

Individual Development Grants Program

Application Help Booklet 2024-2025

Applications Open
9am Monday 1 January 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

Kingston Council works in partnership with the community to enhance the quality of life of current and future generations. Its vision is for a diverse, dynamic community where we all share a sustainable, safe, attractive environment and a thriving economy as identified in the Kingston Council Plan 2021-25 and Living Kingston 2035. Therefore, the Kingston Council invites not for profit community groups and organisations to make an application to the Kingston Grants Program for activities taking place between January 2024 and June 2025.

Through the Kingston Grants Program, Council aims to support community activities that:

- Meet community needs and access;
- Promote community cohesion;
- Encourage residents' engagement and participation in a range of local activities; and
- Assist Council in achieving its planned outcomes.

There are several different grant streams available. For more information, please refer to Kingston Council's Website kingston.vic.gov.au/community/grants/grants-program. The Kingston Grants Program aligns with the guiding principles which can be found in the [Kingston Grants Program Policy](#).

About this help booklet

This Help Booklet aims to provide information for individuals seeking to apply for **individual development grants**. The booklet explains in detail the information we are seeking from the questions in the application form and will also guide you through the SmartyGrants online application process.

Please also read the [Kingston Grants Program Guidelines](#) for further information about the grants programs and different grant categories. You are strongly encouraged to attend one of the grants information sessions (refer to [page 4](#) for details).

Multilingual services are also available for those experiencing language difficulties Translating and Interpreting Service TIS: 131 450. You will be asked to advise which organisation you want to contact, which is City of Kingston. The City of Kingston's 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 and for text telephone or modem callers.

2024 Kingston Grant 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/grants/grants-program>

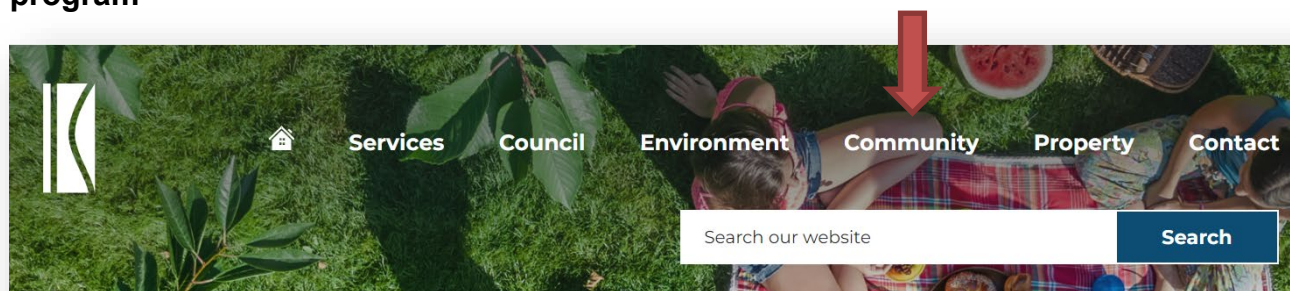
Individual Development Grants

Open 9am Monday 1 January 2024

open all year until funds expended

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.

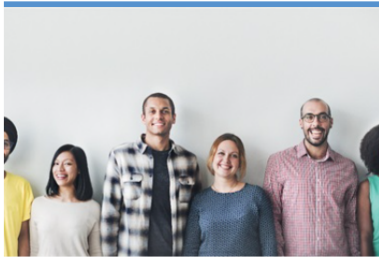


LGBTQIA+ community

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

A breakdown of the grants programs can be found on the Grants page.

Ensure to check if you are eligible to apply by reading through the [Grants Program Guidelines 2024-2025](#).

Click on **Individual development grants** to expand the section for further information. Once you select the **Apply** button, you will be directed to complete the application form via SmartyGrants. You can also log in via <https://kingston.smartygrants.com.au>.

Community small grants & start up grants

+

Community bi-annual grants

+

Operational and partnership grants

+

Community festivals, events and creative activities grants

+

Individual development grants

-

One-off grants of up to \$600.

Available to: Individual Kingston residents to compete, perform or represent at a state, national or international level in their chosen discipline; or to support individuals experiencing financial hardship to participate in a group, club or activity.

