

Kingston Grants Program

Community Bi-annual Grant Guidelines 2026-2027

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 Bi-annual grants support new or once-off activities that align with Council's strategic priorities and are located in Kingston. The program is open for applications twice a year, with each recipient eligible to receive only one grant annually.

Funding categories include:

- Community Projects & Programs
- Small Community Events
- Minor Capital Works
- Arts Projects & Programs
- Local Business Community Impact

Funding available

Community Bi-annual grants provide funding up to \$10,000.

2026/27 Funding Priorities

Council has identified annual funding priorities to encourage applications that respond to emerging needs. While applicants are encouraged to apply for any project that aligns with the overall objectives of the grant program, proposals that clearly demonstrate alignment with one or more of the following funding priorities will be highly regarded:

- Initiatives that strengthen social connection and community wellbeing including activities aligned with Neighbour Day, World Mental Health Day, or Loneliness Awareness Week.
- Initiatives that promote mental health and wellbeing outcomes in the community.
- Family violence prevention initiatives designed and delivered by culturally diverse community groups for community.
- Capacity-building programs that strengthen leadership, governance, and administrative skills within community organisations and trader associations.
- Programs or events that recognise days of cultural significance such as Australia Day or Lunar New Year.
- Activities that use art as an avenue to connect with community.
- Climate action and resilience education initiatives.
- Support for integrating sustainability and waste management practices into community events or activities.
- Volunteer engagement and succession planning initiatives that support the sustainability of community groups.

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:

- Be located in Kingston; or if located outside of Kingston, be able to demonstrate your activity provides a significant benefit to the Kingston community; OR for the Local Business Community Impact category, have a registered business within Kingston.
- 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, the Australian Securities and Investment Commission, Fair Work Ombudsman, WorkSafe Victoria, or Environmental Protection Authority Victoria as applicable.
- Be legally constituted (e.g. incorporated association, company limited by guarantee, Aboriginal Corporation, Statutory Authority, or a Church established by legislation) or be auspiced by a legally constituted organisation. If applicable, evidence of legal status and/or a copy of the auspicing agreement must be provided.
- 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 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; OR for the Local Business Community Impact category, be a for-profit business having operated in Kingston for a minimum of 12 months, have an annual turnover of less than \$1 million, and provide your Australian Business Number (ABN).
- Be financially sustainable and able to operate for the full funding and reporting 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; building works or facility hire at a venue with gaming machines or other forms of gambling (unless no viable alternative exists).
- 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).
- Minor Capital Works that are already budgeted in Council's latest Capital Works Program.
- Fireworks, alcohol or other drugs.
- Trophies, prizes or fundraising items.

Category overview

Community Projects & Programs

Funding is available for projects and programs that enable not-for-profit organisations and community groups to strengthen the social fabric of Kingston. Equipment may be included as part of a broader project or program; however, applications solely for the purchase of equipment will not be accepted.

Projects must align with the Council & Wellbeing Plan 2025-29 and may focus on areas such as:

- Access and inclusion
- Physical or mental health
- Loneliness and isolation
- Safety and community wellbeing
- Animal welfare
- Climate action

Small Community Events

These grants provide support for smaller-scale events that connect, strengthen, and celebrate Kingston's diverse community.

Events must:

- Be held within Kingston
- Be open to and widely promoted across the Kingston community
- Align with the Council & Wellbeing Plan 2025-29

Examples include small performing arts, community festivals, competitions or cultural celebrations such as NAIDOC Week, Australia Day, Chinese New Year, Diwali, Eid al-Fitr, or Hanukkah.

Council will not provide funding for events associated with religious worship, congregation, secular promotion, protest, or campaigns.

If your activity uses a venue or public space, you are responsible for organising and managing the hire.

Additional Required Documents

Provide evidence of an Event Notification form for events held in an open (outdoor) space on Council land.

Minor Capital Works

These grants help pay for small improvements to community buildings or outdoor spaces in Kingston.

They can also help with buying and installing energy-efficient appliances or equipment.

You can use the funding for:

- Small repairs or upgrades
- Energy-saving appliances or equipment that need installation

Examples include fixing or improving buildings, adding energy-efficient fittings, new flooring or paving, security cameras, weather stations, fences and gates, shade structures, and community gardens. Funding is not available for Minor Capital Works already included in Council's current Capital Works Program or ongoing maintenance.

Projects that make buildings easier to use or that save energy will be given priority.

Minor Capital Works have funding co-contribution requirements:

- If you have a Group 1 Council Lease (no liquor license): No co-funding needed.
- If you have a Group 1 Council Lease (with a liquor license): You must match Council's funding 1:1 (cash or in-kind).
- If you have a Group 2 Council Lease (with or without a liquor license): You must match Council's funding 1:1 (cash or in-kind).
- If you are a not-for-profit leasing private property: You must match Council's funding 1:1 in cash (in-kind not accepted).

