingston.vic.gov.au) W: [kingston.vic.gov.au](http://kingston.vic.gov.au)

*community inspired leadership*



City of  
**KINGSTON**

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## Why Council provides grants

Through the Kingston Grants Program, Kingston 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](https://kingston.vic.gov.au/community/grants/community-grants).

## Operational & Partnership Grants – Community Centre & Neighbourhood House category

Kingston Council provides grants to contribute towards the operations of local Community Centres & Neighbourhood Houses in recognition of the contribution these organisations 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 Centres & Neighbourhood Houses who are responsible to manage their operational budgets.

These grants are offered to Community Centres & Neighbourhood Houses to form a partnership with Council, where Council and local Community Centres & Neighbourhood Houses work together to improve the services delivered to the Kingston community.

## About this help booklet

This Help Booklet aims to provide information for Neighbourhood Houses & Community Centres seeking to apply for Operational & Partnership Grant funding. 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 13<sup>th</sup> 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 13<sup>th</sup> February**

**6.00pm to 7.30pm**

Online using Zoom

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

### **Thursday 15<sup>th</sup> 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 15<sup>th</sup> 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 will be available online via our website together with FAQ/s [Grants program - City of Kingston](#).

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

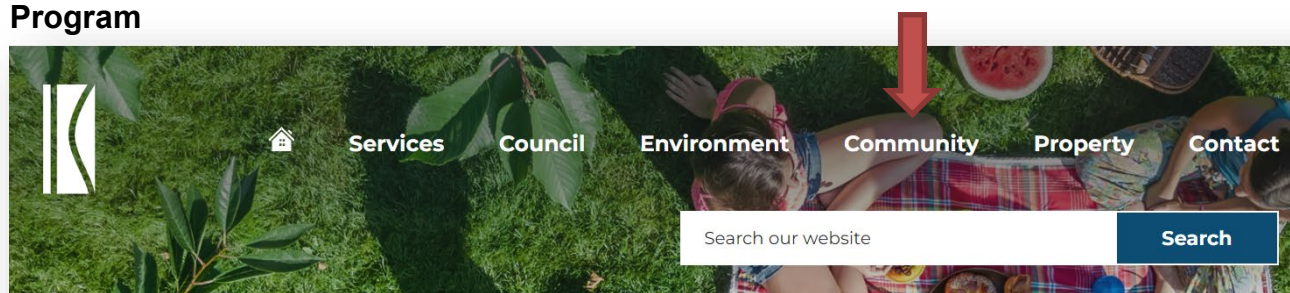
# Operational & Partnership Grants Community Centres & Neighbourhood Houses

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](https://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.



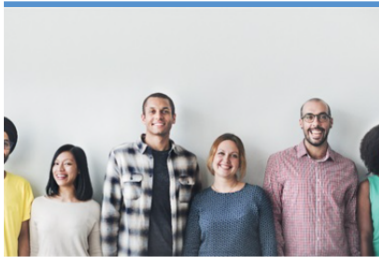
### LGBTIQ+ community

The City of Kingston proudly supports our LGBTIQ+ community members. We acknowledge and celebrate people of diverse sex characteristics, gender identities and expression, and sexual orientations – including LGBTIQ+ 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 Neighbourhood Houses & Community Centres 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

+

Neighbourhood Houses & Community Centres

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 navigation bar with "Not logged in. Log in" on the left and "Current Rounds" on the right. A red arrow points to "Not logged in". Below the navigation bar, the main heading is "2024-27 Operational & Partnership NH&CC". Below this, 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). A red arrow points to "Start a submission". Below these buttons, there is a grey box with the text: "Submissions are now being accepted. Submissions close at midnight 28 March 2024 ([AEDT](#))."

