

Kingston Grants Program Operational & Partnership Grants

Multicultural & Seniors

Application Help Booklet 2024-2025

Applications Open: 9am Monday 29 January 2024

Applications Close: Midnight Thursday 28 March 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

Through the Kingston Grants Program, Kingston City Council aims to support activity in the Kingston community that:

- Meets community needs and access requirements;
- Promotes community cohesion;
- Encourages residents' engagement and participation in a range of local activities; and
- Assists Council in achieving its planned outcomes, which have been developed in partnership with the community.

The Kingston Grants Program is underpinned by a set of principles, which can be found in the Kingston Grants Policy.

There are several different grants provided by Kingston Council. For more information, please refer to Council's website kingston.vic.gov.au/community/grants/community-grants.

Operational & Partnership Grants – Multicultural & Seniors category

Kingston City Council provides grants to contribute towards the operations of local multicultural and seniors groups in recognition of the contribution these groups make towards improving community connection, inclusion and diversity in Kingston. Supporting these groups aligns with Kingston's Community Vision and Council's strategic goals, as identified in the Kingston City Council Plan 2021-25 and Living Kingston 2035. This funding is intended to contribute towards the overall cost of operations for Multicultural & Seniors groups. Each organisation is responsible for managing their operational budgets and should plan accordingly.

About this help booklet

This Help Booklet aims to provide information for groups seeking to apply for Operational & Partnership Grant funding for Multicultural & Seniors groups. 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 read the [Kingston Grants Program Policy](#) and [Guidelines](#) for further information about the grants program and different grant categories. Applicants are strongly encouraged to attend one of the grants information sessions (refer to [page 4](#) for details). Please contact Kingston's Grants Officers for help and support on 1300 653 356 or community@kingston.vic.gov.au

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 Kingston City Council. The 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.

2024 Kingston Grants 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

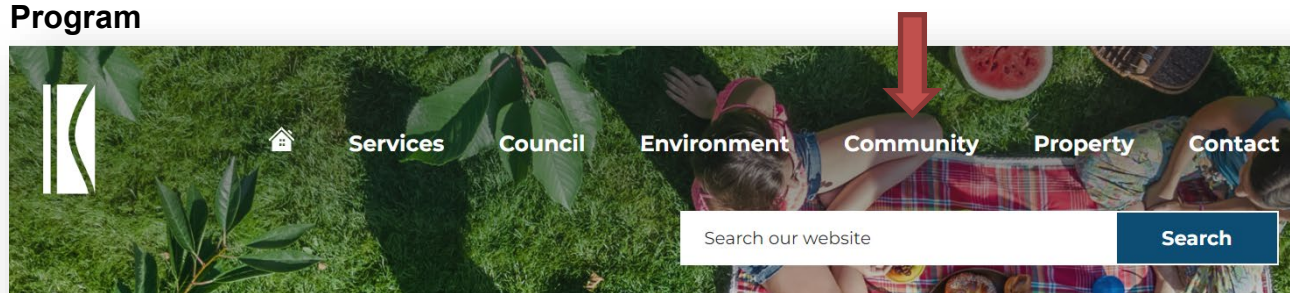
<https://www.kingston.vic.gov.au/Community/Community-Grants>

Operational & Partnership Grants Multicultural & Seniors

Open 9am Monday 29 January 2024 (apply by Thursday 28 March 2024)
Applications received by the deadline will be considered for 3 years of funding

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.

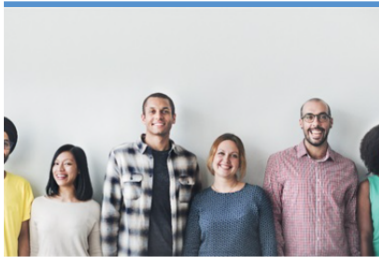


LGBTIQ+ community

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

On the Grants page a breakdown of the various Kingston Grants programs can be found.

Click on **Operational and partnership grants** to expand the section for further information. Select the **Apply** button under Multicultural and Seniors which will direct you to complete the application form via SmartyGrants. You can also log in via <https://kingston.smartygrants.com.au>

Grants

Community small grants

+

Community bi-annual grants

+

Operational and partnership grants

+

Community festivals, events and creative activities grants

+

Individual development grants

+

Multicultural & Seniors

Apply

If you are new to SmartyGrants, you will need to register to submit your application. Select **Log in** to either register or to login to your existing account. To start an application select **Start a submission**. You can also view other grant rounds by selecting **Current Rounds**.