Apply any time, assessed every two to four weeks until funding is exhausted.

Apply

Select **Log in** to either register or to login to your existing account. If you are new to SmartyGrants, you will need to register first. Select **Register** and follow the prompts to create your account. To start an application select **2024 – Individual Development Grants**.



Community grants

Not logged in. Log in 

City of Kingston

Welcome to the City of Kingston online grant application service, powered by SmartyGrants.

Current grants available through the City of Kingston are listed below- click on the link to apply.

If you are experiencing technical difficulties, please contact our Grants Officers on 1300 653 356 or email community@kingston.vic.gov.au

Current Rounds

2023-2024 - Community Small Grants

Submissions are now open.
Submissions close midnight 30 June 2024 ([AEST](#)).
[Find out more about 2023-2024 - Community Small Grants...](#)

2024 - Community Small Grants - Start Up - Application

Submissions are now open.
Submissions close midnight 31 December 2024 ([AEDT](#)).
[Find out more about 2024 - Community Small Grants - Start Up - Application...](#)



2024 - Individual Development Grants

Submissions are now open.
Submissions close midnight 30 June 2024 ([AEST](#)).
[Find out more about 2024 - Individual Development Grants...](#)

Login or Register

A free account is required to make an online submission.

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

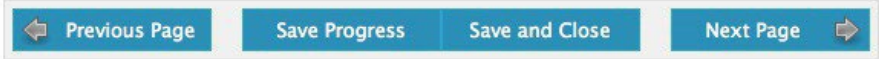
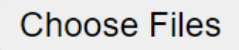



Log In	Register
<p>Email:</p> <input type="text" value="yourname@example.com"/>	<p>If you haven't registered or started filling in a form, register here.</p>
<p>Password:</p> <input type="password"/>	
<p>Forgotten your password?</p>	
<p>By clicking Log In you agree to Our Community's Privacy Policy and Terms of Use.</p>	
<div>Log In</div>	

Online application – helpful information

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.</p> <p>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 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 Files 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="528 1924 1257 1998"><p>Attach Files  Common-Ground-Brochure.pdf 1.2 MB </p><p></p></div>

Answering the application questions

Prepare your documents

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

- Proof of identity
- Healthcare card, pensioner card or veteran card (as evidence of financial hardship – if relevant)
- Proof of competitive selection, qualification or invitation to participate in a club/activity

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. Primary and Secondary contact details are required. Please include as much information as possible so that Council has multiple ways to contact you about your grant application and check that your email address and phone numbers are correct and attach proof of identity/residence. Once verified, the proof of identity/residence will be deleted from Kingston's system. Please also include the details of the club/group you are a member (or wish to become a member) of with contact details.

Activity Details

Section 1: Field of Practice

Select the field of practice which applies to the activity you will undertake. You may only select one field of practice.

Section 2: Activity Category

Select either Achievement or Participation Category. You may only select one category.

Achievement Category: The Achievement Category supports Kingston residents to compete, perform or represent at a State, National or International level in their chosen discipline. Financial hardship support of 25% is also available in this category.

Participation Category: The Participation Category supports individuals experiencing financial hardship to participate in a group, club or activity. This grant recognises the sacrifices that people make to reach significant goals, seek to develop local leaders and positive role models, and assist individuals whose ability to participate or to strive towards their potential is hindered due to financial hardship.

Section 3: Achievement Category

Select the level of funding requested depending on where you will compete, perform or represent in your chosen discipline. An additional 25% financial hardship allowance is available for eligible applicants in this category (evidence will be required to be attached).

Section 4: Participation Category

Evidence of financial hardship is mandatory for this category. Documents accepted: Health Care Card, Pensioner Concession Card, Veteran Card. The applicants name must appear on the card to be eligible.

Section 5: Activity

Enter details of the activity you will participate in. Proof of activity will need to be attached.

Section 6: Financials

If your application is successful, funds will be transferred to this account. If you are under 18 years of age, please provide bank details for your parent/guardian.

Section 7: Certification and Feedback

Certification

This is a legally binding statement and must be completed by an appropriately authorised person on behalf of the applicant organisation. Please ensure you have completed all the relevant information and attached all the required documents to your application.