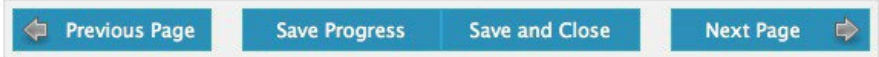

The screenshot shows the "Login or Register" page. The heading is "Login or Register". Below this, there is a paragraph: "A free account is required to make an online submission. Registration gives you secure access to your forms, allowing you to save your progress and resume later." Below this, there are two columns. The left column has a "Log In" button, followed by "Email:" and a text input field containing "yourname@example.com", "Password:" and a text input field, and a link "Forgotten your password?". Below this, there is a paragraph: "By clicking **Log In** you agree to Our Community's [Privacy Policy](#) and [Terms of Use](#)". At the bottom of the left column is a "Log In" button. The right column has a "Register" button, followed by 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><b>Save Progress</b></p> <p>It is highly recommended that you regularly <b>Save Progress</b> 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="531 629 1445 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 <b>Save Progress</b> periodically if you are spending a long time working on one page of the form.</p>
<p><b>Attaching files</b></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 <b>Choose Files</b>, choose the file you wish to upload from your computer or you can drag and drop them over the <b>Choose File</b> button</p> <p>Attach a file: <span>Choose Files</span> 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="526 1921 1257 1998"><p>Attach Files  <a href="#">Common-Ground-Brochure.pdf</a> 1.2 MB <span>Remove</span></p><p><span>Attach a file</span></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: Applicant 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 a 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 gives 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 and requirement for all Community Centres &amp; Neighbourhood Houses. For more information on incorporation you can visit <a href="http://consumer.vic.gov.au">consumer.vic.gov.au</a>. Your incorporation certificate will have a number on the top left side. This number is what we need. You are required to attach your incorporation certificate to the application as evidence.</p>
Certificate of Currency	<p>Appropriate public liability insurance is important for all groups to have and is <b>mandatory</b>. 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>
Neighbourhood Houses Survey	<p>Please upload your most recent survey submitted to NHVic</p>
Constitution	<p>This is a formal document outlining your governing principles and mission statement</p>
Child Safe Policy	<p>In line with the Victorian Child Safe Standards, please provide your organisations Child Safe Policy</p>

Question	Information required
Days and Hours of Operation	This is the usual hours of operation (the hours you are open to the public or programs you are running)
Number of Active Participants Annually	If a person attends multiple times per week, you may count them for each time they attend
Number of Kingston Residents	Please advise the number of Kingston residents that are active participants
Annual Visits	Approximately how many people visit your organisation

#### Section 4: Program Overview

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

Question	Information required
Program Brochures	Please upload relevant program brochures to provide a summary of activities undertaken by your organisation
Needs of the Kingston Community	This question assists Council with understanding how you determine which programs are most beneficial to the Kingston community
Organisational Partners	Are there any other organisations that you work with to deliver your various programs to the community?

#### Section 5: 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 category 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 <b>Browse</b> , then <b>Community Development</b> , then <b>Neighbourhood Associations</b>
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. Links to the Council Plan and Public Health & Wellbeing Plan have been provided within this question for you to refer to. The goals relevant to Neighbourhood Houses & Community Centres 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

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 6: Metrics

To assist Council to measure your organisations impact against Council's strategic goals and to measure the impact of the funding received, you are asked to identify the metrics you will use.

### Council's Metrics

Under **Metric** click in the field that contains **Browse**, then select a metric from the drop down list.

### 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.

Create a metric following the instructions and then identify the type of metric and your target to achieve.

Please identify what type of evidence you will use to support your metrics.

## Section 7: Budget – Funding Formula

This application will be assessed using the Community Centre & Neighbourhood House's funding formula.

The formula takes into account three categories;

1. **Base** funding – 25 coordination hours multiplied by the FWo MA000100L8 Pay Point 3 (based on Social and Community Services employees weekly rates of pay)
2. **Additional** funding – which is the SEIFA rating by suburb. SEIFA is the Socio - Economic Indexes for Areas that measures the relative level of socio-economic disadvantage and/or advantage based on a range of Census characteristics. It is

determined by the Australia Bureau of Statistics

- If greater than 25<sup>th</sup> percentile, then the additional funding will equate to a further 10% on the base amount
- If less than 25<sup>th</sup> percentile, then the additional funding will equate to a further 20% on the base amount

- 3. Qualitative** – this is additional funding you can request based on activities, services and operational factors specific to your organisation. We are looking for a summary of what you deliver and the associated costs you believe require funding over and above the 1.Base and 2. Additional funding categories. You will need to provide reasoning for this additional funding in the section **Qualitative Adjustment**. An example could be; your organisation provides support for higher needs participants, or provides a large volume/variety of services or exceptional/unique circumstances which affects how you operate.

### **Budget**

Please provide a breakdown of expenses and including whether they are Base, Additional or Qualitative.