Kingston Grants Program



Not logged in. [Log in](#)

[Current Rounds](#)

2024-27 Operational & Partnership Multicultural & Seniors



Start a submission



Preview the form



Download preview form

Submissions are now being accepted. Submissions close at midnight 28 March 2024 ([AEDT](#)).

IMPORTANT: Please read information below to assist you in completing your application online.

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:

Password:

[Forgotten your password?](#)

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

Log In


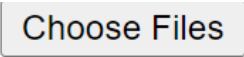


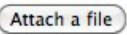
If you haven't registered or started filling in a form, [register here](#).

Other things to know about the online application

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. NB: when you move from one page to another your information is automatically saved.</p>	<div data-bbox="528 629 1442 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 File 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="523 1921 1254 1995"><p>Attach Files  Common-Ground-Brochure.pdf 1.2 MB </p><p></p></div>

Responding to 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: Contact Details

Please complete all questions in this section so that Council can contact you regarding this application. You will need to provide two contacts for your organisation, a primary contact who is the main contact in relation to this grant application, and a secondary contact who is an elected member of your Committee of Management. Include as much information as possible so that Council has multiple ways to contact you about your grant application. Please be sure that all email addresses and phone numbers are correct.

Section 3: Organisation Details

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

Question	Information required
ABN	<p>An Australian Business Number provides a vast amount of information about your group and helps process the grant application faster. It may also assist Council to determine if funding from other sources is available to your group.</p> <p>Smarty Grants will obtain information when you add this number</p>
Legal Status	<p>Incorporation is a legal status that many community groups acquire. For more information on incorporation you can visit consumer.vic.gov.au. 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. Groups will be required to attach their 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>
Certificate of Currency	<p>Appropriate public liability insurance is important for all groups to have and is mandatory. Council needs to ensure that your group is fully insured before an application can be considered eligible for a grant</p>
Committee Members	<p>Please provide a list of your current committee members</p>
AGM Minutes and Financial Statement	<p>Please upload your most recent AGM minutes and financial statement</p>
Child Safe Policy	<p>In line with the Victorian Child Safe Standards, it is recommended that all organisations develop a Child Safe Policy. If your organisation has a Child Safe Policy, please provide us with a copy</p>

Section 4: Auspice Information

If applicable, complete the 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. 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. You will also need to upload the auspice organisation's Certificate of Incorporation. Please refer to [page 8](#) of this booklet for more assistance on attaching documents.

Section 5: Program Overview

This section requires you to give a brief outline of your activities

Question	Information required
Title	Please provide a short title for your program (i.e. Regular Social Activities)
Short Summary of Activity	Provide a brief (maximum 250 words) description of the activity that your group will undertake. Include information about who will attend (i.e. people over 70 years) and what you will do. We would like to understand what you have thought about in planning the delivery of your activity
Benefits of the Activity	Provide a summary (maximum 200 words) of why the activity needs to occur. How will your community benefit from participating in the activity?
Meals	Please indicate if you are also applying for funding to provide regular meals (that is meals prepared at your meeting venue) for your members. To be eligible for a meals allowance, you must meet in a venue with a commercial kitchen. If your group only provides tea/coffee/biscuits you should answer no to this question

Section 6: Outcomes

This asks you to think about the outcomes and impacts that this funding will have on the Kingston community and how your outcome goal will link with Council's outcome goals. Your responses will inform our overall Operational & Partnership reporting.

To view the relevant Council goals (also listed below), please select **Browse** in the column titled **Alignment with our outcome goals**. By selecting a Council goal, a further list of sub-categories will appear. Please select the most relevant.

Example of an outcome goal and alignment with Council's outcome goal:

Your outcome goals	Alignment with Council's outcome goals
<i>i.e. Increase computer literacy for over 55's</i>	<i>Connected, Diverse and Inclusive - Increase community connection for Kingston residents</i>

List of Council outcome goals

- Public Health and Wellbeing
 - o Increase the health and wellbeing of Kingston residents
 - o Increase safety and feelings of safety in Kingston
- Connected, Diverse and Inclusive
 - o Increase community connection for Kingston residents
 - o Increase gatherings of diverse communities to contribute towards community cohesion in Kingston
 - o Increase diversity of participation and representation in Kingston
 - o Increase inclusive environments and cultures in Kingston

Section 7: Budget – Funding Formula

This application will be assessed using the Multicultural and Seniors groups funding formula.

The formula takes into account three categories;

1. **Base** funding – which is 2 meeting hours for social activities multiplied by the number of Kingston residents who are active members multiplied by 12 (funding is capped at 12 meetings per year) multiplied by \$2.00. The total maximum base amount you can apply for is \$1,000.

