

Kingston Grants Program

Individual Development 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

Individual Development Grants support once-off activities for individual Kingston residents who are competing, performing, or representing at State, National, or International level in their chosen field. These grants recognise the effort and sacrifices people make to achieve their goals. They also aim to build local leaders and role models.

The grant can help cover costs such as:

- Registration or entry fees.
- Travel and accommodation.
- Equipment and materials.

Funding is available in the following areas:

- Arts & Culture – residencies, study intensives, masterclasses, mentoring, conferences, events.
- Sport & Recreation – official competitions that require selection in a tournament, event or representative team.
- Environment & Climate Action – conferences, study intensives, volunteering (up to 60 days).
- Humanitarian & Leadership – conferences, study intensives, volunteering (up to 60 days).

Funding Available

- \$200 – State level (Victoria).
- \$400 – National level (interstate or in Victoria).
- \$600 – International level (overseas or interstate).
- + 25% additional funding is available if you can demonstrate financial hardship.

Eligibility Criteria

Applications must:

- Meet the purpose and requirements of this grants stream.

Applicants must:

- Live in Kingston and provide proof of identity and residence. For example, both sides of your driver's license, bank statement (financials redacted), or utility bill.
- Provide proof of competitive selection, qualification or invitation. For example, letter or email on letterhead from the event/activity organiser, governing body, club or coach/instructor.
- Have no overdue grant reports or debts with Council.
- Not have received an Individual Development Grant this financial year.
- Comply with all Council policies, applicable laws, government directions, and legal agreements.
- If under the age of 18, have permission from a parent or guardian.

- If applying for the financial hardship benefit, provide proof such as a copy of both sides of a Centrelink Health Care Card, Pensioner Concession Card, or Veteran Card.

Funding will not be provided for:

- Activities that are core responsibilities of government, other organisations, or schools.
- Reimbursement of past costs.
- Activities promoting political or religious ideologies.

When to apply

- Grants remain open while funds are available.
- Apply a minimum of 4 weeks before your activity begins.
- Grants close once the monthly budget has run out.

Who can apply

You can apply if you are:

- A Kingston resident.
- A parent/guardian applying for someone under 18.

You cannot apply if you are:

- A Councillor or Council officer applying for an activity related to your role.

How to apply

1. Visit the City of Kingston website: 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 following documentation:
 - Proof of identity and Kingston residency
 - Proof of selection, qualification, or invitation
 - Proof of financial hardship (if applying for additional support).
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 on:

- Level and location of the activity.
- Level of achievement and potential for development.
- Level of other funding support.
- Evidence of financial hardship (if relevant).

Funding decisions

Applicants will be notified of the outcome within 4 weeks.

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 delegation of Council as per the Kingston Grants Program Policy. Funding decisions are final.

- If your application is successful, your 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

How to manage your grant

Successful applicants will need to:

- Sign a funding agreement and provide a tax invoice for payment.
- All promotions of activities funded by Council must acknowledge Council's support.
- Report back with receipts and a short summary (acquittal) of what was achieved (the outcome).
- Agree to any audit requests related to the funded activity.

Any changes 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.