### **Other Inputs**

Please list the non-financial inputs required to deliver your programs (i.e. volunteers, equipment etc)

## **Section 8: 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 

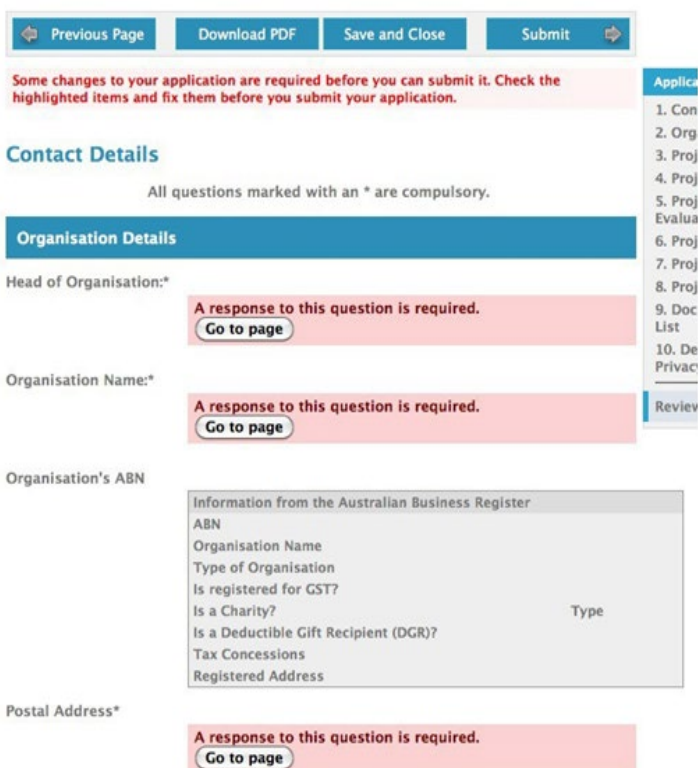
 Previous Page Download PDF Save and Close 



### 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](#)

Application List

1. Con
2. Org
3. Proj
4. Proj
5. Proj
6. Proj
7. Proj
8. Proj
9. Doc
10. De

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](mailto:community@kingston.vic.gov.au)

# O&P NH&CC 2024-2027 Application Form

## Form Preview

### Eligibility

\* indicates a required field

#### 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](#).

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.

This section of the form is designed to help you, and us, understand if you are 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](mailto:community@kingston.vic.gov.au)

### Eligibility

#### The applicant 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 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
- 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



# O&P NH&CC 2024-2027 Application Form

## Form Preview

- 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

Sorry your organisation is ineligible to apply for Kingston's Operational and Partnership Grant.

If you would like to discuss further, please contact Kingston Grants Officers on 1300 653 356 or email [community@kingston.vic.gov.au](mailto: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](mailto: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](http://www.kingston.vic.gov.au/Contact-Us/Privacy) or from one of our Customer Care Centres or Libraries.

## Applicant Details

### Organisation name \*

Organisation Name

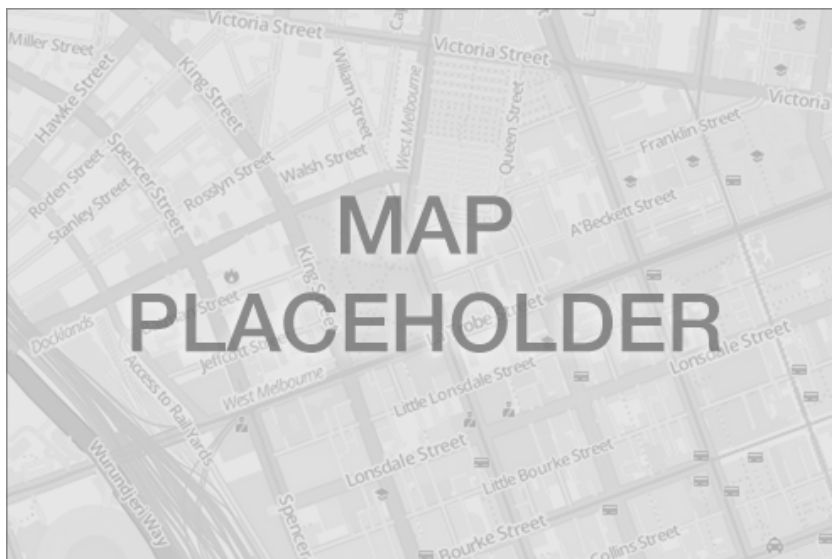
For organisations: please use the organisation's full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

### Address of Neighbourhood House/Community Centre

Address

# O&P NH&CC 2024-2027 Application Form

## Form Preview



### Organisation postal address \*

Address

### Phone number \*

Must be an Australian phone number.

### Email address \*

Must be an email address.

### Applicant 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.

### Position held in organisation \*

e.g., Manager, Board Member

### Primary phone number \*

# O&P NH&CC 2024-2027 Application Form

## Form Preview

Must be an Australian phone number.

**Primary contact email address \***

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

### Secondary Contact Details

**Committee member \***

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Must be an elected member of Committee of Management ie: President

**Position \***

eg: President

**Phone Number \***

Must be an Australian phone number.

**Email \***

Must be an email address.

