Community Small Grants Program – Start Up Support

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

Contents

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 groups and organisations seeking to apply for **community small grants – start up support**. 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
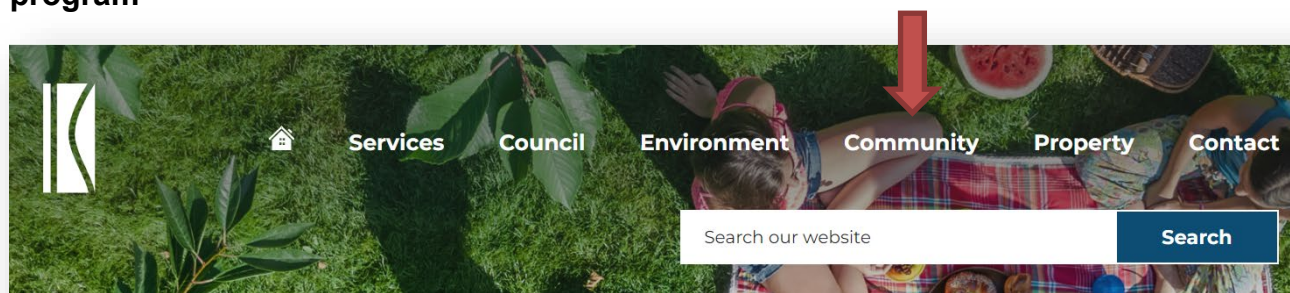
https://www.kingston.vic.gov.au/community/grants/grants-program

Community Small Grants – Start Up Support
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**

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.
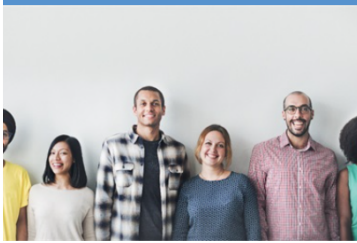
Grants program

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 https://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 **2024 – Community Small Grants – Start Up – Application**.

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.
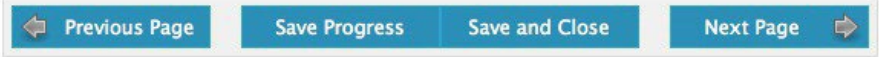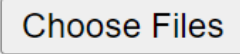
| Log In	Register
Email:	If you haven't registered or started filling in a
yourname@example.com	form, register here.
Password:	
Forgotten your password?	
By clicking **Log In** you agree to Our Community's	
Privacy Policy and Terms of Use.	
Log In	

Online application – helpful information

To access 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	← Previous Page Save Progress Save and Close Next Page → 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: [Choose Files] 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 completed, 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 (Remove) (Attach a file)

Answering the application questions

Section 1: Eligibility
Please confirm that you are eligible in line with the statements by selecting 'yes'. If you cannot confirm that the statements are correct, you will not be eligible to apply.

Section 2: Organisation Details
The questions in this section inform the assessment panel about your group or organisation.

Question	Information required
Group/Organisation name	Please use the organisation's full name (i.e. the same name that will be listed in official documentation such as that with the ABR, ACNC or ATO)
Group's Purpose	What activities will your group undertake to achieve the City of Kingston's vision for a diverse, dynamic community where we all share a sustainable, safe, attractive environment and a thriving economy
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

Section 3: 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 4: Project Details
This section requires you to give a brief outline of your grant application.

Question	Information required
Group name	The name of your group
Short activity description	Provide a brief description of the activities your group will undertake, how often and why you think the group is needed. Include how your group aligns with the City of Kingston's outcomes; • Livability • environmentally sustainable • public health and wellbeing • connected, diverse and inclusive • economic prosperity; and informed and empowered
Proposed start/end date	When will your group be incorporated
Activities	List the various activities that you will undertake to establish your new group ie: obtaining incorporation, insurance and venue hire etc.

Section 5: Budget

This section will assist you in breaking down the expenses of your project. Consider all costs that may occur in starting up your new group 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 is shown below:

Expenditure Description	Amount	Funding Source
Incorporation Certificate	80	Grant from Kingston Council
Certificate of Currency (public liability insurance)	350	Grant from Kingston Council
Venue Hire for first year	1,000	Grant from Kingston Council
TOTALS	**$1,430**	

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

Section 6: 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**".

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?   Type
Is a Deductible Gift Recipient (DGR)?
Tax Concessions
Registered Address

Postal Address*

A response to this question is required.
Go to page

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

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 - Community Small Grants Start Up Category
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 in regards to these eligibility criteria, please contact the Community Grants team on **1300 653 356 or email 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 registering as not-for-profit and managed by a volunteer board/committee of management
- Have majority members as Kingston residents
- 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
- 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 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

Name of group *

Group's purpose *
Organisation Name

Provide summary of activities your group will undertake

Meeting address or proposed meeting address
Address

Address where organisation meets

Number of members in your group/organisation *

Must be a number.

Number of members who are Kingston residents *

Must be a number.

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.
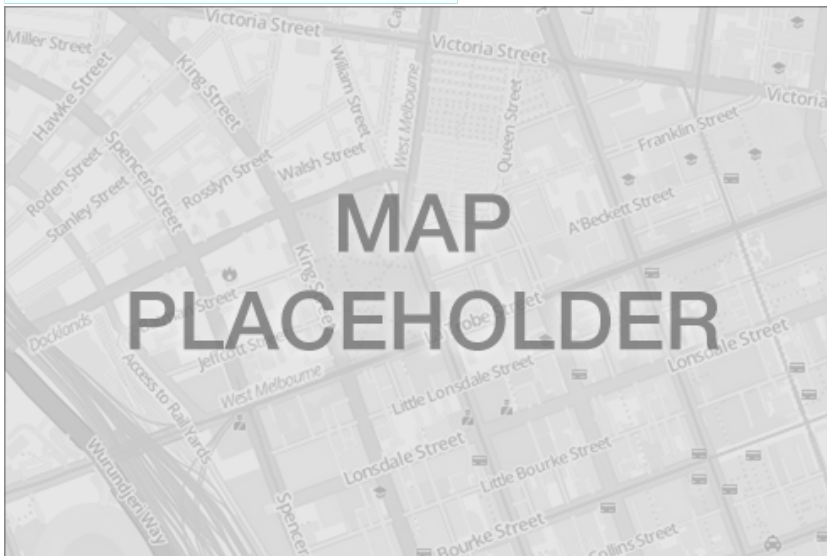
Applicant contact *

Title   First Name   Last Name

Applicant primary address
Address

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.

Project Details

* indicates a required field

Group name *

Short activity description *

What activities will your group undertake? Why is this group needed? How does your group align with the City of Kingston's outcomes - livability; environmentally sustainable; public health and wellbeing; connected, diverse and inclusive; economic prosperity; and informed and empowered?

Proposed start date of activity

Must be a date.

Proposed end date of activity

Must be a date.

Activities

What steps will you take to establish your new group with the funding requested:

example : Incorporation, insurance, venue hire for first year

Activity

One item per row.
Must be no more than 20 words.

Budget

Total amount requested

$

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

Total project/program cost

$ [   ]

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

Bank Name

[   ]

Bank Account
Account Name

[   ]

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 proposed authorised person *   Title   First Name   Last Name

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

Proposed 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

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

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.