

# Kingston Grants Program Operational & Partnership Grants

## Specialist Community & Welfare Services

### 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](mailto:community@kingston.vic.gov.au) W: [kingston.vic.gov.au](http://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](https://kingston.vic.gov.au/community/grants/community-grants).

## Operational & Partnership Grants – Specialist Community & Welfare Services category

Kingston City Council provides grants to contribute towards the operations of local specialist community and welfare services in recognition of the contribution these groups make towards improving the livability of Kingston through the delivery of programs that align 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 Specialist Community & Welfare services. 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 and organisations seeking to apply for Operational & Partnership Grant funding for Specialist Community & Welfare Services. 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).

**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 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/Community-Grants>

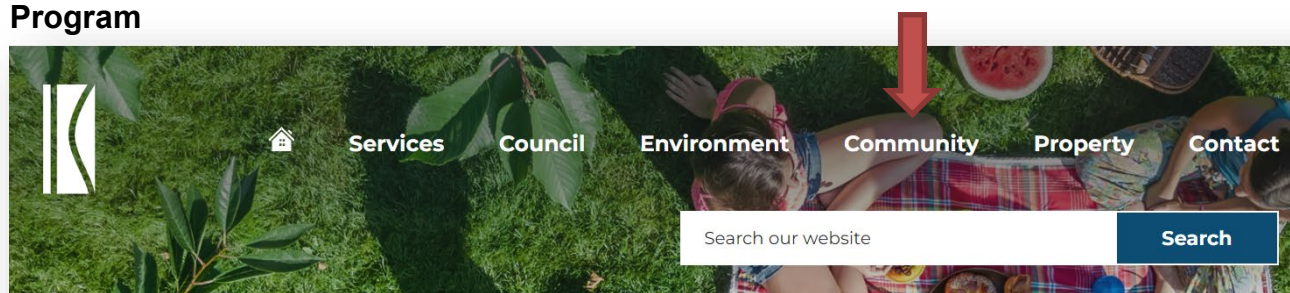
# Operational & Partnership Grants Specialist Community & Welfare Services

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](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.



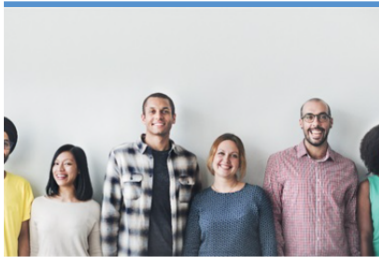
### LGBTIQ+ community

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 Community Grants programs can be found.

Click on **Operational and partnership grants** to expand the section for further information. Select the **Apply** button under Specialist Community & Welfare Services 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

+

Specialist Community & Welfare Services

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**.

The screenshot shows the Kingston Grants Program homepage. At the top right is the City of Kingston logo. The main heading is "Kingston Grants Program". Below this, there is a navigation bar with "Not logged in. Log in" on the left and "Current Rounds" on the right. A red arrow points to "Not logged in". Below the navigation bar is the heading "2024-27 Community Interest Organisations". Under this heading are three buttons: "Start a submission" (with a document icon), "Preview the form" (with a magnifying glass icon), and "Download preview form" (with a document icon). A red arrow points to "Start a submission". Below these buttons is a grey box containing the text: "Submissions are now being accepted. Submissions close at midnight 28 March 2024 (AEDT)." A red arrow points to this text. Below the grey box is the text: "IMPORTANT: Please read information below to assist you in completing your application online."


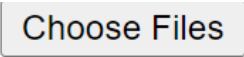


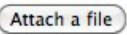
The screenshot shows the "Login or Register" page. The heading is "Login or Register". Below the heading is the text: "A free account is required to make an online submission. Registration gives you secure access to your forms, allowing you to save your progress and resume later." There are two main sections: "Log In" and "Register". The "Log In" section has fields for "Email:" (with a placeholder "yourname@example.com") and "Password:". Below the password field is a link "Forgotten your password?". Below the "Log In" section is a "Log In" button. The "Register" section has the text: "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 **Apply** you can preview the application form (there is also a copy of the application form attached to this booklet).