For example if you have 35 active Kingston members, your **base** funding calculation would be:

Meeting hours for social activities		Number of active Kingston members		12 meetings per year (capped)		Multiplied by \$2.00		Total	Total maximum base funding
2	x	35	x	12	x	\$2.00	=	\$1,680	\$1,000

If you meet more than 12 times a year, have additional social activities or have a large number of active Kingston members, you can request additional funding through the qualitative section (refer to item 3 below).

2. **Additional** funding – this funding is relevant to organisations who provide meals to members from a commercial kitchen. This is calculated at 12 meals per year multiplied by the number of Kingston residents who are active members multiplied by a Meals on Wheels allowance of \$4.50. The total maximum additional amount you can apply for is \$3,000.

Using the example above for 35 active Kingston members, your **additional** funding calculation would be:

12 meals per year (capped)		Number of active Kingston members		Meals on Wheels allowance \$4.50		Total
12	x	35	x	4.50	=	\$1,890

3. **Qualitative** – this section is where you may receive extra funding on top of the 1. Base and 2. Additional funding. Any additional funding will be allocated based on information provided in this application (for example; your group has significant Kingston membership numbers or provides frequent meals for members).

Budget

This section will assist you in breaking down your expenses. Consider all costs that may occur in delivering your activities. Examples of expenditure types; regular social activities, bus trips, meals, outings, other. Please outline each expenditure item in the table and identify the costs (for example; bus hire \$xxx).

Section 8: Certification and Feedback

Certification

This is a legally binding statement and must be completed by an elected member of the Committee of Management. Please ensure you have completed all the relevant information and attached all the required documents to your application.

Feedback

We value your feedback. Use this section to provide any comments regarding the application form, guidelines and any improvements we could consider.

Kingston City Council Awards

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 Question**.

Once you have made corrections press **Save** and return to the **Review and Submit** page and click **Submit** 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

Applica

1. Con

2. Org

3. Proj

4. Proj

5. Proj

6. Proj

7. Proj

8. Proj

9. Doc

10. De

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Review

O&P Multicultural & Seniors 2024-27

Form Preview

Eligibility

* indicates a required field

Program Name

This field is read only.

The program this submission is in.

Application Number

This field is read only.

Welcome to the 2024-2027 Kingston Operational & Partnership Grant Program.

Before completing this application form, you should read the Operational & Partnership Grant section in the [Guidelines](#).

To be considered for three years of Operational & Partnership Grant funding for the 2024-25, 2025-26 and 2026-27 financial years, applications must be submitted by midnight on 28 March 2024.

This section of the form is designed to help you, and us, understand if you are eligible for this grant.

If you have any questions regarding the eligibility criteria, please contact Kingston grants officers on 1300 653 356 or community@kingston.vic.gov.au

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 Kingston City Council's geographical boundaries or if located outside Kingston City Council's 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
- If a Council tenant, be in compliance with all requirements within the tenancy agreement
- Have no overdue grant acquittals and have successfully acquitted previous grants received

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Form Preview

- 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](#)

Please select below: *

☐ Yes

☐ No

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

Ineligible

Your response indicates that you are ineligible to apply for Kingston's Operational and Partnership grant.

For further information please contact the Kingston grants officers on 1300 653 356 or email community@kingston.vic.gov.au

Contact Details

* indicates a required field

Privacy Notice

Kingston City Council is committed to protecting your privacy. The personal information requested on this form is being collected by Kingston City Council 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 you wish to alter any of the personal information you have supplied, please contact Kingston Grants Officers on 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.

Organisation/Group Name *

Organisation Name

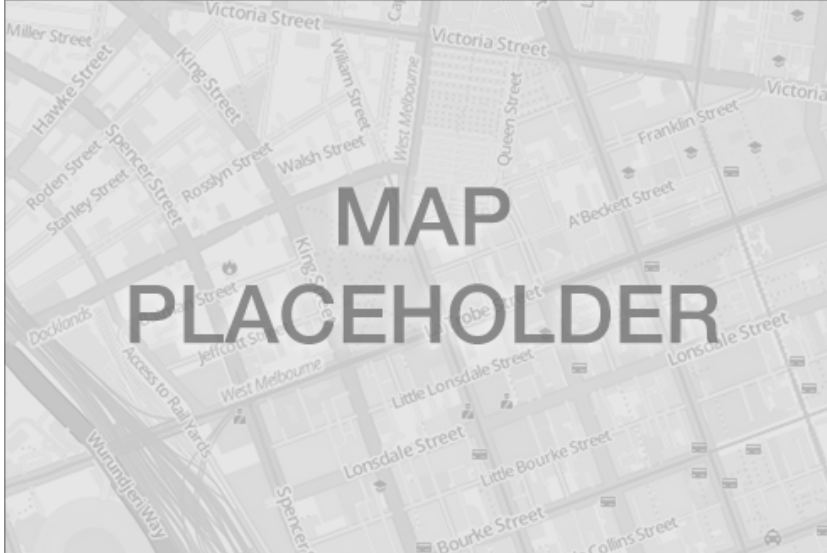
For organisations: please use the organisation's full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

