



*Kingston Charitable Fund is a charitable fund  
account of the Lord Mayors Charitable Foundation.  
Inspiring Philanthropy since 1923.*

## KINGSTON CHARITABLE FUND 2024 ANNUAL GRANTS

# Grant Guidelines

**APPLICATIONS OPEN - Monday 29 January 2024 at 9am**  
**APPLICATIONS CLOSE - Friday 23 February 2024 at midnight**

The Kingston Charitable Fund (KCF) invites community groups and organisations that have Australian Tax Office (ATO) Deductible Gift Recipient (DGR) item 1 and Tax Concession Charity status (TCC) and who meet the assessment criteria, to apply for a grant.

Kingston Charitable Fund (KCF) Grants aim to support charitable organisations that meet community needs, make the community stronger and more connected, and complement Council's activities in the community.

The Kingston Charitable Fund (KCF) Grant Assessment Panel will review all applications and put forward recommendations to the Lord Mayor's Charitable Foundation (LMCF) for formal approval. The LMCF's decision is final.

### **Applicants are encouraged to:**

- Read the Kingston Charitable Fund Grants Guidelines.
- Visit Council's website [kingston.vic.gov.au/charitablefund](https://kingston.vic.gov.au/charitablefund) to find out more about the Kingston Charitable Fund.
- Contact the Kingston Grants Officers on 1300 653 356 or [charitable.fund@kingston.vic.gov.au](mailto:charitable.fund@kingston.vic.gov.au) for more information about the grants criteria and process.

Multilingual services are also available for people experiencing language difficulties.



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## About the Kingston Charitable Fund Annual Grants

Welcome to the Kingston Charitable Fund's 2024 Annual Grants Application Process.

The Kingston Charitable Fund (KCF) was launched in February 2007 as an initiative of Kingston City Council in partnership with the Lord Mayor's Charitable Foundation. The KCF made its first allocation in the form of grants to eligible charitable organisations in 2009. Fund grants are now made on an annual basis.

The Fund is a separate legal entity from the City of Kingston. It aims to raise much-needed funds to help charitable organisations that support people living in Kingston. It does this by encouraging tax deductible donations, gifts and bequests that build up the Fund corpus in perpetuity. Each year the Fund earns income (in the form of interest) which can then be made available to the community in the form of grants.

The Fund is a sub-fund of, and administered by, the Lord Mayor's Charitable Foundation. The administration fee is equal to 1 per cent of the capital value of the Fund Account at the beginning of that Financial Year. The administration fee is charged against the income generated by the Fund in a Financial Year, prior to distribution.

### Am I eligible to apply?

To be eligible for a KCF Grant, organisations must meet the criteria detailed in these guidelines and have Deductible Gift Recipient (DGR) item 1 and Tax Concession Charity (TCC) status from the Australian Tax Office.

KCF Grants aim to support charitable organisations that meet community needs, make the community stronger and more connected, and complement Council's activities in the community.

### Kingston Charitable Fund Grant Assessment Panel

As set out in the KCF Deed with the Lord Mayor's Charitable Foundation, Kingston Council has appointed a KCF Grants Assessment Panel to assess and determine all applications for funding.

The KCF Grants Assessment Panel comprises of the Mayor and one other Councillor, the Chief Executive Officer or their delegate and two community representatives. The Panel meetings are chaired by the Mayor or their delegate.

## How and when do I apply?

- a) Applications for the KCF Grants will be advertised on Council's Website, via Council's Social Media platforms and a direct mail out to eligible organisations on the KCF database.
- b) Interested charities are encouraged to apply online via SmartyGrants, which can be accessed via [kingston.vic.gov.au/fundgrants](https://kingston.vic.gov.au/fundgrants).
- c) Applications will open for four-week period.
- d) The KCF will confirm receipt of all applications.
- e) The KCF Grant Assessment Panel will review all applications as they are received in accordance with established criteria.
- f) To assist in assessing applications, the KCF Grant Assessment Panel members may arrange a visit to discuss the application and gain a better appreciation of the organisation.
- g) The KCF Grant Assessment Panel will put forward a recommendation to the Lord Mayor's Charitable Foundation (LMCF) for approval. The LMCF's decision is final.
- h) All applicants will be advised in writing of the outcome of their application.
- i) The KCF Grant Assessment Panel may periodically contact the successful applicant to arrange a follow-up visit to review the impact of their grant.
- j) The successful applicant will be required to submit an acquittal form at the end of the project or program timeframe as outlined in the application form.