<p><b>Save Progress</b></p> <p>It is highly recommended that you regularly <b>Save Progress</b> 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 <b>Save Progress</b> periodically if you are spending a long time working on one page of the form.</p>
<p><b>Attaching files</b></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 <b>Choose files</b>, choose the file you wish to upload from your computer or you can drag and drop them over the <b>Choose File</b> 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 1257 2000"><p><b>Attach Files</b>  <a href="#">Common-Ground-Brochure.pdf</a> 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 and a secondary contact. At least one of these contacts must be an elected member of your Committee of Management. Please 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. Please indicate if your organisation is incorporated, and if not, if it is auspiced by another organisation. If your organisation is auspiced by another organisation you will be required to upload a letter of support from the auspice organisation and complete relevant details.

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 <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. 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 <b>mandatory</b>. 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>
Annual Report including Financial Statement	<p>Please upload your most recent annual report and financial statement. This provides the most up to date information about your organisation and ensuring your organisation is in an adequate financial position</p>

Question	Information required
Mission Statement and/or Constitution	This is a formal document outlining your governing principles and mission statement
Child Safety Policy	In line with the Victorian Child Safe Standards, please provide your organisations Child Safety Policy. 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
Days and Hours of Operation	This is the usual hours of operation (the hours you are open to the public or programs you are running)
Number of Kingston Residents	Please advise the number of Kingston residents that are active participants

#### 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](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. 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
Summary of Services/Programs	Provide a brief (maximum 250 words) description of the services your organisation delivers. Clearly explain how you run these services and what you have thought about in planning the delivery. Please try to give the assessment panel, a clear understanding of what you are planning.  Alternatively, you can attach a copy of your program brochure.
Benefit to the Community	Provide a summary (maximum 200 words) of why the services need to occur. What is the benefit to the Kingston community?
Organisational Partners	Are there other organisations that you will work with to deliver the activity to the community?
Community Support	Describe what evidence you have that this service has community support. Upload any supporting letters (if relevant)

## Section 6: Outcomes

This section requires you to consider the outcomes and impacts that this funding will have on the Kingston community. Your responses will inform our overall Operational & Partnership reporting. Please note some of these questions contain words such as Project/Program – these are system default questions which we are unable to change. For the purposes of this application Project/Program refers to your organisation and activities.

Question	Information required
Primary Areas of Focus	In this field please select <b>Browse</b> , then select from up to 5 categories and sub-categories that resonates most with your planned activity
Primary Beneficiaries	You can select up to 5 primary beneficiaries from a list of 9 categories

### Outcomes

This question asks you to set your organisational goals and demonstrate how these goals align with Council's goals. The goals relevant to Specialist Community & Welfare Services will appear when you select **Browse** in the relevant column. By selecting a Council goal, a further sub-category will appear. Please select the most relevant.

#### Example of an Outcome Goal

Your outcome goals	Timeframe	Alignment with Council's outcome goals	How does your intended outcome link to Council's outcome goals?
<i>i.e. Increase computer literacy for over 55's</i>	<i>Immediate</i>	<i>Liveable - Increase accessibility of goods and services for residents of Kingston</i>	<i>Technical literacy will ensure that over 55's will be more confident with accessing online information in a safe way and can participate in various activities around Kingston, which could lead to connection with others.</i>

## Section 7: Tracking Progress

This section focuses on measuring your impact in alignment with Council's outcome goals. When you select **Browse**, please select the metric **Increase accessibility of goods and services for residents of Kingston**. Identify a target number of beneficiaries, and how you will collect your data.

### Your Metrics

There are two types of metrics, **Activity** and **Outcome**. An **Activity** metric tells you how much of something you are doing or producing (i.e. your outputs). An **Outcome** metric tells you whether progress towards an outcome is occurring or not. Please **Outcome** identify what type of evidence you will use to support your metrics.

