

Kingston Grants Program

Community Event Grant Guidelines 2025-2026

Support and Accessibility

Council is committed to ensuring that every person interested in applying for a grant has equal access to information and services.

- Council officers can help support you to submit your application.
- Language Assistance: Call 131 450, say 'City of Kingston,' and provide 1300 653 356.
 - Βοήθεια Γλώσσας: Καλέστε το 131 450, πείτε «City of Kingston» και δώστε τον αριθμό 1300 653 356.
 - 语言协助: 请拨打 131 450, 说“City of Kingston”, 然后提供 1300 653 356.
 - Языковая помощь: Позвоните по номеру 131 450, скажите «City of Kingston» и предоставьте номер 1300 653 356.
 - Assistenza linguistica: Chiama il 131 450, di “City of Kingston” e fornisci il numero 1300 653 356.
- Communication Access: Call the National Relay Service on 133 677 and quote 1300 653 356.

Acknowledgement of Country

The City of Kingston proudly acknowledges the Bunurong People of the Kulin Nation as the Traditional Owners and Custodians of this land, and we pay our respect to their Elders, past and present.

Council acknowledges the Bunurong’s continuing relationship to the land and waterways and respects that their connection and spiritual identity is maintained through ancient ceremonies, songlines, dance, art and living culture.

Council pays tribute to the invaluable contributions of the Bunurong and other Aboriginal and Torres Strait Island Elders who have guided and continue to guide the work we do.

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About These Guidelines

These guidelines explain what the grant can fund, who can apply, how to apply, how applications are assessed, how funding decisions are made, how to manage your grant, and where to get help. Applicants should refer to both the Kingston Grants Program Policy and these guidelines to prepare an application.

What We Fund

Community Events Grants

These grants provide triennial funding (three years of funding) to support not-for-profit organisations and community groups in delivering established, regular, and significant events within Kingston that are accessible to the entire community. The program recognises and celebrates the city's diversity, places, talents, cultures, and unique characteristics.

Funding is available for large-scale annual community events or a series of community events held throughout the year. Examples include significant cultural or religious celebrations, performing arts, community festivals, or competitions.

These community events contribute to Kingston's reputation as a vibrant place to live, work, visit, and play. Council will not provide funding for events associated with religious worship, congregation, secular promotion, protest, or campaigns.

Funding Available

Community Events Grants provide funding for three years (triennial). The maximum annual funding available is \$25,000.

Eligibility

Applications must:

- Align with the key directions of the Council & Wellbeing Plan 2025-29.
- Align with the purpose and requirements of this grant stream.
- Include current public liability insurance with an appropriate level of cover and Certificate of Currency.
- Provide quotes for each item or service to be funded.
- Be submitted by the due date.

Applicants must:

- Hold their event in Kingston.
- Be located in Kingston; or if located outside of Kingston, be able to demonstrate their event provides significant benefit to the Kingston community.
- Have no overdue grant reports or debts with Council.
- Not have received a Kingston Grants Program or Kingston Charitable Fund grant for the same activity within the same financial year.
- Comply with all Council policies, laws (including Child Safe Standards), government directions, and legal agreements, and provide a copy of your Child Safe Standards Policy (if applicable).
- 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.

- Be legally constituted (e.g. incorporated association, company limited by guarantee, Aboriginal Corporation, Statutory Authority, or a Church established by legislation). Evidence of legal status must be provided.
- Be not-for-profit and managed by a volunteer board/committee of management and provide evidence of your last annual report or AGM minutes complying with Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission obligations.
- Be financially sustainable and able to operate for the full funding period with support from the grant and provide your organisations latest financial statement complying with Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission obligations.
- Not receive a direct income from gambling activities, undertake or promote gambling.

Funding will not be provided for:

- Religious or political activities related to worship, promotion, protest or campaigns.
- Activities that are the core responsibility of State or Federal Governments or schools.
- Gambling-related activities; or the hire of venues with gaming machines (unless no viable alternative exists).
- The hire of venues that are inappropriate for the nature of the activity, owned by the applicant, or outside the geographical boundaries of the City of Kingston.
- Replacement or top-up of discontinued or reduced income.
- Retrospective funding (for activities already completed).
- Fireworks, alcohol or other drugs.
- Trophies, prizes or fundraising items.