Meeting venue address

Address

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Form Preview



Group postal address

Address

Applicant website

Must be a URL.

Primary Contact Details

*

Title First Name Last Name

This is the person we will correspond with about this grant.

Position held in organisation *

e.g., President, Secretary, Treasurer

Phone number *

Must be an Australian phone number.

Email Address *

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Form Preview

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

Secondary Contact Details

*

Title

First Name

Last Name

Position *

Must be a Committee Member ie: President, Secretary Treasurer

Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.

Organisation Details

* indicates a required field

Is your group incorporated? *

- ☐ Yes
☐ No

Is your organisation/group auspiced by another organisation for the purpose of this grant? *

- ☐ Yes
☐ No

If your group is not incorporated and does not have an auspice, you are ineligible to apply for this grant.

Your response indicates that you are ineligible to apply for Kingston's Operational & Partnership funding under the Community Interest Organisation category.

For further information, please contact the Kingston Grants Officers on 1300 653 356 or email community@kingston.vic.gov.au

What is your organisation's purpose or mission? *

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Form Preview

Or attach your Mission Statement here

Attach a file:

Total number of active members in your Group *

Must be a number.

How many active members are residents of Kingston? *

Must be a number.

Please provide evidence of your Kingston members (eg. a list of your members with their residential postcode) *

Attach a file:

Meeting frequency

- ☐ Weekly
- ☐ Fortnightly
- ☐ Monthly

Other

Please add your ABN (if applicable)

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	More information
ACNC Registration	
Tax Concessions	
Main business location	

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Form Preview

What is your incorporation number?

Incorporated Association or Australian Company Number

Please upload your Certificate of Incorporation *

Attach a file:

Please upload your Certificate of Currency (Public Liability Insurance) *

Attach a file:

Please upload a list of all Committee Members here *

Attach a file:

Please upload a copy of your latest AGM minutes together with your latest financial statement *

Attach a file:

Must be a Financial Statement (Not a bank statement)

Please upload your organisational policy/s relating to Child Safety aligning with the Victorian Child Safe Standards (if applicable)

Attach a file:

Link to Child Safe Standards <https://ccyp.vic.gov.au/child-safe-standards/>

Auspice Information

* indicates a required field

Auspice Organisation Details

Auspice organisation name *

Organisation Name

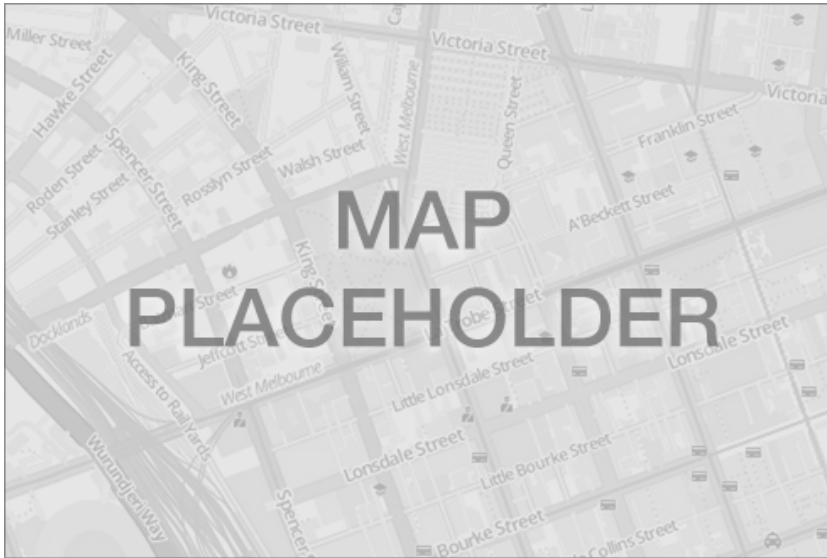
Please use the organisation's full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

Auspice primary address

Address

O&P Multicultural & Seniors 2024-27

Form Preview



Auspice postal address

Address

Auspice phone number *

Must be an Australian phone number.

