

# Quick Response Grants Program - Guidelines

## What are Quick Response Grants?

The Kingston City Council Quick Response Grants Program gives individuals and community groups the opportunity to apply for small grants required at short notice to help them deliver valuable services, programs, activities, events and benefit to the Kingston community.

Council recognizes that sometimes local organisations and individuals require small amounts of funding throughout the year. Council's Quick Response Grants program provides funding to:

- Assist with an unforeseen expense or urgent issue that poses a risk to the function of an existing community group/program/event; or
- Take advantage of an unexpected opportunity where there is a short timeframe and that would benefit a community group and/or the wider Kingston community.

## Who can apply for Quick Response Grants?

Any not-for-profit group, school or community organisation providing services within the City of Kingston and any individual residing in the City of Kingston may apply subject to the eligibility criteria for applicants..

## What is the eligibility criteria for applicants?

Not-for-profit groups and community organisations seeking to apply for a Quick Response Grant must meet the following eligibility criteria:

- Be not-for-profit and managed by a volunteer board/committee of management;
- Be incorporated or auspiced by another incorporated organisation that will accept legal and financial responsibility for the project or activity;
- Be physically located within the City of Kingston municipal boundaries. Consideration may be given to other groups and organisations where 50% or more of their membership comprises Kingston residents or where direct and significant benefit to Kingston residents can be demonstrated;
- Have a level of public liability insurance appropriate to the activity;
- Have no outstanding grant acquittals or outstanding debts owing to Council;

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POLICY OWNER	Manager Governance

- Propose an activity which is of substantial benefit to the Kingston community and is consistent with Council priorities;
- Be able to supply financial information requested; and
- Be able to meet conditions associated with receiving a grant.

Individuals seeking to apply for a Quick Response Grant must meet the following eligibility criteria:

- Be a resident of the City of Kingston;
- Have no outstanding grant acquittals or outstanding debts owing to Council;
- Propose an activity to be undertaken in an unpaid capacity that is not a requirement of any formal course of study or of their employment;
- Propose an activity which is of substantial benefit to the Kingston community and is consistent with Council priorities; and
- Be able to meet conditions associated with receiving a grant.

### **Who cannot apply for Quick Response Grants?**

- a private business
- a for-profit organisation
- a political party and/or group
- a government agency

### **What can Quick Response Grants be used for?**

Community groups can apply for a grant that is required at short notice to assist with the provision of a service, program or activity used by or of benefit to Kingston residents

Individuals can apply for a grant that is required at short notice to assist them to participate in a sporting, educational, recreational or cultural activity, or other pursuit of a personal development nature, which will have a clear benefit to the community.

### **What is the maximum amount I can apply for?**

The maximum amount that can be awarded to one applicant within one financial year is \$1,500. Applicants can apply more than once within a financial year however each application must be for a separate purpose or activity. Previous grant allocations received from any funding source from Council will be taken into consideration as part of the assessment criteria.

### **How do I apply?**

Applications can be submitted at any time and preferably online. The application form is available on Council's website: [www.kingston.vic.gov.au/Community/Community-Grants/Quick-Response-Grants](http://www.kingston.vic.gov.au/Community/Community-Grants/Quick-Response-Grants).

### **What is the assessment criteria?**

The following criteria will be used to assess applications:

- Does the applicant meet the eligibility criteria?
- Are funds needed at short notice or can they wait for the Annual Grants program?
- Does the proposed activity/event/project benefit the City of Kingston residents?
- Has the applicant demonstrated a clear need for funds?
- Has the applicant received any other funding from Council?
- That the organisation is a not-for-profit and has a bank account in the name of organisation.

- Can the project be funded under any other Council grant program?

### **How are applications assessed?**

Grant applications are checked for eligibility by Council officers. Applications can be made during a funding round and generally take 4-6 weeks to consider. An application must be submitted to Council before the relevant activity takes place. Applications will be considered for approval at Ordinary Meetings of Council.

Applicants will be notified of the outcome following the Council meeting

### **What will not be funded?**

The following applications will not be funded:

- Core staff costs
- Events outside the City of Kingston
- Ongoing operational costs, such as utilities (electricity, gas and water), staff wages, rent or insurance
- Grants programs, prizes, awards or donations
- Activities which are primarily for fundraising purposes
- Activities or events that seek to influence a person to a political or religious ideology (this does not include community celebrations of cultural festivals)
- Activities that are contrary to a Council decision or policy
- Celebrations for individuals
- Applications which cannot demonstrate community benefit
- Applications which have already received funding in the same financial year through another Kingston City Council grant program or are eligible for State or Federal Government funding

### **What happens if my application is approved?**

The project or event must be completed within the same financial year as the funds are granted.

An acquittal will need to be submitted online by 30 June of the financial year in which the funding was received. Grant recipients will not be eligible for future funding until an acquittal for previous activities has been submitted

Recipients should acknowledge the contribution by Council where possible and appropriate.

### **Contact Council**

The Governance team is available to answer questions about how to apply, the grant criteria and general queries. Contact 9581 4699.

### **Privacy Statement**

Personal information collected by Council is used for municipal purposes as specified in the Local Government Act 1989. The personal information will be held securely and used solely by Council for these purposes and/or directly related purposes. Council may disclose this information to other organisations if required or permitted by legislation. The applicant understands that the personal information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council's Privacy Officer. A full copy of our Privacy Policy may be obtained from the Kingston website: <http://www.kingston.vic.gov.au> or from one of our Customer Service Centres and Libraries.