

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

*community inspired leadership*



City of  
**KINGSTON**

## Contents

Why Council provides grants .....	3
About this help booklet .....	3
2024 Kingston Grant Program Information Sessions .....	4
Community Small Grants.....	5
How to apply online .....	5
Online application – helpful information .....	8
Answering the application questions.....	9
Prepare your documents.....	9
Section 1: Eligibility .....	9
Section 2: Organisation Details .....	9
Section 3: Auspice Organisation Details .....	10
Section 4: Applicant Details .....	10
Section 5: Project Details .....	10
Section 6: Budget .....	11
Section 7: Certification and Feedback .....	12
Application form preview.....	attached

## 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](https://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 groups and organisations seeking to apply for **community small 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. Community groups and not-for-profit organisations are strongly encouraged to attend one of the grants information sessions (refer to [page 4](#) for details).

### **Multilingual services are 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 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 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](mailto:community@kingston.vic.gov.au)

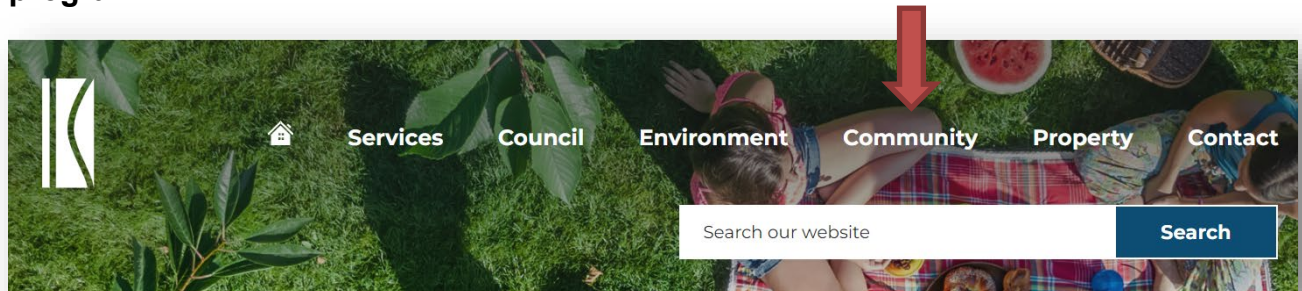
<https://www.kingston.vic.gov.au/community/grants/grants-program>

# Community Small Grants

Open 9am Monday 1 January 2024  
open all year until funds exhausted

## How to apply online

From Council's website home page, you can follow the links to the grants page [kingston.vic.gov.au](http://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.



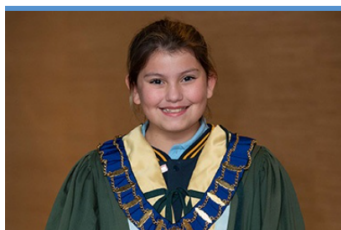
## Grants

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 [Kingston Grants Program Guidelines 2024-2025](#).

Click on **Community small grants & start up 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 [www.kingston.smartygrants.com.au](http://www.kingston.smartygrants.com.au)

### Community small grants & start up grants -

One-off grants up to \$2,000.

**Available to:** Not-for-profit organisations and community groups seeking funding for projects, programs, celebrations, equipment and/or start-up support.

**Applications open:** 1 January 2024. You can apply any time throughout the year with grants awarded each month. Each applicant is eligible to receive a maximum of one grant per financial year.

Apply

Community bi-annual grants

+

Operational and partnership grants

+

Community festivals, events and creative activities grants

+

Individual development grants

+

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 **2023-2024 – Community Small 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](mailto: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**

Email:

Password:

[Forgotten your password?](#)

By clicking **Log In** you agree to Our Community's [Privacy Policy](#) and [Terms of Use](#).

**Log In**

**Register**

If you haven't registered or started filling in a form, [register here](#).

## 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).

### Save progress

It is highly recommended that you regularly **Save Progress** when you are filling out a form.

NB: when you move from one page to another your information is automatically saved.



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.

### Attaching files

You should not move to another page until the file has been successfully attached, otherwise the file upload will be cancelled.