Feedback

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 

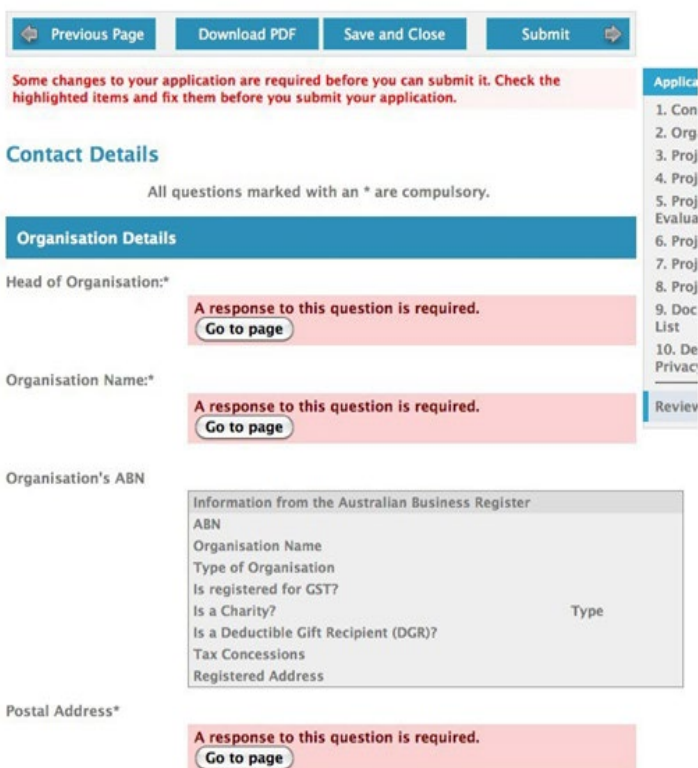
 Previous Page  Download PDF  Save and Close  Submit 






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 page**.

Once you have made corrections press **Save** and return to the **Review and Submit** page and click **Submit Application** 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](#)

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[Review](#)

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

2024 - Individual Development Grants 2.0

Form Preview

Eligibility

* indicates a required field

Applicants: please note

Before completing this application form, you should have read the Kingston Grants Program [Guidelines](#):

Incomplete applications and/or applications received after event start date will not be considered.

This section of the application form is designed to help determine your eligibility for this grant stream. It is important that you read and understand the Confirmation of Eligibility and acknowledge that you meet the criteria.

If you have any questions in regards to these eligibility criteria, please contact the Community Grants Program Officers via email community@kingston.vic.gov.au

Please quote the application number below when contacting us

Application Number

This field is read only.

Confirmation of Eligibility

I confirm the applicant

- Is a resident of the City of Kingston
- Has successfully acquitted previous grants received
- Has no outstanding debts owing to Council, or has entered into a payment plan
- Has not received a grant for the same pursuit or activity from the Kingston Grants Program or other Council funding source in the same financial year running July to June

Please select below: *

☐ Yes ☐ No

You must confirm that all statements above are true and correct. If you are ineligible, you may contact the Grants Program Officers via email community@kingston.vic.gov.au for further information

Ineligible

Your response indicates that you are not eligible for this grant. Click the Next Page and then Submit button if you would like further clarification or to learn about other grant opportunities.