Note: Group 1 and Group 2 are defined in Council's Lease and License Policy and relate to an organisation's capacity to generate significant income.

For the installation of cameras (including weather stations), applicants must also:

- Make sure your footage does not capture anyone else's private property.
- Store footage securely.
- Not store footage for more than 30 days.

Additional Required Documents

Provide evidence of an Approval in Principle (AIP) from Council for works on Council-owned property; or for works on non-Council-owned property provide evidence of ownership, or a letter of approval from the landlord.

Arts Projects & Programs

These grants provide support for artists seeking to create and present arts activities in Kingston, such as performances, exhibitions, or other creative initiatives. Non-incorporated artists or creative groups must be auspiced by a not-for-profit organisation or group to be eligible.

Additional Required Documents

Include the artists resumé and examples of recent work, if applying for works of art.

Local Business Community Impact

Funding is available to for-profit businesses that have operated in Kingston for a minimum of 12 months, who deliver activities enhancing community diversity and participation.

You can use the funding for activities or services that enable Kingston residents to participate, learn,

connect, or improve wellbeing. Activities must demonstrate clear community benefit beyond commercial gain.

Examples include:

- Creative participation such as visual arts classes, pottery workshops, music and choir sessions, theatre groups, photography courses, or sewing and craft programs.
- Physical and wellbeing activities such as dance, yoga, Pilates, martial arts, Tai Chi, low-impact fitness for older adults, or inclusive sports programs designed to build skills and social engagement.
- Cultural enrichment and community connection such as multicultural cooking classes, language learning groups, or cultural arts programs that celebrate and share diverse traditions.
- Skill-building experiences such as creative writing courses, digital literacy workshops tailored to community needs, or capacity-building programs for youth.
- Inclusive and accessible programs designed specifically for priority groups such as people with disability, older people, young people, or culturally diverse communities.

The Local Business Community Impact category has funding co-contribution requirements. Applicants must match \$1:\$1 funding.

Additional Required Documents

- Evidence of operation in Kingston for a minimum of 12 months
- Evidence your business has an annual turnover of less than \$1million
- Provide your Australian Business Number (ABN)

When to apply

Applications open twice a year. You can apply once per round and receive only one grant per financial year in this stream. Check Council's website for opening dates.

Who can apply

- Not-for-profit organisations and community groups or those operating under an approved auspice agreement.
- Incorporated or auspiced artists through the Arts Projects & Programs category.
- Eligible businesses can apply to the Local Business Community Impact category.

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 (or your Auspice) current Public Liability Insurance (Certificate of Currency)

- Your Child Safe Standards Policy (if applicable)
 - Any required permits or approvals (e.g., building, planning, landowner, business owner)
 - Quotes for any items or services you intend to purchase with grant funds
 - Category specific – see ‘Additional Required Documents’
4. Review your application. We can only assess applications that include all required documents.
 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:

Assessment Criteria	Good (5)	Okay (3)	Poor (1)
Activity Description (Weighting 10%) (Project Activity, Event or Operational activities)	The activity is clearly described and aligns well with the project plan and budget.	The activity description is somewhat unclear and partially aligns with the plan and budget.	The activity 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 Activity Plan (Weighting 30%) (Project Activity, Event or Operational activities)	Detailed tasks with timelines, demonstrating clear capacity to deliver the activity.	Basic activity plan with some tasks and timelines, showing some capacity to deliver.	Activity 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 activity plan, includes detailed itemised quotes, and shows balanced and realistic income and expenses.	Budget generally aligns with the plan, includes some quotes, with minor inconsistencies.	Budget lacks detail, does not align with the activity plan, lacks itemised quotes, and is unbalanced.
Organisation's Financials (Weighting 5%)	Applicant needs Council funding to deliver the activity	Applicant could benefit from Council funding to deliver the activity	Applicant can fund the activity without Council funding

Funding decisions

Round 1 Applicants will be notified of the outcome following the June Council meeting.

Round 2 Applicants will be notified of the outcome following the December 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 your 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 funding amount is fixed.
- 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 the Kingston website:
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 receipts and a short summary (acquittal) of what was achieved (the outcome) within two months of completing your activity. If receipts cannot be provided, please contact Kingston Grants officers to discuss alternative documentation. Council may request further information to verify acquittal information. Failure to submit an acceptable acquittal by the due date will result in ineligibility to apply for future grants.
- Agree to any audit requests related to the funded activity.

Any change to your activity as outlined in your application require a funding variation request. Please contact the Kingston Grants Officers to discuss the proposed changes.

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.