Select **Choose Files** to choose the file you wish to upload from your computer, or you can drag and drop them over the **Choose Files** button

Attach a file:  No file chosen

The file will begin to upload and the progress bar will be filled in as the file is uploaded

When the file upload is complete, the progress bar will disappear and a link to the uploaded file will be available, along with the option to remove the file

Attach Files

 [Common-Ground-Brochure.pdf](#) 1.2 MB



## Answering the application questions

### Prepare your documents

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

- Financial Documents
- Certificate of Currency
- Certificate of Incorporation
- Auspice Proforma and Certificates (if relevant)

### 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: Organisation Details

The questions in this section inform the assessment panel about your organisation.

Question	Information required
Group/Organisation name	Please use the organisation's full name (i.e. the same name that is listed in official documentation such as that with the ABR, ACNC or ATO)
Number of active members and Kingston residents	It is important to accurately tell us the number of active members and the number of these who are Kingston residents
Legal Status	<p>Incorporation is a legal status that many community groups acquire. For more information on incorporation you can visit <a href="http://consumer.vic.gov.au">consumer.vic.gov.au</a>. This site contains a lot of useful information for not for profit organisations and groups. If you are incorporated you will have a certificate with a number on the top left side. This number is what we need. You will be required to attach your incorporation certificate to the application as evidence of incorporation.</p> <p>If you are not incorporated you can still apply for a grant, however you will need to find an organisation to auspice your application.</p> <p>An auspice arrangement is when a larger organisation assists a smaller organisation to fund a grant activity or event.</p> <p>The larger organisation is known as the auspice organisation. Your community group or organisation is known as the grant recipient.</p>
ABN	<p>An Australian Business Number allows us to obtain important information about your organisation and helps process the grant application faster. It may also assist Council to determine if funding from other sources is available to your organisation.</p> <p>SmartyGrants will obtain your information when you add this number.</p>

Question	Information required
Financial Documents	Please upload your most recent financial statement. This provides assurance to Council that your organisation is legitimate and equipped to manage grant funding responsibly.
Certificate of Currency	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.

### Section 3: Auspice Organisation Details

Provide Auspice contact information and upload a letter from your auspice group. A proforma letter can be downloaded from the City of Kingston [website](#) or by contacting the Kingston Grants Officers on 1300 653 356 or [community@kingston.vic.gov.au](mailto:community@kingston.vic.gov.au). The auspice group will need to complete this letter and return it to you, for you to attach to your application. The auspice group is responsible for the project funds for your project. Please refer to [page 8](#) of this booklet for more assistance on attaching documents.

### Section 4: 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.

### Section 5: Project Details

This section requires you to give a brief outline of your grant application.

Question	Information required
Project title	A description or name for your activity. This title appears in all correspondence between you (the grant applicant) and Council.
Short project description	<p>Provide a brief (maximum 250 words) description of the activity you are undertaking and why you think that it is needed. Clearly explain how you intend to proceed and what you have thought about in planning the delivery of your activity.</p> <p>For example: your organisation would like to request funding for a new computer.</p> <ul style="list-style-type: none"> <li>• Why do you need a computer?</li> <li>• Have you talked to an environmental officer about choosing a new computer for the energy rating?</li> <li>• If you have an old computer, have you considered disposing of it in an environmentally considerate way?</li> <li>• Are there ongoing costs involved which need to be taken into consideration such as internet connection?</li> <li>• How will the group cover this cost?</li> <li>• Who will have access/training to the computer?</li> <li>• What will it actually be used for?</li> <li>• Will you share the computer or use it to connect with other groups?</li> </ul> <p>Please try to give the assessment panel, a clear understanding of what you are planning.</p>

Start/end date	When will your project start and end
Outcomes	How does your project align with the City of Kingston's outcomes? Choose the outcome most relevant to your project: <ul style="list-style-type: none"> <li>• Livability</li> <li>• Environmentally sustainable</li> <li>• Public health and wellbeing</li> <li>• Connected, diverse and inclusive</li> <li>• Economic prosperity</li> <li>• Informed and empowered</li> </ul>
Activity type	Choose from four activity types: <ul style="list-style-type: none"> <li>• Community project/program</li> <li>• Community celebration</li> <li>• Small equipment</li> <li>• Capacity support</li> </ul>
Activities	List the various activities that you will undertake

## Section 6: Budget

This section will assist you in breaking down the expenses of your project. Consider all costs that may occur in delivering your project and then consider all sources of income you may have. In-kind support can be included as income here.

