

City of Kingston

**Community Grants
Program
Annual Grants
Guidelines**

Applications close : Midnight Thursday 30 March 2023

community inspired leadership



City of
KINGSTON

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City of Kingston
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Mentone VIC 3194
T: 9581 4676
E: community@kingston.vic.gov.au
W: kingston.vic.gov.au

The City of Kingston invites not for profit community groups and organisations to make an application to the Community Grants Program for activities taking place between August 2023 and June 2024.

About these guidelines

These Guidelines refer to funding opportunities open to community groups and organisations for **Annual Grants**.

They explain the grants available, important dates, who can apply, what can and can't be funded, how to apply, how applications are assessed and where to get more information if you are interested in applying for a grant.

Multilingual services are also available for those experiencing language difficulties

Translating and Interpreting Service TIS: 131 450. You will be asked to provide the organisation you want to contact: **City of Kingston** and the organisation's phone number: **1300 653 356**.

Multilingual services are also available for those experiencing language difficulties as follows.

If you need language assistance, please call our interpreting service on 131 450, state the organisation as the City of Kingston and quote our phone number 1300 653 356.

Ελληνικά

Εάν χρειάζεσθε βοήθεια στην Αγγλική γλώσσα, παρακαλώ τηλεφωνήστε την υπηρεσία Διερμηνέων μας στον αριθμό 131 450, δηλώστε το όνομα του οργανισμού ως City of Kingston και παραθέστε τον αριθμό μας 1300 653 356.

中文

如果您需要语言帮助，请致电131 450致电我们的口译服务，将机构称为金斯敦市，并引用我们的电话号码1300 653 356。

Italiano

Se avete bisogno di assistenza linguistica, per favore contattate il servizio d'interpretariato al numero 131 450, indicate il nome dell'organizzazione come City of Kingston e comunicate il nostro numero telefonico 1300 653 356.

русский

Если вам нужна языковая помощь вы можете позвонить по нашей телефонной линии по службе языкового перевода 131 450, сказать что организация - Кингстон и дать наш номер телефона 1300 653 356.

Tiếng Việt

Nếu bạn cần sự hỗ trợ về ngôn ngữ, vui lòng gọi cho dịch vụ phiên dịch của chúng tôi theo số điện thoại 131 450, nói rõ tổ chức là the City of Kensington và báo số điện thoại của chúng tôi là 1300 653 356.

National Relay Service: 133 677 (Quote our 1300 653 356 number or visit National Relay Service website)

(For callers who have a hearing, speech or communication impairment and for text telephone or modem callers)

1 Information Sessions

2023-2024 Grant Round – Information session

Wednesday 15th February

6.00pm to 7.30pm

At Kingston Council Offices

1230 Nepean Highway

Cheltenham

RSVP – community@kingston.vic.gov.au

Small group sessions will be held upon request or individual help offered. Should you have any questions or would like to request a small group/individual information session, please contact the Community Grants and Networks Officer on 9581 4676 or community@kingston.vic.gov.au

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

2 Preamble

Every year the City of Kingston provides funds to community groups, organisations and individuals through its Community Grants Program.

The Community Grants Program plays an important role in assisting Council to achieve its objectives for the future as identified in the Council Plan. It aims to enhance the quality of life and diversity of experiences for all residents in the City of Kingston.

Consistent with the Council Plan, Policies and Procedures, the Community Grants Program provides Council with the opportunity to build the most liveable and sustainable city in Victoria. We champion and nurture our green and open spaces creating a safe, healthy environment. Our shared legacy connects our community, embracing innovation, making Kingston the place to live. The Community Grants Program focuses on funding initiatives that promote our strategic directions:

- Liveable – Our city will be vibrant, enjoyable and an easy place to live;
- Sustainable – We prioritise our environment and reduce our impact on the earth;
- Prosperous – We will embrace the concept of a 20 minute neighbourhood, support the ongoing process of decentralisation and support people to live and work locally;
- Healthy and inclusive – We are progressive, inclusive and prioritise the wellbeing of all members of our community;
- Safe – Our community will feel safe and be safe in all aspects of their lives;
- Well-governed – Council will be collaborative, accountable, transparent, responsive, well-informed and efficient.