When to apply

- Funding is offered once every three years, with the option to open additional rounds in years two or three if funds remain available. For application opening times, see Council's website.
- You can only receive a grant once per triennial cycle in this stream.

Who Can Apply

- Not-for-profit organisations and community groups are eligible to apply.
- Applicants must be in Kingston; or show their event provides a significant benefit to Kingston residents.

How to Apply

1. Visit: www.kingston.vic.gov.au/community/grants/grants-program
2. Create a SmartyGrants account if you don't have one.
3. Fill in the application form and provide the required documents.

Required Documents:

- Your annual report or AGM minutes
- Evidence of legal status

- A copy of your latest annual financial statement
 - A copy of your current public liability insurance (Certificate of Currency).
 - Your Child Safe Standards Policy (if applicable)
 - Quotes for any items or services you intend to purchase with grant funds
4. Review your application.
 5. Submit your application through SmartyGrants. You will receive notification if you have successfully submitted.

How applications are assessed

Applications are assessed and scored by the Kingston Grants Program Assessment Panel against the following criteria:

Table 1: Kingston Grants Program Assessment Criteria

Assessment Criteria	Good (5)	Okay (3)	Poor (1)
Event Description (Weighting 10%)	The event is clearly described and aligns well with the project plan and budget.	The event description is somewhat unclear and partially aligns with the plan and budget.	The event description is unclear and does not align with the project plan or budget.
Community Need & Benefit (Weighting 35%)	Clear and convincing evidence of community need, showing benefit to a broad or specific group in Kingston.	Some evidence of community need and potential benefit to a group in Kingston.	Community need and benefit are unclear or not demonstrated.
Clear Event Management Plan (Weighting 30%)	Detailed tasks with timelines, demonstrating clear capacity to deliver the event.	Basic event management plan with some tasks and timelines, showing some capacity to deliver.	Event management plan lacks clarity, timelines are missing, and capacity to deliver is not demonstrated.
Alignment to Council and Wellbeing Plan (Weighting 10%)	Completely aligned	Partially aligned	Not aligned
Budget (Weighting 10%)	Budget aligns with the event management plan, includes detailed itemised quotes, and shows balanced and realistic income and expenses.	Budget generally aligns with the event management plan, includes some quotes, with minor inconsistencies.	Budget lacks detail, does not align with the event management plan, lacks itemised quotes, and is unbalanced.
Organisation's Financials (Weighting 5%)	Applicant needs Council funding to deliver the event	Applicant could benefit from Council funding to deliver the event	Applicant can fund the event without Council funding

Funding Decisions

Applicants will be notified of the outcome following the June Council meeting.

To keep the process fair for everyone, applicants must not contact or try to influence Councillors, Council staff, or members of the Assessment Panel about the outcome of their application. Any lobbying or attempt to influence the outcome may result in the application being withdrawn from consideration.

Funding decisions are made by Council. Council's decision is final.

- If your application is successful, your triennial funding amount is fixed. If your costs go up, your grant will not increase.
- If your application is not successful, you can ask for feedback or apply again.
- If you are unhappy with the process, you can make a complaint through Council's Complaints Policy: www.kingston.vic.gov.au/council/council-documents/plans-policies-and-reports/complaints-policy

Managing Your Grant

Successful applicants will need to:

- Sign a funding agreement and provide a tax invoice for payment.
- Acknowledge Council support in any promotions.
- Report back with evidence of grant expenditure and a short summary (acquittal) of what was achieved (the outcome). Accepted evidence of grant expenditure includes:
 - Receipts
 - A letter signed by the Secretary listing grant expenditure.
 - An audited balance sheet
- Agree to any audit requests related to the funded activity.

Any change to your activity requires a funding variation request. Please contact the Kingston Grants Officers to discuss the change.

Where to get support

For more information about the Kingston Grants Program, please contact the Kingston Grants Officers.

Postal Address: PO Box 1000, Mentone VIC 3194
Telephone: 1300 653 356
Email: community@kingston.vic.gov.au
Website: kingston.vic.gov.au

It is recommended you speak with a Council officer before applying — they can guide you through the process.