This section is optional, however it is a great tool in how you can set (and measure) your organisations impact.

### Qualitative Evidence

Qualitative evidence is a descriptive (rather than numeric) form of evidence to indicate whether or not progress towards an outcome is occurring. In this section please select from multiple choice the ways in which you will collect your evidence (for example; surveys). Select one per row.

### Section 8: Activities

Use this table to list each activity you will be undertaking and when

### Section 9: 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
Income Description	Itemise your income. The form automatically calculates the total income
Expenditure Description	Itemise the expenditure of your whole project. The form automatically calculates the total expenditure
Inputs	Please list the non-financial inputs required to deliver your programs (for example; volunteers, equipment etc)

### Section 10: Capacity

Although this section is optional, it is an opportunity for you to further showcase your organisation and your ability to deliver the activity mentioned in this application. How will you ensure that the activity mentioned in this application will be delivered successfully (for example; funding, staff/volunteers, expertise, equipment, facilities, in-kind contributions, how it will be delivered within the proposed timelines, how you will engage with your intended audience).

## **Section 11: 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 comments on 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

Application Progress: 1. Con, 2. Org, 3. Proj, 4. Proj, 5. Proj, 6. Proj, 7. Proj, 8. Proj, 9. Doc, 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](mailto:community@kingston.vic.gov.au)



## Eligibility

\* indicates a required field

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 below 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](mailto:community@kingston.vic.gov.au)

### Program

This field is read only.

### 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 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
- 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 & Partnership Grant.

For further information please contact Kingston Grants Officers on 1300 653 356 or email [community@kingston.vic.gov.au](mailto: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](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.

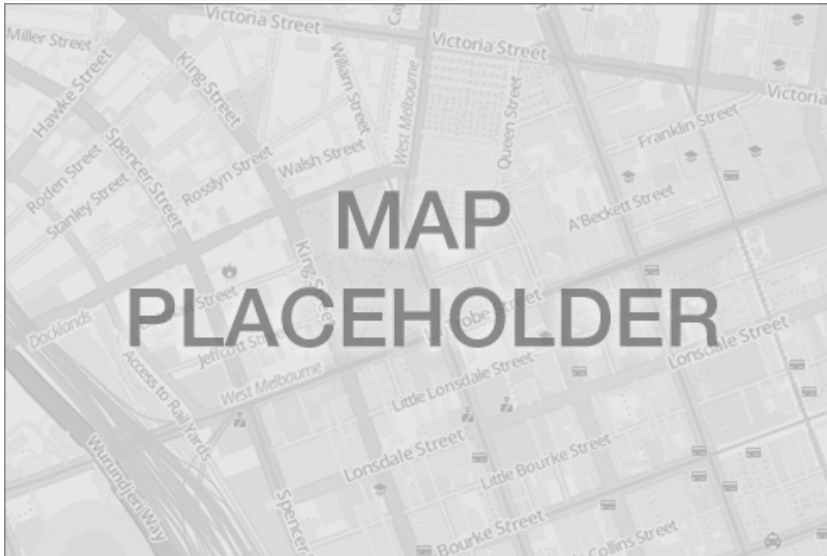
**Organisation name \***

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.

**Organisation address**

Address



**Organisation postal address \***

Address

**Phone number \***

Must be an Australian phone number.

**Email address \***

Must be an email address.

**Applicant website**

Must be a URL.

**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.

# O&P SC&SW 2024-27

## Form Preview

**Phone number \***

Must be an Australian phone number.

**Email address \***

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

**Secondary Contact \***

Title      First Name      Last Name

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

**Secondary contact position held \*****Secondary contact phone number \***

Must be an Australian phone number.

**Secondary contact email \***

Must be an email address.