3 Program priorities

Priority will be given to applications that respond to identified community needs and aligns with Council's Vision, corporate objectives, priorities and strategies.

The Kingston Grants Program will prioritise support where:

- The applicant's service meeting place, or place of residence is within the City of Kingston boundaries;
- The applicant has limited financial means to access other sources of funding;
- The applicant has sought funding/in-kind support from other sources, where the applicant is deemed to be in a position to do so;
- The applicant is not already in receipt of substantial funding/in-kind support from Council. (Except for those in receipt of a Partnership Grant);
- The applicant is providing a proposed activity that is innovative or unique for the City of Kingston;
- The proposed activity incorporates collaboration/partnerships with other groups;
- The proposed activity maximises community benefit;
- The proposed service or activity meets any specifically identified Council priorities that may be nominated from year to year and responds to emerging community needs;
- The proposed activity demonstrates sustainability; and
- The proposed activity aligns with the Victorian *Charter of Human Rights and Responsibilities Act 2006*

Please refer to the City of Kingston website kingston.vic.gov.au/Community/Community-Grants for a copy of the Community Grants Policy.

4 Who can apply?

Community groups and organisations seeking to apply for funds through an applicable category of the Community Grants Program must meet the following eligibility criteria:

- Be not-for-profit and managed by a volunteer board/committee of management who have complied with all Consumer Affairs Victoria obligations;
- 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 adequate public liability insurance (minimum cover of \$20 million) appropriate health and safety policies and comply with child safety standards in accordance with the funding agreement;
- If a Council tenant, must comply with all requirements within the tenant's agreement;
- Must update and advise Council of significant changes within their operations including but not limited to: change in Committee of Management membership, paid staff changes, operational issues that may impact or have potential to impact Kingston community.
- Receive approval from landlord for capital works prior to application if premises not owned by organisation.
- Require 'Approval in Principal' (AIP) for funding being sought to undertake any capital works to Council owned facility.
- Have no outstanding grant acquittals;
- Have no outstanding debts owing to Council;
- Propose an activity which is of substantial benefit to the Kingston community and is consistent with Council priorities;
- Propose an activity that does not seek to influence a person's political or religious ideology (this does not include community celebrations of cultural festivals).
- Propose an activity which is not primarily for fundraising purposes;
- Be able to supply financial information requested; and
- Be able to meet conditions associated with receiving a grant.

Community groups and organisations, including those in receipt of a Partnership Grant, can make only one (1) application per year for an annual grant.

5 Who cannot apply?

The following will NOT be considered for funding:

- For-profit applicants, or applicants operating to support for-profit activity, for example, paying for grant writers;
- Activities/programs that replace or substitute other external funding sources, for example, Federal, State or Commonwealth funding;
- Council will not provide community grants, funding, sponsorship, publicity or promotion for community groups/organisations that undertake or promote gambling;
- Schools for curriculum-based activities or where the activity outcome is confined to the school. This extends to groups and organisations proposing to work with schools;
- Religious and political organisations for core operating and administration costs;
- Groups and organisations considered the responsibility of other levels of government or non-government organisation (NGO);
- Groups and organisations that have the capacity to deliver the project from their own resources;
- Groups and organisations experiencing financial hardship as a result of inappropriate financial management practices including debt repayment activities;
- Individuals (please refer to the Individual Development Grants' Program - kingston.vic.gov.au).

6 What you cannot apply for?

The following will NOT be considered for funding:

- Recurrent or ongoing salaries and on-costs;
- Recurrent or ongoing equipment or building maintenance costs;
- Insurance, such as (but not limited to) Public Liability insurance;
- Maintenance of websites;
- Fireworks;
- Funding requests above the published amount available;
- Capital improvements and infrastructure requests for assets that are of a commercial nature or outside the geographical boundaries of Kingston;
- Permanent public art installations;
- Hire of venues that are of a commercial nature;
- Hire of venues not located in the City of Kingston;

- Multiple applications to one or more categories from any one group or individual in any one financial year (Partnership Grant recipients excepted);
- Applicants applying to another grant category for the same activity;
- Applicants with outstanding grant acquittals
- Applicants who have outstanding debts to Council;
- Retrospective funding i.e. funds for expenditure that has already occurred;
- Applications not made through the official Council application process;
- Late or incomplete applications;
- Fees for private professional grant writing services**; and
- Groups that lobby or canvas support from Councillors or Council officers.