For example, if a volunteer is going to provide a service, how much would you have to pay for this service from an outside source? *3 hours work at \$20 per hour is \$60 of in-kind support.* This can be written in the income column. If you are a production company and going to charge for tickets, include this as income.

Question	Information required
Amount requested	Specify the amount of funding are you requesting from Council
Total Project/Program Cost	The amount requested may not cover your whole project, therefore please specify the total cost of the project
Expenditure Description	Itemise the expenditure of your whole project. The form automatically calculates the total expenditure
Bank Details	If your application is successful, funds will be transferred to this account (must be the organisation's account and not an individual's bank account)

An example budget for a community event is shown below:

<b>Expenditure Description</b>	<b>Amount</b>	<b>Funding Source</b>
Venue Hire	900	Grant from Kingston Council
Printing of promotional items	500	Donation Local Business
Catering	300	Applicant Contribution
Gift Bags	50	Ticket Sales
Singer	300	In kind support – Singer
Audio Equipment Hire	250	Applicant Contribution
<b>TOTALS</b>	<b>\$2,300</b>	

**NB: GST** - When quoting for equipment, minor capital works or other services, please include GST in the budget.

## **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. This may be a member of your organisation's committee or someone nominated to act on behalf of the committee. Please ensure you have completed all the relevant information and attached all the required documents to your application.

### **Feedback**

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**.

### 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)

#### 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 →

The screenshot shows the 'Contact Details' page of the SmartyGrants application. At the top, a navigation bar contains buttons for 'Previous Page', 'Download PDF', 'Save and Close', and 'Submit'. Below the navigation bar, a red error message states: 'Some changes to your application are required before you can submit it. Check the highlighted items and fix them before you submit your application.' The main content area is titled 'Contact Details' and includes a note: 'All questions marked with an \* are compulsory.' The 'Organisation Details' section is highlighted in blue. It contains three fields: 'Head of Organisation:\*', 'Organisation Name:\*', and 'Organisation's ABN'. Each of these fields has a red error message: 'A response to this question is required.' and a 'Go to page' button. The 'Postal Address\*' field also has a red error message and a 'Go to page' button. On the right side, there is a vertical list of application steps: 1. Con, 2. Org, 3. Proj, 4. Proj, 5. Proj, 6. Proj, 7. Proj, 8. Proj, 9. Doc, 10. De, and 'Review'. The 'Review' button is highlighted in blue.

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)

# 2024 - Community Small Grants Application

## Form Preview

### Eligibility

\* indicates a required field

#### Program

This field is read only.

#### Applicants: please note

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

Incomplete applications and/or applications received after the closing 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 about these eligibility criteria, please contact the Kingston Grants Program Officers on **1300 653 356** or email [community@kingston.vic.gov.au](mailto:community@kingston.vic.gov.au).

Please quote the application number below for all enquiries:

#### Application Number

This field is read only.

### Confirmation of Eligibility

#### Organisations must:

- Be legally constituted as an incorporated association, company limited by guarantee, or Aboriginal Corporation, or auspiced by another legally constituted organisation (auspice) for the activity proposed in the application
- Be not-for-profit and managed by a volunteer board/committee of management, or auspiced by a not-for-profit managed by a volunteer board/committee of management
- Be financially solvent
- Be physically located within the City of Kingston geographical boundaries or if located outside the City of Kingston 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 (new community group applicants seeking start-up support are exempt)
- If a Council tenant, be in compliance with all requirements within the tenancy agreement



# 2024 - Community Small Grants Application

## Form Preview

- Have no overdue grant acquittals and have successfully acquitted previous grants received
- Have no outstanding debts owing to Council, or have entered into a payment plan
- Have no active breaches against the obligations of Consumer Affairs Victoria, the Australian Not-for-Profit and Charities Commission, or the Australian Securities and Investment Commission, as applicable
- Have not received a grant for the same or similar activity from another Kingston Grants Program grant stream or other Council funding source in the same financial year running July to June
- Submit a complete application, including attachments or other supporting information requested by Council
- Adhere to the [Victorian Child Safe Standards](#)

### I confirm the above eligibility \*

☐ Yes ☐ No

You must confirm that all statements above are true and correct.