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.

Phone number *

Must be an Australian phone number.

O&P Multicultural & Seniors 2024-27

Form Preview

Email address *

Must be an email address

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.

Please attach Certificate of Currency *

Attach a file:

Auspice 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	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Program Overview

* indicates a required field

Title *

eg. Regular Social Activities

Please provide a short summary of your activities *

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Form Preview

Be descriptive, but brief. Include a summary of who this project is for (eg. people over 70 years) what you will do (i.e. the activities you will perform).

Why is this activity needed / what are the benefits of this activity? *

Word count:
Must be no more than 200 words.
Explain why this is beneficial to your group ie: connection, information sharing

Are you applying for funding to provide regular meals (prepared at your meeting venue) for your members? *

☐ Yes ☐ No
You must meet in a venue with a commerical kitchen to be eligible to receive funding for meals *If your group only provides tea/coffee/biscuits you should answer No to this question

Outcomes

Outcomes

Please tell us about the outcomes you expect to result from your funding. Outcomes are the impacts you expect to see for your community. Generally outcomes can be framed as an increase or decrease in one or more of the following:

- Skills, knowledge, confidence, aspiration, motivation (these are generally immediate or short-term outcomes)
- Actions, behaviour, change in policy (these are generally intermediate or medium-term outcomes)
- Social, financial, environmental, physical conditions (these are generally long-term outcomes)

Your outcome goals	Alignment with our outcome goals
What changes do you expect will occur as a result of your activities? (e.g. increase social connection) Please be brief. One per row. Must be no more than 20 words.	Which of our outcome goals will your project contribute to? If multiple apply pick the most relevant. No more than 1 choice may be selected.

Budget

Formula Based Assessment

Your application will be assessed against the following funding formula.

Base2 Meeting hours for social activities X number of Kingston residents who are active members* X 12 Meetings per year X \$2.00 (Funding cap of \$1,000) + **Additional** 12

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meals per year** X number of Kingston residents who are active members* X Meals on Wheels minimum cost of \$4.50 (Funding cap of \$3,000) + **Qualitative** Transparent and accountable qualitative adjustments*** (this will be based on information provided in this application e.g. your group has significant Kingston membership numbers or provides frequent meals for members) = **Total** Total funding allocation* *Organisations must meet minimum requirements for the proportion of active members that are Kingston residents or demonstrate significant benefit to the Kingston community in accordance with the Kingston Grants Program Policy and Program Guidelines for Operational Partnership Grants. Organisations that do not meet the minimum requirement are not eligible for Multicultural Seniors funding.** Organisations that provide meals to members must commit to providing at least 6 meals per year. Funds received can be used flexibly towards any meals provided throughout the year. *** Qualitative adjustments aim to enable response to contextual factors that are important to consider in determining total funding allocations but that cannot be considered using a formulaic approach. Consideration of qualitative adjustments is undertaken in exceptional circumstances with recommendations to be approved by the Council.*

What will you use your funding for?

Expenditure Description	Expenditure Type	Expenditure Amount (\$)	Notes
		\$	
		\$	
		\$	
		\$	

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 Funding Agreement.

I agree *

☐ Yes

☐ No

Name of authorised person *

Title

First Name

Last Name

Must be a Committee member

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Position *

Position held (e.g. President, Secretary, Treasurer)

Phone number *

Must be an Australian phone number.
We may contact you to verify that this application is authorised
by the applicant organisation

Email *

Must be an email address.

Date *

Must be a date

Applicant Feedback

You have reached 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

Did you find the Guidelines easy to understand?

☐ Yes ☐ No

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

Kingston City Council Awards

Do you have one or more people in your organisation or know someone who might be a worthy nomination for Kingston Council's Citizen and Young Citizen or Woman of the Year?

Name of person/s

Suggested nomination for

- ☐ Kingston's Citizen of the Year
- ☐ Kingston's Young Citizen of the Year
- ☐ Kingston Woman of the Year

What Happens Next

Thank you for your application.

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Once you select submit, the email address you registered with will be sent an email confirmation of your application with a copy of your application.

Council may contact you for more information about this application.

All applicants will be advised of the outcome in early July 2024, once recommendations are approved at Council Meeting in late June 2024.

For further information about Kingston's Operational and Partnership Grants program or to view the Grant Guidelines, please visit <https://www.kingston.vic.gov.au/community/grants/grants-program> or contact the Kingston Grants Officers on 1300 653 356 or community@kingston.vic.gov.au