## Important dates for Kingston Charitable Fund Annual Grants in 2024

<b>January</b>	Grant Guidelines and link to SmartyGrants application made available on <a href="https://kingston.vic.gov.au/fundgrants">kingston.vic.gov.au/fundgrants</a> or through contacting the Kingston Grants Officers on 1300 653 356 or <a href="mailto:charitable.fund@kingston.vic.gov.au">charitable.fund@kingston.vic.gov.au</a>
<b>January</b>	An email introducing the Kingston Charitable Fund Annual Grants 2024 will be sent to charities on the Kingston Charitable Fund database
<b>29 January</b>	Applications open 9am
<b>February</b>	An email advising Kingston Charitable Fund Annual Grants 2024 are due to close will be sent to charities on the Kingston Charitable Fund database
<b>23 February</b>	Applications close midnight No late applications will be accepted
<b>March</b>	Kingston Charitable Fund Grants Assessment Panel review applications
<b>April</b>	Recommended grants are forwarded to the Lord Mayor's Charitable Foundation for formal approval
<b>May</b>	Kingston Council advises all applicants the outcome of their application and announces the successful grant recipients

## Annual Grants Assessment Criteria

Organisations applying for a Fund Grant must have ATO endorsement of 'Deductible Gift Recipient' item 1 and Tax Concession Charity status. Evidence of this must be provided along with their most recent annual report and financial statements.

The KCF Grant Assessment Panel will consider all applications based on the assessment criteria and merit. Applicants are encouraged to apply for an amount appropriate to their activity. Applications for innovative or new programs are encouraged.

The KCF Grant Assessment Panel can decide to fully fund, partially fund or funds match an activity.

The KCF Grant Assessment Panel will use some or all the following assessment criteria to consider applications on their merit:

### **A) Community outcomes**

- Complements City of Kingston activities
- Targets Kingston's disadvantaged communities or improves access
- Encourages a diversity of activities and opportunities available to the community
- Helps to build skills in the community

### **B) Link to planning**

- States clear aims for the activity
- Shows evidence of planning eg. resources, safety, permits, etc
- Addresses a genuine and identified community need

### **C) Resourcing**

- Demonstrates capacity to deliver on the activity and meet conditions of funding
- Seeks, where possible, to identify other sources of financial/in-kind contributions
- Consideration will be given to the level of previous financial assistance
- Demonstrates suitable and efficient use funds

While the KCF Grant Assessment Panel may also seek further information from an applicant, it is in the interest of the applicant to fully answer each question in their application and provide as much information as possible to assist the Panel in deciding upon their application.

## How will I know if my application has been successful?

The KCF Grant Assessment Panel will review all applications and put forward a recommendation to the Lord Mayor's Charitable Foundation (LMCF) for formal approval. You will be advised in writing of the outcome of your application.

Please note late applications are unable to be accepted and the Lord Mayor's Charitable Foundation decisions are final.

Regrettably, not all grant requests can be satisfied, however, the Fund seeks to provide a fair balance between applicants. Eligible organisations, whether successful or not, may apply each year.

## What do I need to do if my application is successful?

- The successful applicant will need to enter into a Funding Agreement, which outlines the conditions under which the grant will be made available.
- Funding is released once the KCF receives the signed Funding Agreement. The financial standing of the applicant will also be considered.
- The successful applicant is expected to willingly participate in any Council promotion of their activity and the Fund grant.
- Grants are only to be used for the submitted purpose or project, as such grants cannot be transferred.
- The successful applicant needs to prominently acknowledge the support of the KCF on their website, in their Annual Report and in their organisation newsletter.
- The successful applicant will need to report on the spending of the funding received (acquittal).
- The applicant must not spend money on the proposed activity before funding decisions are announced. This is considered retrospective funding, which is not eligible for support.
- Funding is not automatic on application. All requests are subject to consideration each year. Success in any given grant round does not guarantee success in subsequent rounds.

Thank you for your interest in the 2024 Kingston Charitable Fund Annual Grants.