

# GUIDELINES

Individual Development Grants



*City of*  
**KINGSTON**

**APPLICATIONS ACCEPTED ON AN ONGOING BASIS  
FROM 1 JULY 2023 TO 30 JUNE 2024**

City of Kingston  
1230 Nepean Highway  
Cheltenham VIC 3192

T: 1300 653 356 or (03) 9581 4676  
E: [community@kingston.vic.gov.au](mailto:community@kingston.vic.gov.au)  
W: [www.kingston.vic.gov.au](http://www.kingston.vic.gov.au)

The City of Kingston invites individuals to make an application to the Community Grants Program for individual development activities.

Individuals are strongly encouraged to read these guidelines before making an application.

**Multilingual services are also available for those experiencing language difficulties as follows.**

If you need language assistance, please call our interpreting service on 131 450, state the organisation as the City of Kingston and quote our phone number 1300 653 356.

#### **Ελληνικά**

Εάν χρειάζεσθε βοήθεια στην Αγγλική γλώσσα, παρακαλώ τηλεφωνήστε την υπηρεσία Διερμηνέων μας στον αριθμό 131 450, δηλώστε το όνομα του οργανισμού ως City of Kingston και παραθέστε τον αριθμό μας 1300 653 356.

#### **中文**

如果您需要语言帮助，请致电131 450致电我们的口译服务，将机构称为金斯敦市，并引用我们的电话号码1300 653 356。

#### **Italiano**

Se avete bisogno di assistenza linguistica, per favore contattate il servizio d'interpretariato al numero 131 450, indicate il nome dell'organizzazione come City of Kingston e comunicate il nostro numero telefonico 1300 653 356.

#### **русский**

Если вам нужна языковая помощь вы можете позвонить по нашей телефонной линии по службе языкового перевода 131 450, сказать что организация - Кингстон и дать наш номер телефона 1300 653 356.

#### **Tiếng Việt**

Nếu bạn cần sự hỗ trợ về ngôn ngữ, vui lòng gọi cho dịch vụ phiên dịch của chúng tôi theo số điện thoại 131 450, nói rõ tổ chức là the City of Kensington và báo số điện thoại của chúng tôi là 1300 653 356.

## **Introduction**

Kingston City Council sees its purpose as working 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 (Our Council Plan 2021-25 & Living Kingston 2035). Please refer to Council's Website [www.kingston.vic.gov.au](http://www.kingston.vic.gov.au) for more details.

In response to this purpose and vision, and to recognise and support the community's contribution to creating a vital and vibrant Kingston, Council provides an annual Community Grants Program comprising of:

- **Individual Development Grants** to support individual development and pursuit in sports, the arts and humanitarian goals.
- **School Awards Grants** to acknowledge student achievement within Kingston's school community.
- **Kingston Charitable Fund** for charitable registered organisations.
- **Annual Grants** for not-for-profit community groups and organisations delivering activities that reach a large part of Kingston with municipal benefits that also benefit residents in local neighbourhood areas.
- **Children's Week Grants** for not-for-profit community groups, that are planning a one-off activity or event during that week.
- **Arts Grants** for Individual artists, not-for-profit art groups and organisations to stimulate creative programs in the local community and position Kingston as a cultural hub with a vibrant arts community.

## **Why Council provides grants**

Through the Community Grants Program, Council aims to support community activity that:

- Meets needs that we know about in the community
- Makes the community stronger and more connected
- Gives residents the chance to participate in a range of different activities
- Helps Council to achieve its work in the community.

**The Individual Development Grants specifically aim to support individuals in their pursuit of high levels of performance and development by:**

- Recognising the sacrifices that people make to reach significant goals
- Developing local leaders and positive role models
- Building a positive image of Kingston, its community and the residents who are part of it.

## **About these Guidelines**

These guidelines refer to funding opportunities open to residents of the City of Kingston under the **Individual Development Grants**. They explain the grants available, important dates, who can apply, what can and cannot be funded, how to apply, how applications are assessed and where to get more information if you are interested in making an application.