### Organisation Details

\* indicates a required field

**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	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	

# O&P NH&CC 2024-2027 Application Form

## Form Preview

ATO Charity Type	<a href="#">More information</a>
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:

### Please upload current list of Committee Members \*

Attach a file:

### Please upload a copy of your most recent Annual Report including Financial Statement \*

Attach a file:

### Please upload a copy of your most recent Neighbourhood Houses Survey submitted to NHVic \*

Attach a file:

### Please upload your organisation's 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 <https://ccyp.vic.gov.au/child-safe-standards/>

### What are your days and hours of operation? \*

# O&P NH&CC 2024-2027 Application Form

## Form Preview

Please summarise your usual days/hours of operation (the hours you are open to the public or programs are running). We acknowledge that these may change ie: during school holidays.

**How many people actively participate in your programs annually? \***

Must be a number.

If a person attends multiple times per week count them each time they attend.

**Of this number, how many are Kingston residents? \***

Must be a number.

**How many visits (ie: people through the door) does your Neighbourhood House or Community Centre have annually? \***

Must be a number.

## Program Overview

\* indicates a required field

**Upload Program brochures and any relevant documents to your program \***

Attach a file:

**What research into the needs of the Kingston community has been used to influence your programming? \***

Word count:

Must be no more than 200 words.

eg. surveys, data, alignment with strategic plans

**Please upload supporting evidence (if applicable)**

Attach a file:

**Please list any organisational partners involved in delivering your work.**

Partners:	Role of Partner	Upload letters of support

--	--	--

Outcomes

\* indicates a required field

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

No more than 5 choices may be selected.  
In this field please select Browse, then Community Development, then Neighbourhood Associations.

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

No more than 5 choices may be selected.  
Programming = Project/program refers to the key demographics that your organisation services.

Outcomes

In this section you are asked to identify your organisations outcome goals and how they align with Council's strategic goals that are outlined in the [Council Plan](#) and the [Public Health and Wellbeing Plan](#).

Outcomes are the impact you expect to see for your community. 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)

Please provide three main outcome goals.

Your outcome goals	Timeframe	Alignment with Council's outcome goals	How does your intended outcome link to Council's outcome goals?
What outcomes do you expect to occur from this funding Must be no more than 20 words.	When do you expect this outcome to emerge?	Which of Council's outcome goals will your funding 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.



### 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. Please select one or two metrics.

Metric	Target	Collection method	Explanatory notes
Which of Council's 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 each outcome goal. 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.

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.	Identify a target for the metric you have chosen - an estimated total for your project. Must be a number.

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	'Number of young people gaining employment').	

Please provide more information to help us understand the research conducted to inform your programming. This may include results of data gathering from interviews, testimonials, focus group, narrative from surveys, transcripts/summaries, social media posts, media appearances/mentions, and photographs, videos and audio/podcasts.

Evidence	Explanatory notes
Select the type of evidence you will use to help track your progress. One per row. Add more rows if you want to list additional types of evidence.	Add notes if you need to provide more context. Must be no more than 100 words.

## Budget

\* indicates a required field

### Formula Based Assessment

Your application will be assessed against the following funding formula. If you would like to be considered for additional funding through the qualitative adjustment, please complete the relevant section below

**Base** 25 Coordination hours\* x FWO MA000100L8 Pay point 3+  
**Additional** SEIFA rating by suburb: >25th percentile = 10% on base <25th percentile = 20% on base+

**Qualitative** Transparent and accountable qualitative adjustments\*\* = **Total Funding Allocation**  
Capped at \$100,000\* Aligns with base funding allocation provided by DFFH for eligible neighbourhood houses and community centres.

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

### Qualitative Adjustment

**Please provide your response to contextual factors that are important to consider in determining total funding allocations but that cannot be considered using a formulaic approach (please see hint below)**

Examples include providing support for higher needs participants, providing a large volume/variety of services or exceptional/unique circumstances affecting the operation of your CC/NH

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### Upload evidence (if applicable)

Attach a file:

### Total Amount Requested

\*

\$

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

## Budget

Please outline your grant funding budget in the expenditure table below.

Provide clear descriptions for each budget item.

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

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.

Expenditure Description	Base or Qualitative Adjustment	Expenditure Amount (\$)	Notes
		\$	
		\$	
		\$	
		\$	

## Budget Totals

### Total Expenditure Amount

\$

This number/amount is calculated.

### What other inputs will you need in order to deliver your programs?

Non-financial inputs could include staff/volunteers time/expertise, equipment, facilities, pro bono or	

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in-kind contributions, advocacy, and other types of support.

## 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 community centre/ neighbourhood house 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 an elected member of Committee of Management ie: President

**Position \***

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

**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 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 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 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](mailto:community@kingston.vic.gov.au)