2024 - Individual Development Grants 2.0

Form Preview

Contact Details

* indicates a required field

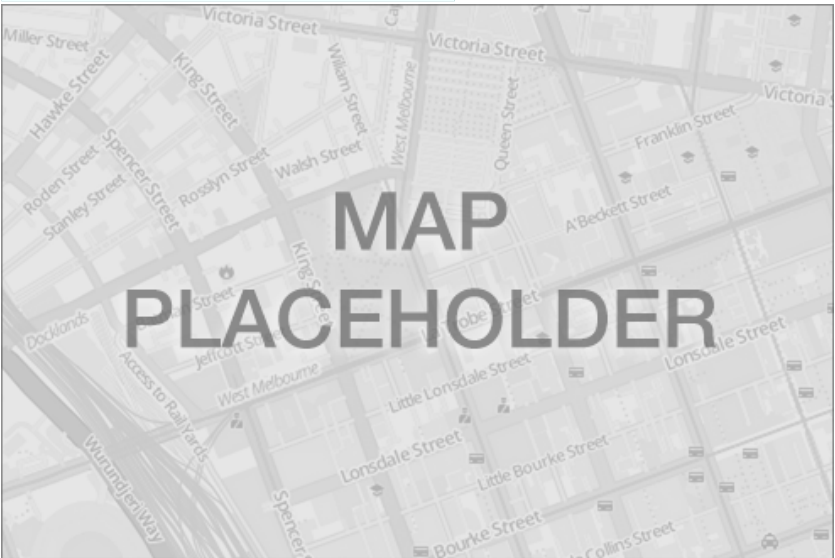
Applicant Details

Applicant *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Applicant address

Address



Must reside within City of Kingston municipality

Proof of identity/residence *

Attach a file:

eg. drivers licence, utility bill or rates notice - once verified documents will be deleted from our system

Applicant primary phone number *

Must be an Australian phone number.

Applicant email address *

Must be an email address.

Are you, or a member of your immediate family a staff member at the City of Kingston *

2024 - Individual Development Grants 2.0

Form Preview

- ☐ Yes
☐ No

Are you a member of a local club/group in your field of practice *

- ☐ Yes
☐ No

Club Details

Name of club you are a member of or wish to become a member of

Club manager name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Club manager phone number

Must be an Australian phone number.

Address of club

Address

<input type="text"/>
<input type="text"/>

Activity Details

* indicates a required field

Field of practice *

- ☐ Arts/Culture
☐ Sport/Recreation
☐ Environmental & Climate Action
☐ Humanitarian & Leadership

Activity Category

Select activity category *

- ☐ Achievement Category
☐ Participation Category (up to \$600 per family per financial year)

Achievement Category

The Achievement Category supports Kingston residents to compete, perform or represent at a State, National or International level in their chosen discipline. Financial hardship support of an additional 25% is also available in this category.

2024 - Individual Development Grants 2.0

Form Preview

Activity - Achievement Category *

- ☐ State level within Victoria (\$200.00)
- ☐ National level held interstate or in Victoria (\$400.00)
- ☐ International level held overseas, interstate or in Victoria (\$600.00)

Evidence of financial hardship

Attach a file:

Please provide a scanned image of your current Centrelink issued Health Care Card, Pensioner Concession Card or Veteran Card if you would like Council to consider an additional 25% allowance as part of the grant. The applicants name MUST appear on the card to be eligible for consideration of financial hardship

Participation Category

The Participation Category supports individuals experiencing financial hardship to participate in a group, club or activity. This grant recognises the sacrifices that people make to reach significant goals, seek to develop local leaders and positive role models, and assist individuals whose ability to participate or to strive towards their potential is hindered due to financial hardship.

Evidence of financial hardship *

Attach a file:

Please provide a scanned image of your current Centrelink issued Health Care Card, Pensioner Concession Card or Veteran Card. The applicants name MUST appear on the card.

Activity

Activity name *

Activity venue / location *

State *

Country *

Start date of your activity *

Must be a date.

End date of your activity *

2024 - Individual Development Grants 2.0

Form Preview

Must be a date.

Please provide a short summary of your activity *

Have you applied for funding from any other sources for this activity? If so please give details. *

Proof of competitive selection, qualification, invitation to participate in a club/ activity *

Attach a file:

Letter, screen shot, email from event/activity organiser, governing body, club or coach/instructor

Financials

If your application for funding is successful, please provide bank details below. If you are under 18 years of age, please provide bank details for your parent/ guardian *

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

Certification and Feedback

*** indicates a required field**

Certification

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 is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

I agree *

☐ Yes

☐ No

Name of authorised person *

Title

First Name

Last Name

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

Contact phone number *

2024 - Individual Development Grants 2.0

Form Preview

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 are nearing 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

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

Privacy Policy

The City of Kingston is committed to protecting your privacy. The personal information requested on this form is being collected by City of Kingston 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 the personal information is not collected, please provide details of the organisation and contact details, however if you are applying as an individual, we will need your personal contact details. If you wish to alter any of the personal information you have supplied, please contact the Inclusive Community's Community Grants team at City of Kingston via telephone 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.