While the guidelines are very useful, individuals who intend to make an application are encouraged to contact Council and speak to the Community Grants and Networks Officer for more information. Contact can be made by phone on 9581 4676 or via email [community@kingston.vic.gov.au](mailto:community@kingston.vic.gov.au)

## **Important dates**

There is no closing date for Individual Development Grants however **applications must be received at least 2 weeks prior to the start of the planned activity**. Consideration may be given if an applicant's departure from this timeframe is reasonably necessary.

If applying online a copy of the application will be automatically sent to your registered email address. Applicants will be advised in writing of the funding decision within 4 weeks of Council receiving the application. This timeframe may be extended if the applicant is / has a family member employed by the City of Kingston Council.

From the date of notification of the funding decision, successful applicants should allow approximately 30 days for a grant payment to be received, which means that funding may be received after the development activity has occurred.

Due to the above timelines, applications should be submitted as soon as possible.

## **Grant area breakdown**

Funding assistance is available to individuals in the following areas of pursuit:

### **1. Arts & Culture**

Applications will be considered for emerging and established artists and cultural workers to undertake special activities that enhance their creative and professional development at State, National or International level. Such activities may include residencies, study intensives, master classes, mentoring, conferences, or presentation of work at a significant cultural event or venue.

### **2. Sports & Recreation**

Applications will be considered for emerging and established athletes to participate in an officially recognised competitive event that has a set of rules and a code of conduct at State, National or International level where the applicant has been selected through a competitive selection process.

### 3. **Environmental/ Humanitarian Initiatives**

Applications will be considered for individuals who undertake or participate in recognised and significant Humanitarian or Environmental initiatives for activities at a State, National or International level. Such activities may include conferences, study intensives or volunteer services to subsidise travel of not more than 60 days for qualified humanitarian service.

### **Funding available**

Council will allocate a fixed sum as part of each financial year's budget for the provision of grants on a competitive basis. Once this sum has been depleted no further applications can be considered.

Funding will be considered to the following levels:

- \$125 for activity at a State level within Victoria\*
- \$250 for activity at a National level held interstate or in Victoria\*
- \$500 for activity at an International level held overseas, interstate or in Victoria\*

\* A further 20% funding consideration may be made for applicants who demonstrate financial hardship through a Centrelink issued Health Care Card or Pensioner Concession Card.

### **Who can apply?**

Applications are invited from individuals who are:

- **Permanent residents** of the City of Kingston
- Participating as an individual or as part of a team or group in the development activity
- Able to demonstrate a record of achievement and practice in their field of pursuit
- Covered by adequate insurances
- Sports requests only:
  - Taking part in a sport that is accredited by the Australian Sports Commission;
  - Selected as an individual to represent **Victoria/Australia** in a recognised State/National/International competition **and that is organised by a relevant professional Association**
  - Applicants must be selected individually, or as part of a team, through a competitive process for the right to compete at State, National or International level of competition.
- Arts & Culture requests only - Engaging in an activity that is recognised by a relevant State/National/International professional body or institution or engages with an established professional artist that has made a recognised and significant contribution to their practice.

**Only one application can be supported per individual in any one financial year.**

### **Who cannot apply?**

- Teams, community groups or organisations. Community groups or organisations should refer to the Community Grants for available funding opportunities.
- Individuals who are not permanent residents of the City of Kingston.

Consideration may be given if an applicant's departure from eligibility criteria is reasonably necessary.

## **What you can apply for**

Applications can seek funding assistance to help cover costs associated with the development activity that are not covered by any other means, limited to:

- Travel requirements
- Accommodation
- Activity registration or entry fees
- Purchase or hire of equipment or materials required to compete or participate in the development activity
- Transportation of equipment or materials.

## **What you cannot apply for**

Please note that the following types of requests are ineligible for support:

- Costs that are being covered by, or considered the responsibility of another involved party
- Daily costs such as food, beverages, personal products and accommodation on-costs
- New equipment or materials not directly related to being able to compete or participate in the development activity
- Non-competitive sports activity such as training camps and coaching clinics
- School, TAFE or university fees or scholastic materials
- Publishing, promotion or distribution of CDs, DVDs or writing works
- Website development or maintenance
- Insurance
- Development activity that occurs before Council has received an application.