NB:** Some groups have engaged the services of a professional grant writer. Funds from grants are **NOT** to be used to pay for these services. We urge you to contact us on 9581 4676 for help with your application prior to engaging a grant writer. Grants must comply with all of the terms of the Funding Agreement.

7 Grant categories

Annual Grants	<p>Annual Grants will be provided to organisations to deliver programs, projects and activities that benefit the residents of the City of Kingston and align with Council priorities and strategic directions and Local Area Plans. They can include:</p> <ul style="list-style-type: none"> • Purchase of equipment (\$2,000 limit) • Festivals • Events • Hall Hire for one-off events • Environmental initiatives • Minor capital works (\$5,000 limit matched \$ for \$) • Community safety initiatives • Public health and wellbeing activities • Multicultural • Indigenous • Disability • Prevention of Family Violence programs/activities <p>Funding up to \$10,000 will be provided on an annual fixed term (non-recurrent) basis to community groups and organisations for activities that contribute to the social, economic and health and wellbeing of the residents of Kingston.</p> <p>An open application process for eligible organisations will be offered once per financial year. Funding is contestable, may be allocated proportionate to the request and is not guaranteed on application.</p> <p><i>There is a maximum limit of \$2,000 for equipment.</i></p> <p><i>There is a maximum limit of \$5,000 for minor capital works. Groups are expected to match the funding dollar for dollar (in-kind contributions accepted).</i></p>
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8 How much is available?

The maximum amounts of funding available per annum are:

Grant Category	Total maximum level of funding	Minor capital works (These are subject to an equal dollar contribution from the applicant)	Equipment
Annual Grants	\$10,000	\$5,000*	\$2,000*

* Please note Minor Capital Works and Equipment requirements next page

9 Minor capital works and equipment requirements

Any proposed capital works on a Council owned facility must have an *Approval in Principle* from Council before an application is eligible for assessment. For non-Council buildings a letter of approval from the owner is required before an application is assessed. Please note that, for capital works undertaken within a Council owned or managed building, a completion inspection will need to be held with a relevant Council officer to ensure works have been completed to Council's satisfaction.

It is also important to note that any capital works, renovations, equipment installation, etc. whether they are on Council owned facilities or not, may require Council permits and approvals from other agencies. It is therefore critical that applicants speak to relevant Council officers to get advice on what is required. No grants will be issued until ALL appropriate approvals have been provided.

10 How applications are assessed

Grants will be assessed if received within the application period. Late applications will not be considered unless prior notice from Council has been approved.

As applications are received they are pre-eligibility checked by the Grants Officer, before the panel review each application and make their recommendation.

All eligible applications will be reviewed and assessed by a panel drawn from Departments across Council. All applications for Annual Grants will be considered against the following criteria:

i Council and Community Outcomes

- Increases participation opportunities for Kingston residents;
- Helps to build skills in the Kingston community;
- Connects with other groups and organisations;
- Encourages a diversity of activities and opportunities available to the Kingston community; and
- Targets Kingston's disadvantaged communities (e.g. people with disabilities, CALD groups, disadvantaged members of the community) or improves access for these groups., and/or where the proposed activity aligns with the Victorian *Charter of Human Rights and Responsibilities Act 2006*

ii Link to Planning

- States clear aims for the activity
- Shows evidence of planning e.g. resources, safety, permits, etc.
- Addresses a genuine and identified community need;
- Aligns with Council's Plan, corporate objectives, priorities and strategies;
- Demonstrates innovation or new initiatives.

iii Resourcing

- Demonstrates capacity to deliver on the activity and meets the conditions of funding;
- Seeks, where possible, other sources of financial/in-kind contribution;
- Has limited financial capacity and/or means to attract other sources of financial/in-kind support;
- Has low current or previous financial/in-kind support from Council; and
- Demonstrates good use of Council (public) funds.