## 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.

## Organisation Details

\* indicates a required field

### Group/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.

### Meeting Address \*

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.  
Address where organisation meets

### Number of active members in your Group/Organisation \*

Must be a number.

### Number of active members who are Kingston residents? \*

# 2024 - Community Small Grants Application

## Form Preview

Must be a number.

### Is your organisation incorporated?

- ☐ Yes  
☐ No

### If no, is your organisation auspiced by another organisation for the purpose of this grant?

- ☐ Yes  
☐ No

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

### What is your incorporation number?

Incorporated Association or Australian Company Number

### Please attach Certificate of Incorporation \*

Attach a file:

### 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	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

### Financial documents

#### Please provide current financial statement \*

Attach a file:

Annual account from last AGM - Profit & Loss

# 2024 - Community Small Grants Application

## Form Preview

### Certificate of Currency

**Please attach Certificate of Currency \***

Attach a file:

### Auspice Information

\* indicates a required field

#### Auspice Organisation Details

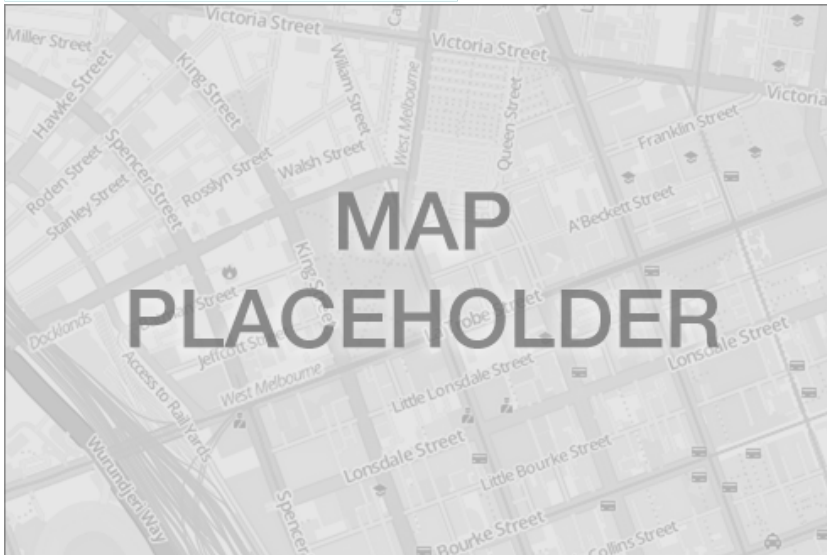
**Auspice organisation name \***

Organisation Name

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

**Auspice primary address**

Address

**Auspice postal address**

Address

**Auspice primary phone number \***

# 2024 - Community Small Grants Application

## Form Preview

Must be an Australian phone number.  
Mobile number preferred

### Auspice email address \*

Must be an email address.

### Auspice website

Must be a URL.

### Primary contact person at auspice organisation \*

Title First Name Last Name

We may contact this person to verify that the auspice arrangement is valid and current.

### Position held in organisation \*

e.g., Manager, Board Member or Fundraising Coordinator.

### Auspice primary contact phone number \*

Must be an Australian phone number.

### Auspice primary contact email address \*

Must be an email address

### Please attach Certificate of Currency of Auspice \*

Attach a file:

Public Liability Insurance

### Please attach a letter from the Auspice organisation confirming that the Auspice arrangement is valid and current \*

Attach a file:

The letter must be signed by an authorised person (e.g., Manager, CEO or Board Chair) and must include: name, position, signature and date.