## **How are applications assessed?**

All applications are assessed and approved at Council officer level, and are considered on their merit using the following assessment criteria:

1. Applicant meets standard eligibility criteria
2. Level and location of the activity
3. Demonstrates achievement and development potential in their field of pursuit
4. Level of assistance from other sources
5. Evidence of financial hardship limiting ability to participate and realise their full potential. Assessment may also consider if the applicant has previously received an Individual Development Grant. The assessing Council officer may also discuss an application with fellow officers and/or seek further information from the applicant or relevant professional/event body.

Once a funding recommendation is formed, Council will contact the applicant in writing to communicate the funding decision.

## **Making an application**

**Applications are accepted on an ongoing basis but must be received at least 2 weeks prior to the planned development activity.** Consideration may be given if an applicant's departure from this timeframe is reasonably necessary. Applications received after the activity has occurred will not be accepted.

Application forms for Individual Development Grants can be accessed (on-line) via SmartyGrants. The link can be found on the Community Grants page of the City of Kingston website:  
[www.kingston.vic.gov.au/Community/Community-Grants](http://www.kingston.vic.gov.au/Community/Community-Grants)

Please follow the links to download the guidelines and to access the on-line Grants application. You can access it by directly typing in <http://kingston.smartygrants.com.au>

Please note you will need an email address. Just register your email. The password is anything you will remember easily and where it says organisation you can simply put individual if you wish.

- ① **If you have any difficulties please contact the Community Grants & Networks Officer on 9581 4676 or by email [community@kingston.vic.gov.au](mailto:community@kingston.vic.gov.au)**

To be eligible for assessment, applications must be fully completed with all questions answered and documents attached where requested.

## **Any attachments required for an application**

You can scan these into your computer for electronic attachment to your on-line application

- Copy of letter received from the affiliated body, professional institution, or event organisers (as appropriate) as evidence of selection/acceptance into the development activity.  
NB. Copy of completed registration/entry form will not be accepted as evidence of selection.
- Copy of current Centrelink issued Health Care Card or Pensioner Concession Card with your name on it, if seeking an additional 20% funding consideration.

## **Hardcopy applications**

**Applications can still be made on a hardcopy application form if you prefer. Please contact the Community Grants and Networks Officer at [community@kingston.vic.gov.au](mailto:community@kingston.vic.gov.au) or on 9581 4676 to have a form posted to you.**

Typed and handwritten applications are accepted. If you are handwriting your application, please print clearly and use black or blue ink.

To be eligible for assessment, applications must be fully completed with all questions answered and documents attached where requested.

## **Hardcopy applications will be accepted by:**

✉ **Post**  
Individual Development Grants Program  
City of Kingston  
PO Box 1000  
Mentone VIC 3194

† **Hand delivery**  
City of Kingston Customer Service  
1230 Nepean Highway  
Cheltenham

(Make sure that your application is clearly labelled “Attention: Community Grants and Networks Officer”)

✉ **Email**  
[community@kingston.vic.gov.au](mailto:community@kingston.vic.gov.au)  
(Subject field: Individual Development Grant Application)  
NB. Must include all required attachments.

## **Other general information**

- Council’s funding decisions are final.
- Individuals can only receive one grant per financial year running from 1 July to 30 June.
- The activity start date will determine the financial year that applies for assessment. For instance, an activity held 29 June 2023 to 03 July 2023 would be assessed as part of 2022/2023 grants program.
- Payment of a grant will be made to your nominated bank account or if the applicant is a minor the payment can be made to the parent/legal guardian.
- Funding is released once Council’s Finance Department has processed the requisition, taking up to 30 days.
- Funding will not be released if an applicant owes money or a previous grant report to Council.
- Successful applicants will need to acknowledge Council’s support.
- Successful applicants will need to report on the spending of the funding received (acquittal).
- Council may, at its discretion, promote the recipients of grants to the community.
- Council may make funding conditional on other specific conditions being met.
- Funding is not automatic on application.

**If you have any difficulties, please contact the Community Grants and Networks Officer on 0438 796 542 or by email [community@kingston.vic.gov.au](mailto:community@kingston.vic.gov.au)**