As part of assessment, the grants panel may if required, seek further information from applicants, for example through a presentation, site visit, or phone discussion.

The grants panels will develop recommendations for funding by vote or consensus. **These recommendations will be presented to Council in a Report for determination.** Funding decisions will then be communicated to applicants and published on Council's website.

11 Making an application

Applications open at 9am on Monday 30 January 2023 & close at midnight on Thursday 30 March 2023.

Applications received after the closing date will not be accepted. (Please refer to Section 13 of the grants policy as endorsed by Council).

Community Grants are applied for “online” using the **SmartyGrants** program. The link can be found on the Kingston Website kingston.vic.gov.au/Community/Community-Grants/Annual-Grants. **Please note that the online application process closes automatically at midnight Thursday 30 March 2023 and no further applications can be submitted nor received.**

To be eligible for assessment, applications must be completed in full with all questions answered and documents attached where requested. **Please Note: only one application can be made by a group or organisation.** A Help Booklet is available from the community grants webpage kingston.vic.gov.au/Community/Community-Grants/Annual-Grants.

Please note: - to apply online you will need an email address (generic for your club is preferred).

- ① **If you have any difficulties please contact the Community Grants & Networks Officer on 9581 4676 or email community@kingston.vic.gov.au**

12 Attachments required for an application

- Certificate of Incorporation.
- Auspiced applicants must attach a letter of approval from the auspice organisation. A letter proforma is available to download from the City of Kingston website kingston.vic.gov.au/Community/Community-Grants/Annual-Grants or from the Community Grants and Networks Officer on 9581 4676 or email community@kingston.vic.gov.au.
- Certificate of Currency. All applicants must attach a copy of their current appropriate public liability insurance (\$20m).
- Applications for minor capital works or new equipment **MUST** attach:
 - Detailed construction/concept plans, including siting of equipment if relevant;
 - 2 quotes for the works or equipment supply and installation;
 - Photos and dimensions of proposed equipment where available; and
 - A letter of ‘**In Principle Approval**’ from the owner of the property/council
- Financials - All applicants must attach a current (Audited) Statement of Income & Expenditure and Balance Sheet, or Financial Report as presented at the Group’s last Annual General Meeting (AGM).
- All applicants have the option to attach additional material in support of the application such as letters of support, photos or recent media coverage. If attachments are too large to attach, a USB may be posted/delivered to the Community Grants and Networks Officer.
- Applications for Events/Festivals
 - Quotes from suppliers (marquee hire, food, entertainment etc.) must be supplied

NB: Applications need to be completed in full. All supporting documentation requested; including evidence of incorporation, public liability insurance, financial statements, quotes etc., if relevant, must be submitted at the time of the application. **Applications that do not include all of the required information will not be accepted.**

13 Help and advice

Groups intending to apply for a Community Grant are strongly encouraged to view the online Grants Information presentation www.kingston.vic.gov.au/Community/Community-Grants/Annual-Grants

Council contacts

It is expected that applicants contact Council staff when planning their application. **It is compulsory that you do this if you are requesting a grant for capital works or equipment or for funding in excess of \$5,000.**

Please contact the most appropriate person depending on your application. They can advise you on what to include in your application.

Council Contacts

Application Type	Council Contact	
Arts	Arts and Cultural Project Officer	9556 4440 arts@kingston.vic.gov.au
Minor capital Works – Property Services	Property Services Coordinator	9581 4406 AIPrequests@kingston.vic.gov.au
Environment – e.g. water efficiencies, electrical appliances	Environmental Planning Team	9581 4382 ourplace@kingston.vic.gov.au
Festivals & Events	Festival and Events	9581 4916 events@kingston.vic.gov.au
Sports & Recreation	Sport & Recreation Liaison Officer	0448 429 311 sport.recreation@kingston.vic.gov.au
Projects for children 0-12 Children’s Week Grants	Coordinator Children's Services Partnerships	9581 4885 partnerships@kingston.vic.gov.au
Projects for young people 13-25	Team Leader Youth Services	1300 369 436 youth.services@kingston.vic.gov.au
Projects supporting people with disabilities, LGBTQIA+ people, people aged 55+, Aboriginal & Torres Strait Islander people and people from CALD backgrounds.	Coordinator Community Development	0459 167 691 community@kingston.vic.gov.au
All other grant queries	Community Grants & Networks Officer	9581 4676 community@kingston.vic.gov.au