### Does the Auspice organisation have an ABN? \*

☐ Yes ☐ No

### Auspice ABN \*

# 2024 - Community Small Grants Application

## Form Preview

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	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

## Contact Details

\* indicates a required field

## Applicant Details

### Logo

Attach a file:



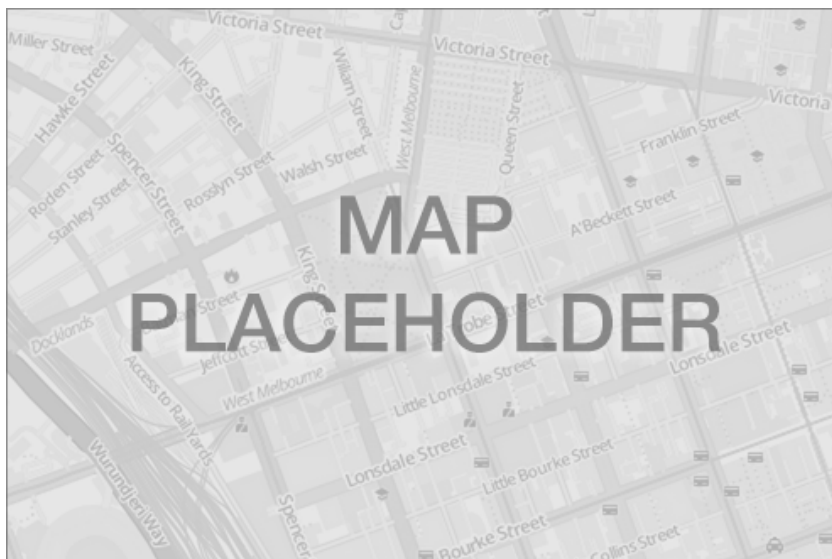
Upload a logo or image that represents your organisation. Drag and resize the square to define the area of the image you wish to submit.

### Applicant primary address

Address

# 2024 - Community Small Grants Application

## Form Preview



### **Applicant postal address**

Address

PO Box preferred or 'as above'

### **Applicant primary phone number \***

Must be an Australian phone number.  
Mobile number preferred

### **Applicant 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 or Fundraising Coordinator.



# 2024 - Community Small Grants Application

## Form Preview

### Primary contact phone number \*

Must be an Australian phone number.  
Mobile number preferred

### Primary contact email address \*

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

## Project Details

\* indicates a required field

### Project title \*

Provide a name for your project/program/initiative/equipment. Your title should be short but descriptive

### Short project description

Maximum 250 words

### Start date of your project

Must be a date.

### End date of your project

Must be a date.

## Outcomes

Please select one of the City of Kingston's outcomes (benefits or changes) that most aligns with your application.

Which of our outcomes will your project contribute to? If multiple apply pick the most relevant.  
No more than 1 choice may be selected.

### Activity Type

- ☐ Community Project/Program
- ☐ Community Celebration
- ☐ Small Equipment

# 2024 - Community Small Grants Application

## Form Preview

☐ Capacity Support

### Activities

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

#### Activity

One per row. Add more rows if you want to list additional activities.  
Must be no more than 20 words.

### Budget

\* indicates a required field

#### Total Amount Requested

\$

Must be a dollar amount.

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

#### Total Project/Program Cost

\$

Must be a dollar amount.

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

Expenditure Description	Expenditure Amount (\$)	Funding source ie Council or other
-------------------------	-------------------------	------------------------------------

	\$	
	\$	
	\$	
	\$	

### Budget Totals

#### Total Expenditure Amount

\$

This number/amount is calculated.

### Bank Details

Must be bank details of your organisation (not an individual)

#### Bank Name \*

#### Bank Account \*

Account Name

# 2024 - Community Small Grants Application

## Form Preview

BSB Number

Account Number

Must be a valid Australian bank account format.

## Certification and Feedback

\* indicates a required field

### Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

**I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval and/or Funding Agreement.**

**I agree \***

☐ Yes

☐ No

**Name of authorised person \***

Title

First Name

Last Name

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

**Position \***

Position held in applicant organisation (e.g. CEO, Treasurer)

**Contact phone number \***

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the applicant organisation

**Contact Email \***

Must be an email address.

**Date \***

Must be a date

### Applicant Feedback

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

# 2024 - Community Small Grants Application

## Form Preview

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

Do you know someone in your organisation who may be a worthy nomination for Kingston Council's Awards (Citizen and Young Citizen of the Year or Kingston's Woman of the Year Awards)?

*Please note this is NOT a nomination. By providing the information below you have agreed that you may be contacted in the future about the Kingston Awards or Woman of the Year Awards.*

**Name of Person**

**Nomination for:**

- ☐ Citizen of the Year
- ☐ Young Citizen of the Year
- ☐ Woman of the Year

### Information Privacy

*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](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.*