## Organisation Details

\* indicates a required field

**Is your organisation incorporated? \***

- ☐ Yes  
☐ No

**If no, is your organisation/group auspiced by another organisation for the purpose of this grant? \***

- ☐ Yes  
☐ No  
☐ Incorporated - therefore not applicable

Your response indicates that your are ineligible to apply for Kingston's Operational & Partnership funding.

For further information, please contact Kingston Grants Officers on 1300 653 356 or email [community@kingston.vic.gov.au](mailto:community@kingston.vic.gov.au)

**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	

### 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 \*

Attach a file:

### Please upload current list of Committee Members \*

Attach a file:

### Please upload copy of your most recent Annual Report including the Financial Statement \*

Attach a file:

### Please upload your organisation's Mission Statement or Constitution \*

Attach a file:

### 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/>

### What days of the week do you operate? \*

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday
- ☐ Saturday
- ☐ Sunday

Tick all that applies

### What hours do you operate? \*

### How many people attend your services/programs annually? \*

Must be a number.

### Of this number, how many are Kingston residents? \*

Must be a number.

## Auspice Organisation Details

\* indicates a required field

### Auspice Organisation Name \*

Organisation Name

### Auspice primary address \*

Address

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

### Auspice postal address \*

Address

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

### Auspice phone number \*



**Auspice email \***

**Auspice website**

**Auspice Phone Number \***

Must be an Australian phone number.

**Primary contact person at auspice organisation \***

**Position held at organisation \***

**Auspice primary contact phone number \***

**Auspice primary contact email \***

**Please upload letter from the auspice organisation confirming that the auspice arrangement is valid and current. \***

Attach a file:

Copy of proforma on website <https://www.kingston.vic.gov.au/community/grants/grants-program>

**Please upload Certificate of Incorporation of Auspice \***

Attach a file:

**Please upload Certificate of Currency of Auspice \***

Attach a file:

## Program Overview

\* indicates a required field

**Please describe the various services/programs that your organisation delivers and/or attach a copy of your program brochure \***

### Upload brochure

Attach a file:

**Why does this work need to be done? \***

Word count:

Must be no more than 200 words.

Describe the specific issue or need you want to address

**Please list any organisational partners involved in delivering your work**

Partner	Role of Partner	Upload letters of support

**What evidence do you have that this project/program has community support?**

**Please upload letters of support (if available/relevant)**

Attach a file:

A maximum of 5 files can be attached

## Project Details - Outcomes

**What are the primary areas of focus for this project/program?**

No more than 5 choices may be selected.

You can select items from any area of the list – all have equal value. Only select sub-categories if you want to be more specific. In this question we want to know about the field of work (e.g. arts, sport, health), rather than the types of people it will affect (e.g. young people, refugees)

**Who are the primary beneficiaries of this project/program?**

No more than 5 choices may be selected.

Please choose only the group/s that are at the very core of this project/program

## Outcomes

Please tell us about the outcomes you expect to result from your project. Outcomes are the changes you expect to occur for the beneficiaries of your project. 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

### Timeframe

### Alignment with our outcome goals

### How does your intended outcome link to our outcome goals?

What changes do you expect will occur as a result of your project (e.g. Enhanced physical fitness)? Please be brief. One per row. Must be no more than 20 words.	When do you expect this outcome to emerge?	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.	Please explain how your intended outcome helps contribute to ours. Must be no more than 100 words.

## Project Details - Tracking Progress

### Council's metrics

A metric is a measurement designed to indicate whether or not progress towards an outcome is occurring, and quantify the extent to which it is occurring. Here we would like you tell us which of our quantitative metrics you may be able to report on.

Metric	Target	Collection method	Explanatory notes
Which of our metrics (if any) will you track? You may be required to report on your progress. Add more rows if you want to list additional metrics. No more than 1 choice may be selected.	Identify a target for the metric you have chosen - an estimated total for your project. Must be a number.	How will you collect and verify the data? E.g. survey, headcount, observation/ estimation, externally verified sources (e.g. government or public datasets). Must be no more than 50 words.	Add notes if you need to provide more context. Must be no more than 100 words.