14 Other important information

Up to 10 business days before the advertised closing date, applicants will be notified of any incomplete details in their application. These details will need to be supplied by the closing date for the application to be eligible for assessment. **NB: Applications received within 10 days of the closing date will not receive this advice due to time constraints therefore, earlier submission of applications is encouraged.**

If a group or organisation lodges more than one application, Council will ask the group to choose one application for assessment. Multiple applications from the same group/organisation will not be assessed.

Applications submitted online will be acknowledged via a confirmation email from Smarty Grants (grant processing software system).

Successful applicants will need to enter into a Funding Agreement, which outlines the conditions under which the grant will be made available. Council may make funding conditional and subject to specific conditions being met.

Funding is released once Council receives the completed Funding Agreement with a Tax Invoice.

Funding will not be released if a group owes Council money or has not submitted a report/acquittal from a previous grant.

Successful applicants will need to acknowledge Council's support. For example, an official Proudly Supported by Kingston logo must be used on any promotional material or at any official events associated with the activity and on any produced literature. Successful applicants will need to report on how the grant was spent (the acquittal).

Successful applicants must comply with requested Council Officer visits or requests for audit on the "activity" associated with the grant funds.

Please note that for capital works undertaken within a Council owned or managed building, a completed inspection will need to be held with a relevant Council officer to ensure works have been completed to Council's satisfaction.

Applicants **must not** spend money on the proposed activity before funding decisions are announced. This is considered retrospective funding, which is not eligible for support.

Funding is not automatic on application. All requests are subject to consideration on their individual merits each year and in no way can be seen as recurrent.

Requests for a variance in the Funding Agreement due to Covid 19 restrictions must be made in writing to community@kingston.vic.gov.au and approved by Team Leader. Variances will not include change in funding amount. Must be similar request/activity ie: move an event from live to online.

NB: Council's funding decisions are final.

15 Council Strategies

Council undertakes extensive planning to identify the needs of the community and to direct resources to meet those needs. To assist you with preparing your application, the following summaries of some key Council strategies is provided. Please consider these when applying for a grant.

Further information about strategies, priority actions and identified needs can be found by visiting Council's website kingston.vic.gov.au, your local Kingston library or by calling the relevant Council officer listed on page 10.

City of Kingston Council Plan 2021-2025 and Living Kingston 2035

City of Kingston Council Plan 2021-2025 and Living Kingston 2035 outlines Council's vision to build a city that is even better for local people and provides great places to live, work, study and play.

The six strategic directions are:

- 1 Liveable – Our city will be a vibrant, enjoyable and easy place to live
- 2 Sustainable – We prioritise our environment and reduce our impact on the earth
- 3 Prosperous – We will embrace the concept of 20 minute neighbourhood, support ongoing process of decentralisation and support people to live and work locally
- 4 Healthy and inclusive – We are progressive, inclusive and prioritise the wellbeing of all members of our community
- 5 Safe – Our community will feel safe and be safe in all aspects of their lives
- 6 Well-governed – Council will be collaborative, accountable, transparent, responsive, well-informed & efficient.

Public Health and Wellbeing Plan 2021 – 2025

This Plan provides direction for Council's work to improve the health and wellbeing of the whole Kingston community. The Public Health and Wellbeing Plan has key goals and objectives for promoting and protecting health and wellbeing:

- A healthy and well community
 - Increase participation in physical activity
 - Increase healthy eating
 - Improve mental wellbeing
 - Reduce harm from alcohol and other drugs, smoking and gambling
- A safe and secure community
 - Improve safety in the home and community

- Improve feelings of safety in the home and community
- Reduce prevalence of family violence
- A kind and connected community
 - Increase participation in community activities and volunteering
 - Reduce social isolation and loneliness
 - Reduce discrimination
 - Increase inclusion, respect and belonging
- A liveable community
 - Increase community understanding and resilience for health impacts of climate change
 - Increase the availability of social and affordable housing
 - Increase equitable participation in the workforce and local economy
 - Increase accessible and equitable supply of facilities, services and activities
 - Increase access to and improve amenity of open spaces and the natural environment
- An informed and empowered community
 - Improve provision of accessible health and wellbeing information, programs and services
 - Increase participation in lifelong learning and education.

Council plans deliver specific activities in line with the Public Health and Wellbeing Plan to support priority populations in our community. These are:

- Culturally and Linguistically Diverse Communities
- People with a disability
- Older people
- Aboriginal and Torres Strait Islander
- Children, young people
- People of low socio-economic status
- People who identify as LGBTIQ+

Environment

Council is committed to the environmental sustainability of Kingston and its surrounds, and to education and advocacy for sustainable living practices. Council knows the community is keen to play an active role in reducing environmental impact including reducing greenhouse gas emissions and making a positive difference to our environment. Council supports:

- Improved efficiencies and reductions in the use of water, energy and resources;
- Reducing community greenhouse gas emissions to net Zero;
- Reducing waste and litter by ensuring products include recycled content, products are disposed of responsibly and that waste and recycling infrastructure is provided;
- Caring for the foreshore to benefit all users whilst ensuring the preservation of its cultural and natural values for current and future generations; and
- Supporting the involvement of the community in caring for and managing our biodiversity and natural resources.

Sports and Recreation

Kingston's Sport and Recreation Strategy guides the delivery of sport and recreation facilities and participation in Kingston.

A large focus of the Sport and Recreation Strategy is a commitment by Council to ensure that our community has access to a wide range of opportunities to participate in sport and recreation. In line with current trends in local and state level sport and recreation priorities and initiatives, Council is particularly keen to partner with groups and organisations via the Annual Grants Program to support:

- Modified activities/programs that offer flexible participation opportunities to more people (beyond existing Club/organisation members);
- Equipment purchase to support expanded junior, female and all abilities sporting participation programs; and
- Training and education to assist and empower club volunteers to continue to provide their important services to our community.

Arts & Culture

Kingston City Council's Arts & Cultural services aims to create a more inclusive, activated and connected community.

The strategy seeks to strengthen creative practices and industries across the municipality by supporting more opportunities for creative engagement and partnerships between artists, schools, community groups, cultural groups, festivals, businesses, services and places and spaces.

Five priorities summarise our aspirations:

- Priority 1: Inclusive. Enhance opportunities to access and participate in the arts and culture
- Priority 2: Activated. Increase activity in creative places and spaces
- Priority 3: Enterprising. Strengthen creative industry connections and partnerships.
- Priority 4: Connected. Build stronger social connections across communities
- Priority 5: Celebrated. Embracing our unique history, heritage, places & ever-changing community.

Preventing Family Violence - Priority Actions of the 2021-2025 Public Health and Wellbeing Plan

Kingston is committed to a vision for our community as a safe, respectful and supportive place for all to live, work and play that is free from all forms of inequality and violence. Strategic actions in Kingston's Public Health and Wellbeing Plan 2021-2025 aim to stop violence before it starts, help intervene early and support people who are experiencing family violence through a range of prevention initiatives that include:

1. Advocacy
2. Awareness-raising and education
3. Communications and promotion
4. Community strengthening and partnerships
5. Research, evaluation and monitoring
6. Service delivery and planning
7. Council leadership, organisational and workforce development

For more information see

<https://www.kingston.vic.gov.au/Services/Support-and-Counselling/Prevention-of-Family-Violence>

Legislation

Please note that all grant recipients must comply with all relevant State Government and Federal Government legislation and standards, including but not limited to:

- Anti-discrimination legislation;
- *Disability Discrimination Act 1992*;
- Equal Opportunity legislation;
- *Privacy Act 2020*;
- Occupational Health and Safety legislation;
- *Racial Discrimination Act 1975*;
- *Gender Equality Act 2020*; and
- Child Safe Standards – Organisations and Individuals that provide services, activities or facilities for children must comply with the compulsory Child Safe Standards including the implementation of a child safe policy, code of conduct, reporting procedure and other policies and practices as required.