## Your metrics

A metric is a measurement designed to indicate whether or not progress towards an outcome is occurring, and quantify the extent to which it is occurring.

You may add your own metrics here.

There are two types of metrics. An 'Outcome Metric' is a measurement designed to help you determine whether progress towards an outcome is occurring or not, and quantify the extent to which it is occurring. An 'Activity Metric' tells you how much of something you're doing or producing ('outputs' are often Activity Metrics, for example.)

Metrics work best when they:

- Are quantifiable/numeric
- Are clearly defined and succinct
- Contain all the context needed to gauge and compare the result (e.g. unit [e.g. cm, metres, people, people-days, %, etc]; direction of change [increase; decrease; etc.]; timeframe [e.g. per month; per year; etc])
- Have been tested, and/or are in common use, and/or are commonly understood as a relevant and useful indicator of performance in a particular arena
- Are used sparingly - you are much better off to "ask one good question and answer it reliably" than try to track many things at once
- Relate to a clearly articulated outcome or activity.

Metric	Type of metric	Target	Collection method
One per row. Add more rows if you want to list additional metrics. Must be no more than 20 words.	'Activity metrics' measure an activity (e.g. 'Number of visitors'). 'Outcome metrics' measure the change experienced by a population group (e.g. 'Number of young people gaining employment').	Identify a target for the metric you have chosen - an estimated total for your project. Must be a number.	How will you collect and verify the data? E.g. survey, headcount, observation/estimation, externally verified sources (e.g. government or public datasets). Must be no more than 50 words.

## Qualitative evidence

Qualitative evidence is a descriptive rather than numeric form of evidence designed to indicate whether or not progress towards an outcome is occurring.

Examples of qualitative data sources include interviews, testimonials, focus group transcripts/summaries, social media posts, media appearances/mentions, and artistic or multimedia depictions such as photographs, videos and audio/podcasts.

Qualitative evidence	Explanatory notes
Select the type of qualitative evidence you will use to help track your progress. One per row. Add more rows if you want to list additional types of qualitative evidence.	Add notes if you need to provide more context. Must be no more than 100 words.

Project Details

Activities

Tell us about the activities you will undertake. List one per row.

Activity	Start date	End date
One per row. Add more rows if you want to list additional activities. Must be no more than 20 words.	Must be after July 2024 Must be a date.	Must be before July 2025 Must be a date.

Budget

Total Amount Requested

\$

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

Total Project/Program Cost

\$

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

Budget (GST exclusive)

Provide clear descriptions for each budget item in the 'Income' and 'Expenditure' columns. Examples of income could include 'council community grant', 'trivia fundraising night', 'company X sponsorship'. Examples of expenses could include, 'food hampers' 'vouchers' 'facilitators' 'operational'.

Use the 'Notes' column for any additional information you think we should be aware of.

Your budget **MUST** balance (TOTAL INCOME AMOUNT = TOTAL EXPENDITURE AMOUNT). Please **do not add commas** to figures - e.g. type \$1000 not \$1,000 - this will ensure your figures for each table total correctly.

All amounts should be GST exclusive.

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

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

Budget Totals

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

This number/amount is calculated.

What other inputs will you need in order Confirmed?  
to successfully carry out this activity/  
project?

Non-financial inputs could include staff/volunteers time/expertise, equipment, facilities, pro bono or in-kind contributions, advocacy, and other types of support.	

Applicant Capacity

Please provide some information about your organisation that will give us confidence that you can complete the work you've described in this application

Include in this section information about your capacity to deliver the activity (money, staff/volunteers, time, expertise, equipment, facilities, pro bono or in-kind contributions) how the activity will be delivered within the proposed timelines, how you will engage your intended audience (i.e. diverse communities) and relevant past work. Please provide links to any relevant information.

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 senior staff member or board member

**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

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 City 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.

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.

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 email [community@kingston.vic.gov.au](mailto:community@kingston.vic.gov.au)